

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 7th of September to all pupils		
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	10 th November 2020	Review Date	On-going*

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 the summer holiday</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>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 class with consistent supporting adults</p> <p>Pupils have their own equipment, chair and a box for their things (not EYFS)</p> <p>Designated areas for staff breaks that maintain social distancing and enhanced hygiene management</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>Where specialist teachers (eg:Music) visit classrooms they remain 2m apart from the other adults and pupils</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>Designate areas for staff breaks that maintain social distancing and hygiene.</p> <p>Music teachers, SEN support visitors and school counsellor to remain physically distanced</p> <p>Violins and cellos only to be used and cleaned before next bubble</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>Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.</p> <p>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), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering.</p> <p>It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Passenger Lifts/ corridors and stairs</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>Children not to touch handrails wherever possible and safe</p> <p>Use of stairs to be promoted in a controlled manner</p> <p>Staggered use of corridors</p> <p>Classroom doors pinned back with maglocks</p> <p>Wipe down of surfaces – twice daily by cleaners</p> <p>Hand sanitiser outside each classroom door</p> <p>Inner toilet doors pinned back at all times (not fire doors)</p> <p>Markings on playground for children to line up in morning</p> <p>Children not allowed to use water fountains – to be cordoned off</p> <p>External doors to be pinned open for the children and keep open</p>	<p>MED</p>	<p>Children Teachers</p> <p>G4S cleaners Dino</p> <p>Joan/Shelly</p>	

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		<p>distancing</p> <p>Dino, premises team/managers completing floor checks, areas safety checks and recording/reporting any concerns to management</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>Someone entering the workplace with CV19, staff fear and concerns of becoming infected by air circulation</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>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> <p>Singing only to be done in the top hall (or bottom hall if EYFS) within your class bubble. Music teacher to remain physically distanced.</p>	MED		

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Office layout and space</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>Review office layouts and rearrange furniture where necessary to the standard that achieves 2 metre social distancing</p> <p>Managers monitor usage of spaces regularly</p> <p>For areas where regular meetings take place, using large tables and signage to help people maintain social distancing</p> <p>If Joan and Shelly are in the office, no one else to enter. People communicate from the doorway.</p> <p>If phone calls need to be made outside of the office, use school mobiles</p>	MED	All staff	
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</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>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.)</p> <p>Hand sanitisers have been placed in the workplace outside each classroom</p> <p>Multi-use handtowels are not used to dry hands</p> <p>Cleaning products available for staff to use with children – to clean toys after use if appropriate.</p> <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>	MED	<p>Dino</p> <p>G4S</p> <p>SLT to monitor</p>	

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		<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>	MED	<p>Dino</p> <p>Joan</p>	
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Provision of first aid in buildings</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 on, applying first</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>	MED	<p>Joan to purchase</p> <p>All staff</p>	

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giving first aid to staff/others	aid to staff/pupils in close contact Causing severe infection/disease onto others	<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>Coronavirus (COVID-19) (CV-19)</p> <p>Kitchen/staff areas</p> <p>Main Kitchen/Canteen</p> <p>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>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>	MED	Joan/Shelly SLT	

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	Causing severe infection/disease	Staggered lunches to ensure no more than 2 classes in the hall at the same time All surfaces and seats wiped between each group Dinner Hall staff to wear masks			
Coronavirus (COVID-19) (CV-19) Toilet areas 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 possible use of foot or elbow door opening options to reduce hand touching surfaces/doors Signage in place to specify how many staff members can use the toilet at any one time. Use limited to 1 person only in small bathrooms Wash hands for 20 seconds after using the toilet Enhanced cleaning regime in place in toilet areas Inner toilet doors pinned back at all times as it is not a fire door Children not allowed to use outdoor toilets or water fountains – to be cordoned off	MED		
Coronavirus (COVID-19) (CV-19) Meeting rooms 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 Use virtual Google or Zoom meetings if possible Hold meetings outside in the open where possible Ventilate meeting rooms, doors to remain open where possible Maintain the allotted numbers of people per room Keep a safe distance in meetings with people outside your bubbles Wear face masks Staff bring own equipment to the meeting rooms and leave all surfaces clear Hand sanitiser and tissues available in meeting rooms	MED		

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	Causing severe infection/disease	Establish meeting etiquette while entering and leaving to ensure distancing Record face-to-face meeting dates, times and attendance for potential tracking requirements			
Coronavirus (COVID-19) (CV19) Security Someone entering the workplace	Employees, agency, pupils, visitors An employee / visitor enters the workplace and attacks staff/children Causing severe infection/disease	Measures in place to control risks Leaders on duty during extended start and finish windows All perimeter gates remain locked during the school day FOB system in place for staff Visitor entry controlled at front office Site supervisor in charge of opening/closing doors at appropriate time – new rota Music teachers, school counsellors and other agency visitors to keep a physical distance and wear masks	LOW	Dino SLT	
Coronavirus (COVID-19) (CV19) Accidents, Security incident, emergency 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	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 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	MED		

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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

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<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>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>	Med			
<p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</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>	MED			

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<p>Poor Infection control</p> <p>Someone entering the workplace/offices with CV19</p>	<p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</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 – keep remind everyone about social distancing, staff wear masks</p>				

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		Stagger use of staff room				
<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> <p>Store cleaning products away from pupils</p>	MED			

