

# Bay House School

## School Reopening Risk Assessment

updated for 08 September 2021

The measures we list are based on current (as at 08 September 2021) government guidance:

- [School coronavirus \(COVID-19\) operational guidance \(applies from 8 March\)](#)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

We have to take into account:

- The number of staff and pupils expected to have in
- Any risk assessments for individual staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)
- Any reasonable adjustments to enable everyone to follow the measures, including pupils with EHC plans (e.g. designing approaches to help children with challenging behaviour who may struggle to follow the rules)
- The size and layout of the school premises
- The resources in stock or can be ordered easily (e.g. PPE, soap, cleaning products)

## How to approach risk estimation and management

The DfE advises that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.

## RAG rate control measures

Each control measure is colour coded in the appropriate colour, to make it clear how prepared we are for each measure being in place for the autumn term.

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place for the autumn term
- Green: this measure is already in place
- Any updates assume that these control measures are in place.

## We will continue to follow these protective measures

- Make sure people who are required to self-isolate don't attend school
- Advise everyone to clean their hands thoroughly and frequently
- Make sure people practise good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Promote and engage with the NHS Test and Trace process
- Manage confirmed coronavirus cases
- Contain any outbreak by following advice from our local health protection team
- Make sure individuals have the appropriate personal protective equipment (PPE), for example if they need to be in close contact with a pupil who develops symptoms or gets a positive lateral flow test at school
- Promote and engage with asymptomatic testing (see more on updated testing guidance below)

HAZARD	CONTROLS TO BE PUT IN PLACE	NOTES	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <a href="#">current government guidance</a>.</p>	<p><b>Pupils or staff that have travelled abroad:</b> need to be pointed to the <a href="#">current government guidance on quarantine</a> and they must not come into school. All this information is on the website and Gov.uk websites.</p>	NME	8/03/2021 (updated Sept 21)	Regular reminders to parents and staff in communications will be part of this process. The new advice about travel needs highlighting.

**Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.**

Details below

The school will inform the persons of the protocol for contacting Test and Trace and reporting the results. This process and protocols have already been successfully used during the Summer term.

If a symptomatic person comes into school, or if a pupil has a positive test whilst at school, they will be sent home immediately or isolated until they can be picked up. The **isolation room** is located in the new **Reception building near the Main gate** – see [this guidance](#) for help with this. 999 will be called if they are seriously ill or injured or their life is at risk.

In the case of a symptomatic pupil who needs to be supervised before being picked up:

- A window will be opened in the room to allow for fresh air ventilation
- If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask
- If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron
- If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection

Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.

We will provide home testing kits, if available, to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.

#### **Contact with a symptomatic pupil or pupil who has a positive test at school:**

In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home.

If you need to make alternative arrangements to transport them home:

- The local authority may be able to source a suitable vehicle to transport the pupil
- You must inform the driver that the pupil has developed symptoms/tested positive
- Staff will be offered 2 lateral flow tests per week, for use at home
- Pupils will be offered 3 lateral flow tests, taken at school 3 to 5 days apart, as they return from 8 March (you can stagger pupils' return to accommodate this, but if you do, prioritise vulnerable children, children of critical workers and years 10 to 13) – pupils can return to school after their first negative test result

This information will also be available to all staff on the intranet **(ACTIONED by IT)**

The LFD on site testing programme is currently able to be delivered at Bay House in the BAC and an alternative provision is also available on the Brune Park site for cross MAT staff and pupils. Rapid testing at home kits will be offered at a later stage. Both schools may potentially be involved in a saliva testing programme as an alternative home testing provision.

In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:

- Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or
- The driver and passenger will maintain a distance of 2m from each other(possible in the large white minibuses; or
- The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are able to do so.
- We will speak to the local authority about sourcing a vehicle that would provide appropriate protection for the driver, and we will inform the driver that the pupil is displaying symptoms or has tested positive.

- Pupils will be offered 2 lateral flow tests per week thereafter, to take at home
- If a pupil receives a positive lateral flow test result **at school**, they must self-isolate in line with current government guidance
- If a pupil or staff member receives a positive lateral flow test result **at home**, they must self-isolate and will also need to take a 'standard' coronavirus (PCR) test to confirm their result
- Pupils and staff must report their home test results to NHS Test and Trace. They should also share their test results with your school (both home tests and PCR tests), to help with contact tracing

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A deep clean will take place in the areas that the symptomatic person or a person who has tested positive has been in, and PPE will be disposed of properly, following decontamination guidance.

