

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Longford Primary Academy	Prepared By: C Leach APT H&S C Completed By: L Lawrence	Date: 01-09-20
<p>Activity Workplace: Novel Coronavirus (COVID-19) Revision: 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. Information Source: GOV.UK R10 SBMAT email 22-09-2020 and Guidance for full opening: schools Updated 1 October 2020 R11 Coronavirus (COVID-19): test kits for schools and FE providers, Updated 7 October 2020. Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Updated 13 October 2020. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, Updated 15 October 2020. COVID-19: cleaning in non-healthcare settings outside the home, Updated 16 October 2020. R12 SBMAT email 06-11-2020 and Guidance Education and childcare settings: New National Restrictions from 5 November 2020 and DFE guidance regarding ventilation. R13 Guidance for the full opening schools : Updated 3-12-2020 and close contact meanings added to last page. R14: 13-01-2021 DFE Restricting attendance during the national lockdown: schools Updated 11-01-2021 R15: 24-02-2021 GOV.UK Actions for schools during the coronavirus outbreak updated 22 February 2021 Effective from 8th March 2021</p>	<p>Manager:</p> <p>St Bart's MAT</p>	<p>Next Annual Review Date: 3/7/2020 29/8/2020 2/9/2020 18/9/2020 24/9/2020 1/10/2020 8/10/2020 19/10/2020 16/11/2020 07/12/2020 15/01/2021 04/03/2021</p>

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Hazard		Initial risk			Action plan			Residual risk			
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>symptoms.</p> <p>e. have been contacted by NHS Test and Trace within the last 10 days</p> <p>f. R15 have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man</p> <p>g. still have a high temperature after the isolation period has ended</p> <p>h. they are waiting for COVID-19 PCR test result.</p> <p>i. they develop COVID-19 symptoms within an isolation period.</p> <p>2.Regular GOV.UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff.</p> <p>3.COVID-19 risk assessment and revisions communicated to staff.</p> <p>4.R14 Signs at all entry gates and external doors advising all persons that they MUST not enter the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if:</p>	<p>Updates to staff via briefing and emails</p> <p>On-going weekly checks that signs remain visible and are up to date.</p> <p>Staff to remind pupils about measures in place and promoting distancing & enhanced hygiene</p> <p>SENCo / FSO to liaise with parents if pupils are struggling</p> <p>Staff at gate/doors to support/remind parents of measures</p> <p>Encourage all parents to wear masks when entering school premises</p> <p>Parents, visitors, contractors informed re</p>	<p>LL</p> <p>LL</p> <p>All staff</p> <p>KB/TM</p> <p>All staff</p> <p>All staff/ LM</p> <p>LM/MD</p>				
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>a. they currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19</p> <p>b. have been in close contact with persons confirmed positive</p> <p>c. R15 someone in their household or support bubble or childcare bubble who has symptoms even if tested negative for COVID-19</p> <p>d. they or a member of their household or support bubble or childcare bubble have tested positive to a COVID-19 test in the last 10 days even if they do not have symptoms.</p> <p>e. have been contacted by NHS Test and Trace within the last 10 days</p> <p>f. R15 have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man</p> <p>g. still have a high temperature after the isolation period has ended</p> <p>h. they are waiting for COVID-19 PCR test result.</p> <p>i. they develop COVID-19</p>	<p>requirement to wear face masks when meeting / visit arranged and on arrival of the test and trace requirements to provide contact details AND use of NHS COVID-19 app check in feature.</p> <p>Test and Trace posters / QR code for setting to be displayed at entrance staff areas/visitor areas</p> <p>Information shared with all staff regarding local testing sites carrying out rapid testing</p> <p>LL remains in contact with LA covid outbreak team for updates</p> <p>LL to distribute LFD to staff for self-administration 2 x per week</p>	<p>LM/MD</p> <p>LL</p> <p>All staff</p>				
--	--	--	--	---	---	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>symptoms within an isolation period.</p> <p>5. Signs at all entry gates and external doors advising all persons of 2-meter social distancing rule where possible or 1-meter distancing plus using additional measures.</p> <p>6. Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for social distancing, hygiene, wearing of face masks/ face coverings / face visors, safe removal of face coverings and NHS COVID-19 Test and Trace app where used</p> <p>7. Latest PHE Coronavirus (COVID-19) leaflets distributed to staff.</p> <p>8. Pupils reminded regularly to tell a member of staff if they feel unwell.</p> <p>9. e-Bug resources to teach pupils and parents about hygiene used.</p> <p>10. Talks given to children about coronavirus (COVID-19) including use of teaching groups, social distancing and</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>not to touch staff.</p> <p>11. Pupils with SEND provided with specific help in preparation for changes.</p> <p>12. Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus.</p> <p>13. Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school.</p> <p>14. Arrangements discussed for staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed.</p> <p>15. Behavior policies with rules for hygiene and social distancing and consequences for poor behaviour communicated to staff, pupils and parents.</p> <p>16. Staff informed of the requirements to wear face masks/face coverings or face visors in particular settings.</p> <p>17. Parents, visitors and contractors informed of the requirements to wear masks/face coverings or face visors in particular settings.</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>18. Parents, visitors and contractors informed on arrival of the test and trace requirements to provide contact details or use of NHS COVID-19 app check in feature.</p> <p>19. Parents advised only vulnerable children, the children of critical workers and nursery class children to attend school.</p> <p>20. Visitors and contractors advised only those carrying out essential work or compliance inspections/maintenance are allowed to attend the school.</p> <p>21. R15 COVID-19 rapid testing programme information provided to staff.</p> <p>22. Staff advised to work from home where possible</p> <p>23. SLT monitor staff, pupil, visitor, contractor and parent adherence to government COVID-19 guidance and the schools COVID-19 Risk Assessment and implement additional controls, as necessary.</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds</p> <p>Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	5	VERY HIGH	<ol style="list-style-type: none"> 1. Where staff are confirmed clinically extremely vulnerable (CEV) the school advise that they should work from home where possible. 2. CEV staff who cannot work from home and choose to attend have their existing COVID 19: Individual Risk Assessment reviewed and action plan updated and agreed 3. Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child does not attend unless a medical professional confirms that shielding is not required. 4. R15 Pupils and staff who are clinically vulnerable or have underlying health conditions to attend school where staff cannot work from home. 5. Pupils and staff who are not CEV themselves but who live with someone who is CEV to attend school unless the staff member can work from home 6. R15 Clinically vulnerable pupils and staff are supported to follow good social distancing practices and increased good hand hygiene practises through increased 	<p>LL to identify and liaise with all CV/CEV staff and complete/review risk assessments</p> <p>On-going monitoring where formal shielding advice has previously been in place to ensure staff remain vigilant and keep school updated re any changes in their health needs.</p> <p>LL liaise with staff where formal shielding advice was given – updates shared as they are received/ongoing reminders.</p> <p>SENCO to liaise with parents of children with care plans to update / amend in line with Covid information where necessary</p>	<p>LL</p> <p>LL/all staff</p> <p>LL/ all staff</p> <p>KB</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	2	5	HIGH
---	--	----------	----------	------------------	--	---	--	--	----------	----------	-------------

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>				<p>communication and facilities/materials. 7.Pupils are monitored by staff for good social distancing and increased hand hygiene practises. 8.Monitoring of pupils and staff compliance with clinical advice regarding attending school 9.Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection. 10.Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. 11.Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks. 12. Staff instructed not to carry out COVID-19 rapid testing of other persons. 13. R15 COVID 19: Individual Risk Assessment completed for staff who fall into these groups:- clinically vulnerable, from a -Black, Asian or</p>					
---	--	--	--	---	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					Minority Ethnic origin (BAME) or pregnant. 14. R15 Pregnancy risk carried out for new and expectant mothers.							
<p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Staff who can work remotely or from home do so.</p> <p>2. Non-essential use of public transport avoided when possible.</p> <p>3. Travel alone using own transport / cycle or walk when possible</p> <p>4. When the use of shared transport is unavoidable persons are advised to:</p> <p>a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble unless socially distanced, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid</p>	<p>Information shared with school community</p> <p>LL to distribute LFD to staff for self-administration 2 x per week</p> <p>Staff to report positive tests immediately and follow advice given</p>	LL	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW	

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport,</p> <p>5.Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products.</p> <p>6.When the use of public transport is required persons aged 11 and over to use a face covering and try to maintain 2- meter distance or maintain 1- meter distance with mitigation, where possible check in using NHS COVID-19 app and use precautions as follows:</p> <p>a. avoid peak travel where possible, b. wash or sanitise your hands during/after using transport, c. avoid touching your face, d. cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing, e. travel side by side or behind other people, rather than facing them, where seating arrangements allow, f. R15 touch as few surfaces</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>as possible, g. minimise the time spent close to other people, where possible, h. avoid loud talking, shouting or singing, i. dispose of waste safely, including items such as used disposable face coverings, j. not travel when symptomatic</p> <p>7. R15 Staff to carry out COVID-19 rapid testing at home twice per week and isolate at home following a positive result and also following a negative result whilst experiencing COVID-19 symptoms.</p>						
<p>Pupils and staff access and egress and moving around the school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Grouping of pupils and staff where teaching requirements allow 2. Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available. 3. Arrangements communicated to parents for drop off and collection procedures to reduce contact between adults/pupils including not gathering at gates or doors. 4. Social distancing (2-meter) 	<p>Continue to communicate staggered start times / drop off & collection areas to parents.</p> <p>Add signs to gates / access points to remind parents of start times / end times. Send communications to remind parents of staggered start / end times</p>	<p>LL/LM</p> <p>LL</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

	<p>Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>markings and signs at queuing locations (school gates, entry and exit doors) 5. Infrared temperature checks of pupils carried out at the start of the day in classrooms". Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process. 6. Distancing between staff and pupils, other staff, contractors and visitors maximised by use of signs and maintaining social distancing of 2 meters when possible. 7. Numbers of different temporary staff including teaching staff and sports coaches entering the school premises minimised. 8. Timetable reviewed to reduce movement and avoid contact between teaching groups during movement around the building.</p>	<p>Drop off 'windows' created for the dropping of KS2 pupils to ensure parents exit the school site as quickly as possible</p> <p>Staff to check pupils temperatures on arrival.</p> <p>Staff to check temperatures on arrival</p> <p>Updates regarding school testing programme sought by LL & shared with staff as available</p> <p>LL share information regarding the availability and location of local rapid testing sites until school programme available</p>	<p>All staff</p> <p>All staff</p> <p>LL</p>				
--	---	--	--	--	---	--	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>9. Accessing rooms from outside where possible.</p> <p>10. Entrance, exit and internal doors held open without compromising pupil or staff safety. Fire doors held open using automatic release devices that release on the sounding of the fire alarm.</p> <p>11. Managing numbers using toilets to prevent overcrowding.</p> <p>12. Staff wear face masks / face covering over the nose and mouth or face visors during movement around school and in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings.</p> <p>13. R15 Staff to participate in the schools COVID-19 rapid testing programmes.</p>	<p>LL to distribute LFD to staff for self-administration 2 x per week</p>					
<p>Visitors, Parents</p> <p>Delivery drivers</p> <p>Contractors</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough</p>	4	4	HIGH	<p>General</p> <p>1. Secure gates and access doors outside of start and finish times to control access.</p> <p>2. Separate access and egress doors away from pupil doors.</p> <p>3. Parents, visitors and contractors are asked by</p>	<p>Ensure all main doors / gates have No Entry signs unless by prior appointment</p> <p>All gates and access doors are secured daily</p>	<p>LL</p> <p>MD</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>school staff if they</p> <p>a. they currently have Coronavirus (COVID-19) symptoms</p> <p>b. they have been in close contact with persons with symptoms</p> <p>c. R15 someone in their household or support or child care bubble has symptoms</p> <p>d. they have tested positive to a COVID-19 test in the last 10 days</p> <p>e. they have been contacted by NHS Test and Trace within the last 14 days</p> <p>f. R15 have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man</p> <p>If any questions are answered yes, access is denied and they are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>4. School guidance on physical distancing, hygiene, wearing of face masks/face</p>	<p>Direct deliveries to appropriate location</p> <p>Reduce orders where possible (ordering efficiency)</p> <p>Communicate to parents that no entry to building without a prior appointment. Record for all visitors/contactors using Invenry in respect of Test and Trace Office to advise visitor / contractor / parent to check in using COVID19app</p> <p>Stock of face coverings available on reception desk for parents / visitors and staff to wear</p> <p>Ensure site and office staff have antibacterial spray for any items delivered</p>	<p>MD/LM</p> <p>MD</p> <p>LM/MD</p>				
---	--	--	--	--	--	-------------------------------------	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>coverings/face visors over the nose and mouth provided on arrival.</p> <p>5.On arrival at school name, date, contact number and email address of visitors, contractors and delivery drivers recorded and kept secure for 21 days or when available NHS COVID-19 Test and Trace app QR code used.</p> <p>6.Hand washing/sanitising on arrival, before and after using attendance recording devices and using toilets.</p> <p>7.Infrared temperature checks carried out on arrival.</p> <p>8.Additional COVID-19 control measure training given to school hosts.</p> <p>9.Staff wear face masks / face covering over the nose and mouth during any interaction with parents, contractors, visitors in all settings indoors, on the door and external areas such as playgrounds and entry gates. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings.</p>	<p>and also plenty of hand gel and access to handwashing</p> <p>Parents, visitors, contractors informed re requirement to wear face masks when meeting / visit arranged</p>					
--	--	--	--	---	---	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>10. Supply of individually wrapped face masks available at reception for parents, visitors, and staff to wear.</p> <p>Contractors</p> <p>1. Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</p> <p>2. School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.</p> <p>3. Arrange times that contractors are on site to minimise numbers at any one time, when possible outside of school hours.</p> <p>4. Contractors required to wear face masks/face coverings/face visors over the nose and mouth whilst inside the building including at the point of work, during movement around the building and during contact with staff. Face visors are allowed to be worn by persons exempt from wearing</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>face masks / face coverings. 5. Only contractors carrying out essential work or compliance inspections / maintenance are allowed to attend the school.</p> <p>Visitors/Parents 1.Meetings held when it is necessary and remote contact cannot be used. Meetings held either off-site, outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing with the least amount of people. 2.Access to the school allowed by prior appointment only. 3.Numbers limited and access to building controlled. 4.Visitors and parents required to wear face masks/face coverings/face visors over the nose and mouth whilst inside the building including movement around the building. Face visors are allowed to be worn by persons exempt from</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					wearing face masks / face coverings.						
					<p>Delivery drivers</p> <ol style="list-style-type: none"> 1. Times arranged so that minimum amount of delivery drivers are on site to at any one time. 2. Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles. 3. Staff to wear fluid resistant surgical mask and latex free gloves if unable to maintain social distancing from drivers during unloading. 4. Reduced delivery frequencies by ordering larger quantities less often 5. Contactless drop off points for deliveries available 6. Delivery notes left unsigned 						
<p>Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 PCR test. 	<p>Reminders to staff sent via email Allocate staff member to supervise any child displaying symptoms.</p>	<p>LL</p> <p>LM</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	2	4	MEDIUM


RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>				<p>Government supplied home PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing.</p> <p>2. Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect the child. Childs household requested to self-isolate at home in accordance with government guidance and arrange a PCR COVID-19 test for the symptomatic child. Government supplied home PCR test kits provided by the school to parents/guardian in exceptional circumstances when a symptomatic child has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing.</p> <p>3. Staff with conditions that mean they are in a clinically</p>	<p>Ensure contact details are up to date.</p> <p>SBMAT proforma updated daily for tracking absences</p> <p>Ensure timetables / PPA / absence cover plans are kept for 21 days</p> <p>LL to maintain contact with PHE/local outbreak team</p>	<p>LM</p> <p>HW</p> <p>LL</p>					
--	--	--	--	--	--	--	-------------------------------	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>vulnerable or clinically extremely vulnerable health group avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms.</p> <p>4. Should staff or children develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and inform the call handler or operator that the person has coronavirus (COVID-19) symptoms.</p> <p>5. School isolation locations are at least 2 metres away from other people and where possible in a room or area behind a shut door, such as a staff office or meeting room.</p> <p>6. School isolation locations have a window that can be opened to provide ventilation.</p> <p>7. School isolation locations have a supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating in preference when available</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>from suppliers or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>8. Staff instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>HSE guidance – using disposable respirators</p>  <p>disposable-respirator.pdf</p> <p>9. Consideration given to using first aiders to supervise pupils to reduce numbers of staff who need access to PPE.</p> <p>10. Staff supervising isolated children remain at least 2 meters from the child.</p> <p>11. When a 2-meter safe distance cannot be maintained staff to wear FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask,</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>face visor or goggles, latex free gloves and disposable apron).</p> <p>12.Users of FFP2, FFP3 tight fitting face mask should be face fit tested for compatibility and during use of the mask free from facial hair where the mask seals to the face. Fit testing video https://youtu.be/iVVITBcN5eA</p> <p>13.Isolated children advised not to touch people, surfaces and objects.</p> <p>14.Isolated children advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later.</p> <p>15.If tissues are not available, children advised to cough and sneeze into the crook of their elbow.</p> <p>16.Isolated children use a separate bathroom if available.</p> <p>17.Once vacated places of isolation, bathrooms and any other locations such as classrooms or offices used by the isolated person will be</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>cleaned and disinfected in accordance with PHE “Decontamination in non-healthcare settings guidance” using standard cleaning products by staff wearing as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present.</p> <p>18.All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste is put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin.</p> <p>19.Staff are to wash their</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following removal of PPE and after any contact with someone who is unwell.</p> <p>20. R15 Staff who have helped or staff/pupils that have been in close proximity to someone with symptoms should if they develop symptoms or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace or have tested positive to an LFD test must self-isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>21. School ask parents and staff to inform them immediately test results are known.</p> <p>22. Contact made with the DfE Helpline on 0800 046 8687 by the school when aware of someone who has tested positive for coronavirus (COVID-19) has attended the school. PHE health protection team Test and Trace and self-isolation</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>requests followed by persons who have been in close contact.</p> <p>23.GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed.</p> <p>24. R15 If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school follow health protection team guidance and recommended actions.</p> <p>25.Plan in place for the possibility of a local lockdown and continuity of education.</p> <p>26.Records kept for 21 days of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <p>27.Staff or pupils in a class or group asked to self-isolate are advised to inform the school immediately and follow guidance for households with possible or confirmed coronavirus</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>(COVID-19) infection if they develop symptoms themselves within their 10-day isolation period.</p> <p>28. Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p>29. R15 Staff and pupils advised to continue to self-isolate after a negative test result if they are unwell, others in their household have symptoms, others in their household have symptoms and they have also received a negative test result, have been advised to self-isolate by NHS Test and Trace, have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man, still have a high temperature after the isolation period has ended</p>							
--	--	--	--	---	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Hand and respiratory hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>Provision</p> <ol style="list-style-type: none"> 1. Hand wash facilities stocked with liquid soap. 2. Hand dryers or disposable paper towels for drying hands 3. Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points 4. Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs. 5. Supply of disposable tissues available in classrooms, offices, shared spaces. 6. Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces. 7. Covered bin at entrance for disposal of pupil face coverings on arrival and staff, visitor, parent face masks/face coverings on departure . 8. PHE "Wash your hands" signs posted in pupil, staff and visitor toilets. 	<p>Ensure liquid soap only used for all hand washing.</p> <p>Plastic bags available for storage of face coverings</p> <p>CoSHH assessment for hand sanitiser are available</p> <p>Lidded bins for all classrooms</p> <p>Hand sanitiser gel is placed in all communal areas eg classrooms, entrances, staffroom</p> <p>Remind staff / visitors / contractors as soon as enter school then wash hands. This includes pupils coming into school.</p>	<p>All staff</p> <p>LL</p> <p>LL</p> <p>LL</p> <p>LL/MD</p> <p>LM/MD</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW
---	--	----------	----------	-------------	---	---	--	--	----------	----------	------------

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>9."Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas.</p> <p>10.Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.</p> <p>11.COSHH Assessment for hand sanitiser communicated to staff.</p> <p>12.Supply of individual, sealable plastic bags for staff to store face coverings between use.</p> <p>13.Small contingency supply of face mask/coverings available for staff and visitor use.</p> <p>In Practice</p> <p>1.Staff dispense hand sanitiser gel to pupils.</p> <p>2.Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs.</p> <p>3.Staff encouraged to wash or sanitise hands, on arrival, before and after donning and removal of face coverings, using signing in and out</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>systems, using the toilet, breaks, sporting activities, food preparation, eating any food, including snacks, before leaving school.</p> <p>4. Supervision of children to ensure they wash or sanitise hands for 20 seconds with soap and water or hand sanitiser when they arrive at school, before and after removal of face coverings, breaks, when changing rooms, eating, using the toilet.</p> <p>5. Staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands.</p> <p>6. Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands</p> <p>7. Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands.</p> <p>8. Face masks / face coverings worn by pupils disposed of in a covered bin</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					on arrival. 9.Pupils face coverings not allowed in school. 10.Staff use individual, sealable plastic bags to store face coverings between use.						
<p>Cleaning Classrooms Shared spaces Offices Staffrooms Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> <p>Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs</p>	4	4	HIGH	<p>General</p> <p>1.Cleaning schedules reviewed and increased cleaning implemented.</p> <p>2.Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms.</p> <p>3.Frequently touched surfaces e.g. handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a minimum twice a day, before or after school and during the day.</p> <p>4.Bins emptied frequently to suit usage.</p> <p>5.Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE.</p> <p>6.Staff using cleaning and</p>	<p>COSHH for cleaning sprays and anti-bacterial wipes (if applicable) to be shared with staff -</p> <p>Staff within each bubble are responsible for ensuring surfaces shared resources are cleaned regularly.</p> <p>5 boxes are available for reading books – sufficient for 48-hour rotation (1xKS1 building & 1xKS2 building)</p> <p>Antibacterial wipe keyboards and whiteboard pens at the end of a day / or if there is a staff change over</p>	<p>LL</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>disinfecting products read COSHH Assessments and follow measures including wearing PPE specified.</p> <p>7. Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products.</p> <p>8. Cleaning contractor provide COVID-19 Risk Assessment to School Principal.</p> <p>9. Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier.</p> <p>10. Water fountains removed or covered to prevent use. Pupils/staff encouraged to bring pre-filled water bottles from home.</p> <p>Classrooms Shared spaces</p> <p>1. Resources, such as books, and games cleaned regularly.</p> <p>2. Resources that are shared between groups cleaned meticulously between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).</p>	<p>Reminder to staff to ensure all areas are free from clutter particularly desks, tops of lockers, shared areas, photocopier etc</p> <p>LL to inform cleaners of additional cleaning requirements</p> <p>LL to inform MD of additional fogging requirements</p>	<p>All staff</p> <p>LL/ cleaners</p> <p>LL/MD</p>				
--	--	--	--	--	--	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>3.Areas shared by different teaching groups cleaned and disinfected in between use.</p> <p>4.Toilets cleaned and disinfected following high usage at breaks and lunch times.</p> <p>5.Thorough cleaning and disinfecting of rooms and shared spaces at end of the day.</p> <p>6.Deep clean using preventative fogging equipment and disinfectant solution at the request of the School Principal or SBMAT Management Team.</p> <p>Offices, Staffrooms, Meeting Rooms</p> <p>1.Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables.</p> <p>2.Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use.</p> <p>3.Shared areas cleared of</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					waste and belongings after use.						
<p>Use of learning spaces</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. When circumstances allow teaching group created with fewer pupils than normal class size especially KS1. 2. Pupils remain in their teaching group except for specialist teaching. 3. Staff when possible remain with teaching group to avoid different group contact. 4. Records of pupils and staff in each group, and any close contact that takes places between children and staff in different groups are made and retained for 21 days. 5. Rooms arranged to maintain social distancing space between pupils and staff where possible. Unnecessary furniture removed and classrooms arranged with forward facing desks, pupils are seated side by side. 6. Face to face contact avoided. 7. Staff maintain 2-meter distancing from other adults 	<p>Share School Opening Action Plan and timetables with staff and parents</p> <p>Record of cover to be kept</p> <p>Share behaviour rules with parents, and children. Behaviour Rules are to be reinforced weekly / daily with some pupils</p> <p>Ensure children are supervised when filling water bottles in the classroom with the filtered water no one from other bubbles should be accessing other classrooms</p>	<p>LL</p> <p>HW</p> <p>All staff</p> <p>All staff</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>and pupils when possible.</p> <p>8. At a distance of less than 2-meters contact time between staff and pupils or other staff is minimised.</p> <p>9. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</p> <p>10. Pupils and staff provided with own stationery to prevent sharing.</p> <p>11. Classroom based resources, such as books and games, kept within 1 teaching group when possible.</p> <p>12. Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags.</p> <p>13. Pupils limited to taking home shared resources, unnecessary sharing avoided. Resources cleaned or quarantined for at least 48 hours (72 hours for plastics) before being taken home and on return.</p> <p>14. Contactless drop off points used for issue of</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>materials such as stationery supplies.</p> <p>15. Outside space used for education where possible following a full and thorough risk assessment.</p> <p>16. Ventilation in the building maximised while a comfortable teaching environment is maintained.</p> <p>Mechanical ventilation systems</p> <p>a. adjusted to increase the ventilation rate wherever possible</p> <p>b. adjusted to full fresh air ventilation unless used to ventilate a single room along with an additional fresh air supply.</p> <p>Natural ventilation</p> <p>a. windows and doors opened without compromising staff or pupil safety.</p> <p>b. windows (high level where available) and external doors opened enough in cooler temperatures to provide constant background ventilation.</p> <p>c. windows and external doors opened more fully</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>when room is unoccupied to purge the air in the space.</p> <p>d. internal doors (not fire resistant doors) opened to create a throughput of air.</p> <p>Clothing</p> <p>a. additional indoor clothing worn by pupils and staff in cooler temperatures.</p> <p>Room layout</p> <p>a. furniture where possible rearranged to avoid direct drafts.</p> <p>Heating</p> <p>a. heating used as necessary to ensure comfort levels are maintained in occupied spaces</p> <p>17. Assemblies, gatherings or use of classrooms and shared spaces by more than 1 group at the same time avoided.</p> <p>18. Where possible actions taken for behaviour management will not involve touching a pupil.</p> <p>19. Only vulnerable children, the children of critical workers and nursery class children to attend school.</p> <p>20. School provision of remote education equipment</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					and learning resources in accordance with Department of Education guidance.						
<p>Use of offices</p> <p>Staffrooms</p> <p>Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	HIGH	<p>General</p> <p>1.Rooms arranged to maintain 2-meter social distancing space between chairs and tables.</p> <p>2.Staggered use of to reduce contact with colleagues.</p> <p>3.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.</p> <p>4.Small offices and storerooms and cupboards accessed by one person at a time.</p> <p>5.Locker rooms, changing areas and toilets avoided when occupied by other persons.</p> <p>6.Floor tape to mark areas to help staff/visitors/parents to keep 2-meter distance.</p> <p>7.Use of hot desks and workspaces avoided</p> <p>8.Meetings / discussions with others held when it is necessary and remote contact cannot be used.</p>	<p>Reduce seating availability in staffroom</p> <p>Multiple 'staffrooms' to be set up</p> <p>Staff to use sanitiser and wipe down surfaces in staffroom</p> <p>Staggered break and lunch times</p> <p>Staff to use alternative space for lunch where possible eg spare KS1 classroom</p> <p>Remind office staff to leave screen closed if managing a visitor and wear masks</p> <p>Staff to use own mugs / lidded ups in school.</p>	<p>LL</p> <p>LL/All staff</p> <p>All staff</p> <p>LL</p> <p>All staff</p> <p>MD/LM</p> <p>All staff</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing.</p> <p>9.Screens used to protect reception staff</p> <p>10.Contactless drop off points used for deliveries and issue of materials such as stationery supplies</p> <p>11.Equipment not shared unless unavoidable.</p> <p>12.Shared equipment cleaned before and after use.</p> <p>13.Solid screens used to segregate staff who work in close proximity.</p> <p>14.Staff rotation in offices avoided</p> <p>15.Restrict movement around the school between departments and rooms and use of electronic devices to communicate.</p> <p>16.Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings.</p>	<p>Any utensils used must be placed in the dishwasher</p> <p>Anti-bac wipes / spray to be available in staffroom/communal areas eg photocopiers</p> <p>All food to be kept in cupboards / fridge or in a lidded wipe-able containers</p> <p>Ensure all staff are able to access staff meetings and Inset days via Teams/zoom</p> <p>Staff reminded of need to wear face coverings in staff rooms / communal areas / corridors</p> <p>Staff reminded of room occupancy limits</p>	<p>LL</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>				
--	--	--	--	---	--	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>17. Staff advised to work from home where possible</p> <p>Staffrooms</p> <p>1. Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use.</p> <p>2. Staff remain 2-metres apart from each other whilst eating.</p> <p>3. Staff place own food waste and wrappers in waste bins provided.</p> <p>4. Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.</p>						
<p>Lunch service</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p>	4	4	HIGH	<p>1. Lunch times staggered for different teaching groups.</p> <p>2. Pupils wash hands in their teaching groups before eating.</p> <p>3. Pupils remain in teaching groups and maintain 2-meter social distancing between others when possible.</p> <p>4. Teaching groups kept apart through distancing.</p> <p>5. Plates and cutlery thoroughly washed at 70°C between use.</p>	<p>All children to eat in allocated zones in the hall / classroom at their allocated times.</p> <p>Pupils cannot be early/late going for lunch.</p> <p>Tables and seats in the hall are cleaned and spray cleaned before groups sit and use</p>	<p>LL/MDA</p> <p>All staff</p> <p>MDA</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>and mouth and eating with contaminated hands.</p>	<p>Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>6.Pupils que in their groups at the food servery. 7.Tables cleaned / disinfected by staff between groups 8.Staff wear disposable latex free gloves when serving food and cleaning down 9.Catering contractor provide COVID-19 Risk Assessment to School Principal. 10.Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 11.Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.</p>	<p>Windows and doors are kept open in the hall during the lunch time slot</p> <p>The hall is in zones for tables and use and no bubble will cross paths</p> <p>Kitchen staff are aware of dietary information.</p> <p>Meals are pre-ordered</p> <p>Note PPE. Catering RA to be completed / received.</p> <p>Inform staff of need to wear face coverings whilst in the dining hall and to ensure hands are gelled regularly</p> <p>Parents of children entitled to FSM encouraged to take up offer</p>	<p>MDA</p> <p>MDA</p> <p>Kitchen staff</p> <p>All staff</p> <p>Chartwells</p> <p>LL/MDA</p>				
--	---	--	--	--	---	---	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

						rather than bring in packed lunches					
<p>Break time</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p> <ul style="list-style-type: none"> • Fatality 	4	4	HIGH	<ol style="list-style-type: none"> 1. Breaks staggered in teaching groups to limit numbers in corridors and circulation routes 2. Play equipment cleaned between use by different teaching groups. 3. Segregated group areas using barriers/fencing to avoid groups mixing. 4. Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home. 	<p>Segregate play areas are in place and pupils adhere to this</p> <p>Staggered break times are in place.</p> <p>Play equipment rota in place</p>	<p>LL/ all staff</p> <p>LL</p> <p>LL</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW
<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-meter social distancing from pupils. 2. PPE provided for staff use includes disposable latex free gloves, disposable apron, 	<p>Ensure all staff are reminded how to use PPE.</p> <p>Ensure stocks of PPE is available and kept well stocked</p> <p>Additional PPE to be provided to</p>	<p>LL</p> <p>LL/MD</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>fluid resistant surgical face mask, face visor or safety goggles. 3. Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w 4. Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances. 5. Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6. Temperature check of staff and pupil before providing care. 7. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</p>	<p>EYFS (staff to monitor and re-stock)</p>	<p>LL/EYFS</p>				
<p>Providing first aid Transmission /</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms</p>	4	4	HIGH	<p>1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid.</p>	<p>Ensure all staff are reminded how to use PPE.</p>	<p>LL</p>	<p>September 2020</p>	2	4	ME DIU

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>2.First aiders wash/sanitise hands before and after treating a casualty. 3.Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid. 4.Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5.First aiders instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w 6.When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 7.If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 8.In an emergency 999 to be called and the emergency</p>	<p>Ensure stocks of PPE is available and kept well stocked</p> <p>Ensure contactless thermometers are available & operational</p>	<p>All staff/ MD</p> <p>All staff</p>	<p>Ongoing review and evaluation</p>			
---	---	--	--	---	---	---	--------------------------------------	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>services advised if the injured person is showing COVID-19 symptoms.</p> <p>9. Staff and parents advised not visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms.</p> <p>10. Assessment of First Aid requirements reviewed.</p> <p>11. R15 Try to assist at a safe distance from the casualty as much as you can.</p> <p>12. R15 If the casualty is capable, tell them to do things for you.</p>						
<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and</p>	<ul style="list-style-type: none"> Staff Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Temperature check of staff and pupil before providing administer medication.</p> <p>2. Supervising staff maintain 2m social distance from pupil and other staff assisting.</p> <p>3. Review medication plans to assess if additional PPE requirements for staff administering medication are required.</p> <p>4. Staff in close contact with the child whilst administering medication wear face visors.</p>	<p>Ensure all staff are reminded how to use PPE.</p> <p>Ensure stocks of PPE is available and kept well stocked</p> <p>Ensure contactless thermometers are operational and available</p> <p>Check all asthma / medication plans / needs for</p>	<p>LL</p> <p>All staff/ MD</p> <p>All staff</p> <p>All staff/ LM</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

touching eyes, nose and mouth and eating with contaminated hands.						children attending schools Medicines to be stored in central location/medical fridge if required					
<p>Transport of pupils and staff using school minibus and coach travel.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Vehicle drivers <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>R15 If and when transport restarts for attendance of sports centres and swimming pools</p> <ol style="list-style-type: none"> 1. Transport arrangements discussed with providers, SBMAT and parents. 2. Reduction in any unnecessary travel on coaches and minibuses for children and staff. 3. Checks carried out with transport providers that they do not work if they or a member of their household are displaying any symptoms of coronavirus or have tested positive in the last 10 days. 4. Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. 5. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use. 	NFA – not currently applicable		September 2020 Ongoing review and evaluation	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



					<p>6. Pupils and staff to be kept in teaching groups where possible when using transport.</p> <p>7. Infrared temperature checks of pupils and staff before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>8. Organised queuing and boarding</p> <p>9. Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p> <p>10. Distancing within vehicles wherever possible.</p> <p>11. Staff wear a face visor when working close contact of less than 2 meters with a child/staff cannot be avoided.</p> <p>12. Through ventilation of fresh air (from outside the vehicle) maximised by opening windows and ceiling vents</p>						
--	--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Availability of Equipment and PPE</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points. 2. Latex free gloves available in classrooms and isolation locations and first aid rooms. 3. Face masks with an FFP2 or FFP3 rating available in isolation rooms. 4. Fluid resistant surgical mask available in first aid rooms and classrooms. 5. Face visors or safety goggles available in isolation locations and first aid rooms. 6. Disposable aprons available in isolation locations and first aid rooms. 7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE. 	<p>Ensure all staff are reminded how to use PPE.</p> <p>Ensure stocks of PPE is available and kept well stocked</p> <p>Ensure contactless thermometers are operational and available</p> <p>Masks are available and bags to put these in, visors given to staff who have requested them</p>	<p>LL</p> <p>All staff/ MD</p> <p>All staff</p> <p>LL</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	2	4	MEDIUM
<p>Safely occupying buildings and using equipment that have not been in use for long periods.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Risk to health and safety from poorly maintained building</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2. Valid test, inspection and maintenance of systems and equipment in place. 3. Water fountains removed or covered to prevent use and 	<p>Ongoing necessary H&S checks carried out</p>	<p>MD</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

	<p>systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment</p>				<p>their mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth.</p> <p>4. Fire safety management plans reviewed and checked in line with operational changes.</p> <p>5. Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained.</p> <p>6.R14 Ongoing fire drills carried out with adjustments made for social distancing between pupil groups and staff</p>						
<p>Educational visits</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p>	5	4	VERY HIGH	<p>1. R15 Educational visits are not allowed until government guidance is reviewed</p>	<p>NFA – not currently applicable</p>		<p>September 2020</p> <p>Ongoing review and evaluation</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

touching eyes, nose and mouth and eating with contaminated hands.	Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality										
<p>Music, dance and drama</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. Keeping groups separate (in bubbles) as well as through maintaining social distance between individuals. 2. Playing outside wherever possible 3. Limiting group sizes to suit the space, airflow and 2-meter social distancing when singing, wind and brass instrument playing 4. Positioning pupils when possible seated and positioned back-to-back or side-to-side so that air from instruments does not blow into another person. 5. Avoiding sharing of instruments and identifying designated users through name labels on instruments. 6. Ensuring good ventilation and adequately sized rooms are used . 7. Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school assemblies. 8. R15 Clean and disinfect 	<p>Class signing assemblies to replace singing assemblies</p> <p>Where instruments used, individual users to be identified</p> <p>Cleaning products/wipes to be available in music room</p> <p>Adults to wear masks and visors if songs are being chanted eg phonics.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>instruments between shared use or left unused for 48 hours (72 hours for plastics) between use by different individuals.</p> <p>9. Staff wear a face visor when working close contact of less than 2 meters with a child cannot be avoided.</p> <p>10. Staff that move between classes and year groups, keep their distance from pupils and other staff, ideally 2 metres from other adults.</p> <p>11. Background or accompanying music lowered to avoid raising of voices. Microphones used when available Sharing of microphones avoided.</p> <p>12. Demonstrating partnering work avoided.</p> <p>13. Increased handwashing before and after handling equipment</p> <p>14. Limited handling of music scores and scripts</p> <p>15. Hired equipment cleaned before and after use.</p> <p>16. Latest advice in the DCMS performing arts guidance, followed by schools in local restrictions tiers 1 and 2 when planning indoor and outdoor face to face performance.</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>17. Schools should not host performances with audiences.</p> <p>18. Peripatetic teaching across multiple groups or individuals limited and in accordance with social distancing and staff advised to follow self-isolation guidance when they have COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<ol style="list-style-type: none"> 1. Pupils kept in consistent groups 2. R15 Sports equipment thoroughly cleaned between each use by different individual groups or left unused for 48 hours (72 hours for plastics) between use by different individuals 3. Outdoor sports prioritised where possible 4. Large indoor spaces used where outdoor space is not available. 5. Maximising distancing between pupils. 6. Cleaning/disinfecting of indoor space regularly. 7. Hand washing/sanitising before and after activity. 8. Work with external coaches when safe to do so. 9. Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 10. Only team sports on the list return to recreational team sport framework are provided following a specific COVID-19 risk assessment. 11. R15 Swimming and water safety lessons when opening 	<p>Organise sessions outside as first priority.</p> <p>Children to attend school in PE kit on set PE days</p> <p>Ensure when hall used space is adequately ventilated</p> <p>Ensure any items used are antibacterial sprayed and cleaned or removed for 48/72 hours before being put back into general use.</p> <p>No pupils allowed in the PE cupboard to prevent cross contamination RA to be shared with PPA sports provision</p>	<p>LL</p> <p>Staff/ pupils/ parents</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>LL</p>	<p>September 2020</p> <p>Ongoing review and evaluation</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
--	--	-----------------	-----------------	-------------------------	---	--	--	--	-----------------	-----------------	----------------------

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					up of swimming pools takes place. 12.Competitions between different schools are not allowed.											
Stress	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms</p> <p>Anxiety</p> <p>Excessive drinking</p> <p>Overeating</p> <p>Sleeping poorly</p> <p>Shaking, chills or hot flushes</p> <p>A tingling sensation in your arms or legs</p> <p>Headaches</p> <p>Muscle tension</p> <p>Dizziness</p> <p>High blood pressure</p> <p>Indigestion</p> <p>Constipation or diarrhea</p> <p>Shallow breathing or hyperventilating</p> <p>Affects</p> <p>Poor emotional and physical wellbeing</p>	4	4	HIGH	<p>1.SBMA Stress Policy communicated to all staff.</p> <p>2.Awareness about all types of stress and its causes raised through discussions, literature and training.</p> <p>3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace.</p> <p>4.Opportunities for staff and employees to maintain and promote their health and well-being</p> <p>5.A culture of open communication throughout the organisation</p> <p>6.Good management and team building practices for those with management and supervisory responsibilities</p> <p>7.Supportive environment in which issues and concerns can be raised and dealt with appropriately</p> <p>8.Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations</p>	<p>Wellbeing checks on staff and pupils conducted</p> <p>Open policy of discussion with SLT and referrals to support services can be made.</p> <p>Regular reminders that we are all here to support each other</p> <p>Regular reminders of team work</p> <p>Well-being point of contact appointed</p> <p>Staff given freedom to exercise professional judgements as to curriculum needs of their class</p>	LL	LL	LL	LL	LL	September 2020	Ongoing review and evaluation	2	3	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>9. Appropriate training interventions to help alleviate the stress</p> <p>10. Assist and advise staff suffering from work-related stress</p> <p>11. Internal and external sources of assistance for staff with clearly identified work-related stress issues</p> <p>12. Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme.</p>						
--	--	--	--	---	--	--	--	--	--	--

Close contact means:

R15

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

Risk rating:

1 – 4

Low (acceptable)

No further action required

5 – 9

Medium (adequate)

If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review

10 – 16

High (tolerable)

Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.

17 - 25

Very High (unacceptable)

Do not undertake the activity. Implement immediate improvements