



OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk-based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Controls shown follow current available guidance and best practice

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE:** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and support is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team
healthandsafety@cumbria.gov.uk

Please note that the Local Authority is liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors have been asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance



RA Reference	01/020/3/04/05/06/07/08/09/10/11/12/13/14	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	17.07.2020	Assessor Name	Mr D W Tromans & Mr Mark Walsh
Assessment Team Members	David Tromans, Dale Stephenson, Mark Walsh	Planned Review Date	28.07.21
Location	Netherhall School	Number Of People Exposed	720 students 76 staff 796 in total
Overall Residual Risk Level following implementation of effective control measures	Medium risk Recognising the national COVID Alert Level has been reduced to level 3 . A COVID-19 epidemic is in general circulation. Gradual relaxing of restrictions and social distancing measures	People Exposed	All employees Pupils Visitors Vulnerable children Persons with pre-existing medical conditions First aiders
Assessment Last Updated	28.06.2021	Is this an acceptable risk?	Yes/ No

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom and by When	Residual Risk
<p>Hazards in relation to staffing and daily operation</p> <p>Lack of supervision/ management of groups to comply with current guidance</p> <p>Unable to maintain staffing levels due to infection or isolation</p>	<p>All schools have access to Public Health Weekly Outbreak Control Report which provides and overview of the current COVID-19 situation in Cumbria based on available local and national data</p> <p>Further detailed information can be found at The Cumbria Observatory</p> <p>Information posters highlighting the symptoms of COVID19 are placed throughout the premises.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ongoing communications (posters, emails inductions, briefing, toolbox talks) have been provided to all employees and/or regular visitors. <input type="checkbox"/> Staff report prior to coming in to school if they are experiencing any of the following symptoms: A high 	<p>10 Medium Risk L5XS2</p>	<p>Posters displayed throughout the school</p> <p>All staff to be advised that they must inform their manager if they or anyone in their household have been</p>	<p>Site management</p> <p>LTF testing kits have been deployed to schools.</p>	<p>8 - Medium Risk</p> <p>L4x S2</p>



