

RISK ASSESSMENT		School safety measures during pandemic - review after positive cases (May 2021)		
Assessment completed by:	Date Updated:	04/05/21		
Thomas Clarke	Next Review Date Due:	Half termly		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). illness or spread of infection in wider community, death of member of staff or pupil	<ul style="list-style-type: none"> All staff and pupils when not in setting to follow government <u>guidelines within tier system and Stay alert (NB School has no control over this).</u> Settings to follow Public Health and DFE <u>Guidance for Schools on Coronavirus.</u> Settings to follow DFE <u>Guidance full opening- Schools on Coronavirus.</u> Schools to check this guidance WEEKLY as it is regularly updated with new practices. SLT to discuss situation at school weekly and what is happening nationally. Review all activities to consider and manage risk of Coronavirus. Develop or update your school <u>Flu Plan</u> for dealing with second wave or loss of critical staff for example Headteacher, SENCo, site agent and high numbers of staff absences. Review how to deal with loss of critical person or persons Display free <u>poster</u> on “catch it, bin it kill it poster” in toilets and staff notice boards. Provide tissues for classrooms. Ensure robust cleaning of high contact surfaces throughout the day. Obtain advice where required from H&S consultant, NHS 111, Local Authority Public Health and DFE Helpline 0800 046 8687 or email DfE.coronavirushelpline@education.gov.uk COVID-19 is RIDDOR <u>reportable</u> and should be reviewed if member of staff dies 	Y	Y

			<ul style="list-style-type: none"> • Time built into the day additional time for teachers and support staff to monitor and manage pupils to maintain social distancing, handwashing. This may require lessons to be shortened. 		
Lack of or inadequate management on controlling risk of Coronavirus (cont)	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	<ul style="list-style-type: none"> • Consultation with unions and communication with non-union staff on risk assessment and its control measures. • School has in place a local lockdown plan – remote learning for individuals isolating, bubbles and the whole school. • School to open and remain open on the ability to maintain COVID-19 prevention and control measures within the school's setting. • School to open and remain open on ability to control levels of infection. • Review staffing availability with changes in <u>shielding</u> and use “bubbles or groups” following DFE <u>guidance</u> this could be year classes, half's and year groups. • Adequate class spaces to teach groups – there is no social distancing between students in bubbles. Try to maintain distancing between staff and children (2m, or 1-2m for less than 15 minutes, or <1m to pass children - not face-to-face) • Regular review and set out a manageable and realistic timetable for phased reopening for each year group over days, weeks and agree this with staff. • Children, staff, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19). • Limit visitors/contractors to school – try to hold meetings remotely where possible. • Restrict all visits to those that are absolutely necessary. This means suspending parent and carer visits for new admissions, settling in new children and attending organised performances. Keep visitors to school to a minimum and complete risk assessment for all events in school to be attended by parents. • Visitors/contractors into school must be recorded (with contact details) and informed of school arrangements for COVID19. • System in place for reporting near misses to identify where controls cannot be followed or people are not doing what they should. • No unannounced visitors to school • All adults to wear face coverings when moving around school and in communal areas - unless sat down for a break or lunch. 	Y	Y

			<ul style="list-style-type: none"> Adults are welcome to wear face coverings in class and are encouraged to do so if they are working with pupils outside of their usual allocation. 		
Lack of or inadequate management on controlling risk of Coronavirus (cont)			<ul style="list-style-type: none"> Track and trace system in place Access to Public Health advice for school and local outbreaks Access to testing for staff and pupils Contingency planning in place for delivering remote education and face to face lessons for children of key workers and vulnerable children. If staff refuse to come into work then mixing of bubbles must not take place and contingency plans implemented. Staff to be offered LFT home tests 2 times a week. Contingency planning in place for delivering remote education and face to face lessons for children self-isolating. 		
New variant of COVID19 that can increase transmission by 50-70%	Staff, pupils, families of staff and pupils attending school	Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.	<ul style="list-style-type: none"> Access to current accurate data on local rates of transmission Daily review of COVID19 cases in school Existing control measures in place and are closely monitored and control measures adapted or new measures introduced following scientific advice. School has the ability to be flexible in its approach to learning.. Primary school staff and visitors to wear face coverings in communal areas such as offices and corridors. Existing control measures are in place and are closely monitored and control measures adapted or new measures introduced following scientific advice. Implementation of lateral flow testing (Secondary schools and Primary Schools) to enable school staff to be tested 2 times a week. Adequate staff and volunteers available and trained to oversee and manage lateral flow testing as per guidance. Separate risk assessment completed for lateral flow testing and control measures in place before pupils return. For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges. Parents to wear face coverings within school grounds when dropping off or picking up pupils. 		
Asymptomatic person (staff or pupil) in school	Staff, pupils, families of staff and	Increasing spread of Virus resulting in time off work or	<ul style="list-style-type: none"> Implementation of lateral flow testing (Secondary schools and Primary Schools) to enable school staff to be tested 2 times a week. Implementation of offer of 3 Lateral flow tests for Secondary age pupils in school from the 8th March then continuation of 2 x home testing a week. 		

	pupils attending school	away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.	<ul style="list-style-type: none"> ● Signpost staff and pupils over the age of 16 to use NHS Covid1 app ● Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known. ● Everyone continues to follow good hygiene practices and observe social distancing measures whether or not they have been tested.. ● Adequate staff and volunteers available and trained to complete lateral flow testing as per guidance. ● Separate risk assessment completed for lateral flow testing and control measures in place before pupils return. 		
Vulnerable staff (including pregnant workers).	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<p><u>Clinically extremely vulnerable</u></p> <ul style="list-style-type: none"> ● Review workforce to identify staff in clinically vulnerable category as this has changed as per <u>guidance</u> ● Complete individual risk assessment for staff who are clinically extremely vulnerable and have requested a RA. ● Staff who are clinically extremely vulnerable may continue to attend school in line with current guidance. <p><u>Clinically Vulnerable</u></p> <ul style="list-style-type: none"> ● Complete individual risk assessment for staff who are clinically vulnerable and have requested a RA. ● It is recommended that the school carries out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <u>guidance</u> or upon request. ● Staff who are clinically vulnerable may continue to attend school in line with current guidance. <ul style="list-style-type: none"> · Pregnant staff review working arrangements and carry out or update pregnancy risk assessment following the Royal College of Obstetrics and Gynaecology (RCOG) occupational health <u>advice</u> for employers and pregnant women and Government <u>advice</u>. · Follow advice for women from 28 weeks gestation or with underlying health conditions at any gestation who may be at greater risk. Employers and pregnant women should follow this advice and to continue to monitor for future updates to it. Social distancing measures must be in place – In Early Years and Primary schools this may result in them working from home. · In some cases pregnant where women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply 	Y	Y

Supply staff, peripatetic teachers, contractors and visitors, volunteers moving between schools spreading the virus between different schools and bubbles	Staff and pupils	Spreading of the virus leading to illness and death	<ul style="list-style-type: none"> • Visitor and contractor procedures in place to ensure they follow schools arrangements • Visitors and contractors wear face covering. • Obtain COVID19 risk assessments from key contractors such as catering providers and how they manage deliveries. • Record of all visitors, including contractors to the site for Track and Trace. • All visitors, supply staff and contractors to follow social distancing measures and maintain 2m from staff. 		
Living with a shielded or clinically vulnerable person Staff or pupil	Staff, pupils and families of those attending school	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> • If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. • If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u>, they can attend the school setting. • School to discuss any concerns with parents and provide reassurance on the measures the school are putting in place to reduce any risks. 		
Pupils who are clinically extremely vulnerable or self isolating	Pupils and		<ul style="list-style-type: none"> • The advice for pupils who remain in the clinically extremely vulnerable group is that they should not attend school while shielding applies nationally. • School can request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place. • Children who are clinically extremely vulnerable are able to attend school. School to discuss any concerns with parents and provide reassurance on the measures the school are putting in place to reduce any risks. • Children who live with someone who is clinically extremely vulnerable, but who is not clinically extremely vulnerable themselves, should still attend education or childcare. 		
Lack of social distancing in school	Staff, pupils and family members	The virus is spread in minute water droplets that	<ul style="list-style-type: none"> • School to follow latest Government advice on implementing social distancing https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	Y	Y

		are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). It can cause illness and recover and death	<p>Travel to and from school</p> <ul style="list-style-type: none"> • Parents and pupils informed and encouraged to not use public transport. • Parents/pupils encouraged to walk/cycle to school • Planned staggered arrival and leaving times for different classes of children. • Each group of pupils is allocated a time of arrival and collection and this is communicated to parents and they line up in their specified area of playground. • Groups access classrooms straight from outside rather than coming through an entrance and corridor • Clearly marked areas where pupils and parents in their groups can line up maintaining social distancing when coming into school. (Map of the school site used to mark out areas where parents and pupils to stand) • Only one parent/carer per child to arrive and collect children. • No parent/carer standing at the gate (creating a bottle neck) • No parent to come into classroom. • Bikes and scooters stored safely apart not thrown on floor (pupils only use their own scooter/bike) • Parents / carers are encouraged to wear a face covering when dropping their child off or collecting them <p>Classroom</p> <ul style="list-style-type: none"> • Pupils <u>will remain in their bubbles</u> and not move around the school unnecessarily and unaccompanied • The year group bubbles will not cross over and there will be as little as contact as possible with other bubbles in school. (separate areas in playground, virtual assemblies etc.) • Pupils to use their own stationary and not share pens/pencils or other equipment with each other in the group. • No sharing of resources between “groups” unless thoroughly cleaned using a diluted bleach solution. For example maths resources. 		
Lack of social distancing in school (Continued)			<ul style="list-style-type: none"> • Desks and chairs to be rearranged to all face the front to avoid children breathing across each other • Staff to keep 2 metres away from all children if possible • When an LSA is working outside of their bubble to cover a colleague, they should stay 2 metres away from children other than the child they are supporting. At the least, they should not spend more than 15 minutes between 1 and 2 meters of other children. If this is not possible, they 	Y	Y

			<p>should wear a face covering. Exceptions to this must be approved by the Principal.</p> <ul style="list-style-type: none"> • Staff on break duty shouldn't be within 1 metre of children outside of their bubble. It is only 1 metre because the risk is reduced outside. If first aid is required, this should be administered by staff in the child's year group, unless absolutely unavoidable. • TAs/LSAs covering whole classes or groups outside of their bubble (not individual children) should wear a face covering unless confident of being able to keep 2 metres away from the children. • Cover teachers and supervisors who work between bubbles should stay 2 metres away from children outside of their bubble. If they have to come between 1 and 2 meters of children, they should not spend more than 15 minutes there. If close contact (within 1 metre) is required, then a member of staff from the bubble should do this if there is another adult present. If none of this is possible, they should wear a face covering. • The use of face coverings will reduce, rather than eliminate, the risk and other control measures (handwashing, distancing, cleaning etc.) should be adhered to as a priority. However, all staff have the option to wear a face covering in and around the school, especially if they are coming into closer contact with a child (within 1 metre). • Removing and storing unnecessary furniture to create more space for social distancing. • Pupils sit at the same desk every day. • Pupils' should only be allowed in the cloakroom if no other classes are collecting/returning their coats at the same time. • Where possible hold lessons outside within the school grounds in their "groups" maintaining social distancing. • Provide talks to children on "social distancing". • Where possible keep a window open for ventilation. • Where possible keep door open to corridor to avoid touching handles (when leaving rooms, internal doors should be closed for fire safety) <p>Nursery/Reception</p> <ul style="list-style-type: none"> • Suitable outside space available for their age group • Toys and resources are not shared between "groups" unless thoroughly cleaned. 		
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Lack of social distancing in school (Continued)			<p>Social and breaktimes</p> <ul style="list-style-type: none"> ● Stagger breaks lunches and breaks to keep year groups separate. ● Pupils to sanitise/wash hands thoroughly before going out for break/lunch. ● No contact activities to be undertaken. ● Pupils will be encouraged to stand 2 meters away from each other and from staff in their own group. ● All ball throwing involves pupils passing balls will be followed by stringent hand cleansing. ● In the Dining hall children will diagonally across from each other with a 1 metre gap between children sitting next to each other. ● Children in different bubbles must sit at least a table away from each other and their entrance and exit supervised closely. ● Lunchtimes are staggered so that only one bubble should be in the hall at once. ● A Perspex screen is erected in the kitchen to separate the children from the staff and to prevent children from breathing/coughing on the food/counter top. ● No sharing of cutlery ● Staff to clear away pupils' plates and cutlery. ● Staff working in dining hall to wear gloves ● Staff supervising to stand 2 metres away from pupils and other staff. 	Y	Y
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Lack of social distancing in school (Continued)	Staff, pupils and family members	Illness Death	<p>General</p> <ul style="list-style-type: none"> • Staff to model social distancing and remind pupils attending the setting of social distancing so they learn good practice. • Close supervision by Teachers/support staff on pupils so social distancing measures are maintained. This includes no unsupervised movement around the school of children. • Display laminated posters around the school (classrooms and corridors) • Display laminated posters where there are queues (See Coronavirus pack on website) • Review corridors and staircases and consider one way systems. • Display signage for any one way system implemented. • In corridors fitted with automatic fire door release keep doors pinned back. • Staffroom maintain social distancing at all times. The community room will be used as a second staffroom and a rota will be set up allocating members of staff to each area for their breaks. <p>Offices and meeting rooms –</p> <ul style="list-style-type: none"> • Staff need to consider whether social distancing can be maintained at their usual workstation - including foot traffic past their workstation. Some may have to still work from home if social distancing cannot be managed or on a rota. Staff who share on-site responsibilities should liaise to make sure duties are discharged. <p>School Reception</p> <ul style="list-style-type: none"> • Reception area (Perspex/glass barrier between receptionist and any visitor or pupil. Marking on floor where pupil or visitor should stand • Parents are encouraged to phone or email rather than come to the reception office. • Gothic Mede Academy is now a cashless school - all payments must be electronic through ParentMail 	Y	Y
Access to curriculum such as PE/Science/DT etc	Pupils	Illness Death	<ul style="list-style-type: none"> • The timetable adapted to take into account additional time for handwashing. • Any PE will not involve contact sports • Pupils will be asked to wash their hands after physical activity. • ICT suites – mark out PC's that can be used. These should be cleaned using wipes after use (between groups) • Laptops/ipads – these should be cleaned before use and between each “group use” using wipes. • Singing in groups - children will only sing in groups within their bubbles where there is abundant ventilation and air space and where they can be stood at 	Y	Y

			least 1 metre away from all others, all facing in the same direction. In most instances, this will mean that all singing needs to take place in the Hall.		
Staff or pupils comes into school when they feel unwell	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population	<ul style="list-style-type: none"> • Communication sent to all staff informing them they should remain at home if they are displaying any symptoms • School to refer staff for COVID19 Testing as they are an Essential worker https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Communication with parents/carers informing them of the measures that if their child displays the following symptoms, they should self-isolate for 10 days (14 days for a household): <ul style="list-style-type: none"> - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. • This information is displayed on school website and in letter to parents. 	Y	Y
Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> • Refer to Public Health and DFE Guidance for Schools on Coronavirus. • If a Pupil displays the following symptoms, they should self isolate for 7 days 10 days if they have either: <ul style="list-style-type: none"> - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. • All members of their households (including siblings) should self isolate for 44 days 10 days and this is to will help to protect others in the community while they are infectious. <p>Following https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> • If a child starts displaying symptoms, they will sit on a chair just outside the classroom in the fresh air. The class teacher will monitor them for 5 minutes. If the symptoms persist then they will contact a member of admin staff who will 	Y	Y

			<p>contact the child's parents and ask them to collect their child. The member of admin staff will then escort the child to the isolation room and will wait with them until their parent collects them, remaining at least 2 metres away at all times.</p> <ul style="list-style-type: none"> • Member of staff dealing with ill pupil or staff should wear PPE (mask, gloves and apron) • Provide a dedicated room for them to wait to be collected which is at least 2 metres away from other people. • If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. • If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. • If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom. • Make sure that children and young people know to tell a member of staff if they feel unwell. • Call 999 if they are seriously ill or their life is at risk. • Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste 		
			<ul style="list-style-type: none"> • Clean down area where pupil has been following cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The school or setting to remain open and will only need to close if there has been a confirmed case and advised to close by Local <u>Public Health Protection Team</u> 	Y	Y
Pupil or staff starts to show symptoms when in school and this could be passed onto to other	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education).	<ul style="list-style-type: none"> • If a staff member displays the following symptoms, they should self isolate for 10 days if they live alone and have either: • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) 	Y	Y

staff/pupils in close proximity. (Continued)		Death	<ul style="list-style-type: none"> • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal or self isolate for 10 days if they live within a household along with the rest of the household members. • Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. • School to refer staff for COVID19 Testing as they are an Essential worker https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 		
Positive identified case of Coronavirus of a member of staff or pupil at your school setting	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> • Refer to Public Health and DFE Guidance for Schools on Coronavirus. • Clear school protocol and system in place for tracking and tracing pupils being unwell, who has gone for a test and result. • If positive school to contact Local Health Protection Team • Follow all advice from Public Health England and from the local Health Protection Team • The rest of the group and those in close contact may be sent home and advised to self-isolate for 14 days. 10 days. <ul style="list-style-type: none"> - direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person • Staff are eligible for testing and should remain at home until results are obtained from testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. School to provide home testing kit (if available) • The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. • Household members of those contacts that are sent home do not need to self-isolate themselves unless the child, young person or staff member that is self-isolating develops symptoms themselves. 	Y	Y