**Rapid testing programme:**

We are participating in a Saliva testing programme by Southampton University as a control measure. This has been approved as an alternative to the LFD testing . This test only needs to be performed weekly.

We will provide staff and parents/pupils (as appropriate to the pupil's age) with a privacy notice, and parents/pupils (as appropriate to the pupil's age) with a consent form, so they can consent to testing.

As an alternative:

We will continue to offer **staff** 2 lateral flow tests per week, to take at home.

We will offer **pupils** 2 lateral flow tests on-site, taken 3 to 5 days apart, upon their return to school.

Thereafter, we will ask **pupils** to take 2 lateral flow tests per week, at home.

In all cases:

- We will carefully read the government's guidance on

On the day of a person being taken ill- The team will use the fogging machines, full PPE. This equipment is already in use and has been employed by the estates team across the MAT

administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests

- If the lateral flow test is **positive**, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home
- If the lateral flow test is **negative**, the pupil/staff member can continue to attend school

We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.

All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.

We will ask pupils and staff to share all test results with us, and we will keep accurate records of all results. We will



<p>only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus either with a lateral flow test or PCR test and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE's '<u>online attendance form daily return</u>'). The advice service (or <u>local health protection team</u>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p>	<p><b>Dealing with a coronavirus outbreak (all schools):</b></p> <p>All schools need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within <b>14 days</b> (previously 10 days).</p>	<p>PA</p>	<p>08/09/2021</p>	<p>The School will continue to report any cases to the local health protection team and seek their guidance on actions to be taken.</p> <p>We are following current guidance as to the numbers to be reported.</p>
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- The pupils and staff in each group
- Any close contact that takes place between children and staff in different groups

The NHS have now taken over the management of close contacts. The school will keep this information if requested.

Close contact with an infected person means:

- Face-to-face contact, including:
  - Being coughed on
  - A face-to-face conversation within 1 metre
- Being within 1 metre for 1 minute or longer without face-to-face contact
- Sexual contact
- Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)
- Travelling in a small vehicle or a plane

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<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.. The use of bikes and/or walking to school will be the preferred methods outlined to parents. No parent can drop off on the school site</p> <p>Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> <p>For dedicated school transport (i.e. taxis for LACs etc), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>● Follow hygiene rules</li> <li>● Try to keep their distance from passengers where possible</li> <li>● Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages home and signage:</p> <ul style="list-style-type: none"> <li>● The protocols for minimising adult to adult contact. An appointment only system will operate and details for minimising numbers on site and contacts will be considered when planning the meetings.</li> <li>● That only one parent/carer should attend.</li> </ul>		<p>NME</p>	<p>08/09/2021</p>	<p>Communications home will outline preferred methods to parents and pupils. Contact parents of pupils who require a taxi drop off and offer guidance</p> <p>Parents/carers who need to drop off and pick up pupils will be told through message home and signage</p>
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Face Coverings	<p>In all schools, face coverings:</p> <ul style="list-style-type: none"><li>• No longer need to be worn by pupils, staff or visitors either in classrooms or in communal areas</li><li>• Are no longer legally required on public transport</li><li>• Are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school transport</li><li>• Staff and pupils maintain the option of wearing face coverings on site.</li></ul>	<p>The school may reintroduce the temporary use of face coverings in communal areas or classrooms (by staff and visitors, and pupils, unless exempt), in case of an outbreak</p>	NME	08/09/2021	
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<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided. Across the site there are strategically placed hand sanitisers at entry/exit points and on the bottom and top of handrails. A tray containing hand sanitiser wipes, tissues and disinfectant spray is located conveniently for all classrooms. Hand washing facilities are available in all of the toilet blocks, art, catering and some science rooms and a regular check will ensure that there is plenty of stock. Additional portable hand washing facilities have been purchased for use across the sites.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>● Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>● Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>● Be encouraged not to touch their mouth, eyes and nose</li> <li>● Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Pupils who cannot adhere to these rules will require an individual risk assessment</p>		<p>NME</p>	<p>08/09/2021</p>	<p>The trays are located so that classrooms have close access to cleaning materials. Estates team are on hand to assist if required.</p> <p>SLT monitors will offer assistance at break times. Staff informed of the procedures on INSET day by PA.</p> <p>Initial lessons will cover these procedures</p> <p>Estates will maintain regular checks, PA has an emergency supply.</p>
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	<p>that will be conducted by their tutor or year team.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be emptied throughout the day.</p>			01/10/20 (updated advice Sept 21)	
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	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"><li>● Banisters</li><li>● Classroom desks and tables</li><li>● Bathroom facilities (including taps and flush buttons)</li><li>● Door and window handles</li><li>● Furniture</li><li>● Light switches</li><li>● Reception desks</li><li>● Teaching and learning aids</li><li>● Books and games and other classroom-based resources</li><li>● Computer equipment (including keyboards and mouse) (dry wipe only)</li><li>● Sports equipment</li><li>● Hard toys</li><li>● Telephones (dry wipe only)</li><li>● Fingerprint scanners</li><li>● Outdoor play equipment</li></ul> <p>Items that need laundering (e.g. towels, tea towels, flannels,) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring</p>				<p>The cleaning contractor will not clean the items in green. These items will require individual departments to risk assess the use of the items. PA will assist.</p> <p>The fingerprint scanners are only at the till points will have hand sanitiser available. PA has spoken to the caterers and they wipe the scanner after each use. The laundry items will be part of each department's risk assessments.</p>
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	<p>into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones. Lockers are to be decommissioned to avoid pupils breaking bubbles and creating pinch points in corridors.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. The contract cleaners have been informed of the high touch points and areas which require focussed cleaning. Areas of the school not in use will be shut off to make cleaning more manageable. This might be the halls or practical areas. Communication with the contract cleaners and estates team will support this.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"><li>● Restricted to one user; or</li><li>● Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li></ul>		PA		None on site at present
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	<p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				There are no shared areas currently. Will risk assess if this becomes the case.
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<p>It's no longer necessary to keep pupils in bubbles.</p> <p>The school will continue to reduce the amount of mixing between the pupils where possible.</p>	<ul style="list-style-type: none"> <li>● Covers summer provision and school from autumn</li> <li>● Assemblies can resume</li> <li>● No longer need to make other plans to avoid mixing at lunch</li> </ul>	NME	08/09/2021	
Spreading infection due to excessive	All pupils can attend wrap-around care for any reason and they can be in groups of any number.	any external providers hiring out our premises must have considered any relevant	NME	08/09/2021	.

<p>contact and mixing between pupils and staff around and outside of the school</p>	<p>Educational day visits and domestic residential visits can go ahead</p> <p>Breakfast clubs/ after school clubs have resumed.</p>	<p>guidance and put appropriate health and safety measures in place</p>			<p>Cleaning between use in the school day is part of the measures staff may adopt as part of their lesson routines. This is done at the start of every lesson.</p>
<p>Spreading infection due</p>	<p><u>Checks to the premises</u> will be done to make sure the school is up to health and</p>		<p>PA</p>	<p>08/09/2021</p>	<p>PA will continue to monitor the</p>

<p>to the school environment</p>	<p>safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>● Opening high level windows in preference to low level to reduce draughts</li> <li>● Providing flexibility to allow additional, suitable indoor clothing</li> <li>● Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>● Rearranging furniture where possible to avoid direct drafts</li> </ul> <p>The use of lifts will be avoided unless essential.</p>				<p>standards across the MAT with unannounced visits to each site. The H and S lead on each site is responsible for the day to day monitoring and checks. A google form is being used to check what is in place.</p>
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	<p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>				
<p>Spreading infection due to excessive contact and mixing in meetings</p>	<p>Where possible, all meetings will have the option of being conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will continue to be conducted outside, or in a room large enough to allow for social distancing.</p>		<p>PA</p>	<p>08/03/2021</p>	<p>PA advice given to all staff in the September inductions this will be updated prior to the return to school.</p>

<p>Individuals vulnerable to serious infection coming into school</p>	<p>All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician</p> <p>Staff who are clinically vulnerable and coming into school may be placed in the safest possible on-site roles where it's possible to maintain social distancing. An Individual risk assessment form has been created to support this.</p>	<p>Certain self-isolating staff (those at risk of losing income) may be entitled to a £500 lump sum from their local authority (LA) through the Test and Trace Support Payment scheme. Eligible parents or carers who need to take time off work to care for a child who is self-isolating can also apply.</p> <p>See the process and eligibility criteria near the end of section 11 in the guidance.</p>	<p>NME</p>	<p>Updated 14/05/2021 By PA Reviewed and updated 08/09/2021 by PA</p>	<p>Individual risk assessments available for use by line manager with guidance.</p> <p>Updated advice from 5/11/2020</p>
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