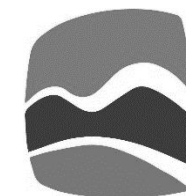


Covid 19 Risk Assessment

Bridge School Malvern Site/s: Hanley and BBC

Last reviewed: February 2021 **Reviewed by:** Sue Hornby **Date of next review:** As needed



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission from surfaces and touch points	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • Staff and pupils made aware of regular hand washing routines • Soap and warm water must be used to wash hands • Hand sanitiser is located at various points around each building • Twice daily D10 is sprayed on all touch points and wiped after a 4 minute settling time • Antiviral wipes are located in each room and staff are encouraged to use them to wipe surfaces in between sessions 		<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Daily 	

		<ul style="list-style-type: none"> • School buildings cleaned daily by professional cleaners • Weighted blankets and other soft furnishing must be quarantined for 72 hours after each use, or sprayed with antiviral spray if required before that time 				
Aerosol transmission	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • All staff and pupils are aware of 2m social distancing rule • Reminders and markers of 2m distancing throughout the school • Face coverings must be worn in communal areas for all staff and pupils who are not medically exempt • Face coverings to be worn by staff as much as practical • Windows to be open for ventilation • Pupils to be encourage to go outside at break time • No singing, playing wind instruments or significant exercise 		<ul style="list-style-type: none"> • All staff and pupils 	<ul style="list-style-type: none"> • Daily 	

		indoors as this produces increased aerosols				
Infection from poor hygiene	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • All staff and pupils are aware of 2m social distancing rule • Pupils taught to cough or sneeze into their elbow • 'catch it, bin it, kill it' message reinforced for any tissues • Pupils reminded not to touch face or put anything into their mouth without washing hands first • Posters and notices displayed throughout the school 		<ul style="list-style-type: none"> • All staff and pupils 	<ul style="list-style-type: none"> • Daily 	
Transmission via personal contact	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • 2m social distancing rule enforced throughout the school • Reminders and markers of 2m distancing throughout the school • Pupils reminded on government rules and to consider their conduct when not on site • Face coverings must be worn in communal areas 		<ul style="list-style-type: none"> • All staff and pupils 	<ul style="list-style-type: none"> • Daily 	

		<p>for all staff and pupils who are not medically exempt</p> <ul style="list-style-type: none">● Face coverings to be worn by staff as much as practical● Face coverings must be worn when 2m distance cannot be maintained● All rooms have maximum occupancy allocations● All room layouts are set to accommodate the correct occupancy number and socially distanced, furniture and chairs must not be moved from their positions● Where possible, equipment and furnishings must not be shared or must be cleaned thoroughly in between use● Staff to set examples to pupils● Pupils issued gentle reminders as needed				
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Transmission during food and drink service	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> ● Staff serving food must wear face coverings unless medically exempt ● Food and drinks to be served to pupils by staff ● Staff must queue socially distanced when waiting to collect food ● Room occupancy levels must be adhered to in the staff kitchen at the BBC site ● Cold drinks should be served from lidded jugs ● Hands must be washed prior to serving or eating any food 	<ul style="list-style-type: none"> ● Hot food should be served as the cooking process reduces the risk. When preparing cold foods, face covering should be worn 	<ul style="list-style-type: none"> ● All staff 	<ul style="list-style-type: none"> ● Daily 	
Pupil family members with suspected C19	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> ● Pupils and family members should isolate until confirmed positive or negative result ● Test result must be shared with the school before returning ● Pupils may return straight away if a negative result is received ● Pupils must isolate for 10 days if a positive result is received 		<ul style="list-style-type: none"> ● All pupils 	<ul style="list-style-type: none"> ● Daily 	

		<ul style="list-style-type: none"> • Whilst at home, pupils will be supported to access education remotely 				
Pupil develops symptoms at school	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • Pupil must be isolated and sent home immediately • Pupil must wait in a well ventilated room • Staff members dealing with the pupil must wear full PPE • Staff transporting pupils home must be an absolute last resort if there is no other way to get the pupil home safely • If staff do transport a pupil, N95 masks must be worn and car windows must be open with the pupil sat in the back • School surfaces and touch points must be cleaned thoroughly once the pupil leaves • Testing is to be arranged immediately by pupil's parent/carer 		<ul style="list-style-type: none"> • All pupils 	<ul style="list-style-type: none"> • Daily 	

