

COVID-19 Risk Assessment

Trust:	Quality First Education	Academy: Belleville Primary School
Date of Assessment:	10.01.22	
Minimum Planned Review Date:	21.02.2022	

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.

Government operational guidelines are found here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> and here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.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)	Likelihood of Occurrence						
				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>Prevention – Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or have tested positive, do not attend school.</p>	<ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. • They should not come into school if: <ul style="list-style-type: none"> - they have symptoms, - they have had a positive test result - they have other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. • If a parent or carer insists on a pupil attending the school, headteachers can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The decision would need to be carefully considered in light of all the circumstances and current public health advice. 	<ul style="list-style-type: none"> • Reminder before return to school 	04.01.22	Heads	04.01.22
<p>Prevention – Minimise contact with individuals who have recently travelled abroad to high risk areas</p>	<ul style="list-style-type: none"> • All staff and families been informed that they should follow the travel guidance https://www.gov.uk/guidance/travel-advice-novel-coronavirus which includes self-isolating, quarantine, testing requirements and travel lists • Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return, that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and they must comply with international travel legislation and should have contingency plans in place to account for these changes. 	<ul style="list-style-type: none"> • 			

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<p>Prevention – Asymptomatic testing with lateral flow device (LFD) tests</p>	<ul style="list-style-type: none"> • Staff are encouraged to undertake twice weekly home lateral flow tests from when they are on site • Families of any pupil are also encouraged to test twice a week. • Testing expectation may need to be stepped up or down as the year progresses in response to emerging epidemiological data • Staff and pupils with a positive LFD test result should self-isolate in line with Stay at Home Guidance . • As of 11.01.22 they will not need to get a PCR test to confirm if they have COVID-19 but should follow the self-isolation guidance. 	<ul style="list-style-type: none"> • Staff LFD tests ordered Order additional PCR kits from here • Staff and families reminded • Staff and families informed of changes to LFT followed by PCR testing from 11.01.22 	<p>04.01.22</p> <p>04.01.22</p> <p>10.01.22</p>	<p>Heads</p> <p>Heads</p> <p>Heads</p>	<p>04.01.22</p> <p>04.01.22</p> <p>10.01.22</p>

<p>Prevention – Minimise contact with individuals who are unwell by safely and efficiently sending them home</p>	<ul style="list-style-type: none"> • Anyone developing symptoms, even if they are mild, (a new continuous cough, high temperature, loss or change in sense of taste or smell) during the school day is sent home and they should follow public health advice • The person with symptoms should take a PCR test (test that is sent to a lab) to check if they have COVID-19 as soon as possible. • The person with symptoms should stay at home and not have visitors (self-isolate) until they get the test result – they can only leave home to have the test. • The rest of the child/adult’s household should: <ul style="list-style-type: none"> - get a PCR test on GOV.UK to check if they have COVID-19 - follow advice on how to avoid catching and spreading COVID-19 - consider limiting contact with people who are at higher risk from COVID-19 - self isolate unless any of the following apply as they are: <ol style="list-style-type: none"> a. fully vaccinated – this means 14 days have passed since the final dose of a COVID-19 vaccine given by the NHS b. under 18 years, 6 months old c. taking part or have taken part in a COVID-19 vaccine trial d. eligible for a vaccine but not able to get vaccinated for medical reasons • 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. • 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. • 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. • 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. • 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. • 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. The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed. Full guidance here • If the symptomatic person subsequently tests positive for COVID-19, they should self-isolate required by NHS and engage with NHS Track and Trace • Children will remain in their allocated carpet/table spaces to contain possible spread 	<ul style="list-style-type: none"> • Remind staff and families 	04.01.22	Heads	04.01.22
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Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Prevention – Clean hands thoroughly, more often than usual.	<ul style="list-style-type: none"> • Pupils wash/sanitise their hands regularly including when they arrive at school, after break times, when they change rooms and before/after eating. • Additional hand washing and/or hand sanitiser stations are provided to ensure that pupils and staff can wash/sanitise their hands regularly. • Staff should supervise hand sanitiser to reduce the risk of ingestion by pupils. • Children who cannot use and alcohol based sanitiser are to bring their own that is safe for their use • Staff should help small children and pupils with complex needs to clean their hands properly. • Hand washing regimes are built into the school’s daily regime. Pupils are encouraged to wash their hands after using the toilet and are regularly trained in this, particularly after holidays. Pupils are taught to use paper towels and bins as hand dryers have been switched off 	<ul style="list-style-type: none"> • Reminders to staff and children 	<i>Ongoing</i>	<i>All staff</i>	
Prevention – Ensure good respiratory hygiene by promoting the “catch it, kill it, bin it” approach.	<ul style="list-style-type: none"> • 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 • Sufficient tissues and lidded bins are provided. • Additional support/explanation should be provided to younger children and those with complex needs. 	<ul style="list-style-type: none"> • Staff to remind and support children on their return and ongoing 	<i>Ongoing</i>	<i>All staff</i>	
Prevention – Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.	<ul style="list-style-type: none"> • An enhanced cleaning schedule is in place. • Shared areas (e.g. staffrooms) should be cleaned more frequently. • Frequently touched surfaces should be cleaned more often than usual (handrails, door handles). • Toilets are cleaned regularly throughout the day. • When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. 	<ul style="list-style-type: none"> • Maintain cleaning expectations each day on both sites 	<i>Ongoing</i>	<i>Premises manager</i>	

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<p>Prevention – Ensure rooms and spaces are well-ventilated</p>	<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"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. • rearranging furniture where possible to avoid direct drafts • heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays. • Classes experiencing an outbreak will be supplied with a CO2 Monitor • Halls and rooms used for exercise/singing of multiple classes e.g. art are supplied with a CO2 monitor 	<ul style="list-style-type: none"> • Ongoing monitoring – all rooms and spaces 	<p><i>Ongoing</i></p>	<p>SLT, premises manager</p>	

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<p>Prevention – Where necessary, wear appropriate personal protective equipment (PPE).</p>	<ul style="list-style-type: none"> • The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport to school or college. At this stage, staff will be expected (unless exempt) to wear a mask in communal areas where distancing is not possible or when in contact with high volumes of people. We will be recommending the same to all parent/carers/visitors when on site outside and expecting this when inside the building. • If there is a substantial increase in the number of positive cases in the school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). • Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance here provides more information on the use of PPE for COVID-19. • PPE is provided for staff to use when attending to someone with COVID-19 symptoms. Depending on how close they need be to an individual with COVID-19 symptoms you may need the following PPE: <ul style="list-style-type: none"> - fluid-resistant surgical face masks (also known as Type IIR) - disposable gloves - disposable plastic aprons - eye protection (for example, a face visor or goggles) • How much PPE you need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have: <ul style="list-style-type: none"> - A face mask should be worn if you are in face-to-face contact. - If physical contact is necessary, then gloves, an apron and a face mask should be worn. - Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. • Personal protective equipment should be provided in accordance with intimate care needs. • Instruction and training in the fitting, use and removal of personal protective equipment should be provided. 	<ul style="list-style-type: none"> • 			

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<p>Response – Engage with the NHS Test & Trace process</p>	<ul style="list-style-type: none"> • Staff, pupils and parents/carers should be informed that they will be expected to be ready and willing to engage with the NHS Test & Trace process, including the provision of details of people that they have been in close contact with, when advised to do so. • A ‘close contact’ could be: <ul style="list-style-type: none"> - anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 - anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> - face-to-face contact including being coughed on or having a face-to-face conversation within one metre - been within one metre for one minute or longer without face-to-face contact been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - a person may also be a close contact if they have travelled in the same vehicle or plane as a case. • As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. • Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. They may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> - they are fully vaccinated - they are below the age of 18 years and 6 months - they have taken part in or are currently part of an approved COVID-19 vaccine trial - they are not able to get vaccinated for medical reasons • Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised and encouraged to take a PCR test. • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. 				

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Response – Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. 	<ul style="list-style-type: none"> 			
Response – follow self-isolation guidance	<ul style="list-style-type: none"> Staff and pupils can end their self-isolation on Day 7 (if have a negative lateral flow test on days 6 and 7, 24 hours apart) or Day 8 (if have a negative lateral flow test on days 7 and 8, 24 hours apart). The tests must be on consecutive days (i.e. a negative on Day 6, a positive on Day 7 and negative on Day 8 would still need to isolate for the full 10 days). Staff can support calculation of days from onset of symptoms or positive test result. 	<ul style="list-style-type: none"> Inform staff and families 	04.01.22	Heads	04.01.22

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<p>Response - Stepping control measures up and down 'Contingency' or 'Outbreak management' plans</p>	<ul style="list-style-type: none"> • The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. • Measures affecting education and childcare may be necessary in some circumstances, for example: <ul style="list-style-type: none"> • to help manage a COVID-19 outbreak within a setting • as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community • to prevent unsustainable pressure on the NHS • There are a range of actions that may be taken as part of the response to an outbreak and/or under the advice of PHE, e.g.: <ul style="list-style-type: none"> - 'bubbles' to reduce mixing - social distancing - changing circulation routes - limiting use of communal cloak rooms, bikes stores and staffrooms - increased asymptomatic (lateral flow testing of adults - limiting events, volunteers, visitors and gatherings e.g. assemblies, educational visits including residential, open days, parental attendance inside the school, performances - attendance restrictions (only as a last resort) - reintroduction of shielding (only decided by government) • The school will endeavour to keep any measures in education and childcare to the minimum number of sites or groups possible, and for the shortest amount of time possible. • The school will keep all measures under regular review and lift them as soon as the evidence supports doing so. • Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. • All settings should seek public health advice if a child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. 	<ul style="list-style-type: none"> • 			

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Transport - Use of public transport	<ul style="list-style-type: none"> 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). Staff and pupils using public transport should be advised to follow the operator's guidance and rules. Staff and pupils should be encouraged to walk or cycle to school. 	<ul style="list-style-type: none"> 			
Attendance – Pupils who are clinically extremely vulnerable or self-isolating	<ul style="list-style-type: none"> All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions. 	<ul style="list-style-type: none"> 			
Attendance – Pupils who are self-isolating	<ul style="list-style-type: none"> Pupils that are self-isolating due to having symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus, are identified and arrangements are made to support them with home learning. 	<ul style="list-style-type: none"> 			
Attendance – Pupils who are clinically vulnerable	<ul style="list-style-type: none"> Pupils who are clinically vulnerable people should attend school and follow the control measures in place 	<ul style="list-style-type: none"> 			
Attendance – Pupils living with clinically extremely vulnerable people or clinically vulnerable people	<ul style="list-style-type: none"> Pupils living with clinically extremely vulnerable people or clinically vulnerable people should attend school and follow the control measures in place 	<ul style="list-style-type: none"> 			
Attendance – Pupils and families who are anxious about the return to school	<ul style="list-style-type: none"> Clear and consistent expectations around school attendance should be communicated to families (and relevant health professionals) ahead of the return to school. 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. 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. 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. Staff should monitor pupils' wellbeing following their return and raise any concerns. 	<ul style="list-style-type: none"> 			

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School Workforce – Staff who are Clinically Extremely Vulnerable (CEV)	<ul style="list-style-type: none"> From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home. However, employers still have a legal responsibility to protect their employees and others from risks to their health and safety. Your employer should be able to explain to you the measures they have in place to keep you safe at work. Some employers may request employees to undertake regular testing for COVID-19 to identify people who are asymptomatic. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. 	<ul style="list-style-type: none"> 			
School Workforce – Staff who are Clinically Vulnerable (CV)	<ul style="list-style-type: none"> Clinically Vulnerable staff can continue to attend school. While in school they must follow the sector-specific measures to minimise the risks of transmission. However, employers still have a legal responsibility to protect their employees and others from risks to their health and safety. Your employer should be able to explain to you the measures they have in place to keep you safe at work. Some employers may request employees to undertake regular testing for COVID-19 to identify people who are asymptomatic. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. 	<ul style="list-style-type: none"> 			
School Workforce – Staff living with clinically extremely or clinically vulnerable people	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 			

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School Workforce – New and expectant mothers	<ul style="list-style-type: none"> • If a member of staff is pregnant and has let the employer know in writing of your pregnancy, your employer should carry out a risk assessment. This may involve obtaining advice from the occupational health department. • 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. • More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#c19 • 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. • 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, should take a more precautionary approach, particularly in regard to social distancing. An additional personalised individual risk assessment will be needed with ongoing review. • 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. 	<ul style="list-style-type: none"> • Continue to ensure all pregnant staff are aware of these points and the measures and to keep us informed of any changes in their health 	Ongoing	Heads and SLT	
School Workforce – Staff who may be at increased risk from COVID-19	<ul style="list-style-type: none"> • 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. • Where additional measures are requested, these will be accommodated where appropriate/possible. 	<ul style="list-style-type: none"> • 			

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School Workforce – Supporting staff	<ul style="list-style-type: none"> • 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. • Staff should be involved in the development and implementation of control measures. • This risk assessment should be made available to staff. • 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. • Staff should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team • Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures to keep themselves and others safe. • Government guidance on the extra mental health support for pupils and teachers should be consulted and followed. • Supervisors should monitor their staff and raise any concerns. • Staff should be encouraged to raise any concerns with their supervisor. • Supervisors should maintain regular contact with staff that are working from home. 	<ul style="list-style-type: none"> • 			
School Workforce – Staff deployment	<ul style="list-style-type: none"> • Supervisors should discuss and agree any changes to staff roles with those individuals. • Care should be taken to avoid unnecessary or unmanageable increases in workload. • Concerns about staffing capacity should be discussed with the trust. • Supervisors will maintain regular contact with their staff, whether they are working at home or at the school. • Staff will be encouraged to raise any concerns with their supervisor. • Minimum staffing levels on site have been established and are adhered to at all times. • If staffing levels are inadequate, the class, activity or facility will be ceased until adequate staffing levels can be re-established. 	<ul style="list-style-type: none"> • 			
School Workforce – Recruitment	<ul style="list-style-type: none"> • Potential new staff should be interviewed using appropriate measures of control. and with details for track and trace or using remote technology. • Department for Education advice for recruiters and for interviewees should be obtained and distributed to those concerned. • Legal requirements regarding pre-appointment checks should continue to be adhered to. 	<ul style="list-style-type: none"> • 			

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School Workforce – Supply teachers and other temporary or peripatetic teachers.	<ul style="list-style-type: none"> Supply teachers should be engaged from a trusted source such as the Department for Education and Crown Commercial Service’s agency supply deal. Supply and support/peripatetic teachers should be told that they are to follow all school rules, in particular with regards distancing and hygiene. The use of longer term contracts should be considered to reduce the number of different supply teachers attending site. 	<ul style="list-style-type: none"> 			
School Workforce – Expectation and deployment of Initial Teacher Training trainees.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 			
School Workforce – Staff taking leave	<ul style="list-style-type: none"> School leaders should discuss leave arrangements with staff to ensure that travel arrangements, and any subsequent quarantine period, do not impact on staffing arrangements. Where a member of staff is required to quarantine during term time, home-working should be enabled where possible. 	<ul style="list-style-type: none"> 			
School Workforce – Other support (volunteers)	<ul style="list-style-type: none"> Checking and risk assessment processes should be continued in accordance with the government publication Keeping Children Safe In Education. Volunteers who have not been checked should not be left unsupervised or allowed to work in regulated activity. Volunteers should be fully briefed on the control measures in place whilst on site and also encouraged to use asymptomatic tests 	<ul style="list-style-type: none"> 			
Safeguarding	<ul style="list-style-type: none"> The Child Protection Policy has been reviewed to reflect the return of more pupils. Statutory safeguarding guidance should be referred to (Keeping Children Safe In Education and Coronavirus (COVID-19): Safeguarding in Schools, Colleges And Other Providers). Additional time should be provided to designated safeguarding leads and their deputies to enable them to provide support and address any concerns. Communication with School Nurses should be continued where appropriate. 	<ul style="list-style-type: none"> 			
Catering	<ul style="list-style-type: none"> Catering operations/school kitchen should operate in compliance with government Guidance For Food Businesses On Coronavirus (COVID-19). 	<ul style="list-style-type: none"> 			
Estates	<ul style="list-style-type: none"> Any adaptations identified as necessary (e.g. additional wash basins) should be put in place before the return to school. 	<ul style="list-style-type: none"> 			

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Educational Visits	<ul style="list-style-type: none"> Given the likely gap in COVID-19 related cancellation insurance, ensure that any new bookings have adequate financial protection in place. As required, speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. Undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). 	<ul style="list-style-type: none"> Ensure risk assessments for day visits and residentials include the appropriate level of Covid controls 	<i>Ongoing</i>	<i>Heads</i>	
Extra-curricular provision – Extracurricular clubs	<ul style="list-style-type: none"> Provision will be continued subject to it being possible to adhere to wider protective measures Re-introduction of clubs will take place in outdoor spaces, halls and specialist rooms as available. 	<ul style="list-style-type: none"> 			
Extra-curricular provision – Wraparound care	<ul style="list-style-type: none"> Government guidance for childcare during the coronavirus outbreak should be consulted and followed. 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. 	<ul style="list-style-type: none"> 			
Extra-curricular provision – Lettings	<ul style="list-style-type: none"> Lettings should follow the guidance found here: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings Lettings will also be expected to follow the system of controls in this document 	<ul style="list-style-type: none"> Remind and ensure all lettings are aware and monitor compliance to the risk assessments control measures 	<i>Ongoing</i>	<i>Heads SLT Premises manager</i>	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Pupil Wellbeing & Support	<ul style="list-style-type: none"> • Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> - support the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to coronavirus (COVID-19) - support pupils with approaches to improving their physical and mental wellbeing • 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. • 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. • Additional pastoral support should be provided where issues are identified that pupils may need help with. • The use of School Nursing Services should be considered to support the health and wellbeing of pupils. 	<ul style="list-style-type: none"> • 			
Government guidance 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"> • Staff should be advised of any relevant information prior to returning to the school. • Staff should be informed of any relevant new information as soon as possible. • Pupils, parents, carers, etc. should be informed of any relevant information prior to pupils returning to school. • Pupils, parents, carers, etc. should be informed of any relevant new information as soon as possible. • A designated responsible person should subscribe to Government/DfE news releases and ensure that they are passed to school leaders to act upon. • Daily Government statements should be monitored by a designated responsible person and details should be provided to school leaders to act upon. 	<ul style="list-style-type: none"> • 			

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"> • 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. • 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). • 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. • This risk assessment should be provided to staff, who should sign to acknowledge they have read and understood it. • This risk assessment should be published on the school website and parents/carers should be advised how they can access it. • 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. • All persons should be instructed to use alcohol based hand sanitiser before entering a room. Signage to this effect should be provided. • Tissues should be provided for personal use in all rooms. • 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. • Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures. 	<ul style="list-style-type: none"> • 			

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"> • Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules. • The continuation of maintenance and testing should be ensured for key items and systems including: <ul style="list-style-type: none"> - Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan. - Gas and heating systems including supplies to kitchens, laboratories and classrooms. - Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers. - Kitchen/catering equipment. - Security systems including the intruder alarm, access control system and CCTV. - Ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems). • Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued. • 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. 	<ul style="list-style-type: none"> • 			
Transmission of COVID-19 by air conditioning systems	<ul style="list-style-type: none"> • 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. • Windows should be opened and used to create natural ventilation where safe to do so (i.e. where doing so does not compromise security). 	<ul style="list-style-type: none"> • 			

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"> • 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. • 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. • Maintenance, etc. visits should be scheduled for outside of normal school hours where possible. • 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. • Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. • A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way. • Contactless payment should be used instead of cash payments. • A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors. • Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books. • Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc. • Handshakes should be avoided when greeting visitors. • If someone that has visited the school advises that they have tested positive for COVID-19 within 10 days of their visit: • 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. • Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. • The school should contact Public Health England and follow any guidance given. 	<ul style="list-style-type: none"> • 			
<p>Spread of COVID-19 in toilets</p>	<ul style="list-style-type: none"> • Toilets are cleaned regularly throughout the day • Pupils and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet. • Paper hand towels, with bins for disposal of used towels, should be provided to replace hand dryers. 	<ul style="list-style-type: none"> • 			

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"> Any staff attending to the affected person should wear personal protective equipment including mask/respirator, visor, gloves and apron, and should wash their hands thoroughly for 20 seconds or sanitise before and after removing the personal protective equipment. Alcohol based hand sanitiser gel should be used before and after completing the accident book. 	<ul style="list-style-type: none"> 			
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"> Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times. If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established. 	<ul style="list-style-type: none"> 			
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"> Sufficient stock of personal protective equipment should be sourced and stored for use. Staff should be provided with training in the use and disposal of personal protective equipment. 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. 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.). 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). 	<ul style="list-style-type: none"> 			