			<p>Note: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <ul style="list-style-type: none"> Where 2 or more conformed cases within 14 days, or an overall rise in sickness absence where COVID19 is suspected – contact local public health team for advice and follow LA reporting system. 		
Lack of handwashing leading to spread of Coronavirus	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> Print off laminate and display <u>Coronavirus handwashing</u> poster in entrance to school and on classrooms entrances, meeting rooms as a minimum. Request visitors wash their hands Educate pupils and staff on the importance of destination handwashing <ul style="list-style-type: none"> <input type="checkbox"/> before leaving home <input type="checkbox"/> on arrival at school <input type="checkbox"/> after using the toilet <input type="checkbox"/> after breaks and sporting activities <input type="checkbox"/> before food preparation <input type="checkbox"/> before eating any food, including snacks <input type="checkbox"/> before leaving school <p>Display handwashing <u>poster</u> in all toilets</p> <ul style="list-style-type: none"> Changes to timetabling to provide extra time in the school day everyday for handwashing. This will need to be staggered inline with group breaks and lunches to avoid bottle necks in toilets. Provide additional knee operated handwashing stations (external or internal) Set time aside for regular training and reminders on handwashing - Use free training and information resources such as <u>ebug</u> for pupils and short how to wash your hands videos https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly. Sufficient supplies and maintained supplies of soap and disposable handtowels/operational hand dryers. Foot operated bins for paper towel disposal provided. Bins emptied daily Regular checks of toilets throughout the day to ensure they are clean, stocked with soap and handtowels and blow dryers are operational 	Y	Y

Lack of handwashing leading to spread of Coronavirus (cont)			<ul style="list-style-type: none"> ● Pupils must use soap or hand sanitiser ● Provide hand sanitisers (at least 60% alcohol content) for the following <u>areas for example</u>:- <ul style="list-style-type: none"> <input type="checkbox"/> School entrance where visitors and staff sign in <input type="checkbox"/> Classrooms (where the use can be supervised by the class teacher). <input type="checkbox"/> ICT room <input type="checkbox"/> Meeting rooms <input type="checkbox"/> Dining hall (supervised by kitchen or midday staff) 	Y	Y
Poor handwashing or inadequate facilities for handwashing and maintaining social distancing	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> ● Ensure pupil and staff toilets are fully stocked with hand soap and sinks are all operational. ● Review numbers of operational toilets and urinal facilities to ensure this is sufficient capacity with social distancing measures. ● Provide a marker above urinal and sinks indicating which ones can be used to maintain social distancing. (for example use every other sink) ● Access to toilets are monitored strictly and identify how many can enter at one time maintaining social distancing ● Consider same sex members of staff going into toilets regularly to ensure sinks are operational and not used as bag storage areas and social distancing is maintained. ● Remove any fabric towels (multi use) and use hand dryers or single paper towels ● Display handwashing posters. ● Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). <u>How to hand wash</u> 	Y	Y
Events and Lettings at school and meetings	Staff, pupils, visitors.	Spread of virus to the rest of the school/visitor population resulting in illness.	<ul style="list-style-type: none"> ● All events and lettings have been cancelled. ● Limit meetings with parents for serious issues and maintain social distancing ● Use Google Meet/Microsoft Teams/Zoom/School Cloud for meetings/parents evenings to prevent face to face contact. 	Y	Y
Pupils ingesting the alcohol gel	Pupils	Sickness	<ul style="list-style-type: none"> ● All alcohol-based gels are in an area which are supervised or monitored by staff. ● Primary school – pupils to be supervised when using alcohol gels 	Y	Y
Location of wall mounted gels at a height that could get into a pupils eye	Pupils	Irritation and damage to eyes	<ul style="list-style-type: none"> ● Any wall mounted pumps are at a position that is not in line with pupils head. ● Site team to check daily supplies and refill sanitiser station. 	Y	Y

Lack or ineffective cleaning of high contact surfaces	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<ul style="list-style-type: none"> ● Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high. For example: <ul style="list-style-type: none"> <input type="checkbox"/> Door keypads <input type="checkbox"/> Door Handles (could classroom doors be kept open) <input type="checkbox"/> Payment systems –pupils just bring in lunches and sit at their desks? <input type="checkbox"/> Keypads entries (on release during the day) except main entrance not without compromising safeguarding <input type="checkbox"/> Signing in electronic pads (book and visitors use own pen or wipe after each use) <input type="checkbox"/> ICT equipment wiped between each use <input type="checkbox"/> Resources (rulers etc) pupils to have their own stationary packs. <input type="checkbox"/> Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps ● Identify how to manage these areas effectively (for example through elimination for example no fingerprint recognition for lunch payments) ● Sufficient resources dedicated for cleaning high contact surfaces (an additional cleaner in the day for cleaning throughout the day.) Either provided by contract cleaners and if they cannot provide this then school should dedicate someone for cleaning high contact surfaces. ● Staff who are on dishwasher duty will be asked to clean high contact points such as the taps, dishwasher handle and fridge handle as part of their daily duty. ● Throughout the day the cleaners or site team should be cleaning high contact surfaces <ul style="list-style-type: none"> <input type="checkbox"/> door handles into classrooms <input type="checkbox"/> key pad entry systems <input type="checkbox"/> corridor doors hand plates <input type="checkbox"/> toilet doors, hand plates <input type="checkbox"/> classroom desks <p>with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach –Following guidance on cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> ● Shared rooms <ul style="list-style-type: none"> <input type="checkbox"/> Year group bubbles should only use their designated rooms for intervention work <input type="checkbox"/> Children wash/sanitise their hands before and after using any shared spaces 	Y	Y
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			<ul style="list-style-type: none"> □ Resources should be brought to the room and removed when the children leave, leaving the room clear of any shared resources (unless impossible) ● Where rooms are shared between year group bubbles (e.g. meeting room, community room, hall) surfaces should be wiped down with disinfectant spray by the member of staff before they accompany the children they are working with out of the room 		
Lack or ineffective cleaning of high contact surfaces (cont)	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<ul style="list-style-type: none"> ● Refresh solution every 24hrs for continued effectiveness. ● Spray onto a cloth onto high contact surfaces (see safe use of bleach <u>guidance</u> and COSHH Bleach <u>template</u> risk assessment – available to all staff) ● Do not spray tables when pupils are seated at them. ● Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall. ● Spray bottles must be kept out of reach of children and used with disposable gloves. ● Appropriate PPE (Personal Protective Equipment) must be work disposable apron, gloves (Refer to Safety Data Sheet). ● Also clean with this solution classroom sinks and taps (high volume contact surfaces). ● Review high contact surfaces and equipment in your school setting as this may include for example Nursery toys ● Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH <u>assessment</u> completed. ● The has an adequate and maintained supply of personal and domestic cleaning products available for school. ● Cordon off any external play equipment (unless it can be cleaned between each group using it) ● Remove soft furnishings. Soft toys and toys that are hard to clean (such as those with intricate parts). ● Limit resources taken home to school and school to home. ● Do not share common resources between groups unless cleaned with a diluted bleach solution (for example maths counting blocks). ● Signage displayed to remind staff and pupils to wash their hands ● · Pupils bring into school each day essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. ● · Pupils and teachers allowed to take books and other shared resources home but cleaning of the resources and rotation should apply to these resources. 	Y	Y

Inadequate monitoring of illness and prevalence of COVID19 symptoms.	Staff Pupils	Outbreak unidentified leading to spread of the virus	<ul style="list-style-type: none"> · All staff informed in staff guide and in training that they must provide reason for illness when reporting absence · All pupils informed in parents guide and in form time that they must provide reason for illness · Symptoms to report as potentially covid19 as per Public health guidance are clear · Protocol in place for recording pupil and staff absence and signposting them or providing them with home testing kit. Protocol also checks on result of test. · When a positive test is identified the school will contact local public protection team and provide necessary information as part of track and trace. · School will retain copy of all timetables, registers, and staff in close contact for each term. · Primary schools – Implement lateral flow testing in line with Government guidance see separate risk assessment) 		
Staff and pupils concerned about risk of Coronavirus and self-isolating (without any symptoms)	Staff, pupils.	Loss of education	<ul style="list-style-type: none"> ● Pupils self isolating will not be penalised for non-attendance ● Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <u>Operational Guidance for schools.</u> ● Staff individual risk assessment completed for staff concerned about risk to support them into work. 	Y	Y
Staff refusing to participate with Testing or track and trace	Staff pupil	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> ● In staff guide the school as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system. ● School to seek advice from HR if they refuse to participate. 		
Parents refusing to keep pupils off school when requested to self-isolate and test.	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> ● Parental agreement in place that sets out the requirement for self-isolation and participation in testing and track and trace. ● Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <u>Guidance for Schools</u> ● Call DFE Helpline 0800 046 8687 or email <u>Dfe.coronavirushelpline@education.gov.uk</u> 	Y	Y

School Trips	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> • School to follow current government advice – No foreign or overnight trips in the UK. • No UK trips to take place until changes in national restrictions. 		
Critical workers(parents carers of pupils)	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> • Pupils of critical workers have been identified where the pupil cannot be looked after safely at home a school place has been offered by the school and this will continue after the 1st June 2020. • Essential workers pupils to be absorbed into the new year groups (keeping a maximum of 15 per class) or remain a separate group. 	Y	Y
School uniform	Staff Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> • Pupils can wear school uniform and they do not need to be cleaned any more often than usual using usual detergents. • Pupils can wear PE kit to school (including tracksuit bottoms) for days that they are participating in PE to prevent use of the changing room. • Provide flexibility in uniform for colder months as there will be increased ventilation in classrooms. For example additional layers worn. 		
Pupils with EHCP and Vulnerable pupils	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> • Some pupils with SEND (whether with EHC plans or on SEN support) will be identified for specific help and support when returning to school with the changes. • Where appropriate pupil risk assessment to be updated and shared with staff working with pupil. 		
Ineffective Site Management leading to the spread of the virus	Staff, pupils, families of staff and pupils	<p>Building not maintained or checked.</p> <p>Insufficient fire safety and legionella management.</p> <p>Causing injury</p>	<ul style="list-style-type: none"> • Check security of supply chain and contractor service for example catering, cleaning contracts checked and ready to start or upscale again (agree dates). • Kitchen follows guidance for food businesses on coronavirus • Review screening requirements for staff at till point etc. • Review Planned Preventive Maintenance schedule – and arrange for contractors to visit out of school hours. <p>Make sure statutory checks are up to date for example boiler servicing and any mothballed equipment such as kilns or PE equipment is not used until serviced or inspected.</p> <p>https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</p>	Y	Y

			<ul style="list-style-type: none"> • Make sure statutory checks are up to date for example boiler servicing. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm • Follow DFE guidance on managing buildings https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak • Managing contractors - requirements expected from them to follow school social distancing measures – try to organise so outside main school hours. Visitors to wear face coverings. • Legionella – if school building has been fully closed then it will need flushing through. • If building has been closed reinstate all site agent checks including weekly fire alarm check. • Review building projects planned for summer and beyond. • Fire evacuation – suspend normal termly fire evacuation as social distancing is unachievable. This will be reinstated once “practicable” in the meantime evacuate in an emergency (risk will be greater from fire than Covid19) • Review fire wardens to ensure you have enough trained staff. • Grounds maintenance contract – arrange for grass cuttings • Review building projects planned for this half term. • Schedule an evacuation for Spring term– fire assembly point reviewed for social distancing. Could stagger practice times/days for different bubbles. • If your classes are going to be split into different classrooms to reduce numbers are they age appropriate for example fitted with fingerguards. • Bins are emptied in classrooms and offices daily. 		
Lack of training on new working arrangements for school	Staff, pupils, families of staff and pupils	Unfamiliar with new working procedures leading lack of social distancing and increasing risk of infection that could lead to injury/illness or death.	<p>Training</p> <p>Staff Induction back to school</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inform them of the changes to the risk assessment <input type="checkbox"/> Inform them of ALL the control measures identified by risk assessment <input type="checkbox"/> What they need to do to keep themselves safe and their group of pupils safe at school <input type="checkbox"/> Spotting signs/symptoms for Covid19 for themselves and students <input type="checkbox"/> Local COVID19 testing station and access to home testing kits as Essential workers <input type="checkbox"/> First aid arrangements <input type="checkbox"/> Fire evacuation procedure <p>Training for pupils</p> <ul style="list-style-type: none"> • Remind students of handwashing/use of hand sanitiser for example ebug and this video https://youtu.be/x3v521MTjio 	Y	Y

			<p><u>Promoting good respiratory hygiene “catch it bin it kill it”</u></p> <ul style="list-style-type: none"> Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. 		
First aid and medication and delivering personal care	Staff, pupils, families of staff and pupils	Insufficient first aider coverage	<ul style="list-style-type: none"> Provide appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) Inform first aiders what control measures are in place. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota). Early years only –at least one person on site with paediatric first aid. Where this is not possible (rare occasions) to have a Paediatric first aider consider other staff with first aid qualification to complete online paediatric first aid training and record in school first aid risk assessment. Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date. Systems in place for checking any menu/ingredient changes (due to food shortages/changes) against pupils with allergens. First aider and those administering medication to maintain social distancing where possible. <p>Personal care</p> <ul style="list-style-type: none"> Staff providing personal care including nappy changing should wear appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) Changing mat should be cleaned with Milton solution between each nappy change. Disposable gloves changed between each nappy change. 	Y	Y
Pupils and staff working from home Social isolation leading to mental health problems	Staff, pupils, families of staff and pupils	Incorrect/poor work station set up leading to Musculoskeletal conditions Mental health	<p>Pupils</p> <ul style="list-style-type: none"> There is no legal requirement to provide DSE workstation assessments for pupils but parents should be encouraged to follow good practice. <p>Staff</p> <ul style="list-style-type: none"> Staff working from home – guidance provided on working from home and secure information complying with GDPR. Staff provided with laptop and separate mouse- DSE assessment not required for working at home. Share HSE <u>guidance</u> on working from home. Staff should follow good practice and work from a table. Share Cousins Safety guidance of working at home and ask staff working from home to complete working at home checklist 	Y	Y

			<ul style="list-style-type: none"> • Check staff complete the checklist and highlight any issues to you • School to consider staff mental health and review communication arrangements with staff. Rather than emails consider a meeting via a platform like Zoom. • Pregnant staff working from home – update their pregnancy risk assessment to include home working. • Think about ways to improve mental health from working at home as it can be difficult to separate work from home life. • Consider virtual coffee mornings using technology so staff can still feel part of a team • Encourage staff to speak to colleagues daily • Identify staff that live on their own and ring them daily to make sure they are okay 		
<p>Stress and mental health</p> <p>Parents and pupils anxious</p> <p>Staff working long hours delivering face to face as well as setting work for those pupils at home</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Stress and anxiety leading to loss of sleep and changes in behaviour.</p> <p>Resulting in time of work/school</p> <p>Increase in absenteeism and Presentism</p>	<ul style="list-style-type: none"> • Clear communication to parents on returning to school the risk assessment we have in place and how this will be managed. • Additional pastoral support provided. • First week set aside for settling back to the different schooling • Use of professional resources to share experiences of lockdown with children for example https://www.weforum.org/agenda/2020/05/11-may-who-briefing/ • Monitor staff workload between classroom delivery and setting work for pupils at home (those isolating or working from home). • Regular updates to parents on safety measures in place 	Y	Y
<p>Ineffective use of PPE</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>PPE facemasks become contaminated and source of infection causing illness to wearer</p>	<ul style="list-style-type: none"> • School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid, delaying with a suspected case of COVID19 and personal care. • School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks). • Where Staff and pupils chose to wear their own PPE – make this clear that this is a personal choice but not identified by the Government and Public Health England. 	Y	Y

Shared work spaces not being cleaned or managed properly	Staff	COVID-19 being spread through breath or through surfaces not being cleaned and the virus being transferred through touch	<ul style="list-style-type: none"> ● Shared rooms will have maximum limits on the number of occupants at one time. This still assumes that 2m social distancing will be maintained and rooms are ventilated using windows and/or doors at all times (where possible) <ul style="list-style-type: none"> ○ Community room 8 people ○ Staff room 12 people ○ Receptionist's office 2 people ○ Main office 2 people ○ Reprographics room 2 people ○ Meeting room 3 for up to 15 minutes, 1 for any longer ● https://www.gov.uk/government/publications/emg-role-of-ventilation-in-controlling-sars-cov-2-transmission-30-september-2020 ● All meetings should be held virtually apart from in exceptional circumstances. Teachers should not meet in another classroom with their year group colleague for a prolonged period of time and should meet virtually instead. ● If shared rooms are used (group rooms, meeting rooms etc.), it is the responsibility of the hosting member of staff to clean the table and chairs before and after each use ● All shared spaces will be cleaned as part of the daily cleaning rota 	Y	Y
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