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		<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 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>	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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		<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>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. They cannot return to school until self-isolation is over, or a negative test is received. 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>	<p>MED</p>		<p>SLT</p> <p>SBM</p> <p>SEN team</p>	

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Lack of staff levels</p> <p>Not being able to supervise and manage the school/pupils</p>	<p>Employees, agency, pupils visitors</p> <p>Accident, incidents due to lack of supervision</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> <p>Strategy in place in the event of local lockdown and the requirement to provide skeleton school for vulnerable pupils and key workers</p>	MED		SLT	
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace</p>	<p>Employees, Pupils, agency Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Posters displayed outlining symptoms of Covid-19. Staff will have training on this Sep 2020</p> <p>Awareness raising with pupils of symptoms of Covid-19 in lessons</p> <p>If a child or staff member develops symptoms compatible with Covid-19, they are sent home and must self-isolate for 10 days. Their fellow household members should self-isolate for 14 days</p> <p>If a household member of a pupil or staff member displays symptoms of Covid-19, the pupil or staff member must self-isolate for 14 days or until a negative test result has been received</p> <p>Whilst a pupil is waiting to be collected by a parent or carer, they should be supervised by 1 of the adults from their group. This adult wears a disposable mask, gloves and apron</p>	MED			

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		<p>Following the incident, schools then follow the COVID-19 cleaning of non-healthcare settings guidance Decontamination in non-healthcare settings</p> <p>Staff or pupils must get a test if they display symptoms of Covid-19. They must let the school know if the outcome of the test is positive or negative</p> <p>If the pupil or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.</p> <p>If the pupil or staff member tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days. The household members of that group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms</p> <p>As part of the national test and trace program, Public Health England's local health protection teams will be informed if a positive test is received</p> <p>The school is ready to follow advice given by PHE's local health protection team</p> <p>Contingency plan for the continuation of educational provision in place in the event of a pupil in self-isolation, a bubble needing to self-isolate or the school closing due to local lockdown.</p>				
Coronavirus (COVID-19) (CV19) temporary change to work environment	Employees, Pupils, agency, visitors	<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>				

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Staff working at home	<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>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>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, staff, 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>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> <p>If visitors must come in, Parents Room to be used and appropriate social distancing measures put in place-</p> <p>All adults to wear face masks</p> <p>Reception areas are set up with screens</p> <p>No hand shaking</p> <p>Avoid sharing resources/equipment</p>	MED			

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Contractors</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, pupils visitors</p> <p>An employee / visitor enters the work Causing severe infection/disease place with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Non-essential works postponed to holiday periods - only necessary contractors to be allowed on site, as authorised by Senior Premises Manager</p> <p>Contractors to be inducted to health and safety, including the current COVID-19 measures - physical distancing requirement and promotion of hand cleaning and hygiene</p> <p>Pre-communicate to check regarding symptoms of Covid-19 and provide leaflet</p> <p>Normal management and monitoring of contractor works and wellbeing on site</p> <p>Reception and other host staff are trained on measures in place to reduce transmission of Covid-19</p> <p>Where possible organise contractor works out of hours or during less busy times of the day</p>	MED			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Face Coverings</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, pupils. agency, visitors</p> <p>An employee /agency staff commuting and using public transport</p>	<p>Measures in place to control risks</p> <p>NB: Evidence suggests that wearing a face mask doesn't protect you but may protect others in the event you are infected. Misuse of face masks can result in an increased risk of</p> <p>Staff will wear a face covering on site only when <i>not</i> working with pupils and when social distancing is difficult. The following guidance is applicable and should be followed if you wear a face mask:</p> <p>Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and after removing it</p>	MED			

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	Causing severe infection/disease	Avoid touching your face or face covering as you can contaminate it with germs from your hands Change your face mask if becomes damp or if you have touched it Continue to wash your hands regularly Change and wash your face covering daily If not washable, dispose of carefully in usual waste				
Coronavirus (COVID-19) (CV19) Contingency planning Someone entering the school/workplace/offices with CV19	Employees, agency, Pupils, visitors Causing severe infection/disease	Measures in place to control risks If the local area sees a spike in infection rates that are resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. 3 The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. <u>More information will be provided on this process in due course.</u> For individuals or groups of self-isolating pupils, we will continue to use our learning blogs. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).	MED			

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		<p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p> <p>We may need to return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</p> <p>Class teachers will build in time in the curriculum to continue to teach children how to use the home learning resources and how to hand in their work. They will practice giving and receiving feedback online to prepare for a possible lockdown.</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Work related travel</p> <p>Being in close proximity of people infected with CV19 and/or increased time spent in this environment</p>	<p>Employees, agency, visitors</p> <p>An employee / agency catches the virus travelling</p> <p>Causing severe infection/disease</p>	<p>Measures in place to control risks</p> <p>Minimise non-essential travel during the school day</p> <p>Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face</p> <p>Avoid public transport as much as possible – consider walking or cycling options - and travelling at the busiest times where possible</p> <p>Follow government advice on face coverings</p> <p>Only complete off site visits if you can safely walk to the location</p> <p>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</p> <p>Leaders and staff members to adopt a flexible approach to start times while staff members are working out a new route to work</p> <p>Cycle scheme offered</p>	MED			

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<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 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.) Social distancing (1-2 metres) Government track and trace information 	MED			
<p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, pupils, agency, visitors</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>		RA shared with all staff		

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<p>Stress and anxiety concerning returning to work</p> <p>Someone entering the workplace with CV19</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>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>	MED	<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>		

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