



Midsomer Norton
Schools Partnership



BEECHEN CLIFF

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2021 V1

This risk assessment is based on Guidance for Full Opening:

[Actions for schools during the coronavirus outbreak](#)

[Managing coronavirus \(COVID-19\) in education and childcare settings](#)

Date of Risk Assessment: 19th August 2021

Review date:

18th September 2021 or sooner

Signed (Head): T Markall

Signed (Chair of Governors): H Eastwood

Date: V1 - 1/9/2021

Date: V1 - 1/9/2021

Review - 13/12/2021

Review - 13/12/2021

Staying COVID Secure – Our Commitment

- We recognise the residual risks posed by Coronavirus (COVID-19) to our staff, pupils and their families following the move to Step 4 from Monday 13th December 2021. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share this Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and has been adapted by each of MNSP schools. The document has been adapted to reflect the unique circumstances in the school. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

Risk Assessment created and shared with staff.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

The Risk Assessment is a dynamic document which will be reviewed continuously and will reflect the latest guidance from the government and Whole MAT policies and procedures. To enhance its validity the RA has been through consultation stages, initially at SLT level and then through all school staff and parents.

Beechen Cliff School 'System of controls' in place from September 2021.

The actions in our system of control are grouped into 'prevention' and 'response to any infection' below.

Prevention:

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms clean hands thoroughly more often than usual

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Ensure rooms are well ventilated.

Implement enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

where necessary, wear appropriate personal protective equipment (PPE)

Encourage whole staff regular (twice weekly) asymptomatic testing using lateral flow devices supplied by school.

Allow and encourage staff to continue to wear face coverings in shared communal areas and on corridors if they feel more comfortable to do so.

Response to any infection:

Engage with the NHS Test and Trace process

Manage confirmed cases of coronavirus (COVID-19) amongst the school community particularly in our Boarding house

Contain any outbreak by following local health protection team advice - initiating our Outbreak Management plan if appropriate.

[BCS Outbreak Management Plan V1 092021](#)

Risk topics	Control measure	Action taken/Details/Further information	Action by whom? [name]	Action by when? [insert date]	Completion record [initial and date]
<u>Our Employees</u>	Any employee that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	Staff, contractors and volunteers will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.	CLT	2nd September 2021	2nd September 2021
	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting until isolation period has ended.	To be communicated consistently to staff using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff. School will follow national and local guidance at all times.	TDM	Ongoing	Ongoing
	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.	Staff	Ongoing	Ongoing
	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in	School will undertake individual risk assessments with all staff who identify as having additional risks and who have made known to the headteacher these risks by providing a letter	CLT	September 2021	

	risks and outcomes report . CEV staff are no longer advised to shield.	from the GP or other organisation identifying them. Staff should feel comfortable in making this request, upon production of evidence.			
<u>Our Pupils/Students</u>	Any student or pupil who has coronavirus (COVID-19) symptoms , should not attend school/setting. They should arrange to have a test .	Students, pupils and families will be reminded that they must not attend school with symptoms and must arrange a PCR test, remain at home and notify school of the results as soon as possible.	Parents/Boarding	Ongoing	Ongoing
	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/setting.	To be communicated consistently to parents using weekly newsletter and ParentMail and by sharing this risk assessment with all parents via our website. School will follow local and national guidelines at all times.	Parents/Boarding	Ongoing	Ongoing
	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	Students, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.	Staff/Nurse	Ongoing	Ongoing
	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	School has developed an effective remote learning strategy and provision. Full details are available at remote learning policy . School will maintain the online component of our remote learning approach (Google Classroom). We have laptops which can be loaned out at short notice for pupils who have to self-isolate and would otherwise have no access to a device.	SSu/All Staff	Staff advised 2nd September 2021. Ongoing	Ongoing

<p><u>Our School</u></p>	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in January by helping to identify people who are asymptomatic;</p> <p>Secondary school pupils should complete 1 onsite tests, on return to school, before moving to regular twice weekly tests at home.</p> <p>Secondary school staff should complete regular twice weekly tests at home.</p> <p>A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take the LFD test at home on site.</p>	<p>Staff should continue to undertake twice weekly LFD testing whilst in school (and may choose to do so over the summer holidays if they wish). The need for regular asymptomatic testing will continue upon our return to school in January and will be reviewed by the Government.</p> <p>School will continue to provide LFT test kits for pupils and staff as required. Covid Coordinator to monitor supply and reorder as needed.</p>	<p>CLT</p>	<p>Staff advised 13th December 2021.</p> <p>Pupil testing from 6th January 2021</p>	<p>Ongoing</p> <p>6th January 2021</p>
	<p>The Headteacher or senior leader will issue a First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list will be prominently displayed.</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks and gloves. Nurse and site team will have a supply. Each classroom will be provided with a 'grab bag'.</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness</p>	<p>JCO Nurse CLT GRW</p>	<p>6th September 2021</p>	<p>6th September 2021</p>
<p><u>Infection Control, Cleaning and Hygiene Arrangements</u></p>	<p>Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.</p>	<p>Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.</p>	<p>Whole community/TDM</p>	<p>2nd September</p>	<p>Ongoing via Newsletters</p>

	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.	Staff	Ongoing	Ongoing
	Face coverings should be worn by pupils, students, staff and visitors in communal areas unless exempt.	All members of the community are aware of this guidance. Staff remind pupils/visitors and colleagues of this where appropriate. Limited supplies of masks on site therefore parents reminded via newsletter to supply their child with a face covering. High traffic areas supervised via SLT rota.	Whole School	Ongoing	Ongoing
	Mixed year group assemblies will not take place whilst additional mitigation recommendations are in place.	HOH/SLT prepare online content to be delivered remotely. Year group assemblies to remain as planned. This is reviewed according to our case numbers and that they remain below threshold (<6)	Whole School	Ongoing	Ongoing

	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If a pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.</p> <p>Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves or advised by NHS Test and Trace to isolate/test.</p>	<p>Any child with COVID-19 symptoms will be taken to the Medical Isolation Room (to be designated). The child's parents/carers will be instructed to collect their child immediately and keep them at home until they have been PCR tested for COVID-19.</p> <p>A member of staff is advised to wear gloves, an apron, a face mask and a visor and then escort the child with COVID-19 symptoms to be isolated.</p> <p>Before putting on the PPE, staff must perform hand hygiene. Use alcohol, hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.</p> <p>Masks, gloves and aprons should be changed after tending to each pupil and should be regarded as contaminated after a single use and must be removed and be disposed of safely. To do this, staff must snap the apron waist ties and fold the apron in on itself (not handling the outside as it should be regarded as contaminated) and put into designated clinical waste lidded pedal bin in the Medical Isolation Room . This bagged waste will be retained in school by site staff for 72 hours before going into general waste. Perform hand hygiene once again.</p>	<p>SLT rota/Nurse</p> <p>Nurse/Staff</p> <p>CLT/Staff</p> <p>CLT/Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>2nd September 2021</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	School will have a small number of testing kits to be provided to parents where it is uncertain whether they will get a test for their child or may struggle to get a test. Parents will always be encouraged to take their child for a PCR test at a walk-in or drive-in testing centre as the best option.	CLT/Nurse	Ongoing	Ongoing
	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to be isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms). School will continue to meet the latest guidance provided by NHS and DfE	To be communicated consistently to staff and parents using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff and parents. School will follow national and local guidance at all times	TDM	31st August] Ongoing reminders via newsletters
	<p>Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Regular hand washing will be taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands will be with disposable paper towels rather than dryers • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>School has 80+ hand sanitiser stations in school and these will continue to be regularly refilled and their use encouraged.</p> <p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds.</p>	<p>GRW</p> <p>HOH/Tutor/Boarding House Parents/ Classroom teachers</p> <p>CLT</p>	<p>In place for 2nd September 2021.</p> <p>Ongoing</p> <p>6th September</p>	<p>2nd September 2021</p> <p>Ongoing</p>

		<p>Pupils must wash/sanitize their hands on arrival, before and after break and having lunch, after sneezing/using tissue.</p> <p>There will be support for pupils who have trouble washing their hands independently E-bug website and activities to be promoted</p> <p>Daily reminders at start and end of day by teaching staff to pupils.</p> <p>Hand sanitiser stations will be in place in every corridor and outside many classrooms/office space and hands must be cleaned on entry and exit from each lesson.</p> <p>Handwashing/hand sanitising to take place on entry/exit to school buildings using stations provided. Hand washing facilities will be available in all areas where food is collected. Hand-Washing Guidance Hand-Washing Video Handwashing poster</p>			
	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	Tissues will be made available in every classroom and office space and staff and pupils will be reminded frequently of the importance of using tissues when coughing or sneezing and disposing of used tissues in bins.	GRW All staff	2nd September	2nd September
	There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also	PPE/Cleaning equipment/tissues will be supplied to each room. All classes will be provided with COVID-19 killing spray and disposable cloths for use as directed. (Staff to request replenishment from the Site Manager via email)	GRW	2nd September	2nd September

	<p>requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p> <p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</p>	<p>At the end of each lesson (when a different class/teacher will be using the room,) teachers will instruct pupils to wipe down desks, keyboards etc. with the equipment provided.</p> <p>All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people ('contact cleaning'). Additional surface contact cleaning during the school day will continue upon return to school in September 2021.</p>	<p>GRW/All staff</p> <p>GRW</p>	<p>ongoing</p> <p>ongoing</p>	<p>ongoing</p> <p>ongoing</p>
	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p>	<p>We will continue to follow the procedures in line with fire safety in relation to doors and where the balance of risk dictates that these doors should remain open.</p> <p>In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</p>	<p>All staff</p>	<p>On going</p>	<p>On going</p>
	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	<p>All contractors will be given full COVID instructions upon arrival and if appropriate will be accompanied by a member of the Site team.</p>	<p>CLT/GRW</p>	<p>Ongoing</p>	<p>Ongoing</p>
	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <p>those with symptoms book a test</p>	<p>Refer to Outbreak Management Plan</p>	<p>CLT</p>	<p>2nd September 2021</p>	<p>Ongoing</p>

	<p>Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). Guidance for Childcare and Educational Settings in the Management of Covid-19 vs 15 (1).pdf</p> <p>Inform Trust Lead</p> <p>Public Health will then work with school to determine actions to be taken.</p> <p>Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.</p>				
	<p>If there is an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	BCS Outbreak Management Plan V1 092021	CLT	2nd September 2021	Ongoing
<u>Additional Control Measures specific to Beechen Cliff School</u>					
<u>Boarding</u>	<p>Specific guidelines prepared by Head of Boarding and Deputy Head - reviewed and updated to reflect multiple guidance documents. See Appendix 1</p>	<p>All boarding processes to be shared with parents via email directly.</p>	OJA/JCO	2nd September 2021	2nd September 2021

	Return of pupils from EU countries will be monitored to reflect quarantine and testing requirements				
<u>Transport arrangements</u>	<p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance. National guidance on public transport to be followed.</p> <p>Pupils to wear face coverings on School transport and public transport.</p> <p>On school trips pupils required to take LFT test and report to Trip Leader on the day of departure. Pupils who have tested positive in past 90 days exempt from LFT on provision of confirmed PCR result.</p>	Parents will be asked to encourage pupils to walk or cycle to school. Parents will be encouraged to drop pupils on Bear Flat rather than outside the school.	SLT/HoH via tutor teams	6th September 2021	Ongoing via tutor time
<u>Mental Health</u>	<p>School leaders will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Support to be available for pupils, students and staff who require it.</p> <p>Online work and support will be provided to pupils who are self isolating due to Covid illness absence.</p>	<p>Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>Pupils/students to be supported by Pastoral care team in both Lower School and Sixth Form using the established network of professional services.</p>	JCO SSU	Ongoing	Ongoing
<u>Lettings</u>	The School will ensure that lettings will only be permitted following consultation with the hirer and following the latest guidance from Government.	Hirer will be expected to provide a full risk assessment using guidance from the relevant advisory body for their activity. This will be submitted to the School Health and Safety lead who will ensure the content matches guidance and the terms of the school Risk Assessment. A	CLT/JFI	Ongoing	Ongoing

		letting will only commence when the Risk Assessment has been agreed by both parties.			
<u>Trips and Visits</u>	Each trip will have in place a Covid specific element to the risk assessment which includes all mitigations included above.	Trip Leader to submit Trip Risk Assessment to Headteacher for approval.	Staff	Ongoing	Ongoing

The RA is a dynamic document which will be reviewed regularly and particularly following any national, local or trust changes in guidance.

Appendix 1 - **Boarding**

Risk Topics	Additional Controls (Overview of procedure / Action)	Action by whom?	Action by when?	Done?
Moving between areas of the boarding house	<p>All areas in boarding need a pin code to access and the door to be pushed/pulled. Each and every area will have a hand sanitiser station (wall mounted) and visual reminder for boarders to use this.</p> <p>Wall mounted hand sanitiser in all areas of boarding with visual reminders.</p>	OJA	2nd September 2021	Yes
Clothing	<p>Students will change out of their day clothes in their own bedrooms when they return from school.</p> <p>Daily reminders given to students in daily boarding house briefings.</p>	OJA	Ongoing	Ongoing
First aid	<p>There will be times where first aid needs to be given to students by a member of staff, as per normal operation.</p> <p>In addition to normal PPE for first aid (wash hands, gloves), the first aider will be able to wear a face mask and visor.</p>	OJA	Ongoing	Ongoing
Laundry	<p>Laundry will take place as normal where students in Years 7-9 can request their laundry to be done by Matron. Students in Year 10 and above may do their own laundry on a rota. Matron will be responsible for the laundry of all boarders who are unwell and isolated. For such cases, this will take place at times of the day where house activity is minimal.</p> <p>Matron to wear disposable gloves and face masks when handling a boarder's clothing. Order PPE as necessary.</p>	OJA	Ongoing	Ongoing

Communal activities in house	<p>Boarders like to play games such as pool, board games and PS4. For a student to access the lounge area, they will have changed out of day clothes, passed through (at least two) hand sanitizer stations. Frequently used items will be cleaned more frequently.</p> <p>Hand sanitiser station (free standing) in the communal area. Wipes provided for cleaning items.</p>	OJA	Ongoing	Ongoing
Use of kitchen area	<p>Students will continue to use the kitchen area as it is considered a key part of their 'home' development. All items will be cleaned in the dishwasher - no hand washing.</p> <p>Non-dishwasher items to be removed from the kitchen.</p> <p>Visual reminders on kitchen walls.</p> <p>Deep cleaning checklist on designated isolation area doors. Daily QA by OJA.</p>	OJA	2nd September	Ongoing checks
Student isolation required	<p>If a student shows symptoms for COVID-19, they will be isolated in a designated isolation area. T</p> <p>Bedroom and bathroom must be cleaned immediately and recorded. Deep cleaning checklist on bedroom door.</p> <p>Deep cleaning checklist on designated isolation area doors.</p>	OJA	Ongoing	Ongoing
Moving boys from isolation area to elsewhere	<p>There may be times where a student moves from an isolation area back to their bedroom . The isolation area needs to be deep cleaned.</p> <p>Deep cleaning checklist on designated isolation area doors. Daily QA by OJA.</p>	OJA	Ongoing	Ongoing

Provision for food	<p>Students will access food provision as before - provided by the catering team in the refectory . This arrangement will continue for breakfast and dinner.</p> <p>If a student is in isolation, food will be brought to them. Cutlery, plates etc will go into a storage box after meals. This box will be collected from the isolation areas at the end of the boarding duty by the houseparent wearing PPE (gloves and face mask). Items will go into the dishwasher on a hot wash and box deep cleaned by the member of staff. This will be recorded as part of the deep cleaning checklist on the isolation room door.</p> <p>Deep cleaning checklist on designated isolation area doors. Daily QA by OJA.</p>	OJA	Ongoing	Ongoing
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