		<ul style="list-style-type: none"> ● Pupil must self isolate whilst awaiting test results and follow rules listed above ● Parents/carers will be advised to follow the C19 Guidance for Households with Possible Coronavirus Infection. 				
Staff member feeling unwell but attends school	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> ● Staff who feel unwell should stay at home and not attend school ● Senior leadership team to reiterate government guidelines ● Staff member will need to go home immediately ● Staff member to book a test immediately ● Staff to inform Kath (Hanley) or Neil (BBC) immediately if feeling of contact with anyone who has symptoms and follow government advice ● If Headteacher is sick, the senior leadership team will run the school 		<ul style="list-style-type: none"> ● All staff 	<ul style="list-style-type: none"> ● Daily 	

		<ul style="list-style-type: none"> • If staffing levels become too low to keep the school open safely, the school will close and default to remote learning for all pupils 				
Staff member family members unwell	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • Staff member and family must isolate • Test must be booked immediately • Isolation period will be dictated by the results of the test, as listed above • Cover will be arranged for sessions where needed • Staff member may work from home whilst isolating if they themselves are not unwell and are able to work • All staff to have cover sessions prepared in case of isolation 		<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Daily 	
Staff member developing symptoms whilst at school	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • Staff member to go home immediately • Test to be booked immediately • Staff member must isolate until test results 		<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Daily 	

		<p>are received and follow the rules as listed above</p> <ul style="list-style-type: none"> • Sessions will be covered and staff should have sessions planned to be used to cover • All surfaces and touch points must be thoroughly cleaned once staff member has left 				
Alternative provider standards set low	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • Kath to visit alternative providers again to assess their risk assessments and management measures • Pupils not to be sent to any alternative provision unless BSM are happy it is safe to do so 		<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Daily 	
Off site visits	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • No off site trips during lockdown (Walks from Hanley site are acceptable in consultation with the Head. No other premises should be visited.) 		<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 	
Visitors bringing infection on site	Pupils, staff, family members and visitors at risk of	<ul style="list-style-type: none"> • Only essential visitors are permitted (i.e. visitors that are essential 		<ul style="list-style-type: none"> • All staff and visitors 	<ul style="list-style-type: none"> • Daily 	

	catching or transmitting covid 19	<p>for the progress or well being of staff / child/ren, or essential maintenance of the building.)</p> <ul style="list-style-type: none"> • All visitors must sign a C19 declaration and are asked to use Track and Trace • Volunteers are asked to complete the personal C19 risk assessment form • Any volunteers who are at significant risk should not visit site • Social distancing and all other measures in place must be observed at all times and visitors instructed on processes 				
Pupils bringing infection in from taxis and private cars	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • Pupils and drivers must wear face coverings for the duration of the journey • Pupils and parents/carers have the right to refuse a journey if coverings are not worn • Pupils must sit in the back 	<ul style="list-style-type: none"> • Council remains responsible for risk assessing taxis as they arrange the transport, any concerns must be raised via the transport team 	<ul style="list-style-type: none"> • All staff and pupils 	<ul style="list-style-type: none"> • Daily 	

		<ul style="list-style-type: none"> • Where possible, large vehicles should be used allowing for social distancing • Two pupils should only be taken in the same vehicle if it is a larger vehicle or minibus so social distancing can be maintained • The passenger section of the vehicle, including internal handles, external handles and seatbelts must be wiped down with antiviral wipes or similar between each customer 				
Precautionary measures not being followed	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • C19 risk management panel will monitor and review weekly • Posters displayed around school buildings • Staff members reiterate guidelines and measures to pupils regularly - during GMB at Bridge site • All pupils must wash hands when being let into the building 		<ul style="list-style-type: none"> • All staff, visitors and pupils 	<ul style="list-style-type: none"> • Daily 	

		<ul style="list-style-type: none"> • Cleaning resources regularly checked and an adequate supply maintained • Staff members who fail to keep the health and hygiene precautions may be asked to work from home and face disciplinary action • Parents/carers will be informed of any pupils failing to keep the rules or flagrantly breaking them. This may result in a suspension or pupils being asked to study from home 				
Lapses in following advice	Pupils, staff, family members and visitors at risk of catching or transmitting covid 19	<ul style="list-style-type: none"> • C19 risk management panel to meet weekly • Any change in information to be shared with Governors and passed on to parents and staff via email • Website information is maintained by Diane and John • Pupils updated in their vocational areas 		<ul style="list-style-type: none"> • All staff and pupils 	<ul style="list-style-type: none"> • Daily 	

		at the BBC or during GMB at Hanley				
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/