

Virginia Primary School Risk Assessment

The key principle underpinning this risk assessment is to balance delivering a broad rich curriculum with the protective measures needed to manage risk. Schools must be able to achieve the following controls as defined by the Department of Education before opening the school to all pupils in September.

We aim to promote the revised system of controls as the primary tool to reduce transmission of Covid-19. These protective measures, when implemented, create an inherently safer environment, where the risk of transmission of infection is substantially reduced.

Description of Activity	COVID 19 Secure Educational Settings for opening on the 7 th of January 2021 to Critical worker and vulnerable children		
Location	Virginia Primary School, Virginia Road E2 7NQ		
Completed by	Barbara Lo Giudice, acting Head Teacher based on LBTH Corporate Health and Safety Services model		
Date of Assessment	1 January 2021	Review Date	On-going*

The current Government guidance for detailed review to assist in your risk assessment links:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Prevention:

1. Minimise contact with people who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school
2. Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Clean frequently touched surfaces often using standard products, such as detergents
5. Minimise contact and mixing by altering, as much as possible, the environment and timetables
6. Where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of Covid-19 amongst the school community
9. Contain any outbreak by following local health protection advice

Numbers 7-9 must be followed in every case where they're relevant

This is a live document. Further information and ideas will be added following consultation and implementation. This will help school leaders adjust and improve the controls in place to reduce transmission of Covid-19 The Head teacher will monitor the implementation of the controls regularly.

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Rooms/ part of the building no longer health and safety compliant because of prolonged closure,	Employees, agency, pupils, visitors	<p>Measures in place to control risks</p> <p>The aim is to have a safe and legally safe building ready for the wider opening of the school buildings</p> <p>Statutory compliance reviewed with the premises team - all statutory compliance has been met – this will continue</p> <p>Local statutory compliance and local health and safety inspections have been reviewed and completed with the premises team as per normal standards</p> <p>The school site and every room to be deep cleaned during any holiday period</p> <p>Water outlets to be flushed regularly through the summer holiday</p> <p>Monthly water testing carried out by G4S and site supervisor</p> <p>Enhanced cleaning regime to continue on site during the holiday including handles and handrails to be cleaned first thing every morning</p>	LOW	G4S Dino- Site supervisor	
<p>Coronavirus (COVID-19) (CV19) related schools/areas of schools shut due to pandemic</p> <p>Prepare to open fully / lack of health and safety compliance</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor injured due to lack of building safety, statutory compliance checks, health and safety checks prior to opening</p>	<p>Measures in place to control risks</p> <p>Review G4S timetable and areas of priority</p> <p>The school site and every room should be cleaned as part of the schools cleaning regime</p> <p>Cleaning stock and Cleaning regime need to be increased as part of the key control measure is enhanced cleaning, deciding who is going to clean and what areas need to form part of the planning assessment.</p>	LOW	G4S Dino – Site supervisor Monitored by SLT	

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Physical arrangements</p> <p>Lack of social distancing</p> <p>(See close contact in classrooms)</p> <p>Someone entering the premises with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>We have assessed the school operational set up to reduce contacts wherever possible whilst delivering a broad and balanced curriculum.</p> <p>Bubbles have been implemented to continue in reducing the number of contacts between children and staff, and through maintaining the distance between individuals</p> <p>We have followed the government guidance on how to group children throughout 2020 and will be continued into 2021</p> <p>Current guidance is that Primary aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be, plan for wider separation where possible</p> <p>Pupils and staff only mix in consistent groups (bubbles or pods). The bubble or pod stays away from people and groups in school</p> <p>Groups consist of a reduced bubble with consistent supporting adults</p> <p>Pupils have their own equipment, chair and a box for their things (not Bubble 1)</p> <p>Designated areas for staff breaks that maintain social distancing and enhanced hygiene management (No more than 3 people in each staffroom)</p> <p>Staff wear masks at the gate/ in shared areas where physical distancing would not be possible, in staff meeting and individual meetings</p> <p>Soft furnishing removed (not EYFS) –</p> <p>Toys and equipment regularly cleaned / Children trained to clean equipment after used</p> <p>Provide individual playground packs for each bubble.</p> <p>Playground packs to include all equipment listed in Annex A clearly labelled with group number – packed and put away and kept in the playground shed</p> <p>Wash hands before and after going to the toilet, doors propped open, not fire doors, wash hands after going to the toilet</p>	<p>MED</p>	<p>Year 6 Team Dino SLT Joan Teachers</p>	