<p>Child or young person requiring one to one support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<p>temperature, a new continuous cough, loss of taste or smell</p> <ul style="list-style-type: none"> <input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work. <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them including hand and respiratory hygiene and maintaining social distancing <input type="checkbox"/> PHE COVID-19 Testing guidance communicated to staff <input type="checkbox"/> Staff are responsible for ensuring that they are up to date with their own routine immunisations. <input type="checkbox"/> Individual Risk Assessments carried out for staff who were previously shielding. <input type="checkbox"/> Referrals are made to occupational health as appropriate. <input type="checkbox"/> Normal pre-employment procedures followed. <input type="checkbox"/> Absence/self-isolation cases due to COVID-19 (suspected or confirmed) are reported via the normal reporting procedures. <input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed. <input type="checkbox"/> Overnight domestic educational visits are not permitted. <input type="checkbox"/> Staff (and pupils over the age of 16 where appropriate) are encouraged to download the NHS COVID-19 app and follow the Government guidance: Use of the NHS COVID-19 app in education and childcare settings <input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes / pupil needs and the activities required. Ratios based on appropriate risk assessment. <input type="checkbox"/> Timings of arrivals, lessons and activities in place. <input type="checkbox"/> Parents/carers not allowed in the school unless absolutely necessary and appointment made with school administration team. <input type="checkbox"/> All offsite school activities suspended. <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them. <input type="checkbox"/> PHE COVID-19 Testing guidance communicated to staff 		<p>advised to self-isolate, before entering the workplace.</p> <p>Lateral flow testing to be carried out in line with Government Guidance (Secondary Schools) to help detect asymptomatic cases.</p> <p>Whilst in the educational setting it is recommended that the 'trace' function of the app is paused.</p> <p>Staff timetable completed</p> <p>School timetable re-written and re-configured for a seven period day.</p> <p>Staff, students, parents / carers consultation letter.</p>	<p>SLT and implemented by all staff – 17.07.2020 - ongoing</p> <p>20.08.2020</p> <p>23.08.2020</p> <p>20.08.2020</p>	
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	<ul style="list-style-type: none"> <input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate). <input type="checkbox"/> Pupil/staff cohorts remain together at all times. <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others. <input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers. <input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs. <input type="checkbox"/> Staff and pupils will have their own frequently used equipment such as pens and pencils, which should not be shared with other people. 		<p>Morning staff briefings held in the Ellen Theatre</p> <p>Senior staff and middle leaders given additional duties at the start, lunchtimes and at the end of the school day to help effectively manage the flow of people to, around and from the school; this includes accessing school and public transport. Ref. letter to parents</p> <p>Re-writing of the school calendar to remove parents' evenings, bring forward written reports, remove year 7 induction evening and open evening and plan to have a socially distanced open day on a weekend, or virtual open evening.</p> <p>Parents and carers requested not to come into the school buildings unless absolutely necessary.</p>	<p>20.08.2020</p> <p>20.08.2020</p> <p>20.08.2020</p> <p>20.08.2020</p>	
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			<p>Construction of an outbreak management plan</p> <p>Ref. letter to staff</p> <p>Staff INSET briefing 01.09.2020</p> <p>Attendance is mandatory</p> <p>Anyone in 'vulnerable category' to be offered to complete an individual risk assessment with additional support measures.</p> <p>Increased staff and student mental health and well-being surveys.</p> <p>Each year group organised as separate 'Bubbles'.</p> <p>Key Stage 3 students: years 7 and 8 will be educated in hubs – a designated and separated part of the school with teachers attending their lessons. This will reduce</p>	<p>SLT: 05.06.2020 & 17.07.2020</p> <p>SLT: 05.06.2020 & 17.07.2020</p> <p>SLT: 01.09.2020</p> <p>Letter: 17.07.2020</p> <p>Letter: 24.08.2020</p> <p>01.09.2020</p> <p>17.07.2020</p> <p>23.09.2020</p>	
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			<p>movement and support distancing.</p> <p>Year 7 and year 8 students will have staggered start times to reduce congestion at the start and end of the school day</p> <p>Students to wear school uniform and school PE kit. PE kit is to be worn for the full day that students have their PE lesson(s)</p> <p>Display of hygiene posters and standards at strategic points around the school: 'Catch it, Bin it. Kill it.'</p> <p>Floor signs segregating corridors and indicating a one-way flow around the school premises.</p> <p>A one-way system has been implemented in the narrow science corridors to help maintain distancing.</p> <p>Roller banners in strategic locations</p>	<p>23.09.2020</p> <p>Letter: 17.07.2020</p> <p>Site Team: 01.09.2020 – ongoing</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Site Team: 21.09.2020</p> <p>Site Team: 01.09.2020-ongoing</p>	
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		<p>throughout the building.</p> <p>Individual healthcare plans constructed for those children who require them.</p> <p>Year groups organised and managed in 'Bubbles'.</p> <p>Limited access to the school and extraneous equipment removed from occupied areas.</p> <p>Addendum added to adapt the behaviour policy, which is now included in the student-teacher behaviour contract.</p> <p>Staggered arrival days for different year groups to effectively manage the influx of all years return to school.</p> <p>If students are unable to adhere to the revised behavioural requirements, they will be requested to leave the school premises.</p>	<p>SENCo / Safeguarding Lead: 22.06.20202 - ongoing</p> <p>SLT: 17.07.2020</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Letter to parent / carers: 17.07.2020</p> <p>SLT & staff: 02.09.2020</p> <p>SLT: 17.07.2020 - ongoing</p>	
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		<p>Students and staff use designated year group access:</p> <p>Year 7 – 3 Year 8 – 3 Year 9 – English Block Year 10 – 7 Year 11 – 7 Year 12 & 13 – Music Block School reception - staff</p> <p>Limited access times to the school buildings for students: 8.35am-3.00pm.</p> <p>Increased frequency of hand sanitising stations, respiratory hygiene posters and waste bins sited at entrances, in year group areas and around the school.</p> <p>Designated toilets for separate year groups to be kept open at all times.</p> <p>Toilets regularly cleaned throughout the course of the day.</p> <p>Students advised against congregating, and asked to exercise</p>	<p>SLT & staff: 02.09.2020</p> <p>Letter 20.08.2020</p> <p>01.09.2020</p> <p>SLT & Site Team: 02.09.2020</p> <p>Site Team & Orian: 02.09.2020</p> <p>SLT & staff: 17.07.2020 - ongoing</p>	
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		<p>social distancing in school and travelling to and from school.</p> <p>Handwashing / sanitising routine of 20 seconds with liquid soap and water established for entry to and exit from the school premises. No hand dryers to be used (fuses to be removed) and hand towels to be used.</p> <p>Students advised about safe and responsible travel to and from school, preferably by foot or cycle.</p> <p>Only visitors to the school who are essential for the functioning of the school or to students' education to be allowed in to the school buildings.</p> <p>SLT and site staff situated at strategic positions to direct movement around the school at key times of</p>	<p>Duty staff: 01.09.2020 - ongoing</p> <p>SLT & staff: 17.07.2020 - ongoing</p> <p>Letter: 01.09.2020</p> <p>Staff and students: 02.09.2020</p> <p>Site staff: 01.09.2020</p> <p>Site Team:01.09.2020</p> <p>Site Team: 01.09.2020</p>	
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		<p>lesson start, lesson end and lunchtime.</p> <p>Doors not wedged open.</p> <p>All desks positioned facing forward.</p> <p>Disposable tissues and antiseptic spray placed in all classrooms.</p> <p>The wiping down of tables with antiseptic spray and wipes at the end of classes when another class will be using the classroom directly afterwards, or before the classroom is cleaned by the school cleaners.</p> <p>Marking of students' work is to be a separate document, exercise book, sketch book, etc. with a 48 hour gap for the marking of paper scripts and a 72 hour gap between student-teacher and teacher – student for the marking of work enclosed in a plastic wallet / file.</p>	<p>21.09.2020</p> <p>23.11.2020</p> <p>24.08.2020</p> <p>HoYs and form tutors: 02.09.2020</p>	
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		<p>Desk top computers can now be used in classrooms, but must be wiped down if the computer is to be used by a colleague.</p> <p>No collective assemblies, assemblies delivered remotely during year group registration times.</p> <p>SLT duty rota established.</p> <p>Equipment used by student to be cleaned after a single use, for example: art, tech, science, PE, etc.</p> <p>A teachers' area marked out at the front of all classrooms / learning spaces.</p> <p>Routine cleaning of the school premises.</p> <p>All bins to have liners and to be cleared at the end of each lesson.</p>	<p>SLT: 02.09.2020</p> <p>Staff: 02.09.2020</p> <p>Site Team: 02.09.2020</p> <p>Orian: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Letter to students, parents / carers: 17.07.2020</p> <p>Staff: 02.09.2020 17.07.2020.</p> <p>24.08.2020</p>	
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		<p>All clinical waste removed at the end of each session.</p> <p>All students encouraged to bring and use their own academic equipment. Students to bring their own pens, pencils and equipment for lessons.</p> <p>Staff to have a reserve of pens, pencils and equipment for students to take and keep.</p> <p>Students to leave school premises by the nearest available exit at the end of the school day.</p> <p>Same operational measures in place to manage the support timetables: colleague support, seclusion, detention, hwk club and supervised study. The only other difference is that seclusion will be located on the top tier of the library and the buddy system will not be operation.</p>	<p>24.08.2020</p> <p>SLT: 02.09.2020</p> <p>21.09.2020</p>	
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			<p>parents / carers to sign a revised behavioural agreement (electronically) and staff to sign they have read and agree to abide by the requirements of the risk assessment document. Parents informed of school website link to access current risk assessment document.</p>	<p>20.07.2020</p> <p>20.07.2020 - ongoing</p> <p>02.09.2020 – ongoing</p>	
			<p>Continue to develop remote learning provision to prepare for the possibility of a further lockdown: Edulink One will be the main point of contact between the school, students and parents / carers. There will be training for all students in the use of Edulink One.</p>	<p>02.09.2020 – ongoing</p> <p>24.08.2020</p> <p>24.08.2020</p>	
			<p>Publish revised risk assessments on the school's website.</p>	<p>30.09.2020</p>	
			<p>Inform parents / carers and students of any changes to the risk assessment by</p>	<p>01.10.2020</p>	



