

## COVID-19 Risk Assessment

Trust:	Quality First Education	Academy: Belleville Primary School
Date of Assessment:	01.03.21	
Minimum Planned Review Date:	19.04.21	

**Hazard:** Contraction of Coronavirus COVID-19

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Believed to have originated in Wuhan, a city in the Hubei province of China, the first COVID-19 cases were reported in December 2019. It has since spread globally, resulting in an ongoing pandemic.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.

The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.

The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.

It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

School will fully re-open to all children from Monday 8<sup>th</sup> March – Operation guidelines are found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/966866/210224\\_Schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966866/210224_Schools_guidance.pdf)

**Who might be harmed:**

Employees, pupils, contractors or visitors and their family members.

**How might people be harmed**

Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus; contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth.  
Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and / or associated complications.

**Assessed Risk:** Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk	Hazard Severity						
				Negligible 1	Slight 2	Moderate 3	High 4	Very High 5		
Without controls	Very Likely (5)	Very High (5)	High (25)	<b>Likelihood of Occurrence</b>						
				Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High
With controls	Possible (3)	High (4)	Medium (12)	Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	High

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<p><b>Prevention –</b> Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household that does, do not attend school.</p>	<ul style="list-style-type: none"> <li>Pupils, staff and other adults have been told not to come into the school if they have COVID-19 symptoms or have tested positive in the previous 10 days.</li> <li>Signage at all entrances to remind of this.</li> </ul>	<ul style="list-style-type: none"> <li>Make clear in communications this includes household members who are required to self-isolate due to contact with a confirmed case</li> <li>Share link to access asymptomatic testing for households of pupils</li> </ul>	<p>05.03.21</p> <p>05.03.21</p>	<p>Heads</p> <p>Heads</p>	<p>02.03.21</p> <p>02.03.21</p>
<p><b>Prevention –</b> Minimise contact with individuals who have recently travelled abroad to high risk areas</p>	<ul style="list-style-type: none"> <li>All staff and families been informed that they should follow the travel guidance <a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a> which includes self-isolating, testing requirements and banned travel lists</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<p><b>Prevention –</b> Minimise contact with individuals who are unwell by safely and efficiently sending them home</p>	<ul style="list-style-type: none"> <li>• Anyone developing symptoms (a new continuous cough, high temperature, loss or change in sense of taste or smell) during the school day is sent home and advised to follow government “Stay at Home” guidance (self-isolate for at least 10 days and arrange a test for COVID-19, then follow Public Health England advice). Other members of their household should self-isolate for 10 days from when the symptomatic person first displayed symptoms.</li> <li>• If awaiting collection they are moved to a room where they can be isolated behind a closed door if possible, with appropriate adult supervision if required. If this is not possible, they should be moved to an area at least two metres from other people. If possible, a window should be opened for ventilation.</li> <li>• Anyone awaiting collection and needing to use toilet facilities should use a separate toilet if available. The room containing the toilet should be cleaned and disinfected before being used by anyone else.</li> <li>• Staff caring for the person awaiting collection, where a distance of 2 metres cannot be maintained, should wear personal protective equipment including mask (FFP2 standard), visor, gloves and apron.</li> <li>• In the event of an emergency or serious illness/injury, emergency services should be contacted using the 999 service. Persons displaying symptoms should be told not to visit a GP, pharmacy, urgent care centre or hospital.</li> <li>• If the symptomatic person subsequently tests positive for COVID-19, any members of staff/children who had been in close contact with them should go home and self-isolate for 10 days.</li> <li>• Following contact with someone who is unwell, all persons who had contact should wash their hands with soap and water for at least 20 seconds or should apply hand sanitiser.</li> <li>• After the person displaying symptoms has left the site, the area in which they were present should be cleaned to disinfectant standard before being used again.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<b>Prevention</b> – Clean hands thoroughly, more often than usual.	<ul style="list-style-type: none"> <li>• Pupils wash/sanitise their hands regularly including when they arrive at school, after break times, when they change rooms and before/after eating.</li> <li>• Additional hand washing and/or hand sanitiser stations are provided to ensure that pupils and staff can wash/sanitise their hands regularly.</li> <li>• Staff should supervise hand sanitiser to reduce the risk of ingestion by pupils.</li> <li>• Children who cannot use and alcohol based sanitiser are to bring their own that is safe for their use</li> <li>• Staff should help small children and pupils with complex needs to clean their hands properly.</li> <li>• Hand washing regimes are built into the school’s daily regime.</li> <li>• Pupils are encouraged to wash their hands after using the toilet and are regularly trained in this, particularly after holidays</li> <li>• Pupils are taught to use paper towels and bins as hand dryers have been switched off</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to remind and support children on their return and ongoing</li> </ul>	08.03.21	All staff	
<b>Prevention</b> – Ensure good respiratory hygiene by promoting the “catch it, kill it, bin it” approach.	<ul style="list-style-type: none"> <li>• Staff and pupils should be instructed in the “catch it, kill it, bin it” approach and informed that following this approach is expected. This is repeated regularly particularly after holidays</li> <li>• Sufficient tissues and lidded bins are provided.</li> <li>• Additional support/explanation should be provided to younger children and those with complex needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to remind and support children on their return and ongoing</li> </ul>	08.03.21	All staff	
<b>Prevention</b> – Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is in place.</li> <li>• Table tops and tops of chairs when rooms are used by different year groups are cleaned between groups.</li> <li>• Shared areas (e.g. staffrooms) should be cleaned more frequently.</li> <li>• Frequently touched surfaces should be cleaned more often than usual (handrails, door handles).</li> <li>• Toilets should be cleaned regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain cleaning expectations each day on both sites</li> </ul>	08.03.21	Premises manager	
<b>Prevention</b> – Ensure rooms and spaces are well-ventilated	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing.</li> <li>• rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	<ul style="list-style-type: none"> <li>• Remind staff on full return and ongoing monitoring – all rooms and spaces</li> </ul>	08.03.21	SLT, premises manager	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<p><b>Prevention –</b> Minimise contact between individuals and maintain social distancing wherever possible.</p>	<ul style="list-style-type: none"> <li>• Staff are told and reminded to maintain social distancing from other staff/adults (2 metres or 1 metre plus precautions).</li> <li>• Staff are told to maintain social distancing from pupils (2 metres or 1 metre plus precautions) where possible. Personal protective equipment should be considered where this is not possible.</li> <li>• Masks should be used where 2m distance is not possible in communal areas e.g. corridors, stair wells, toilets, staffrooms unless seated, gate duties</li> <li>• Masks worn when staff working close contact with children from more than one year group bubble</li> <li>• Staff are told to minimise contact of less than one metre with anyone else. Personal protective equipment should be considered where this is not possible.</li> <li>• Class sized groups of pupils have been created when inside the building and kept separate from other groups e.g. not using lunch halls, no in-person assemblies</li> <li>• Year sized groups of pupils have been created for outside play. At Meteor Street this is the same as the class bubble apart from Year 3. At Webb's Road Years 1 – 6 have year bubbles and the four reception classes are paired up according to the outside areas they share.</li> <li>• Pupils are encouraged to maintain social distancing whilst within their groups.</li> <li>• The use of shared spaces is avoided where possible.</li> <li>• Classroom layouts have been adapted (e.g. front facing from Y1 upwards, removal of carpets throughout) and furniture should be removed to help facilitate distancing.</li> <li>• Timetabling and scheduling has been altered to keep groups apart and minimise movement around the school and to avoid creating busy corridors, entrances and exits .e.g. off-set breaktimes, separate stair cases at Webb's.</li> <li>• Break and lunch times for staff and pupils are staggered.</li> <li>• Staffrooms have been split to reduce numbers, layouts adapted to help facilitate distancing.</li> <li>• School arrival and departure times have been staggered to keep groups apart as they arrive and leave.</li> <li>• Parents/carers have been informed and regularly reminded of the amended arrangements for drop off/collection; not to gather at the school gates/entrances; not to access the school building without first arranging an appointment. They have been asked to wear a mask unless exempt when on school premises (including playgrounds).</li> <li>• Pupils and staff who are wearing face masks on arrival should remove them on arrival without touching the front of the mask, either disposing of the mask inside a covered bin or placing it inside their own plastic bag at the entrance. They should wash/sanitise their hands before and after removing their mask.</li> </ul>	<ul style="list-style-type: none"> <li>• Peripatetic support and visitors to be minimized as much as possible, using 2m distancing when vital to be in person</li> <li>• Offer regular peripatetic staff to access Lateral flow testing if they wish to</li> <li>• Create info guide for visitors on site</li> <li>• Reminders of measure sent to parents/carers</li> <li>• Re-establish expectations and support children to meet these on their return</li> </ul>	<p>08.03.21</p> <p>05.03.21</p> <p>08.03.21</p> <p>05.03.21</p> <p>08.03.21</p>	<p>Heads</p> <p>Heads</p> <p>Heads</p> <p>Heads</p> <p>Heads</p>	<p>02.03.21</p>

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<p><b>Prevention –</b> Minimise contact between individuals and maintain social distancing wherever possible (continued)</p>	<ul style="list-style-type: none"> <li>• Care Plans for pupils with Special Educational Needs or Disabilities (SEND) should be reviewed to determine needs and any additional assistance or procedures that may be required.</li> <li>• Supply/peripatetic teachers and other temporary/visiting staff should be told to minimise contact, maintain distancing from staff/pupils and follow all other site rules.</li> <li>• Visitors and contractors should attend site only to pre-arranged appointments that should be scheduled not to coincide with each other where possible.</li> <li>• Site rules for distancing and hygiene should be advised to visitors/contractors on or before arrival.</li> <li>• Outdoor play equipment should be cleaned more frequently.</li> <li>• Staff and pupils should be told to bring only essential items to school (e.g. bags, lunch boxes, hats, coats, books, stationery &amp; mobile phones). No toys, games or treats from home to be shared.</li> <li>• Visitors/contractors should attend outside of usual school hours where possible.</li> <li>• Where pupils attend more than one educational setting, rules/controls should be agreed with the other setting(s) in advance.</li> <li>• Individual and frequently used equipment, such as pens and pencils, has been issued for individual use and not shared.</li> <li>• Resources that are shared between groups/bubbles should be cleaned thoroughly on a regular basis and between use by different groups if they cannot be left untouched for 48 hours (72 hours in the case of plastic items).</li> </ul>				

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<p><b>Prevention</b> – Where necessary, wear appropriate personal protective equipment.</p>	<ul style="list-style-type: none"> <li>• Face coverings should be worn by adults when in corridors and in communal areas where it is difficult to maintain social distancing. (Note: Certain persons are exempt – mainly those who cannot put on/wear a face covering for physical or mental health reasons, and where they inhibit communication)</li> <li>• Staff and pupils should provide their own face coverings.</li> <li>• A small stock of face masks should be held in case a pupil/member of staff does not have one. (Note: Persons should not be sent home for not wearing one).</li> <li>• Personal protective equipment should be provided for staff to use when attending to someone with COVID-19 symptoms and where two metres distance cannot be maintained (FFP2 masks, visors, gloves, aprons).</li> <li>• Personal protective equipment should be provided in accordance with intimate care needs.</li> <li>• Instruction and training in the fitting, use and removal of personal protective equipment should be provided.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<p><b>Prevention</b> – twice weekly lateral flow device home testing available for all staff, on voluntary basis</p>	<ul style="list-style-type: none"> <li>• Information given to all staff and available on the public drives.</li> <li>• Make clear to staff repeatedly that this is voluntary and that the safety precautions in the guidance and risk assessment must continue to be adhered to by all staff.</li> <li>• If staff change their mind, and packs are unsealed, they should be returned and quarantined before use by someone else.</li> <li>• Clear to staff that packs are for their use only</li> <li>• Shared link to access asymptomatic testing for staff household members</li> <li>• Test packs checked and stored out of public access and that they are sealed before distribution and correct guidance leaflet issued.</li> <li>• Office staff trained to distribute test packs, socially distanced, and accurately record on the test log.</li> <li>• All staff aware of how to report the test results – negative or one void to Headteachers PA by email to be logged. Positive or two consecutive void results by phonecall to the headteachers to enable rapid response and contact tracing.</li> <li>• Privacy notice shared requesting a test pack means the notice has been accepted – stated in staff letter. Data breaches will be reported to the trust Data Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• Extend this to regular peripatetic staff using the same guidelines</li> </ul>	08.03.21	Heads	

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<p><b>Response</b> – Engage with the NHS Test &amp; Trace process</p>	<ul style="list-style-type: none"> <li>• Staff, pupils and parents/carers should be informed that they will be expected to be ready and willing to engage with the NHS Test &amp; Trace process, including the provision of details of people that they have been in close contact with, when advised to do so.</li> <li>• Staff and pupils should be told to book a test and not come to the school if they display symptoms.</li> <li>• Staff, pupils and parents/carers should be informed that they will be expected to be ready and willing to self-isolate in accordance with government guidance if they have been in close contact with someone who develops COVID-19 symptoms or tests positive for COVID-19.</li> <li>• Staff and parents should be told to advise the school immediately in the event of a positive test result.</li> <li>• Persons that feel well, no longer have COVID-19 symptoms and test negative should be told that they can return to school (though they should continue to avoid contact with other persons if they still have cold/flu symptoms).</li> <li>• Anyone testing positive should be told to follow government “Stay at Home” guidance (self-isolate for at least 7 days, then follow Public Health England advice). Other members of their household should self-isolate for 10 days from when the infected person first displayed symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			



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<b>Response</b> – Manage confirmed cases of COVID-19 amongst the school community	<ul style="list-style-type: none"> <li>• DfE helpline (0800 046 8687) should be called as soon as possible and all advice followed, should a member of the school community test positive for COVID-19.</li> <li>• Template letters will be sent to the close contacts (who need to self-isolate) and to the whole school (for awareness). Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• Details of anyone with whom the infected person has been in close contact with should be provided to Public Health England on request. (Note: “Close contact” is defined as face to face contact within one metre, 15 minutes or more contact within two metres or travelling in a small vehicle, such as a car, with an infected person)</li> <li>• A record of pupils and staff in each group/bubble should be maintained, along with a note of any close contact that takes place between members of different groups.</li> <li>• Staff and pupils that have been in close contact with an infected person should be told to stay at home and self-isolate in accordance with government guidance for 10 days, and to arrange a test if they develop symptoms of COVID-19.</li> <li>• On receiving a negative test result for COVID-19, the person that is self-isolating should be advised to continue to self-isolate for the remainder of the 10 days.</li> <li>• On receiving a positive test result for COVID-19, the person that is self-isolating should be told to inform the school immediately, self-isolate for 7 days and follow Public Health England advice. Other members of their household should self-isolate for 10 days from the day when the symptomatic person first displayed symptoms, and follow government “Stay at Home” guidance.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Response</b> – Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> <li>• Guidance from the health protection team (South London 0344 326 2052) DfE helpline (0800 046 8687) should be sought as soon as possible should there be two or more confirmed cases of COVID-19 in the school community within a 14 day period, or where there is an increased rate of absence and COVID-19 is a suspected cause.</li> <li>• Self-isolation and partial/full closure advice given should be followed.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Transport</b> - Use of public transport	<ul style="list-style-type: none"> <li>• The school should work with public transport providers to reduce crowding on public transport (e.g. by considering the provision of dedicated transport, staggering start times, reducing rush hour travel and facilitating the use of personal transport).</li> <li>• Staff and pupils using public transport should be advised to follow the operator’s guidance and rules.</li> <li>• Staff and pupils should be encouraged to walk or cycle to school.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

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<b>Attendance</b> – Pupils who are clinically extremely vulnerable or self-isolating	<ul style="list-style-type: none"> <li>• Pupils who have been confirmed as clinically extremely vulnerable are to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. Suitable home schooling arrangements have been put in place as an alternative.</li> <li>• School to 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.</li> <li>• Where pupils are under the supervision of a health professional, their return to school will be discussed with the health professional and an individual risk assessment will be carried out before they return to school</li> </ul>	•			
<b>Attendance</b> – Pupils who are self-isolating	<ul style="list-style-type: none"> <li>• Pupils that are self-isolating due to having symptoms or a positive test result themselves; or because they live with someone that has symptoms or has tested positive and are a household contact ; or because they are a close contact of someone who has coronavirus, are identified and arrangements are made to support them with home learning.</li> </ul>	•			
<b>Attendance</b> – Pupils who are clinically vulnerable	<ul style="list-style-type: none"> <li>• Care plans for clinically vulnerable pupils have been created/updated. These pupils should only attend school if they can do so safely and in accordance with their Plan.</li> <li>• Any additional medical provision or personal protective equipment needed for clinically vulnerable pupils should be provided.</li> <li>• Staff should be provided with relevant information and training in respect of clinically vulnerable pupils that they may come into contact with (e.g. as teachers/first aiders).</li> <li>• Where pupils are under the supervision of a health professional, their return to school should be discussed with the health professional and an individual risk assessment should be carried out before they return to school.</li> </ul>	•			
<b>Attendance</b> – Pupils living with clinically extremely vulnerable people	<ul style="list-style-type: none"> <li>• Pupils living with clinically extremely vulnerable people will not attend school, and suitable home schooling arrangements will be put in place.</li> </ul>	•			

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<b>Attendance</b> – Pupils and families who are anxious about the return to school	<ul style="list-style-type: none"> <li>• Clear and consistent expectations around school attendance should be communicated to families (and relevant health professionals) ahead of the return to school.</li> <li>• Pupils who appear reluctant or anxious about returning to school, or who appear disengaged, should be identified and plans developed to re-engage with them.</li> <li>• Use of the additional catch-up funding, as well as existing pastoral and support services, attendance staff and resources and schools’ pupil premium funding to put measures in place for those families who will need additional support to secure pupils’ regular attendance should be considered.</li> <li>• Working closely with other professionals as appropriate to support school attendance, including continuing to notify the child’s social worker, if they have one, of non-attendance.</li> <li>• Staff should monitor pupils’ wellbeing following their return and raise any concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage any parents/carers with concerns to contact the school</li> <li>• Provide resources to support at home</li> <li>• Contact directly families who are known may need more support</li> </ul>	05.03.21  05.03.21  05.03.21	Heads  Heads  SLT	
<b>School Workforce</b> – Staff who are Clinically Extremely Vulnerable	<ul style="list-style-type: none"> <li>• Extremely Clinically Vulnerable staff should not attend school.</li> <li>• If they cannot work from home, they should not attend work for this period of restrictions.</li> <li>• Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff who have been advised to shield because they are clinically extremely vulnerable would need to provide written confirmation from their GP or specialist confirming that the shielding letter has been withdrawn before being permitted to come to work on site</li> </ul>	05.03.21	Heads	

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<b>School Workforce –</b> Staff who are Clinically Vulnerable	<ul style="list-style-type: none"> <li>• Clinically Vulnerable staff can continue to attend school.</li> <li>• While in school they must follow the sector-specific measures to minimise the risks of transmission.</li> <li>• This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within one metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</li> <li>• Any additional medical provision or personal protective equipment needed for clinically vulnerable members of staff is provided.</li> <li>• Staff are provided with relevant information and training in respect of clinically vulnerable colleagues that they may come into contact with (e.g. in the staff room, as first aiders, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>School Workforce –</b> Staff living with clinically extremely or clinically vulnerable people	<ul style="list-style-type: none"> <li>• People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

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<b>School Workforce –</b> New and expectant mothers	<ul style="list-style-type: none"> <li>• Pregnant women who are less than 28 weeks pregnant, and/or do not have any underlying health conditions that place them at a greater risk of severe illness from coronavirus, are classed as ‘clinically vulnerable’ and therefore the above measures for clinically vulnerable staff are applied.</li> <li>• Women who are 28 weeks pregnant and beyond, or have underlying health conditions that place them at a greater risk of severe illness from coronavirus, are considered ‘clinically extremely vulnerable’ and therefore the above measures for clinically extremely vulnerable staff are applied. Notably, these staff should not attend work.</li> <li>• More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. An employer’s workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment.</li> <li>• If a school is notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must take appropriate, sensible action to reduce, remove or control them.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all pregnant staff are aware of these points and the measures and to keep us informed of any changes in their health</li> </ul>	05.03.21	Heads	
<b>School Workforce –</b> Staff who may be at increased risk from COVID-19	<ul style="list-style-type: none"> <li>• Where staff raise concerns that they may be more at risk due to their personal characteristics, their concerns will be discussed and the measures that are being put in place to reduce the risk will be explained.</li> <li>• Where additional measures are requested, these will be accommodated where appropriate/possible.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<b>School Workforce –</b> Supporting staff	<ul style="list-style-type: none"> <li>• All measures that are being put in place are explained to staff. Staff will be informed of all rules and procedures to follow, in order to protect their health and the health of others in accordance with up to date recommended government guidance.</li> <li>• Staff should be involved in the development and implementation of control measures.</li> <li>• This risk assessment should be made available to staff.</li> <li>• Sufficient alcohol based hand sanitiser gel points are provided, tissues provided for personal use and signage provided on site to remind all staff and pupils of the importance of good hygiene.</li> <li>• Staff should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team</li> <li>• Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures to keep themselves and others safe.</li> <li>• Government guidance on the extra mental health support for pupils and teachers should be consulted and followed.</li> <li>• Supervisors should monitor their staff and raise any concerns.</li> <li>• Staff should be encouraged to raise any concerns with their supervisor.</li> <li>• Supervisors should maintain regular contact with staff that are working from home.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>School Workforce –</b> Staff deployment	<ul style="list-style-type: none"> <li>• Supervisors should discuss and agree any changes to staff roles with those individuals.</li> <li>• Care should be taken to avoid unnecessary or unmanageable increases in workload.</li> <li>• Concerns about staffing capacity should be discussed with the trust.</li> <li>• Supervisors will maintain regular contact with their staff, whether they are working at home or at the school.</li> <li>• Staff will be encouraged to raise any concerns with their supervisor.</li> <li>• Minimum staffing levels on site have been established and are adhered to at all times.</li> <li>• If staffing levels are inadequate, the class, activity or facility will be ceased until adequate staffing levels can be re-established.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>School Workforce –</b> Deploying support staff and accommodating visiting specialists.	<ul style="list-style-type: none"> <li>• Where staff (e.g. teaching assistants) are redeployed to lead groups or cover lessons, this should be under the supervision of a qualified or nominated teacher and not at the expenses of supporting pupils with special educational needs or disabilities.</li> <li>• It should be ensured that any redeployed support staff have the skills, expertise and experience to carry out the work.</li> <li>• Required staffing ratios should be maintained.</li> <li>• Guidance on the best use of teaching assistants published by the Education Endowment Foundation should be referred to and followed where appropriate.</li> <li>• It should be ensured that any redeployed staff have the appropriate checks in place to allow them to engage in regulated activity.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
School Workforce – Recruitment	<ul style="list-style-type: none"> <li>Potential new staff should be interviewed using remote technology.</li> <li>Department for Education advice for recruiters and for interviewees should be obtained and distributed to those concerned.</li> <li>Legal requirements regarding pre-appointment checks should continue to be adhered to.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
School Workforce – Supply teachers and other temporary or peripatetic teachers.	<ul style="list-style-type: none"> <li>Supply teachers should be engaged from a trusted source such as the Department for Education and Crown Commercial Service’s agency supply deal.</li> <li>Supply and support/peripatetic teachers should be told that they are to follow all school rules, in particular with regards distancing and hygiene.</li> <li>The use of longer term contracts should be considered to reduce the number of different supply teachers attending site.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
School Workforce – Expectation and deployment of Initial Teacher Training trainees.	<ul style="list-style-type: none"> <li>Deployment of ITT trainees should take account of their skills and capacity to ensure that this meets the needs of the school and the trainee.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
School Workforce – Staff taking leave	<ul style="list-style-type: none"> <li>School leaders should discuss leave arrangements with staff to ensure that travel arrangements, and any subsequent quarantine period, do not impact on staffing arrangements.</li> <li>Where a member of staff is required to quarantine during term time, home-working should be enabled where possible.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
School Workforce – Other support (volunteers)	<ul style="list-style-type: none"> <li>Checking and risk assessment processes should be continued in accordance with the government publication Keeping Children Safe In Education.</li> <li>Volunteers who have not been checked should not be left unsupervised or allowed to work in regulated activity.</li> <li>Mixing of volunteers across groups/bubbles should be kept to a minimum.</li> <li>Volunteers should remain at least two metres from staff and pupils where possible.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Safeguarding	<ul style="list-style-type: none"> <li>The Child Protection Policy has been reviewed to reflect the return of more pupils.</li> <li>Statutory safeguarding guidance should be referred to (Keeping Children Safe In Education and Coronavirus (COVID-19): Safeguarding in Schools, Colleges And Other Providers).</li> <li>Additional time should be provided to designated safeguarding leads and their deputies to enable them to provide support and address any concerns.</li> <li>Communication with School Nurses should be continued where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Catering	<ul style="list-style-type: none"> <li>Catering operations/school kitchen should operate in compliance with government Guidance For Food Businesses On Coronavirus (COVID-19).</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<b>Estates</b>	<ul style="list-style-type: none"> <li>Any adaptations identified as necessary (e.g. additional wash basins) should be put in place before the return to school.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
<b>Educational Visits</b>	<ul style="list-style-type: none"> <li>Educational visits that involve overnight stays should not be carried out.</li> <li>Visits should involve pupils from a single group/bubble and not use public transport</li> <li>The usual pre-visit risk assessment process should be completed taking particular account of any wider advice on visiting indoor and outdoor venues.</li> </ul>	<ul style="list-style-type: none"> <li>No visits out of school during this period</li> </ul>	05.03.21	Heads	
<b>Extra-curricular provision</b> – Breakfast and after school clubs	<ul style="list-style-type: none"> <li>Provision will be continued subject to it being possible to adhere to wider protective measures, including maintaining consistent groups/bubbles.</li> <li>If it is not possible to maintain the usual daytime school groups/bubbles, then small, consistent groups should be created.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
<b>Extra-curricular provision</b> – Wraparound care	<ul style="list-style-type: none"> <li>Government guidance for childcare during the coronavirus outbreak should be consulted and followed.</li> <li>Parents should be advised to limit the number of wraparound care providers they use as far as possible.</li> <li>Parents should be advised to seek assurance from childcare providers that appropriate protective measures are in place, and only to use providers that can demonstrate this.</li> <li>Contact sports should not take place.</li> </ul>	<ul style="list-style-type: none"> <li>No lettings during the week or at weekends other than for wraparound care or childcare providers at the weekend</li> </ul>	05.03.21	Heads, SBM and Premises Manager	
<b>Curriculum</b> – Expectations	<ul style="list-style-type: none"> <li>The full, normal curriculum should be taught wherever possible. Where this is not possible, any gaps should be identified and addressed by Summer Term 2021.</li> <li>Where subjects cannot be safely delivered, they should be suspended.</li> <li>(Nursery) Teachers should be told to focus on the prime areas of learning including communication and language, PSED and physical development.</li> <li>(Nursery/Reception) Pupils should be given equal opportunities for outdoor learning.</li> <li>(Reception) Teachers should be told to focus on the prime areas of learning including communication and language, PSED and physical development and to assess gaps in language, early reading and mathematics.</li> <li>(Key Stage 1 &amp; 2) Teaching should prioritise identifying gaps and re-establishing good practice in the essentials (phonics and reading, increasing vocabulary, writing and mathematics) in addition to a broad curriculum.</li> <li>(Primary Schools) Relationships &amp; Health Education should be introduced to the curriculum by Summer Term 2021.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			



Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<b>Curriculum – Music</b>	<ul style="list-style-type: none"> <li>• Measures should be put in place to reduce the risk of transmission of COVID-19 whilst singing or whilst using musical instruments.</li> <li>• Pupils should be distanced/group size limited to 15 whilst performing.</li> <li>• Performing outdoors should be considered.</li> <li>• Positioning pupils side-by-side or back-to-back should be considered.</li> <li>• Sharing of musical instruments should be avoided.</li> <li>• Good ventilation should be provided.</li> <li>• Singing, wind and brass instrument playing should not take place in large groups such as choirs or assemblies.</li> <li>• Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment.</li> <li>• If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering outdoor events.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Curriculum – Physical activity in schools</b>	<ul style="list-style-type: none"> <li>• Pupils should be kept in consistent groups.</li> <li>• Sports equipment should be thoroughly cleaned between being used by different groups.</li> <li>• Contact sports should be avoided.</li> <li>• Indoor PE should only have 15 children active at one time in well ventilated hall.</li> <li>• Sport should be carried out outdoors rather than indoors wherever possible.</li> <li>• Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</li> <li>• All relevant guidance should be considered including government guidance on the phased return of sport and recreation, Sport England guidance on grassroots sport, AfPE guidance on COVID-19 and Youth Sport Trust guidance on COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<b>Pupil Wellbeing &amp; Support</b>	<ul style="list-style-type: none"> <li>• Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:               <ul style="list-style-type: none"> <li>- support the rebuilding of friendships and social engagement</li> <li>- address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>- support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> <li>• Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.</li> <li>• Schools should also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school.</li> <li>• Additional pastoral support should be provided where issues are identified that pupils may need help with.</li> <li>• The use of School Nursing Services should be considered to support the health and wellbeing of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Behaviour Expectations</b>	<ul style="list-style-type: none"> <li>• Behaviour policies should be reviewed and updated with any new rules.</li> <li>• It should be ensured that behavioural expectations are clearly understood.</li> <li>• The consequences of poor behaviour and deliberately breaking the rules, and how those consequences will be enforced, should be communicated.</li> <li>• Permanent exclusion should only be considered as a last resort.</li> <li>• Where a child with a Social Worker is at risk of exclusion, the Social Worker should be informed and involved in relevant conversations.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Government guidance</b> is not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19.	<ul style="list-style-type: none"> <li>• Staff should be advised of any relevant information prior to returning to the school.</li> <li>• Staff should be informed of any relevant new information as soon as possible.</li> <li>• Pupils, parents, carers, etc. should be informed of any relevant information prior to pupils returning to school.</li> <li>• Pupils, parents, carers, etc. should be informed of any relevant new information as soon as possible.</li> <li>• A designated responsible person should subscribe to Government/DfE news releases and ensure that they are passed to school leaders to act upon.</li> <li>• Daily Government statements should be monitored by a designated responsible person and details should be provided to school leaders to act upon.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed.	<ul style="list-style-type: none"> <li>• Staff and pupils should be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance.</li> <li>• Staff to teach correct hand-washing procedures to pupils and to build hand-washing time into the daily routine (e.g. on arrival, before and after breaks and before leaving school).</li> <li>• Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect to be provided.</li> <li>• This risk assessment should be provided to staff, who should sign to acknowledge they have read and understood it.</li> <li>• This risk assessment should be published on the school website and parents/carers should be advised how they can access it.</li> <li>• Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms.</li> <li>• All persons should be instructed to use alcohol based hand sanitiser before entering a room. Signage to this effect should be provided.</li> <li>• Tissues should be provided for personal use in all rooms.</li> <li>• Staff and pupils should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team.</li> <li>• Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators.	<ul style="list-style-type: none"> <li>• Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules.</li> <li>• The continuation of maintenance and testing should be ensured for key items and systems including:               <ul style="list-style-type: none"> <li>- Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan.</li> <li>- Gas and heating systems including supplies to kitchens, laboratories and classrooms.</li> <li>- Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers.</li> <li>- Kitchen/catering equipment.</li> <li>- Security systems including the intruder alarm, access control system and CCTV.</li> <li>- Ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems).</li> </ul> </li> <li>• Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued.</li> <li>• It should be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
Transmission of COVID-19 by air conditioning systems	<ul style="list-style-type: none"> <li>• The risk of air conditioning spreading coronavirus in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.</li> <li>• Windows should be opened and used to create natural ventilation where safe to do so (i.e. where doing so does not compromise security).</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
<p>Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school.</p>	<ul style="list-style-type: none"> <li>• Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school.</li> <li>• Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible.</li> <li>• Maintenance, etc. visits should be scheduled for outside of normal school hours where possible.</li> <li>• Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>• A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way.</li> <li>• Contactless payment should be used instead of cash payments.</li> <li>• A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors.</li> <li>• Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books.</li> <li>• Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc.</li> <li>• Handshakes should be avoided when greeting visitors.</li> <li>• If someone that has visited the school advises that they have tested positive for COVID-19 within 10 days of their visit:</li> <li>• Anyone with whom they had contact should go home and self-isolate for 7 days. If no symptoms are developed, these people could then return to school after 7 days.</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> <li>• The school should contact Public Health England and follow any guidance given.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<p>Spread of COVID-19 in cloakrooms/coat lobbies etc.</p>	<ul style="list-style-type: none"> <li>• Children to keep their coats etc with them at their desks at Webb’s Road</li> <li>• Staff to keep personal belongings with them rather than stored in staffrooms</li> <li>• Children’s cloakrooms at Meteor Street are only used by one class and are kept separate. Children are asked to bring equipment they need into class to reduce its use. Doors are to be kept closed when not in use - if not being followed, revert to coats and bags in classrooms</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Spread of COVID-19 in toilets	<ul style="list-style-type: none"> <li>Toilets are cleaned regularly throughout the day</li> <li>Pupils and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet.</li> <li>Paper hand towels, with bins for disposal of used towels, should be provided to replace hand dryers.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Spread of COVID-19 on circulation routes	<ul style="list-style-type: none"> <li>Use of the corridors by large groups of people should be avoided where possible (e.g. by following an external route).</li> <li>Class break/lunch times should be staggered if possible to prevent two groups from needing to use the same corridor at the same time.</li> <li>Doors should be propped open where it does not impact on fire protection. If fire doors need to be propped open, automatic self-closing devices linked to the fire alarm should be considered.</li> <li>Corridors should be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, hand rails and elevators.</li> <li>Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. after break times).</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Spread of COVID-19 in the dining room / assembly hall	<ul style="list-style-type: none"> <li>Assemblies involving more than one group/bubble should be ceased.</li> <li>Children to eat lunch on classrooms - clean/sanitise hands before and after eating, staff to deliver lunches to rooms, kitchen staff will collect used plates and rubbish from outside of the rooms.</li> <li>Existing high standards of kitchen hygiene should be maintained for plates, trays, cutlery, etc</li> <li>Staff will clean tables after lunch with suitable cleaner</li> </ul>	<ul style="list-style-type: none"> <li>Halls not in use during this period for dining or assemblies</li> </ul>	05.03.21	Heads	
Spread of COVID-19 in the staff room	<ul style="list-style-type: none"> <li>Staggering of break and lunch times should be considered to reduce the numbers of staff using the staff room at any one time.</li> <li>Staff should be told only to visit the staff room on limited occasions, and to take their breaks in their classrooms where possible.</li> <li>Seating should be spaced 2 metres apart and not directly facing other seating.</li> <li>Shared use of cups, mugs, plates, etc. should be ceased.</li> <li>Alcohol based hand sanitiser gel should be used by staff before entering and upon leaving the staff room to return to their class.</li> <li>The staff room should be thoroughly cleaned at the end of the working day.</li> <li>Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. when all classes are in session).</li> </ul>	<ul style="list-style-type: none"> <li>Reminders not to congregate in staffrooms</li> </ul>	05.03.21	Heads and SLT	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Spread of COVID-19 in offices	<ul style="list-style-type: none"> <li>• Workstations should be separated by at least two metres. Where this is not possible, they should be either separate by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working.</li> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the office and upon leaving to attend another area.</li> <li>• The office should be thoroughly cleaned at the end of the working day.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school.	<ul style="list-style-type: none"> <li>• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.</li> <li>• Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>• Handshakes should be avoided when greeting visitors.</li> <li>• Meeting attendees should remain at least 2 metres apart from each other.</li> <li>• Shared use of items (e.g. paperwork) should be avoided where possible.</li> <li>• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons.</li> <li>• The room should be thoroughly cleaned when the meeting has concluded and before being used again.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment.	<ul style="list-style-type: none"> <li>• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.</li> <li>• The meeting should be avoided if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19.</li> <li>• Use of shared vehicles/pool cars should be avoided.</li> <li>• The meeting should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house.</li> <li>• Handshakes should be avoided when greeting.</li> <li>• Meeting attendees should remain at least 2 metres apart from each other.</li> <li>• Shared use of items (e.g. paperwork) should be avoided where possible.</li> <li>• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons.</li> </ul>	<ul style="list-style-type: none"> <li>• No meetings without prior permission from Heads</li> </ul>	05.03.21	Heads	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Infection with COVID-19 while dealing with a first aid incident or the administration of medicines.	<ul style="list-style-type: none"> <li>Any staff attending to the affected person should wear personal protective equipment including mask/respirator (FFP2 standard), visor, gloves and apron, and should wash their hands thoroughly for 20 seconds or sanitise before and after removing the personal protective equipment.</li> <li>Alcohol based hand sanitiser gel should be used before and after completing the accident book.</li> <li>Use of shared pens should be avoided</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises.	<ul style="list-style-type: none"> <li>Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times.</li> <li>If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all SLT are aware of minimum staffing levels</li> </ul>	05.01.21	Heads	
Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19.	<ul style="list-style-type: none"> <li>Sufficient stock of personal protective equipment should be sourced and stored for use.</li> <li>Staff should be provided with training in the use and disposal of personal protective equipment.</li> <li>It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.</li> <li>Cleaning frequencies should be enhanced across the school, with particular focus on heavy use areas (e.g. doors, hand rails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.).</li> <li>Additional waste disposal bins should be provided throughout the school. Bin liners should be of the tie top variety, and should be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (e.g. tissues from a person displaying symptoms of COVID-19).</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			