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		<p>No swimming or educational visits until further notice</p> <p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <p>SEND children and children with EHCPs will be supported remotely (unless attending the vulnerable children's bubble) via a combination of live sessions, small group or 1:1 live sessions and specific physical resource packs tailored to their needs.</p> <p>All other children will access the curriculum through our remote learning provision.</p>			
<p>(Face Coverings)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 The government is not recommending universal use of face coverings in all schools.</p> <p>2 Primary school children will not need to wear a face covering.</p> <p>3 In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>4 Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Local restriction tiers: 2, 3 or 4</p> <p>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p>	<p>LOW</p>	<p>All staff Dino</p>	

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		<p>Exemptions</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>Access to face coverings</p> <p>It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.</p> <p>However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>No one should be excluded from education on the grounds that they are not wearing a face covering.</p> <p>Safe wearing and removal of face coverings</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Further guidance on face coverings</p>			

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		<ul style="list-style-type: none"> Safe working in education, childcare and children's social care provides Face coverings in education settings <p>At Virginia we will be using face masks whenever keeping a 2m+ distance is not possible; in areas such as corridors or whenever passing/brief meeting with someone outside our bubble and at parents' pick up and drop off.</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Counter/ reception staff exposure</p> <p>Someone entering the workplace/reception with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Screens or physical barriers at all reception areas Shelly to monitor opening when necessary</p> <p>Signage outside describing where to wait clear 2m markings</p> <p>Queuing system in place to ensure physical distancing</p> <p>1 parent in the airlock at one time</p> <p>Information for parents and meetings with schools staff available online</p> <p>Hand sanitiser available at entrance/reception areas</p> <p>Physical distancing of workspaces in school offices</p> <p>Wherever possible equipment is not shared</p> <p>Posters with reminders about handwashing, keeping 2 metres, what to do if you have symptoms (provided by LBTH)</p>	MED		Shelly/Joan
<p>Coronavirus (COVID-19) (CV19)</p> <p>Circulation of fresh air</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the</p>	<p>Measures in place to control risks</p> <p>Windows and doors are opened before the arrival of staff each day and left open where possible to encourage ventilation leaving classroom door (maglock) open for air circulation</p> <p>The outdoor space is used as much as possible for lessons and meetings</p>	MED		

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Someone entering the workplace with CV19, staff fear and concerns of becoming infected by air circulation	workplace with CV19 and passes it onto others Causing severe infection/disease	Singing only to be done in the top hall (or bottom hall if EYFS) within your class bubble. Music teacher to remain physically distanced.			
Coronavirus (COVID-19) (CV19) Office layout and space Someone entering the workplace with CV19	Employees, agency, pupils, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	Measures in place to control risks Review office layouts and rearrange furniture where necessary to the standard that achieves 2 metre social distancing Managers monitor usage of spaces regularly Meetings to take place remotely If Joan and Shelly are in the office, no one else to enter. People communicate from the doorway. If phone calls need to be made outside of the office, use school mobiles	MED		All staff
Coronavirus (COVID-19) (CV19) Contaminated workplace Someone entering the workplace with CV19	Employees, agency, pupils, visitors An employee / visitor enters the workplace with CV19 and passes it onto others	Measures in place to control risks An increased formal cleaning regime, employees are cleaning equipment more often and key areas and touch points are identified and form part of the specified cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.) Hand sanitisers have been placed in the workplace outside each classroom Multi-use handtowels are not used to dry hands Cleaning products available for staff to use with children – to clean toys after use if appropriate.	MED		Dino G4S SLT to monitor

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	Causing severe infection/disease	<p>Confirmed cases of staff work-related CV-19 to be reported to CHSS via usual accident procedure (AIR form). Potential for RIDDOR report to HSE; if necessary, this will be completed by CHSS.</p> <p>Anti-bacterial hand wash in all bathrooms</p> <p>Classrooms well supplied with soap and tissues</p> <p>The 'System of Controls' including extra personal hygiene management (handwashing etc) is non-negotiable</p> <p>Contingency cleaning regime ready to use following Covid-19 case on site</p> <p>Correct cleaning products in use for infection control Covid-19</p> <p>Cleaning stock and cleaning stock budget increased for enhanced cleaning in the Autumn term</p> <p>Daily monitoring of cleaning stock to ensure orders are placed well before stocks run out</p>			
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Gatherings, emergency evacuation</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Clear marked signs outside the office / Playground /showing 2metres and reminding the rule (posters as well)</p> <p>Follow normal fire procedures with social distancing measures in place</p> <p>Create system to ensure there is no mass gathering in playground, for drop off and pick up. Via floor markings, one parent x child and parents not allowed to enter the playground.</p> <p>Parents reminded to keep 2 metres distance and not to crowd the gate. Signs provided outside the gate to remind about 2 metres and not crowding.</p> <p>On collection, children to stand on their allocated spots, teacher at the gate to call out one child at a time. If home alone they go first.</p> <p>Staff to wear masks at collection and drop off</p> <p>PEEPS 'personal emergency evacuation plans' to be reviewed</p>	<p>MED</p>	<p>Dino</p> <p>Joan</p>	

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<p>Coronavirus (COVID-19) (CV-19)</p> <p>Provision of first aid in buildings</p> <p>Someone entering the workplace with CV19, giving first aid to staff/others</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it on, applying first aid to staff/pupils in close contact</p> <p>Causing severe infection/disease onto others</p>	<p>Measures in place to control risks</p> <p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Where first aid administered outside</p> <p>High risk activities have been suspended or postponed</p> <p>All first aid certificates up to date. Further training in the Autumn term for additional staff</p> <p>Paediatric first aid renewed from the Autumn term as needed</p> <p>Physical contact kept to a minimum when administering first aid e.g. pupils apply own cold pack, wipe, plaster where able to do so</p> <p>Face masks and disposable gloves and aprons are available if needed when administering first aid</p> <p>Wash hands after administering first aid and ensure the area is cleaned upon completion</p> <p>Adults to wear first aid bags in playground to deal with first aid emergencies</p> <p>First aid boxes in each classroom, all first aid to take place there</p> <p>First Aid room allocated as quarantine room</p> <p>Only one person treated in the first aid room at a time.</p> <p>Ventilate first aid rooms</p> <p>Administration of daily medication takes place away from the first aid room to reduce demand on space</p>	<p>MED</p>	<p>Joan to purchase</p> <p>All staff</p>	

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<p>Coronavirus (COVID-19) (CV-19)</p> <p>Kitchen/staff areas Main Kitchen/Canteen Dining Hall</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Contract catering services have also produced their own risk assessment. PPE masks are not appropriate in the kitchen as due to the nature of heat, steam, touching of face/masks results in poor hygiene standards</p> <p>Physical distancing is in place for the kitchen staff</p> <p>Staff and children wash their hands before and after eating for at least 20 seconds and frequently during the day</p> <p>Communication with contract services in place to ensure that the school to be informed of any Covid-19 related staff sickness, without delay</p> <p>Wipes purchased for every room including staff room and offices</p> <p>Signage put up to remind people of social distancing measures including 2 metre rule</p> <p>Staggered lunches to ensure no more than 2 classes in the hall at the same time</p> <p>All surfaces and seats wiped between each group</p> <p>Dinner Hall staff to wear masks</p>	MED		<p>Joan/Shelly</p> <p>SLT</p>
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Toilet areas</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<p>Measures in place to control risks</p> <p>Review possible use of foot or elbow door opening options to reduce hand touching surfaces/doors</p> <p>Signage in place to specify how many staff members can use the toilet at any one time.</p> <p>Use limited to 1 person only in small bathrooms</p> <p>Wash hands for 20 seconds after using the toilet</p> <p>Enhanced cleaning regime in place in toilet areas</p> <p>Inner toilet doors pinned back at all times as it is not a fire door</p> <p>Children not allowed to use outdoor toilets or water fountains – to be cordoned off</p>	MED		

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	Causing severe infection/disease				
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Meeting rooms</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Use virtual Google or Zoom meetings</p> <p>Keep 2m distance at all times and wear a face mask</p> <p>Do not hold meetings in person over 5 minutes</p>	MED		
<p>Coronavirus (COVID-19) (CV19)</p> <p>Security</p> <p>Someone entering the workplace</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace and attacks staff/children</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Leaders on duty during extended start and finish windows</p> <p>All perimeter gates remain locked during the school day</p> <p>FOB system in place for staff</p> <p>Visitor entry controlled at front office</p> <p>Site supervisor in charge of opening/closing doors at appropriate time – new rota</p> <p>Music teachers, school counsellors and other agency visitors to keep a physical distance and wear masks</p>	LOW		Dino SLT

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Accidents, Security incident, emergency</p> <p>Someone entering the workplace/ with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 It is important to understand and make clear that in the event of any emergency situation, staff do not have to stay 2 metres apart if it the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate</p> <p>2 Staff involved in emergency situations that may bring them into close contact to ensure that you pay particular attention to sanitation measures immediately afterwards including washing of hand</p>	<p>MED</p>		
<p>(Test and trace)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>All staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 			

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		<ul style="list-style-type: none"> • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test.</p> <p>We have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out by calling the Test and Trace helpdesk on 119 if these have not arrived.</p> <p>Parents and staff will inform us immediately of the results of a test and follow this guidance.</p> <ol style="list-style-type: none"> 1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact. 2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other 			

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		<p>than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.</p> <p>NHS COVID-19 app</p> <p>The app is available to anyone aged 16 or over to download if they choose. For some young people, particularly some with special educational needs and disabilities (SEND), parents will need to decide whether or not their use of the app is appropriate.</p> <p>This will mean that some students in year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features. Staff members will also be able to use the app. The guidance for schools and further education colleges in England is intended to provide information to senior leaders in education settings about the app and how it works, and to set out guidance for its use within schools in England.</p>			
<p>(10. Confirmed cases)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>If someone who has attended has tested positive for coronavirus (COVID-19), we will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p> <p>The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.</p>	<p>MED</p>		

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		<p>The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>5Where individuals who are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>			

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		<p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within remaining days. • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection <p>We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p>			

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		<p>The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>			
<p>(. Outbreak)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>(Contain any outbreak by following local health protection team advice)</p> <p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams or health and safety experts</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	<p>HIGH</p>		

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INFECTION CONTROL

Hazard Awareness - People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>Close contact in classrooms</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Transmission of the virus between staff and children, and into the wider community.</p>	<p>UPON ALL CHILDREN RETURNING TO SCHOOL WE SHALL:</p> <p>Schools have no more than 30 pupils per group (bubble) and consistent adults supporting (teacher plus consistent support staff according to need)</p> <p>Physical distancing on site (except between children in bubbles)</p> <p>Unnecessary furniture and equipment from classrooms removed to create more space</p> <p>Staff to maintain a safe distance between each other as per government guidelines</p> <p>Areas marked out to help people visualise and maintain physical distancing</p> <p>Rooms remain as well ventilated as possible (open windows and doors that are not fire doors)</p> <p>Provision planned so that resources are not shared between bubbles eg playground bags for each class</p> <p>Learning outdoors for a portion of time every day for each group</p> <p>PE to take place outside whenever possible</p> <p>Specialist teaching staff maintain a 2m distance when teaching in bubbles</p> <p>Plan clear walk corridors between desks</p>	<p>Med</p>			

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Infection control</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Different groups do not mix during the day and pupils use the same classroom throughout the day</p> <p>Pupils use the same toilet block – enhanced cleaning of toilet areas in place</p> <p>Plan in place for ‘safest movement’ around the school buildings</p> <p>Toilet times staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</p> <p>Each bubble timetabled a portion of the day to learn outside – no mixed break times</p> <p>Pupils and staff to wash their hands before eating</p> <p>Hand cleaning breaks promoted during lessons</p> <p>Rooms all contain a supply of soap and running water</p> <p>Specific individual support in place for pupils who need help to follow these measures, for example, 1-1 support to guide, routes round school marked, social stories to support pupils to understand why and how to follow rules</p> <p>Avoid sharing resources between bubbles– where necessary cleaning takes place between uses</p> <p>Singing in large well-ventilated spaces only</p> <p>No soft toys and furnishings in classrooms</p> <p>EYFS settings provide wipe down, washable or single use resources for pupils</p> <p>Quarantine books/resources loaned to pupils for 72 hours after return to school and before loaning them to another family, where cleaning is not possible</p> <p>Staggered start and finish windows of time for pupils -</p> <p>Thorough cleaning of the rooms at the end of the day</p> <p>No trips out except local walk</p> <p>Parents to leave children outside the school – clear signs to remind to keep 2 metre rule</p> <p>On collection children to stand on their playground spot – teacher at the gate to call pupils when they see the parent</p>	MED			

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		<p>– keep remind everyone about social distancing, staff wear masks</p> <p>Stagger use of staff room</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Hygiene</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Hygiene control non-negotiable, e.g. hand washing and cleaning</p> <p>Handwashing facilities are available in every classroom. Hand sanitiser outside every room.</p> <p>Additional cleaning of surfaces that children touch more regularly</p> <p>Normal detergents will remove traces of the Covid-19 virus, there are supplies of detergent in classrooms</p> <p>All adults and children must:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly • Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing • Try not to touch their mouth, eyes, and nose • Use a tissue or elbow to cough or sneeze and use pedal bins with lids for tissue waste <p>Promote the ‘catch it, bin it, kill it’ control in group discussion, internet videos, posters</p> <p>Ensure that help is available for children who have trouble cleaning their hands independently</p> <p>Encourage young children to practise these habits through games, songs, and repetition</p> <p>Bins for tissues are emptied throughout the day</p> <p>Ventilate spaces using natural ventilation (opening windows)</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p>	MED			

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		<p>Store cleaning products away from pupils</p> <p>Soap and hand towels are regularly topped up at all washing stations</p> <p>Rubbish bins for hand towels are regularly emptied</p> <p>Premises team regularly clean hand washing facilities regularly</p> <p>Hand sanitiser is located at the school entrance and must be used by everyone when entering and leaving</p> <p>Tissues are provided for classrooms and are topped up daily</p> <p>Toilet facilities include antibacterial hand wash</p> <p>Stock levels for hand soaps, hand sanitisers, tissues and other cleaning products are checked regularly by the premises team</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Inadequate cleaning</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>See also risk assessment from contract cleaning staff</p> <p>Cleaning schedule for school buildings covering frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc and ensuring these are thoroughly cleaned and disinfected regularly (few times during the day)</p> <p>Thorough cleaning of rooms at the end of the day</p> <p>Years 1-2/3-4 Toilets to be cleaned at lunchtime and bannisters</p> <p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths/paper towels throughout day (this can be</p>	MED		<p>G4S</p> <p>Dino</p> <p>SLT to monitor</p> <p>SBM and SLT to collect RA from G4S</p>	

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		<p>completed by school staff, including non-cleaning staff – check allergy to cleaning products first)</p> <p>Hand towels and hand wash are checked and replaced as needed by premises manager</p> <p>Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush</p> <p>Only use cleaning products supplied by the school/contract cleaners</p> <p>Follow manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants</p> <p>When cleaning a contaminated area</p> <p>Cleaning staff (trained cleaning staff) to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and disposable apron and fluid resistant surgical mask if splashing likely • Wash hands with soap and water once they remove their gloves and apron • Dispose of cloths and mop heads used • Wash hands with soap and water for 20 seconds and dry thoroughly after all PPE has been removed • Double bag PPE then store securely for 72 hours before throwing away in the regular rubbish <p>NB: For a disinfection following a suspected case use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p>				

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>Exposure due to close contact/PPE concerns</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>PPE will be needed when:</p> <ul style="list-style-type: none"> • Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • Some types of first aid treatment where there is close contact for an extended period • A child becomes unwell with symptoms of coronavirus while in the school setting and needs direct personal care until collected from home and you cannot keep more than 2m apart <ul style="list-style-type: none"> • Where staff are unable to keep 2m distance they will wear face masks in shared areas, meetings and at the gate. <p>Guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>PPE is required if a child or member of staff falls ill and requires direct personal care on site:</p> <p>Fluid resistant surgical masks, disposable gloves and disposable aprons are available in the medical room for supervising adults</p> <p>Eye protection is available if there is a risk of splashing or droplet infection from coughing, spitting, vomiting</p> <p>PPE is available for the provision of intimate care</p>	LOW		Joan	

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INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>School Workforce</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>Risk assessments in place for staff considered clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, we</p> <p>Staff who are clinically extremely vulnerable</p> <p>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p> <p>In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</p> <p>Staff should talk to their employers about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>All staff can continue to attend school in local restriction tiers 1, 2 and 3.</p>		Head/SLT/JK		

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		<p>Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.</p> <p>Further guidance to the clinically extremely vulnerable is available.</p> <p>Staff who are clinically vulnerable</p> <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>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 1 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.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Staff who are pregnant</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. 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</p>				

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		<p>practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <p>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.</p> <p>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.</p> <p>While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment may help identify any additional action that needs to be taken to mitigate risks.</p> <p>We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live,</p>				

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		<p>deprivation, ethnicity, people's occupation and care home residence. These staff can attend school as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. An individual risk assessment should be completed and monitored upon any significant changes</p> <p>Employer health and safety and equalities duties</p> <p>Schools have a legal obligation to protect their employees, and others, including children, from harm and should continue to assess health and safety risks in the usual way. Following the steps in this guidance will mitigate the risks of coronavirus (COVID-19) to children and staff and help schools to meet their legal duties to protect employees and others from harm.</p> <p>16 The Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) which will support local risk assessments and provides guidance for first aiders. It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>Schools should continue to meet their equalities duties.</p> <p>Recruitment</p>				

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		<p>Recruitment will continue as usual. The government's Teaching Vacancies service can help schools to list vacancies for both permanent and fixed-term teaching staff quickly. The free national service for searching and listing teaching roles will be directing newly qualified teachers (NQTs) and job seeking teachers to this service.</p> <p>We will be interviewing remotely The DfE teaching blog provides some information on the experience of implementing interviews remotely. There is also advice that can be sent to candidates on how to prepare for remote interviews.</p> <p>Schools will also have the discretion to require face coverings for visitors where social distancing cannot be managed safely.</p>				
<p>School Uniform/Winter months) Coronavirus (COVID-19) (CV19) with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Increased ventilation may make school buildings cooler than usual over the winter months. We will be allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, we will ensure that no extra financial pressure is placed on parents.</p>	LOW		SLT Joan	
<p>(Physical Education) Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, Pupils, visitors</p>	<p>We will only provide team sports on the list available at return to recreational team sport framework.</p> <p>Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p>	LOW		Teachers SLT	

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Someone entering the school/workplace/offices with CV19	Causing severe infection/disease	<p>We can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p><i>Schools should refer to:</i></p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents • using changing rooms safely <p>We will carry out activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</p>				

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>Individual existing conditions</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Staff and pupils who have underlying medical conditions have been identified</p> <p>Individual risk assessments carried out</p> <p>Adjustments in deployment for staff members in September identified and in place</p> <p>Extremely clinically vulnerable are advised to shield</p> <p>clinically vulnerable members are staff are advised to be diligent in regards to social distancing and hand hygiene</p> <p>Plans and risk assessments in place for pupils with medical needs and risk assessments for children with EHCPs up to date</p> <p>Parents and staff members have the opportunity to talk about their concerns relating to attending school</p> <p>Systems in place to identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. Refer to self-isolation guidance</p> <p>Ensure that parents and carers understand that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test</p> <p>Attendance registers in place including engagement mark for pupils in self-isolation</p>	MED		<p>SLT</p> <p>SBM</p> <p>SEN team</p>	
<p>Coronavirus (COVID-19) (CV19)</p> <p>Lack of staff levels</p>	<p>Employees, agency, pupils visitors</p> <p>Accident, incidents due to</p>	<p>Measures in place to control risks</p> <p>SLT to consider options for cover and ensure appropriate ratio with pupils and key roles such as first aiders and DSLs is maintained</p> <p>Adopt a flexible approach to start times to enable staff to get to experiment with new travel arrangements</p> <p>Strategy in place in the event of self-isolation of staff or an entire bubble</p>	MED		<p>SLT</p>	

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Not being able to supervise and manage the school/pupils	lack of supervision	Strategy in place in the event of local/national lockdown and the requirement to provide skeleton school for vulnerable pupils and critical workers				
<p>Coronavirus (COVID-19) (CV19) temporary change to work environment</p> <p>Staff working at home</p>	<p>Employees, Pupils, agency, visitors</p> <p>Staff working at home that are not set up for homeworking, DSE, posture, MSD, stress, anxiety</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Staff to follow the working from home CHSS guidance</p> <p>Communication structures in place between line managers and staff including when working at home</p> <p>At least weekly contact time established (1-1s)</p> <p>Wellbeing and health guidance provided for staff and contact details for support</p> <p>Line managers discuss wellbeing strategies with team members</p> <p>Line managers review home working arrangements regularly and in particular the IT equipment available for each staff member. Long term 'homeworkers' should have:</p> <ul style="list-style-type: none"> • Laptop stand • Separate keyboard • Separate mouse 	MED			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Visitors</p>	<p>Employees, agency, staff, visitors</p> <p>An employee / visitor enters the workplace with</p>	<p>Measures in place to control risks</p> <p>Encourage visits via Google or Zoom and avoid bringing visitors on site</p> <p>Visitors are informed of the physical distancing requirements and told not to come if have any symptoms of COVID-19</p> <p>No unannounced visitors and number of visitors limited during any one day or at any one time</p>	MED			