		<p>highlighting the changes.</p> <p>Staff discouraged from using the staff room or departmental staff rooms.</p> <p>Parents / carers and significant others actively discouraged from coming into school.</p> <p>No inter-school sports fixtures for the time being and enrichment activities curtailed.</p> <p>Students directed to leave school at the end of the day by the nearest accessible point of egress.</p> <p>It is recognised and accepted that as a function of those students who are in receipt of learning support, that learning support staff will not be able to carry out their essential learning support role whilst maintaining a consistent two metre distancing from</p>	<p>09.10.2020</p>	
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		<p>students. LSD colleagues will endeavour to abide by the guidelines; however, there will be occasions when LSD colleagues need to effectively support students and cannot adhere to the distancing guidelines. This is an acceptable and essential requirement for full, broad and balanced curricular provision.</p> <p>All classroom doors (where a teacher is occupying the classroom) are to be wedged open to allow easy access and egress. Teachers should be at the door to greet students in to the classroom / learning space and to establish good protocols: hand sanitising, school rules, etc.</p> <p>All staff and all students in all year groups will be requested to wear a</p>	<p>Letter to staff, students, parents / carers dated 18.12.2020</p> <p>Letter to parents 04.01.2021</p>	
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<p>Contact with individuals who are unwell</p>	<p>As of the 16.6.2021 Government advise that masks to be reintroduced as soon as possible to communal area and when moving around school, Masks are also advised for teachers in classrooms.</p>	<p>Medium Risk L5 X S2 10</p>	<p>face covering in communal areas of the school, from Monday 12th October. In effect this means in corridors, either moving between lessons, travelling to the toilet, seclusion or the dining area. Any staff and students who can't wear a face covering will have exemption and be identified by a lanyard and school ID badge. If a students or member of staff have forgotten / misplaced / damaged their face covering Head of year and class teachers will be able to issue replacements on entry to the school buildings or on exit from classroom respectively.</p> <p>From 5th January-9th January school will only be open to year 11, year 13, vulnerable students and the children of key</p>	<p>Letter to staff, students and parents / carers 01.03.2021</p> <p>Letter and questionnaire to staff, students and parents / carers 13.05.21</p> <p>Updated MW – 4.3.2021</p> <p>V9 Released by Kym Allen 16.6.2021 Updated M. Walsh – 17.6.2021</p>	
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		<p>workers. All students will resume schooling on Monday 11th January.</p> <p>All staff who are able to, are to wear face masks in the common area's and in other areas where it is not possible to socially distance.</p> <p>Twice weekly lateral flow testing implemented for all staff and students who have chosen to have a lateral flow test.</p> <p>In addition, if any of our staff our pupils test positive for Covid-19, public health may advise us ask pupils to get tested and isolate with a wider range of symptoms including: headache, diarrhoea, severe fatigue and sore throat.</p>		
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			<p>Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (Covid-19).</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Refer to 'List of essential workers for priority testing'</p> <p>Anyone with coronavirus (Covid-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital unless advised to do so.</p>		
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| | <ul style="list-style-type: none">□ Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms (a new continual cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia) *) or live in a household with someone who does or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home (Stay at home guidance for households with possible Covid-19 infection).□ If anyone in the school becomes unwell with coronavirus symptoms, they must be sent home and advised to follow the above Stay at home guidance, which sets out that they must self-isolate for that day and the following full 10 days and should arrange to have a test or the test date if they were asymptomatic but had a positive test (lateral flow device or polymerase chain reaction test). Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or | | | |
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	<p>the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</p> <ul style="list-style-type: none"> □ If someone in a child or staff member's support bubble or childcare bubble is showing coronavirus symptoms, or otherwise self-isolating, everyone in that support bubble should stay home. If the child/staff member or a member of their support bubble is contacted as part of the NHS Test and Trace programme, the individual contacted should stay at home. If the individual becomes symptomatic, everyone in the support bubble should then isolate. □ If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is safe to do so, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. □ If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before use by anyone else. □ If a child needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child is necessary, then disposable gloves and a disposable apron will also be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn. Refer to safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) □ In an emergency, call 999 if someone is seriously ill, injured or their life is at risk. □ Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close 			
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	<p>contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless the symptomatic person subsequently tests positive; they develop symptoms themselves (in which case, they should self-isolate immediately and arrange a test); they have been requested to do so by NHS Test & Trace or the PHE advice service or they have tested positive from a LFD test.</p> <p>□ Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Refer to COVID-19: cleaning of non-healthcare settings outside the home.</p> <p>□ If a child starts displaying coronavirus symptoms while at their school or setting they must be sent home. We will contact the parent or carer who should make arrangements for the child or young person to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to wear a face covering and keep a safe distance from others. They must not travel on public transport or in a taxi or private hire vehicle. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home we will do one of the following:</p> <ul style="list-style-type: none"> - use a vehicle with a bulkhead or partition; - the driver and passenger should maintain a distance of 2m from each other; - the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so. 				
<p>Hazards relating to visitors coming into the setting</p>	<p>Transitional, taster and open days</p> <p>□ We will complete a thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with our system of controls and align with the advice</p>	<p>10 Medium Risk L5 x S2</p>	<p>Updated from V7 Risk Assessment – 13.5.21 M. Walsh</p>		<p>Hazards relating to visitors coming</p>



	<p>contained within this guidance and the roadmap out of lockdown.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All non-essential visits to schools have been stopped <input type="checkbox"/> Parents/carers are not allowed in the setting unless absolutely necessary and agreed by the Headteacher. <input type="checkbox"/> Supply teachers, peripatetic teachers and other temporary staff are permitted to move between schools. <input type="checkbox"/> The setting will maintain records of all visitors to support the NHS Test and Trace programme. <p>As per government guidance on 16.6.2021, parental school visits are prohibited in relation to end of term events even with a comprehensive risk assessment in place.</p>		<p>Visits to the setting to be restricted to those that are absolutely necessary.</p> <p>Supply teachers etc. to complete risk assessment for specialist visits prior to visit.</p> <p>Student work placements are permitted at the discretion of the Headteacher/Manager. Where face-to-face visits are authorised the Headteacher/Manager has the discretion of requiring all visitors to wear face coverings where social distancing cannot be managed.</p>	<p>Site and school administration team</p>	<p>into the setting</p>
<p>Hazards relating to lack of social distancing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher/SLT will determine arrangements to manage pupil groups dependant on the school circumstances with the aim of minimising contact between individuals and 	<p>10 Medium Risk</p>	<p>Headteacher has the discretion of requiring all staff and visitors to</p>	<p>Headteacher, SLT and school staff</p>	



	<p>maintain social distancing wherever possible as detailed in current Government guidance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible. <input type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone. <input type="checkbox"/> Secondary staff will try to maintain a 2-metre distance between themselves, their colleagues and the pupils where possible, limiting time spent within 1 metre of anyone. <input type="checkbox"/> School assemblies and collective worship with more than one group will not be held. <input type="checkbox"/> Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits. <input type="checkbox"/> Special arrangements will be considered for staff who work across groups (bubbles) across the school e.g. cover supervisors and PPA staff. <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others. <p>From 17/05/21, in line with Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation e.g. guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.</p>	<p>L5 x S2</p>	<p>wear face coverings in communal areas.</p> <p>Refer to new Government Guidance Critical workers and vulnerable children who can access schools or educational settings</p> <p>All staff and students who are able to, are to wear face masks in the classroom and in other areas where it is not possible to socially distance.</p>	<p>Letter to staff, students and parents / carers 01.03.2021</p> <p>Updated from V7 Risk Assessment – 13.5.21 M. Walsh</p>	
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	<p>Parental Attendance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parents and carers should not routinely be present during sessions in out-of-school settings or wraparound childcare provision. Where parents do attend, we will consider the ability to maintain social distancing in line with the current guidance on Covid-19 (coronavirus) restrictions: what you can and cannot do, levels of ventilation, and the recommended occupancy levels of the premises you are operating from e.g. the Working safely during coronavirus (COVID-19): Providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person. These factors may mean that we are unable to accommodate or have to limit the number of parents and carers that are present during a session. We will ensure that we have parents' and carers' most up-to-date contact details in case of an emergency. <input type="checkbox"/> 				
<p>Setting is classified as National Lockdown High or Very High COVID Alert Level and during National Lockdown</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Face coverings to be worn by adults when moving around the setting, such as in corridors and communal areas where social distancing cannot be maintained. <input type="checkbox"/> Instructions are provided regarding the safe use, removal, storage and disposal of face coverings 	<p>10 Medium Risk L5 x S2</p>	<p>Where necessary identify those individuals, who are exempt from wearing face coverings.</p> <p>The setting should ensure they maintain a small contingency supply of masks to ensure that anyone without a face covering can be given one.</p>	<p>Download exemptions badges for those who are exempt Face Coverings, when to wear one, exemptions and how to make one</p>	
<p>Lack of supervision/management of groups to comply with current guidance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/pupil needs and the activities required. Ratios based on appropriate risk assessment. 	<p>10 Medium Risk L5 x S2</p>	<p>SLT and admin to team to monitor on a daily basis.</p>	<p>SLT Team</p>	



<p>Unable to maintain staffing levels due to infection or isolation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Timings of arrivals, lessons and activities in place. <input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate). 				
<p>SEND/Behaviour management issues</p> <p>Child or young person requiring one-to-one support</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils - individual healthcare plans in place for pupils who require them. <input type="checkbox"/> Pupils - separate individual risk assessment/healthcare/behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where one-to-one care or support is not available for them. 	<p>10 Medium Risk L5 x S2</p>	<p>SENCo to monitor on a daily basis.</p>	<p>SENCo</p>	
<p>Hazards relating to performance activities such as music, dance and drama</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group numbers will be limited to ensure that social distancing measures can be observed. <input type="checkbox"/> Where practical, performances will take place outdoors. <input type="checkbox"/> Where performances are indoors, rooms will be well ventilated. <input type="checkbox"/> From 17/05/21, if planning an indoor or outdoor face-to-face performance in front of a live audience, we will follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance we will also give particular consideration to the guidance on delivering outdoor events 	<p>10 Medium Risk L5 x S2</p>	<p>Risk assessments to be developed for individual performances.</p>	<p>Headteacher and heads of drama, music and PE.</p> <p>Updated from V7 Risk Assessment – 13.5.21 M. Walsh</p>	
<p>Hazards relating to school activities outside</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pupil/staff cohorts remain together at all times. <input type="checkbox"/> Outside spaces to be used for learning where possible. <input type="checkbox"/> Outdoor play equipment to be taken out of use with access prevented by means of suitable barriers OR cleaned regularly, before and after use and between groups. <input type="checkbox"/> Where possible outdoor sports will be prioritised. <input type="checkbox"/> Any equipment used will be subject to thorough cleaning. <input type="checkbox"/> Indoor and outdoor competition between different schools can now take place. 	<p>10 Medium Risk L5 x S2</p>	<p>Large indoor spaces can be used maximising natural ventilation flows and ensuring distancing between pupils and good hygiene practices</p>	<p>Headteacher and school staff</p> <p>Updated from V7 Risk Assessment – 13.5.21 M. Walsh</p>	



<p>Hazards in relation to lack of cleaning/ hygiene/ waste management</p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter. <input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks. <input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision / promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities. <input type="checkbox"/> Sufficient handwashing facilities are available - sinks, soap and towels. <input type="checkbox"/> Regular cleaning and disinfection of surfaces that are touched more frequently. <input type="checkbox"/> Drinking fountains taken out of use. <input type="checkbox"/> Suitable signage and visual instructions displayed as required. <input type="checkbox"/> When delivering personal / intimate care, staff will wear the normal PPE required as detailed in the individual healthcare plan. 	<p>10 - Medium Risk</p> <p>L5 x S2</p>	<p>Pupil allergies identified where applicable.</p> <p>All designated entrances have working sinks with hand soap and sanitiser. Paper towel and covered bins provided.</p> <p>Hygienic routine on entry to and exit from the premises: hand wash with liquid soap and water for a minimum of 20 seconds, dry hands using hand towels, sanitise hands on entry into the classrooms; reverse the procedure on exit from the school premises.</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>All students to sanitise their hands on entry to and exit from the classroom.</p> <p>Routine cleaning of all surfaces and touch</p>	<p>SENCo: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>H&S manager and SLT: 01.09.2020 - ongoing</p> <p>Site Team and staff: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p>	<p>8 - Medium Risk</p> <p>L4 x S2</p>
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		<p>points carried out by the site team and the contracted cleaning firm.</p> <p>All classrooms equipped with disposable tissues, antiseptic wipes and hand sanitiser, which will be kept fully stocked in each work space.</p> <p>All persons will be encouraged to exercise good personal hand and respiratory hygiene routines. Display of 'Catch it. Kill it. Bin it.' In all areas.</p> <p>If a person coughs or sneezes they will be encouraged to do this into their hand /elbow and to wipe themselves down with an antiseptic wipe after the event.</p> <p>All bins have liners and refuse will be removed at the end of each day and replaced.</p>	<p>Staff and students: 01.09.2020 - ongoing</p> <p>Staff & students: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 01.09.2020 – ongoing</p> <p>SLT, and Site Team: 01.09.2020</p>	
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			Any clinical waste will be disposed of properly.	SLT 20.11.2020	
			Each area cleaned after use with a wipe down of all surfaces when necessary and at the end of each day.	SLT 20.11.2020	
			No use of drinking fountains.	SLT 20.11.2020	
			Lesson observations will be temporarily suspended.	SLT 23.11.2020	
			Morning briefing staff meetings will be suspended / communication will be remote.	SLT 23.11.2020	
			School INSET meetings will be suspended.	SLT 23.11.2020	
			HoY morning team meetings will be suspended / conducted remotely.	SLT & line managers and HoDs 02.12.2020	
			Middle leaders' meetings will be suspended / conducted remotely.		



			<p>Any essential meetings will be required to exercise social distancing and to adhere to the required PPE personal hygiene regimes, or be conducted remotely.</p> <p>Work scrutiny for the purposes of supporting the evidencing of a CAG: colleagues will hand sanitise between looking at individual students' work.</p>		
<p>Transport and Travel</p> <p>Reducing the risk of infection</p>	<p><i>Term time holidays</i></p> <ul style="list-style-type: none"> □ As restrictions begin to lift, some families may be looking to take holidays. As usual, parents should plan their holidays around school breaks and not take their children out of school on holiday during term time. □ Where a parent wishes to take their child out of school for whatever reason, the onus is on them to apply for a leave of absence and demonstrate why they believe the circumstances are exceptional. Schools make decisions on granting leave of absence but will not normally do so for a holiday. <p><i>Pupils abroad who are unable to return</i></p> <ul style="list-style-type: none"> □ We will continue to work with the LA to engage with families who are abroad to understand the child's circumstances and their plans to return. □ We will encourage families to return where they are able to, emphasising the benefits of regular school attendance reminding them that school attendance is mandatory. 	<p>10 - Medium Risk</p> <p>L5 x S2</p>	<p>In some specific cases, absence code Y (unable to attend due to exceptional circumstances) will apply where a pupil is unable to attend because a national emergency has resulted in widespread disruption to travel. Code Y is unlikely apply in circumstances where families are not travelling back to the UK for other reasons (e.g. choosing to remain abroad or looking to avoid quarantine. Where</p>	<p>Updated from V7 Risk Assessment – 13.5.21 M. Walsh</p>	<p>8 - Medium Risk</p> <p>L4x S2</p>



	<p>Remote Education</p> <ul style="list-style-type: none"> □ Where we are able to do so, we will provide remote education for pupils who are abroad and facing challenges to return due to Covid-19 travel restrictions for the period they are abroad. <p>Teacher Assessments</p> <ul style="list-style-type: none"> □ If circumstances require it, we can conduct assessments remotely as set out in JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021. A pupil's performance will be considered in light of the conditions in which the assessment is completed. <p>Travel & quarantine</p> <ul style="list-style-type: none"> □ All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. □ Those arriving from a 'red list' country or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home □ Any domestic residential visits must be conducted in line with relevant COVID-19 secure guidelines and regulations in place at that time. We will children within their consistent groups (bubbles) for the duration of the visit. <p>Risk assessment for residential educational visits</p> <ul style="list-style-type: none"> □ Annex C of the Schools coronavirus (COVID-19) operational guidance and Annexe B of Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3. □ We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. We will consider the principles set out in the system of controls 		<p>Code Y does not apply, consider the authorised & unauthorised absence codes.</p>		
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	<p>and Annex C to assure ourselves that we are taking children into a safe environment.</p> <ul style="list-style-type: none"> □ In relation to visits, avoid mixing of bubbles (especially on transport, sleeping arrangements etc) unless robust mitigations can be implicated. □ Parents/Carers should collect students if they develop symptoms and cannot be isolated while on trips. If that is not practical, consideration should be given to whether the trip can continue. <p>New Bookings</p> <ul style="list-style-type: none"> □ For new bookings, whilst there are still gaps in the traditional insurance market regarding COVID-19 cancellation cover, we should be able to secure appropriate travel insurance for other aspects of our visit. □ Given the likely gap in COVID-19 cancellation related insurance, if we are considering booking a new visit we will ensure that any new bookings have adequate financial protection in place. □ Many providers are now offering no cost deferral to a later date or a full cash refund of all monies paid against a new booking should a deferral not be acceptable. Other measures that may be available include: <ul style="list-style-type: none"> - insurance backing of 'COVID-19 guarantee' - extended payment terms - financial protection in case of insolvency - membership of industry organisations □ We will speak to either our commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation. If unsure contact organisations such as the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI) for independent advice on insurance cover and options. <p>International visits</p>		<p>V9 Kym Allen issued 16.6.21</p> <p>Updated - M. Walsh 17.6.21</p>	
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	<ul style="list-style-type: none"> <input type="checkbox"/> The government has now published red, amber and green list rules for entering England. <input type="checkbox"/> Given the complexities attached to international travel at this stage of the pandemic, the Government recommend schools do not go on any international visits this academic year up to and including 05/09/21. <input type="checkbox"/> The position beyond 05/09/21 will be reviewed again in advance of Step 4. <ul style="list-style-type: none"> <input type="checkbox"/> Safe transport guidance promoted to staff and parents. <input type="checkbox"/> Protocols in place for drop off and pick up. <input type="checkbox"/> All off site school activities suspended. <input type="checkbox"/> A Transport Risk Assessment is available for SEND children. <input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice. 	<p>Where possible, staff should avoid / limit the use of public transport. If this is unavoidable, Government guidance is that you need to use a face covering.</p> <p>School transport requirements assessed and implemented.</p> <p>Face coverings are required to be worn by students using wider public transport and either disposed of safely or stored safely for re-wearing. This is not required by students using restricted school transport.</p> <p>Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering.</p>	<p>Staff and students: 01.09.2020 - ongoing</p> <p>GO: 17.07.2020 – ongoing</p> <p>Letter: 17.07.2020 - ongoing</p>	
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			<p>Staff and pupils are advised to follow the Government Guidance COVID-19 safer travel guidance for passengers</p>		
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work-related stress</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Stress Risk Assessment in place <input type="checkbox"/> Where staff report work-related issues – individual stress risk assessment will be carried out in line with HSE guidance. <input type="checkbox"/> Staff will be referred to occupational health as early as possible. <input type="checkbox"/> Good communication measures in place and maintained with staff. <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. <input type="checkbox"/> Pupils – if any pupils have anxiety or concerns over their safety they should report these to their teacher, pastoral head of year. 	<p>10 Medium Risk L5 x S2</p>	<p>The Local Authority have produced the following guidance: Coronavirus – getting back to school. Supporting emotional wellbeing and learning.</p> <p>Ref. letter to staff & INSET.</p> <p>If staff have any anxieties or concerns over their mental health they are encouraged to talk to their line manager.</p> <p>If any students have anxieties they are encouraged to seek an appointment with their pastoral head of year.</p> <p>Enhanced pastoral provision put in place: HoYs to work with known concerns & systematic questionnaire and interview, with form</p>	<p>Business / HR manager, line managers & heads of year: 17.07.2020 - ongoing</p> <p>17.07.2020- ongoing</p> <p>Staff & line managers: 01.09.2020 - ongoing</p> <p>Students, staff and heads of year: 02.09.2020</p> <p>AHT Pastoral, HoYs & Form Tutors 02.09.2020</p>	



			<p>tutors assessing students' physical, mental and emotional well-being. AHT Head of Pastoral to direct support from the pastoral team.</p> <p>The school has employed the services of a counsellor and another adult with significant pastoral experience to be available for students and staff.</p>	<p>AHT Pastoral 02.12.2020</p>	
<p>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions: Pregnancy, asthma etc.</p>	<ul style="list-style-type: none"> ❑ Some people may be at comparatively increased risk from coronavirus (Covid-19). Staff who feel they may be at increased risk but who have not been identified as CEV can return to school as long as the system of controls set out in School operational guidance and this Risk Assessment are in place. We will continue with an equitable approach to risk management, recognising that staff may have a variety of baseline risks. ❑ Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication should, where possible, carry their prescribed medication with them at all times. ❑ Staff who have shielding letters must not attend school. ❑ Staff and pupils who have previously been identified as 'Clinically Extremely Vulnerable' must follow the current Government guidance during the current National Lockdown period. ❑ Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times. 	<p>10 Medium Risk L5 x S2</p>	<p>If the person cannot undertake their normal duties, contact your HR provider to discuss any reasonable adjustments.</p> <p>Pregnant women will be advised to follow the guidance available for clinically vulnerable people</p>	<p>Update from V7 Risk Assessment – 13.5.21 M. Walsh</p> <p>Staff, line managers, HR manager: 01.09.2020 - ongoing</p> <p>HR Manager: 01.09.2020</p>	



			<p>Pupils who have been identified as CEV are advised to stay at home.</p>		
<p>Hazards in relation to managing incidents and emergencies</p> <p>First aid/accidents/incidents/emergencies</p> <p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> ❑ Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools). ❑ Suitable first aid kits in place, updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. ❑ At least one person with a paediatric first aid certificate will be on the premises at all times when children aged between 0-24 months are present. ❑ School Emergency Plan/Crisis Management Plan in place. ❑ All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with existing school policy. ❑ Where a child develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Where possible the room should be well-ventilated by opening a window. Adult supervision will be provided at all times by a trained member of staff. ❑ Where there is no room to isolate, the child must be moved to an area where they can maintain a 2M distance. ❑ A separate toilet will be used if the child/adult needs to use the bathroom, which will be cleaned and disinfected in line with the current guidance: COVID-19 Cleaning in non-healthcare settings, before anyone else can use it. 	<p>10 Medium Risk L5 x S2</p>	<p>Trained and equipped first aider on school site at all times when the school is occupied. First Aid protocols in place.</p> <p>Review of risk assessment at the end of each day of operation; all changes or additions highlighted for easy identification and communicated to staff.</p> <p>Current risk assessment posted on the school website and parents / carers signposted with the same approach used to highlight changes / additions for easy identification.</p> <p>Addendum to fire and intruder policies.</p> <p>Full segregation between site contractors and the rest of the school.</p>	<p>First aider: 01.09.2020</p> <p>SLT, staff and site team: 01.09.2020 - ongoing</p> <p>IT manager: 11.01.2021</p> <p>H&S manager: 01.09.2020 - ongoing</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Site Team: 31.08.2020 - ongoing</p>	



			<p>Fire alarm test completed before re-opening and set up of fire assembly area.</p> <p>Full risk assessment check of the re-opening of facilities.</p> <p>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. If first aiders are unable to access annual refresher training face-to-face during the pandemic, online refresher training should be undertaken to keep their skills up to date.</p>	<p>Site Team: 01.09.2020 - ongoing</p>	
<p>Hazards in relation to eating and safe welfare facilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Timings in place to ensure safe management of breaktime and lunchtime. <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils. <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating. <input type="checkbox"/> Lunch facilities provided by external contractor Orian for hub students. 	<p>10 Medium Risk L5 x S2</p>	<p>Students advised to bring their own water and snacks to lessons.</p> <p>No breakfast catering facilities.</p>	<p>Letter 17.07.2020</p> <p>Letter: 17.07.2020</p> <p>Letter: 17.07.2020</p>	



	<ul style="list-style-type: none"> □ Hub students, due to the low numbers dine in a single canteen, socially distancing with additional cleaning carried out by the site team. □ The site team will be on a cleaning rota and will carry out regular disinfectant cleaning to all surfaces between all year group lunch times. 		<p>No breaktime or breaktime catering facilities.</p> <p>Staggered lunchtimes for separate year groups.</p> <p>Separate dining areas for individual year groups.</p> <p>Separate lining up and access to dining facilities for individual year groups.</p> <p>No pm registration period, students to go straight into their lesson after lunch for registration.</p> <p>No use of re-valve machines, students issued with codes for remote crediting of students' dining accounts.</p> <p>Orian to organise the use of dining ware and cutlery to make it safe for students</p>	<p>Letter: 17.07.2020</p> <p>Letter: 17.07.2020</p> <p>Letter: 17.07.2020</p> <p>Letter: 24.08.2020</p> <p>17.07.2020</p> <p>Orian: 02.09.2020</p>	
<p>Hazards due to the lack of suitable PPE</p>	<ul style="list-style-type: none"> □ Staff and pupils to be fit/well to attend setting. 	<p>10 Medium Risk</p>	<p>Telephone ordering process in place for</p>	<p>Site Team: 17.07.2020 - ongoing</p>	



<p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> ❑ Local risk assessments/individual healthcare plans/behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance. ❑ PPE to be fit for purpose/approved specification. ❑ Where PPE/RPE is provided, staff provided with training and instruction in its use. ❑ PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron and gloves. ❑ Local compliance to be monitored by Headteachers as far as reasonably practicable. ❑ Guidance provided to staff in relation to the use and wearing of their own face coverings. ❑ PPE that is normally needed for dealing with an individual child will be available as per individual healthcare plan. 	<p>L5 x S2</p>	<p>weekly supplies of PPE 0800 783 1967.</p> <p>LA risk assessment reviewed and revised and completed.</p> <p>Site team to restock all spaces with disposable tissues, sanitiser and antiseptic wipes to ensure there is sufficient for each session.</p> <p>Staff and students can bring their own hand sanitiser to use at their own discretion.</p> <p>Contact the call centre to order PPE 0800 783 1967 <i>(Manned from 09:00 – 17:00 Monday to Friday, and 10:00 – 14:00 Saturday and Sunday)</i></p> <p>Some individuals are exempt from wearing face coverings e.g.</p>	<p>Head Teacher: 17.07.20202</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Letter: 28.08.2020</p>	
<p>Inadequate personal protection & PPE</p>	<p>Face Coverings</p>				



<p>leading to spread of Covid-19 virus</p>	<ul style="list-style-type: none"> ❑ Face visors or shields should also not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. ❑ Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. A face covering can be very simple needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. ❑ We will have a process for removing face coverings when those who use face coverings arrive and when face coverings are worn within the setting. This process will be communicated clearly to staff. ❑ It is vital that that face coverings are worn correctly so clear instructions will be provided to staff on how to put on, remove, store and dispose of face coverings (Face coverings: when to wear one and how to make your own) to avoid inadvertently increasing the risks of transmission. ❑ cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them between use; ❑ instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom/workplace; ❑ where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. 	<p>Medium Risk L5 x S2 10</p>	<p>people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p><u>Ensure there is a small supply of face coverings available in school</u></p> <p>Also mandatory to wear face coverings in enclosed public spaces unless exempt</p>	<p>Updated, M. Walsh – 4.3.2021</p>	
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	<ul style="list-style-type: none"> ❑ We will be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn ❑ Staff/visitors/contractors should have access to their own face coverings, 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, we will take steps to have a small contingency supply available to meet such needs. ❑ Staff will be encouraged to bring a spare face covering to wear if their face covering becomes damp during the day. ❑ If any staff use public transport to get to work, they are advised <u>it is compulsory</u> to wear a face covering. ❑ Face coverings should be worn by adults including staff, visitors and contractors (and pupils) when moving around the premises such as in corridors and communal areas where social distancing is difficult to maintain. Face coverings do not need to be worn when outdoors on the premises. ❑ Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles ❑ In all schools, it is recommended that face coverings should be worn by staff and adults (including visitors) in situations outside of classrooms where social distancing is not possible between adults e.g. when moving around in corridors and communal areas. ❑ Where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (e.g. library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff. 	<p>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the</p>	<p>Updated from V7 Risk Assessment – 13.5.21 M. Walsh</p>	
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	<input type="checkbox"/> Where out-of-school settings (including private sector wraparound childcare providers) are operating in community settings, such as village halls or community centres, they must comply with requirements on the use of face coverings in these premises (and should have regard to relevant COVID-19 sector guidance).		<p>benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.</p>		
	<input type="checkbox"/>				
Training	<input type="checkbox"/> All staff will receive appropriate training and updates on the measures contained within this risk assessment.	<p>10 Medium Risk L5 x S2</p>	<p>SLT with responsibility for staff training facilitates any training requirements identified in risk assessments and recorded on Bluesky.</p>	<p>Headteacher and SLT team</p>	
Monitoring	<input type="checkbox"/> Current relevant national guidance will be monitored and followed. <input type="checkbox"/> Risk assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews. <input type="checkbox"/> Regular feedback will be provided to staff on the risk assessment reviews.	<p>10 Medium Risk L5 x S2</p>	<p>National guidance and risk assessments are monitored on a weekly basis and all updates and amendments are communicated to colleagues.</p>	<p>Headteacher and SLT team</p>	
Dissemination	<input type="checkbox"/> This document will be provided to all staff and be available on request/website.		<p>The updated risk assessment has been posted on the school</p>	<p>Headteacher and SLT team.</p>	



<p>Lateral flow testing (Room 501)</p>	<ul style="list-style-type: none"> • All staff carrying out lateral flow testing will be provided with adequate on - site training provided by gov.uk and NHS. • All persons entering the test area must use the hand sanitizer and wear adequate PPE which is provided, this must be carried out upon entering, and includes all testing staff. • Before leaving the test area any PPE must be discarded in the clinical waste bins which are located and identified within the room. • Persons being tested must use the one-way system in place. • A rigorous cleaning regime to room 501 will be provided and clinical waste discarded on a daily basis, this will meet current government guidance. • Any persons within the testing area which become unwell or have any covid 19 related symptoms must follow government guidance, this would result in the person leaving the test area immediately. • The test area must be well ventilated with no recirculating fans in operation during testing. 		<p>website and a letter has been sent to all colleagues requesting them to read the updated risk assessments.</p>		
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<p>Self-administered PCR test in School settings: 28.6.2021</p> <p>Risk of transmission of COVID-19 from contact between subjects</p>	<ul style="list-style-type: none"> All testing staff must routinely change PPE (in accordance with government guidance). All staff and students to be tested will be advised in advance not to attend the setting if they have any symptoms of COVID 19 (Continuous cough, loss of taste or smell and a high temperature) Staff and students will be reminded to continue to take twice weekly LFD tests. If Teaching staff need to be within 2 metres to support a student with swabbing instructions or handling of test equipment PPE should be used. 	<p>L2 x S3 (Medium Risk)</p>	<p>PPE to be available in same way as LFT testing process.</p>	<p>All students and teachers</p>	<p>L2 x S3 Medium Risk</p>
<p>Risk of transmission of COVID-19 due to poor hygiene/ cleaning regimes</p>	<ul style="list-style-type: none"> All staff and students instructed in the importance of observing IPC guidance. All surfaces will be wiped clean and dry with anti-bacterial wipes prior to opening the test kits – this includes the computer keyboard any other touchpoints and the desk where the test will be carried out. All remaining items in the kit following completion of the test can be disposed of in normal waste and surfaces will be wiped down again with anti-bacterial wipes or cleaning materials. 	<p>L4 x S3 Medium Risk (12)</p>	<p>Ensure provision of cleaning products, hand sanitiser and tissues. Testing area to be rigorously cleaned after each testing period. Excess waste must be discarded immediately after each testing session by the LFT leader.</p>	<p>School – prior to testing taking place</p>	<p>L1 xS3 Low Risk (3)</p>
<p>Risk of void test results due to incorrect operation procedures</p>	<p>All staff and students will follow the step by step instructions provided with the kit. Schools and PCR Project team to ensure all students taking the test have correct details registered online. (Instructions provided in kit) https://test-for-coronavirus.service.gov.uk/register-kit</p> <p>Contents of the kit will be checked as per the instruction checklist.</p>	<p>L4 x S3 Medium Risk (12)</p>	<p>Kits to be inspected prior to distribution to check for anything damaged, broken or missing from the box</p>	<p>Staff member distributing kits in class and overseeing registration process</p> <p>CCC will provide and deliver PPE where required</p>	<p>L1 xS3 Low Risk (3)</p>



	<p>Students will be provided instructions on how to take a coronavirus self-test swab. Students will be supervised during the testing process. If mirrors are shared, they will be wiped down with anti-bacterial wipes before passing to the next person. All completed swabs will be placed in self-sealed packaging and placed in a box for onward lab processing.</p>			
		<p>Mirrors to be available or students to be asked to provide their own</p> <p>Ensure sufficient supply of PPE. Sick bowls</p> <p>LFT leader will monitor arrangements</p>		
Assessment Conclusion	<p>Providing the stated control measures are implemented and adhered to, the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.</p>			

To be completed by the Individual undertaking the risk assessment:

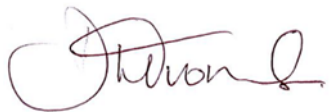
Name: Mark Walsh **Job Title:** Health and Safety Coordinator

Signature: M. Walsh **Date:** 28.06.2021

To be completed by the Head teacher:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Mr David William Tromans **Job Title:** Head Teacher



Signature: **Date:** 28.06.21

Links to Guidance

Staff, Pupils and Others



Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).

[Implementing protective measures in education and childcare settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

Personal Protective Equipment - PPE

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

Travel

[Safer travel guidance for passengers](#)



		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk