RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Academy: Longford Primary Academy	**Prepared By:** C Leach **Completed By:** L Lawrence	**Date:** 11-10-21
Activity Workplace: Novel Coronavirus (COVID-19) **Revision:** 18 11-10-2021. Schools COVID-19 operational guidance Updated 27 September 2021	**Manager:** L Lawrence	**Next Annual Review Date:** 11-10-2022 or change to guidance

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**
Awareness and understanding Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Pupils • Parents • Visitors • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) on chest or back Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches;	**4**	**4**	**HIGH**	**1.** Staff, pupils, parents, visitors and contractors are advised through verbal and written communication including signs 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 if: a. they currently have Coronavirus (COVID-19) symptoms or b. they have tested positive for COVID-19 and are in their self-isolation period **2.** Staff advised they must self-isolate if they live in the	Revised communication to parents as new guidance released Reminders to parents/visitors on entry/phone call to school PHE & Gov Uk signs in place around school and kept up to date Updates sent to/shared with	LL Office All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**

		shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				same household as someone with COVID-19 or are confirmed by NHS Test and Trace as a close contact of someone with COVID-19, unless any of the following applies: a. fully vaccinated (2 jabs) b. below the age of 18 years and 6 months c. currently part of or have taken part in an approved COVID-19 vaccine trial d. unable to get vaccinated for medical reasons **3.** Staff/pupils advised where any of the following applies: a. fully vaccinated (2 jabs), b. below the age of 18 years and 6 months, c. have taken part in or are currently part of an approved COVID-19 vaccine trial or d. are not able to get vaccinated for medical reasons pupils, when contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test, must do so and inform the school that they have been identified as	staff via meetings and emails Ongoing weekly checks that signs remain visible and up to date Staff to remind pupils about measures in place eg hand washing Staff at gates/doors to remind and reassure parents of actions and measures and refer to Principal/government guidance online Information shared regarding testing sites/procedures School to engage with PHE/T&T/DfE as necessary					

					a close contact and the result of the PCR test. Pupils who are symptom free and staff who meet at least one of point's a. to d. and are symptom free can attend school whilst waiting test results. **4.** R18 Staff and pupils advised they must self-isolate using a quarantine hotel package if they have been in a country or territory on the red list in the 10 days before they arrived in England. 4A. R18 Staff who travel from a non red list country or territory (the rest of the world) must self-isolate if they do not qualify under the fully vaccinated rules, are partially vaccinated or are not vaccinated. Persons under 18 and resident in the UK do not need to quarantine. **5.** Regular GOV.UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff. **6.** COVID-19 risk assessment and revisions communicated	Reminders and updates communicated with parents via newsletters Office to communicate measures with visitors					

					to staff. **7.** Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for vaccinations, hygiene, cleaning, ventilation, testing, self-isolation and disclosure of confirmed cases **8.** Latest PHE Coronavirus (COVID-19) leaflets distributed to staff. **9.** Pupils reminded regularly to tell a member of staff if they feel unwell. **10.** e-Bug resources to teach pupils and parents about hygiene used. **11.** Talks given to children about coronavirus (COVID-19) including hygiene **12.** Pupils with SEND provided with specific help in preparation for changes. **13.** Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus. **14.** Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school. **15.** Arrangements discussed						

					with staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed. **16.** Behaviour policies with rules for hygiene and consequences for poor behaviour communicated to staff, pupils and parents. **17.** R18 Staff informed of the option of wearing face masks/face coverings or face visors when exempt from wearing face coverings in particular settings. **18.** R18 Parents, visitors and contractors informed of the option of wearing masks/face coverings or face visors when exempt from wearing face coverings in particular settings. **19.** 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.						

Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable. **Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.** **Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds** **Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems** **Expectant mothers** Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	• Staff • Pupils Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**5**	**VERY HIGH**	**1.** COVID 19: Individual Risk Assessment completed for staff who fall into these groups: - clinically extremely vulnerable, from a Black, Asian or Minority Ethnic origin (BAME) or pregnant. **2.** CEV staff have their existing COVID 19: Individual Risk Assessment reviewed, and action plan updated and agreed as guidance changes. **3.** Where a child has been confirmed clinically extremely vulnerable (CEV), the school advise that the child should attend unless a medical professional confirms that shielding is required. **4.** Pupils and staff are supported to follow increased good hand hygiene practises through increased communication and facilities/materials. **5.** Pupils are monitored by staff for increased hand hygiene practises. **6.** Monitoring of pupils and staff compliance with clinical advice regarding attending school **7.** Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19)	Identify and liaise with CV/CEV staff to complete and review individual risk assessments Ongoing monitoring and review to ensure up to date guidance is followed, staff feel safe and remain vigilant SENCO to liaise with parents of pupils with care plans to ensure they are in line with covid guidance LL to liaise with parents of pupils who are reluctant to bring their child into school because of medical conditions	LL/all staff SENCO LL/ class teachers	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**5**	**HIGH**

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.					infection. **8.** Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. **9.** Concerns discussed with SLT when shown by staff, pupils, and parents especially for pupils and staff with significant risks. **10.** Staff instructed not to carry out COVID-19 rapid testing of other persons. **11.** Pregnancy risk assessment carried out for new and expectant mothers. 3rd trimester expectant mothers to follow government guidance.						
Travel to and from school Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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	• Staff • Pupils • Parents • Visitors • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms	**4**	**4**	**HIGH**	**1.** Non-essential use of public transport avoided when possible. **2.** Travel alone using own transport / cycle or walk when possible **3.** When the use of shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble, c. wash hands with soap and water or	Information shared with school community Staff to remain vigilant	LL All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**

and mouth and eating with contaminated hands.	Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				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 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, **4.** Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products. **5.** 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: 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. touch as few surfaces 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						
Pupils and staff access and egress and moving around the school Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	• Staff • Pupils • Parents • Visitors • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms	**4**	**4**	**HIGH**	**1.** Infrared temperature checks of pupils and staff carried out where they feel unwell or show symptoms. Testers wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils and staff 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. **2.** Optional for staff to wear face masks / face covering or	Checks to ensure equipment and resources are fully operational and in stock Staff to inform LL of requirements LL to distribute LFD to staff for self-administration 2 x week	MD/ All staff LL	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**

	Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				visors when exempt from wearing a face covering, over the nose and mouth during movement around school and in communal areas and enclosed spaces. **3.** Staff to participate in the schools COVID-19 Lateral Flow Device rapid testing programs.						
Visitors, Parents Delivery drivers Contractors Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Pupils • Parents • Visitors • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.	**4**	**4**	**HIGH**	**General** **1.** Parents, visitors and contractors are asked by school staff if they: a. currently have Coronavirus (COVID-19) symptoms b .have tested positive for COVID-19 in the last 10 days c. have been contacted by NHS Test and Trace and told to self-isolate unless they been double vaccinated and also have a PCR test negative result. Adults who not been double vaccinated must isolate even if they have a PCR test negative result. d. have been in a country or territory on the red list in the 10 days before arriving in England. e. are waiting for COVID-19	Physical (signs) and verbal reminders regarding symptoms and actions to take if symptomatic or close contact Stock of face coverings available to wear (staff/visitors) Communicate up to date guidance with school community and visitors Direct deliveries to appropriate	All staff Office	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**

	Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				PCR test result, unless symptom free and they been double vaccinated. **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. **2.** R18 School guidance on hygiene, optional wearing of face masks / face coverings / face visors when exempt from wearing face coverings over the nose and mouth provided on arrival. **3.** Hand washing/sanitising requested on arrival, before and after using attendance recording devices and using toilets. **4.** Infrared temperature checks carried out on arrival. **5.** Additional COVID-19 control measure training given to school hosts. **6.** Staff optional wearing face masks / face covering / face visors over the nose and mouth during any interaction with parents, contractors, visitors. **7.** Supply of individually	locations to reduce contact Visitors to sign in using Inventry					

					wrapped face masks available at reception for parents, visitors, and staff to wear. **Contractors** **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. **2.** School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. **3.** R18 Contractors encouraged to wear face masks/face coverings/face visors when exempt from wearing face coverings 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. **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 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.** R18 Visitors and parents encouraged to wear face masks/face coverings/face visors- when exempt from wearing face coverings over the nose and mouth whilst inside the building including movement around the building. **Delivery drivers** **1.** Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles. **2. R18** Staff encouraged to wear face masks / face coverings / face visors when exempt from wearing face coverings over the nose and mouth if unable to maintain social distancing from drivers during unloading. **3.** Reduced delivery frequencies by ordering larger quantities less often						

					4. Contactless drop off points for deliveries available **5.** Delivery notes left unsigned						
Asymptomatic staff **Staff, pupils showing Coronavirus infection (COVID-19) symptoms whilst at school.** Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Casualty Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**5**	**4**	**VERY HIGH**	**1.** R18 Staff to carry out COVID-19 Lateral Flow Device rapid testing at home twice per week, 3 or 4 days apart and isolate at home following a positive result and arrange a confirmatory PCR test. **2.** 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. **3.** 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. 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	LL to check stock levels and distribute LFD to school staff Staff to report positive result to LL SLT to remain up to date with lastest guidance LL to share latest guidance with staff Ensure pupil contact details are up to date LL to engage with local outbreak team/PHE where necessary to report cases/advice Ensure necessary protective clothing eg face masks,	LL All staff LL Office LL	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**

					remote drop off of test kits. **4.** 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. Households including siblings should follow PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. Household members who do not have symptoms or have not tested positive and who are fully vaccinated (2 jabs) or aged under 18 years and 6 months, will not be required to self-isolate if they live in the same household as someone with COVID-19. 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. **5.** Staff with conditions that mean they are in a clinically vulnerable or clinically extremely vulnerable health	gloves, aprons in stock Dfe school attendance tracker to be completed daily Location for pupil isolation to be shared with staff	LM LL				

					group avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms. **6.** 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. **7.** 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. **8.** School isolation locations to have a window that can be opened to provide ventilation. **9.** School isolation locations to 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 from suppliers or fluid resistant surgical masks,						

					latex free disposable gloves, disposable aprons, face visor or safety goggles **10.** Staff 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 HSE guidance – using disposable respirators disposable-respirator.pdf **11.** Consideration given to using first aiders to supervise pupils to reduce numbers of staff who need access to PPE. **12.** Staff supervising isolated children remain at least 2 meters from the child. **13.** 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, face visor or goggles, latex free gloves and disposable apron).						

					14. 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/iVVlTBcN5eA **15.** Isolated children advised not to touch people, surfaces and objects. **16.** 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. **17 .**If tissues are not available, children advised to cough and sneeze into the crook of their elbow. **18.** Isolated children use a separate bathroom if available. **19.** Once vacated places of isolation, bathrooms and any other locations such as classrooms or offices used by the person showing COVID-19 symptoms will be 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. **20.** 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. **21.** Staff are to wash their 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. **22.** Staff who have been in close proximity to someone with symptoms should if a. they develop symptoms b. if the symptomatic person subsequently tests positive, unless staff who have been in close proximity are fully vaccinated (2 jabs) c. they have been requested to do so by NHS Test and Trace, unless staff who have been in close proximity are fully vaccinated (2 jabs) d. they have tested positive to an LFD test or a confirmatory PCR test MUST self-isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process. **23.** School ask parents and staff to inform them immediately PCR and LFD positive test results are known. **24.** Parents requested to report positive PCR and LFD test results to NHS Online						

					reporting tool. **25.** Contact made with the DfE Helpline on 0800 046 8687 selecting option 1 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 requests followed by persons who have been in close contact. **26.** GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed. **27.** Record's kept of confirmed cases in children and staff attending the school and contact/close mixing with other cases to monitor for thresholds suggesting a possible outbreak or in-school transmission. **28.** The school will seek advice and support from the health protection team when either 5 pupils/staff or 10% of pupils/staff, who are likely to have mixed closely test positive for COVID-19 within						

					a 10-day period. (See page 46 for examples of close mixing). **29.** Schools seek public health advice if a staff member or pupil is admitted to hospital with Covid-19. This can be via the DfE Helpline on 0800 046 8687 and select option 1 or by contacting the local public health team. **30.** Plan in place for the possibility of an outbreak, reviewing and reinforcing testing, hygiene and ventilation measures and continuity of education. **31.** School provision of remote education equipment and learning resources in accordance with Department of Education guidance.						
Hand and respiratory hygiene Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close	• Staff • Pupils • Parents • Visitors • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees)	**4**	**4**	**HIGH**	**Provision** **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	Checks to be made to ensure hand washing facilities and hand sanitiser are well stocked – staff to notify low levels COSHH assessments	All staff/ MD LM	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**

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.	Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				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 face coverings **8.** PHE “Wash your hands” signs posted in pupil, staff and visitor toilets. **9.”**Catch it, Bin it, Kill it” posters displayed in toilets, classrooms and staff areas. **10.** Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented. **11.** COSHH Assessment for hand sanitiser communicated to staff. **12.** Supply of individual, sealable plastic bags for staff	available for new products Hand washing routine to be embedded into daily practice eg break times, lunch times etc Reminders to staff/ contractors/ visitors regarding availability of masks/ sanitiser etc Lidded bins available in each classroom	All staff				

					to store face coverings between use. **13.** Small contingency supply of face mask / coverings available for staff and visitor optional use. **In Practice** **1.** Staff dispense hand sanitiser gel to pupils. **2.** Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs. **3.** Staff encouraged to wash or sanitise hands, on arrival, before and after donning and removal of face coverings, using signing in and out systems, using the toilet, before breaks, before and after sporting activities, before food preparation, after using shared equipment, before eating any food including snacks, before leaving school. **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, before and after breaks, when using changing rooms, before eating, after using shared equipment, before and after using the toilet. **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. **6.** Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands **7.** Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands. **8.** Face masks / face coverings worn by pupils disposed of in a covered bin on arrival. **9.** Pupils face coverings not allowed in school. **10.** Staff use individual, sealable plastic bags to store face coverings between each use.						

Cleaning **Classrooms** **Shared spaces** **Offices** **Staffrooms** **Meeting rooms** Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils • Parents • Visitors • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs	**4**	**4**	**HIGH**	**General** **1.** Cleaning schedules reviewed and increased cleaning implemented. **2.** Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms. **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. **4.** Bins emptied frequently to suit usage. **5.** Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE. **6.** Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified. **7.** Staff wash hands thoroughly after removing	COSHH for cleaning sprays and anti-bacterial wipes etc as necessary – shared with staff and filed Reminder to staff to keep areas clutter free LL to inform cleaners of additional cleaning requirements LL to inform MD of additional fogging requirements Staff to wipe down surfaces/equipment as necessary	LL All staff LL All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**

					used PPE and using cleaning and disinfecting products. **8.** Cleaning contractor provide COVID-19 Risk Assessment to School Principal. **9.** Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier. **10.** Water fountains cleaned regularly and after heavy use at break and lunch times. **Classrooms** **Shared spaces** **1.** Resources, such as books, and games cleaned regularly. **2.** Toilets cleaned and disinfected following high usage at breaks and lunch times. **3.** Thorough cleaning and disinfecting of rooms and shared spaces at end of the day. **4.** Deep clean using preventative fogging equipment and disinfectant solution at the request of the School Principal or SBMAT Management Team.						

					Offices, Staffrooms, Meeting Rooms **1.** Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables. **2.** Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use. **3.** Shared areas cleared of waste and belongings after use.						
Use of occupied spaces Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Pupils • Parents • Visitors • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath,	**4**	**4**	**HIGH**	**1.** Pupils and staff provided with own stationery to prevent sharing. **2.** Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags. **3.** Resources cleaned before being taken home and on return. **4.** Contactless drop off points used for issue of materials such as stationery supplies. **5.** Outside space used for education where possible following a full and thorough risk assessment.	Pupil resources to be made available to pupils on an individual and group basis Funded CO2 monitors to be installed on arrival Checks to be made to ensure rooms are well ventilated Staff to ensure rooms are uncluttered and clear to ensure	All staff MD All staff/SLT/MD All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**

	tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				**6.** Use of increased space areas when possible. **7.** Ventilation in the building maximised while a comfortable environment is maintained. **8**. Poorly ventilated spaces identified through the use of state funded CO2 monitors and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays. **9.** Mechanical ventilation systems a. adjusted to increase the ventilation rate wherever possible b. adjusted to full fresh air ventilation unless used to ventilate a single room along with an additional fresh air supply. **10.** Natural ventilation a. windows and doors opened without compromising staff or pupil safety. b. windows (high level where available) and external doors	cleaning can take place throughout Record of cover sheet to be held Children to attend school in PE kit on PE days	HW Staff				

					opened enough in cooler temperatures to provide constant background ventilation. c. windows and external doors opened more fully when room is unoccupied to purge the air in the space. d. internal doors (not fire resistant doors) opened to create a throughput of air. **11.** Clothing - additional indoor clothing worn by pupils and staff in cooler temperatures. **12.** Room layout - furniture where possible rearranged to avoid direct drafts. **13.** Heating - used as necessary to ensure comfort levels are maintained in occupied spaces **14.** Where possible actions taken for behaviour management will not involve touching a pupil.						
Use of Offices **Staffrooms** **Meeting rooms** Transmission /	• Staff • Pupils • Parents • Visitors • Contractors Main symptoms	**4**	**4**	**HIGH**	**General** **1.** Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. **2.** Small offices and	2nd staffroom available for staff to use to reduce number within one room at any one time	All staff	September 2021 Ongoing as required and in response to updated	**1**	**4**	**LOW**

Spread of Germs and Novel Coronavirus (COVID-19) 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.	Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				storerooms and cupboards accessed by one person at a time. **3.** Locker rooms, changing areas and toilets avoided when occupied by other persons. **4.** Use of hot desks and workspaces avoided **5.** Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows and for short durations. **6.** Screens used to protect reception staff **7.** Shared equipment cleaned before and after use. **8.** Restrict movement around the school between departments and rooms and use of electronic devices to communicate. **9.** R18 Staff optional wearing of face masks / face coverings / face visors when exempt from wearing face coverings over the nose and mouth encouraged in	Staff to have access to hand gel and sanitiser Staff to use own mugs/lidded cups Anti bacterial wipes/cleaning spray to be made available to staff Consideration as to whether all staff need to get together for meetings Use of school hall for whole school meetings		guidance /cases			

					communal areas, enclosed spaces and when meeting with parents, contractors, and visitors. **10.** Poorly ventilated spaces identified through the use of state funded CO2 monitors and steps taken to improve fresh air flow in these areas. **Staffrooms** **1.** Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use. **2.** Staff place own food waste and wrappers in waste bins provided. **3.** Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.						
Lunch service Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close	• Staff • Pupils • Visitors • Parents • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees)	**4**	**4**	**HIGH**	**1.** Pupils wash hands before eating. **2.** Plates and cutlery thoroughly washed at 70°C between each use. **3.** Tables regularly cleaned / disinfected by staff **4.** Staff wash hands for at least 20 seconds with soap and water before serving	Staff to remind children to wash hands prior to lunch Children to be sent into lunch halls on rota to ensure they do	All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**

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.	Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				food and before/after cleaning down **5.** Catering contractor provide COVID-19 Risk Assessment to School Principal. **6.** Staff optional wearing of face masks/ face coverings / face visors when exempt from wearing face coverings over the nose and mouth encouraged in communal areas. **7.** Water fountains cleaned regularly and after heavy use at break and lunch times.	not become too full MDAs to use walkie talkies to communicate and manage hall levels Tables to be wiped down in between different pupil groups Return to use of classrooms for lunch where additional measures required	MDA				
Break time Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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	• Staff • Pupils • Visitors • Parents • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms	**4**	**4**	**HIGH**	**1.** Play equipment cleaned regularly **2.** Water fountains cleaned regularly and after heavy use at break and lunch times. **3.** Pupils wash hands before and after break time	Staff to embed hand washing routines with pupils Play equipment/areas on rota	All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**

with contaminated hands.	Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma • Fatality										
Providing personal or intimate care to pupils Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Pupils Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties	**4**	**4**	HIGH	**1.** Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care **2.** PPE provided for staff use includes disposable latex free gloves, disposable apron, 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	School intimate care policy to be followed Follow individual pupil plans - Call parents in the first instance if possible Ensure all staff reminded how to use PPE Ensure stocks of PPE maintained Additional PPE to be provided to EYFS	All staff LM EYFS staff	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	MEDIUM

	Asthma Fatality				**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.						
Providing first aid Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Casualty Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.	**4**	**4**	**HIGH**	**1.** Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid. **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	Ensure staff reminded how to use PPE Only qualified first aiders to administer first aid Ensure stocks of PPE well maintained Ensure contactless thermometers operational	All staff LM	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**

	Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				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 services advised if the injured person is showing COVID-19 symptoms. **9.** Assessment of First Aid requirements reviewed. **10.** If the casualty is capable, tell them to do things for you.						

Staff administration of medicines or supervision of pupils who self-administer. Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Pupils Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**4**	**HIGH**	**1.** Review medication plans to assess if additional PPE requirements for staff administering medication are required. **2.** Staff in close contact with the child whilst administering medication have the option to wear face mask / visor. **3.** Staff to wash/sanitise hands before and after administering medication to each pupil. **4.** Medication packaging and equipment used to administer medication cleaned / disinfected after use.	Ensure staff reminded how to use PPE Only qualified first aiders to administer first aid Ensure stocks of PPE well maintained Ensure contactless thermometers operational Check all care plans are up to date and necessary medicines are appropriately stored	All staff LM	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**
Transport of pupils and staff using school minibus and coach travel. Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	• Staff • Pupils • Vehicle drivers Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to	**4**	**4**	**HIGH**	**1.** Transport arrangements discussed with providers, SBMAT and parents. **2.** Checks carried out with transport providers that drivers do not work if they are displaying any symptoms of coronavirus or have tested positive in the last 10 days or have been requested to self-isolate by NHS Test and	Check with transport providers requirements eg do adults require face masks Maintain communication with transport providers	MD	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**

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.	the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				Trace. **3.** Checks carried out to ensure transport providers, as far as possible, follow hygiene/cleaning rules. **4.** Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use. **5.** Infrared temperature checks of pupils and staff who feel unwell or show symptoms 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. **6.** Organised queuing and boarding **7.** Hand washing/use of hand sanitising gel before entering vehicle and again after travel. **8.** Staff optional wearing of a face mask / covering or visor when exempt from wearing a face covering when working close contact of less than 2 meters with an adult cannot be avoided. **9.** Through ventilation of	regarding school cases or cases reported by provider					

					fresh air (from outside the vehicle) maximised by opening windows and ceiling vents.						
Availability of Equipment and PPE Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Pupils Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**5**	**4**	**VERY HIGH**	**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.	Ensure all staff reminded how to use PPE correctly Ensure stocks are well maintained Provide masks as requested by staff/visitors	Office/ MD	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**

Safely occupying buildings and using equipment that have not been in use for long periods.	• Staff • Pupils • Visitors • Parents • Contractors Risk to health and safety from poorly maintained building 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	**5**	**4**	**VERY HIGH**	**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 mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth. **4.** Fire safety management plans reviewed and checked in line with operational changes. **5.** Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. **6.** Ongoing fire drills carried out.	Ongoing – necessary H&S checks carried out	MD	September 2021 Ongoing as required and in response to updated guidance /cases	**1**	**4**	**LOW**
Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	• Staff • Pupils • Parents Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to	**5**	**4**	**VERY HIGH**	**1.** COVID-secure measures in place at the destination. **2.** Full and thorough risk assessments prior to the trip. **3.** Obtain and follow wider advice on visiting indoor and outdoor venues.Outdoor Education Advisory Panel (OEAP). **4.** R18 Ensure that any new bookings have adequate	Request copies of RA from activity provider Maintain contact with provider leading up to and directly after visit	Class teacher /MD	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**

Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				financial insurance protection in place.	Seek further guidance where necessary					
Music, dance and drama Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Pupils • Visitors • Parents • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath,	**5**	**4**	**VERY HIGH**	**1.** Use of outside space wherever possible **2.** Ensuring good ventilation and adequately sized rooms are used **3.** Clean and disinfect instruments between shared use **4**. Close contact demonstrating partnering work avoided. **5.** Increased handwashing before and after handling equipment **6.** Limited handling of music scores and scripts **7.** Hired equipment cleaned before and after use. **8.** Latest advice in	Children sit in rows for singing in the hall Year groups to be allocated instruments to reduce wider school contacts Cleaning/wipes to be made available in music room	All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**

	tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				the DCMS performing arts guidance **9.** Peripatetic teaching staff across multiple groups or individuals 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						
Physical activity Transmission / Spread of Germs and Novel Coronavirus (COVID-19) 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.	• Staff • Pupils • Visitors • Parents • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms	**5**	**4**	**VERY HIGH**	**1.** Sports equipment thoroughly cleaned regularly **2.** Outdoor sports prioritised where possible **3 .**Large indoor spaces used where outdoor space is not available. **4.** Cleaning/disinfecting of indoor space regularly. **5.** Hand washing/sanitising before and after activity. **6.** Work with external coaches when safe to do so. **7.** Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. **8.** R18 Cross-school competitions to be risk assessed prior to the event with consideration given to	Children to attend school in PE kit on PE days Ensure that when hall is used space is adequately ventilated Pupils not to enter PE cupboard – staff only	Children/parents All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**4**	**MEDIUM**

	Respiratory infection Breathing difficulties Asthma Fatality				the prevalence of COVID-19 in the schools participating. **9.** R18 Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators to be followed.						
Stress	• Staff • Pupils Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating Affects Poor emotional and physical wellbeing	**4**	**4**	**HIGH**	**1.** SBMAT Stress Policy communicated to all staff. **2.** Awareness about all types of stress and its causes raised through discussions, literature and training. **3.** Changes to work-related practices to reduce the factors which may lead to stress in the workplace. **4.** Opportunities for staff and employees to maintain and promote their health and well-being **5.** A culture of open communication throughout the organisation **6.** Good management and team building practices for those with management and supervisory responsibilities **7.** Supportive environment in which issues and concerns can be raised and dealt with appropriately **8.** Guidance for managers to assist in the sensitive	Wellbeing checks on staff and pupils Open policy of discussion with SLT and referrals to services as necessary Regular reminders that we are here to support each other Well-being point of contact established Meetings and agendas organised in advance including phase meetings	SLT All staff	September 2021 Ongoing as required and in response to updated guidance /cases	**2**	**3**	**MEDIUM**

					management of staff likely to encounter stressful situations **9.** Appropriate training interventions to help alleviate the stress **10.** Assist and advise staff suffering from work-related stress **11.** Internal and external sources of assistance for staff with clearly identified work-related stress issues **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.	Consideration as to whether whole school meetings required					

Close contact means:
A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- 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

Examples of close mixing:

- A form group or subject class
- A friendship group mixing at break times
- Sports team
- A group in an after-school activity
- A private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- Staff and children taking part in the same class or activity session together
- Children who have slept in the same room or dormitory together

The level of risk is calculated by:

The likelihood	**x**	***The Consequence***	
1- Very unlikely		*1- Insignificant*	*(no injury)*
2- Unlikely		*2- Minor*	*(minor injury needing first aid)*
3- Fairly likely		*3- Moderate*	*(up to 3 days absence)*
4- Likely		*4- Major*	*(more than 3 days absence)*
5- Very likely		*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*