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Someone entering the workplace/offices with CV19	CV19 and passes it onto others Causing severe infection/disease	If visitors must come in, Parents Room to be used and appropriate social distancing measures put in place- All adults to wear face masks Reception areas are set up with screens No hand shaking Avoid sharing resources/equipment				
Coronavirus (COVID-19) (CV19) Contractors Someone entering the workplace/offices with CV19	Employees, agency, pupils visitors An employee / visitor enters the work Causing severe infection/disease place with CV19 and passes it onto others Causing severe infection/disease	Measures in place to control risks Non-essential works postponed to holiday periods - only necessary contractors to be allowed on site, as authorised by Senior Premises Manager Contractors to be inducted to health and safety, including the current COVID-19 measures - physical distancing requirement and promotion of hand cleaning and hygiene Pre-communicate to check regarding symptoms of Covid-19 and provide leaflet Normal management and monitoring of contractor works and wellbeing on site Reception and other host staff are trained on measures in place to reduce transmission of Covid-19 Where possible organise contractor works out of hours or during less busy times of the day	MED			
Coronavirus (COVID-19) (CV19) Work related travel	Employees, agency, visitors An employee / agency catches the virus travelling	Measures in place to control risks Minimise non-essential travel during the school day Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face Avoid public transport as much as possible – consider walking or cycling options - and travelling at the busiest times where possible	MED			

Virginia Primary School Risk Assessment

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Being in close proximity of people infected with CV19 and/or increased time spent in this environment	Causing severe infection/disease	Follow government advice on face coverings Only complete off site visits if you can safely walk to the location Staff members to flag up with head teacher if they are concerned about their journey to work – HT and SSL to support staff members to find the safest journey to work Leaders and staff members to adopt a flexible approach to start times while staff members are working out a new route to work Cycle scheme offered				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Change management /communication/training</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, pupils, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing stress and anxiety</p>	<p>Measures in place to control risks</p> <p>Clear regular communication to all staff through weekly zoom briefings and email</p> <p>Information provided as early as possible before any changes to working practices</p> <p>Information shared carefully in bite-sized chunks so as not to overload people</p> <p>Risk assessments updated as government guidance is updated</p> <p>Individual risk assessments carried for all staff wherever needed looking at gender, age, ethnicity and underlying health conditions</p> <p>Government, NHS, PHE and local council guidelines and resources:</p> <ul style="list-style-type: none"> NHS guidance, how to wash your hands video (20 second rule) NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs <p>Information posters displayed at key points and throughout premises</p> <ul style="list-style-type: none"> Hygiene requirements (handwashing etc.) 	MED			

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		<ul style="list-style-type: none"> Social distancing (1-2 metres) Government track and trace information 				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Stress and anxiety concerning returning to work</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, pupils, agency, visitors</p> <p>An employee / agency catches COVID-19 or concern of catching virus causing stress and anxiety affecting the body causing illness and sick ness</p>	<p>Measures in place to control risks</p> <p>Leaders and line managers to provide regular opportunities for staff to discuss their concerns, experiences and fear in 1-1s</p> <p>Line managers to identify staff with stress or anxiety and complete a stress risk assessment using the CHSS guidance and template</p> <p>Refer staff for an Occupational Health appointment if there is concern about their physical or mental health</p> <p>Give staff language to talk about their fear/anxiety – normalise it</p> <p>Provide access to resources e.g. Employee Assistance Programme (EAP)</p> <p>ELSA resources to address children’s anxiety</p> <p>Social Stories/Circle Times to address children’s anxiety</p> <p>Recovery curriculum to address children’s physical and mental wellbeing</p> <p>Supporting staff</p> <p>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing.</p> <p>Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <p>18 All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about attending school. DfE is providing additional support for both pupil and staff wellbeing in</p>	MED	<p>RA shared with all staff</p> <p>Staff Meetings addressing concerns around COVID-19</p> <p>Stress RA to be completed for individual adults, as and when necessary</p> <p>ELSA blog to address children’s anxiety</p> <p>Social Stories/Circle Times to address children’s anxiety</p>		

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		<p>the current situation. Information about the extra mental health support for pupils and teachers and Wellbeing for Education return programme is available.</p> <p>19 The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>				

Overall Residual Risk for Activity (L / M / H):	MEDIUM
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended