

Activity/ Situation	COVID Secure Arrangements from 1 st September 2021			
Location	West Park Primary School			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
Hazard(s)	<ol style="list-style-type: none"> 1. Contact Between Individuals 2. Inadequate Cleaning/Sanitising 3. Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors 4. Site User Becoming Unwell 5. Site User Developing Symptoms 6. Inadequate Hand Washing/Personal Hygiene 7. Inadequate Personal Protection & PPE 8. Visitors, Contractors & Spread of Coronavirus 9. Inadequate Ventilation 10. Travel 11. Pupil Learning and Wellbeing is Adversely Impacted 			
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				

Control Measures	Additional Information	Yes	No	N/A
1. Contact Between Individuals				
It is no longer necessary to keep children in consistent groups ('bubbles').		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contingency plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period.	Any decision to recommend the reintroduction of bubbles will not be taken lightly and will take into account the detrimental impact on delivery of education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
While guidance states that pupils can mix with other classes and year groups (such as in assemblies and at playtimes and lunchtimes), in line with updated guidance from local Public Health teams, schools will consider reducing the number of mixed year groups and classes as much as possible to mitigate the risk of transmission of COVID.	Where possible, schools will consider suspending whole school events such as assemblies and consider staggering playtimes and lunch times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place.	You should speak to your visit provider, commercial insurance provider, the Risk Protection Arrangement (RPA) to assess the protection available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake educational day visits.	Schools should undertake full and thorough risk assessments in relation to all educational visits and ensure that any Public Health advice, such as hygiene and ventilation requirements is included as part of the risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 1 st September, schools can undertake international educational visits that have previously been deferred or postponed and organise new international visits for the future.		In line with current Public Health advice (November 2021), due to rising cases, schools should carefully consider whether educational trips and residential visits should go ahead. Where these are deemed essential, they should be to COVID-secure premises only. Transport arrangements (including the duration of the journey), and sharing overnight accommodation increase the chance of transmission and therefore should be considered as part of the risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
	Schools should be aware of government policy in relation to travelling abroad and ensure that any updates are taken into consideration and that this subject to change. Any changes could take affect during a visit and schools must comply with international travel legislation and should have contingency plans in place to account for these changes.			
School has resumed all before and after-school educational activities and wraparound childcare for pupils.	More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff undertaking home visits will do so on a case-by-case basis and only,</p> <ol style="list-style-type: none"> 1. if absolutely necessary 2. where an electronic form of communication is not appropriate and, 3. upon consideration of the following; <ul style="list-style-type: none"> • Risk to the pupil • Risk to family • Risk to the member of staff • Social distancing and hygiene measures • Statutory responsibilities including safeguarding. <p>Staff to contact the family prior to the visit to ascertain who will be in the home at the time of the visit, whether any member of the household is suffering from symptoms of COVID-19, and to ensure no loose animals. Where they report no COVID-19 symptoms, no PPE is required as such, but a 2-metre distance will continue to be maintained. Staff may also wish to use a face covering. Good basic hygiene - handwashing or sanitiser before</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
<p>and after the visit should be followed and staff advised not to touch their face during the visit.</p> <p>Where it is not possible to ascertain whether any member of the household is suffering symptoms of COVID-19 prior to face-to-face contact, steps will be taken to mitigate risk. These could include;</p> <ul style="list-style-type: none"> • Knocking on the front door or ringing the doorbell and then stepping back to a distance of at least 2 metres. <ul style="list-style-type: none"> • Taking PPE as a precautionary measure such as face coverings and gloves. <p>Schools must ensure procedures are in place and adhered to in relation to tracking staff who are undertaking home visits and the protocol to follow in an emergency or where there are concerns for staff welfare.</p>				
2. Inadequate Cleaning/Sanitising				
<p>A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place. Toilets are also cleaned more regularly.</p>	<p>Cleaning of non-healthcare settings outside the home</p> <p>Additional cleaning at lunchtime has been secured with Hartlepool Local Authority.</p> <p>Teaching staff, support staff and site manager support regular cleaning of areas</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Surfaces that are touched frequently such as electronic entry systems, screens/keypads, kettles, taps, handrails, light switches etc. are regularly sanitised particularly first thing in the morning and where possible after each use.</p>	<p>Each room to have disposable gloves and disinfectant spray available to clean resources or surfaces where required or if a pupil or member of staff coughs or sneezes onto a piece of equipment or surface. Access to chemicals is restricted. Disposable gloves and cleaning cloths to be disposed of correctly. Please see PPE section of this risk assessment for correct waste disposal information.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
Bins for tissues and other rubbish are emptied throughout the day. Consideration given to purchasing pedal-activated lidded bins. Bins will have disposable bin liners in them. Please see PPE section of this risk assessment for correct waste disposal information.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Staff should undertake twice-weekly home tests (LFDs), until national guidance suggests otherwise and staff will be notified via the Trust. If asked to do so, staff should test more frequently, for example in response to a COVID outbreak or if advised to by Public Health.	Testing remains important in reducing the risk of transmission of infection within schools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close contacts will be identified via NHS Test and Trace.	Education settings will no longer be expected to undertake contact tracing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case (and/or their parent) specifically identifies the individual as being a close contact.	NHS Test and Trace will work with the positive case and/or their parent, to identify close contacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply;</p> <ul style="list-style-type: none"> • They are fully vaccinated • They are below the age of 18 years and 6 months • They have taken part in or are currently part of an approved COVID-19 vaccine trial • They are not able to get vaccinated for medical reasons <p>Staff who do not need to isolate, and children aged under 18 years and 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>	<p>All pupils, parents and staff are recommended to follow national guidance for household with possible or confirmed coronavirus infection Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk). Individuals will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. All individuals should be encouraged to take a PCR test if advised to do so. Where staff are identified as a close contact by NHS Test and Trace and are not double vaccinated, they will be required to self-isolate as per government guidelines. In line with current Public Health advice, where staff have been identified as a close contact and have been for a PCR, where this is negative it is recommended that staff return to work, but undertake a daily lateral flow test for seven days, only attending school if these tests are negative.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
<p>Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so unless they meet the criteria for contacts who are not required to self-isolate from 16th August 2021 (see above).</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p>	<p>Schools must remain vigilant to ensure the risk of spread is minimised as far as possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend school, given the potential risk to others. However, if a parent or carer insists on a pupil attending school, the Headteacher can take the decision to refuse the pupil if in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	<p>A decision to refuse entry needs to be carefully considered in light of all the circumstances and current Public Health advice.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If there is a substantial increase in cases, the thresholds below (whichever comes first), can be used by schools as an indication for when to seek public health advice;</p> <ul style="list-style-type: none"> • 5 children, pupils, or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>At the point of reaching a threshold, schools should review and reinforce the testing, hygiene and ventilation measures that are already in place. Schools should then consider;</p> <ul style="list-style-type: none"> • Whether any activities could take place outdoors • Ways to improve ventilation indoors, where this would not significantly impact thermal comfort • One-off enhanced cleaning focussing on touch points and shared equipment 	<p><u>Examples of Close Mixing</u></p> <p>For Early Years this could include;</p> <ul style="list-style-type: none"> • A nursery class • A friendship group who often play together • Staff and children taking part in the same activity session together <p>For Schools this could include;</p> <ul style="list-style-type: none"> • A class group or subject class (e.g. intervention class) • A friendship group mixing at playtimes • A sports team • A group in an after-school activity <p>For residential visits, pupils who have slept in the same room or dormitory together.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


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<p>A Director of Public Health may give schools advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that thresholds for extra action may be higher than set out above. They may also advise school to take some other measures than those listed above.</p>				
<p>Schools should seek Public Health advice if a pupil or member of staff is admitted to hospital with COVID-19.</p>	<p>Hospitalisation could indicate increased severity of illness or a new variant of concern. In this instance, schools may be offered Public Health support on managing risk assessments and communicating with staff and parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Schools should ensure that key contractors are aware of the school's control measures and safe ways of working.</p>	<p>Further information is available in the guidance on Supporting pupils with medical conditions at school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Since 1st April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no longer advised to shield. From 19th July 2021, social distancing no longer applies in England and the UK government is no longer instructing people to work at home if they can. Despite this, CEV staff are at an increased risk of severe illness from COVID-19. CEV staff are strongly advised, as a minimum, to follow the same guidance as everyone else. They may also wish to think particularly carefully about additional precautions they can continue to take.</p>	<p>Headteachers should undertake an individual risk assessment for their staff who are defined as clinically extremely vulnerable to identify what additional precautions can be taken to minimise the risk of infection. This Individual Risk Assessment should be regularly be reviewed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pregnant women are in the 'clinically vulnerable' category.</p>	<p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A covid19 virus infection and pregnancy</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
<p>For those staff who are pregnant, are under 28 weeks gestation but who have underlying health conditions, then a risk assessment must be done in conjunction with the Headteacher and occupational health provider. Expectant mothers should only continue to attend a physical workplace where the risk assessment advises it is safe to do so. Schools are required to support expectant mothers with any risk mitigations arising from the risk assessment to reduce the risk of infection as far as possible. Where this is not the case, then suitable alternative working arrangements should be explored.</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>We currently advise, due to the increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3rd trimester who are not double vaccinated do not attend a physical workplace. Therefore, from now on pregnant employees in their 3rd trimester who are not double vaccinated should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who meet the criteria and have reached the start of their 28th week of pregnancy.</p>	<p>Expectant mothers who are double vaccinated can attend a physical workplace however should only do so where the risk assessment advises it is safe. Schools are required to support expectant mothers with any risk mitigations arising from the risk assessment to reduce the risk of infection as far as possible. Where this is not the case, then suitable alternative working arrangements should be explored. The Trust's HR Manager can provide advice and guidance on this.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In line with current Public Health advice, schools should consider reducing the risk of transmission of COVID between staff as much as possible by returning to social distancing in staff rooms and when meeting other staff.</p>	<p>Schools should return to virtual meetings where distancing and ventilation cannot be maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious, you may need extra systems in place to support staff wellbeing.</p>	<p>Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools are encouraged to promote the benefits of both flu and COVID vaccinations to staff not yet fully vaccinated, as well as boosters once staff become eligible.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Site User Becoming Unwell				

Control Measures	Additional Information	Yes	No	N/A
<p>If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice. The household (including any siblings) should follow the Public Health stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	<p>Symptoms of coronavirus (COVID-19)</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p>	<p>Areas available:</p> <ul style="list-style-type: none"> - Deputy heads office - School enclosed reception area (with open doorway) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>Cleaning carried out by LA cleaning team or school site manager</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary.</p>	<p>PPE packs are available from the school office. They are also located in the Deputy Heads office and within the school entrance area.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The area around the person with symptoms should be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</p>	<p>COVID-19: cleaning of non-healthcare settings guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When cleaning the affected area, aprons and disposable gloves are worn. Using disposable cloths, paper roll and/or disposable mop heads, the hard surface (e.g., floor, chairs, door handles and sanitary fittings) is cleaned using warm soapy water. The surface is then disinfected with normal disinfectant used in schools, or a normal household disinfectant, with particular attention paid to frequently touched areas such as bathrooms, grab rails and door handles.</p> <p>If there is a visible contamination of bodily fluids, then the person undertaking the cleaning should consider the need for additional PPE to protect the eyes, mouth, and nose. After cleaning is completed, all PPE should be removed properly (see PPE section of this risk assessment), double-bagged, along with the used disposable cloths and mop heads,</p>	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Guidance states;</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. <p>or</p> <ul style="list-style-type: none"> • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
<p>then stored securely for 72 hours then disposed of in the normal waste (See inadequate cleaning section of this risk assessment).</p> <p>Staff must avoid mixing cleaning products together as this can create toxic fumes and creating splashes and spray while cleaning. If items cannot be cleaned using detergents or laundered (such as upholstered furniture), then steam cleaning should be used.</p>	<p><u>or</u></p> <ul style="list-style-type: none"> if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. 			
<p>Public areas where a symptomatic individual has passed through and spent minimal time (such as corridors), but which are not visibly contaminated with bodily fluids will be cleaned as normal.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p>	<p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Site User Developing Symptoms				
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test (PCR), if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can have a PCR test if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Primary age pupils (those in year 6 and below) do not need to undertake asymptomatic LFD testing.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately and arranges to get a confirmatory PCR test to check if they have COVID-19. Whilst awaiting the confirmatory PCR result, the individual and close contacts should continue to self-isolate.	Anyone who develops symptoms of COVID-19 must stay at home and not go into work, school, attend public places or use public transport or taxis. If anyone needs to leave their home to attend a test site, they must wear a face covering, stay at least 2 metres apart from other people who they do not live with and return home immediately afterwards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.	<p>The isolation period includes the day the symptoms started (or the day the test was taken if asymptomatic), and the next 10 full days. For example, if symptoms started at any time on the 15th of the month (or the first positive COVID-19 test was taken on the 15th if asymptomatic), the isolation period ends at 23:59 hrs on 25th of the month.</p> <p>If anyone who was asymptomatic and tests positive subsequently develops symptoms, a new 10 day isolation period should be started by counting 10 full days from the day following your symptoms onset.</p> <p>A return to a normal routine can happen and self-isolation can stop after 10 full days if symptoms have gone, or if the only symptoms are a cough or anosmia which can last for several weeks. If a temperature remains after 10 days or you are otherwise unwell, then stay at home and seek medical advice.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.	When to self-isolate and what to do - Coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including;	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
<ul style="list-style-type: none"> when they arrive at the school when they return from breaks when they change rooms before and after eating After using the toilet After coughing and/or sneezing <p>Everyone should be reminded not to touch their face (eyes, nose, mouth) with hands that are not clean.</p>				
<p>Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans.</p>		☒	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.</p>	Not applicable at this time, control measure noted.	☒	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered.</p>	Not applicable at this time, control measure noted.	☒	<input type="checkbox"/>	<input type="checkbox"/>
<p>Help given to pupils with complex needs to clean their hands properly.</p>		☒	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them.</p>		☒	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap & water for a minimum of 20 seconds. Hands must be dried [properly to prevent infection and drying out. Hand dryers can be used, however in the event of a substantial rise in cases in school, they must be disabled until a deep clean can be undertaken.</p>	Parents/carers to be advised to use appropriate hand moisturisers at home due to allergy risk.	☒	<input type="checkbox"/>	<input type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is very important and is promoted regularly. Pupils are also reminded that if a tissue is not at hand, then they should sneeze or cough into the crook of their arm. The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</p>	 <p>Sign are placed around school, in each phase.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
School has embedded hand washing routines and the 'catch it, bin it, kill it' approach into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them. Pupils understand the need to follow these routines and this is now part of how the school operates.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly. Hand sanitiser is available at the school entrance for people to use when entering and leaving the school building and they are encouraged to use it.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol-based hand cleansers because of the risk of ingestion. Where staff and visitors use their own gel, it should have the same alcohol content as that provided by school.	Skin friendly cleaning wipes can be used as an alternative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use.	Stock check conducted weekly by office staff and site manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room.	See 'Inadequate Personal protection & PPE' section of this risk assessment for rubbish mangement and disposal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring arrangements are in place to ensure that supplies of liquid soap, handtowels, toilet roll, bin bags and sanitiser are maintained throughout the day.	The Headteacher will ensure that this responsibility is allocated to an appropriate person, e.g. a caretaker and that this person knows and understands the requirements of this responsibility. Stock check conducted weekly by office staff and site manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Inadequate Personal Protection & PPE				
Current Public Health advice is that face coverings are advised for staff and visitors in communal areas. However, although the government has removed the requirement to wear face coverings in law, it expects and		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
recommends that they are worn in enclosed and crowded spaces where someone may come into contact with people they don't normally meet.				
If there is a substantial increase in the number of positive cases in school, a director of Public Health might advise that face coverings should temporarily be worn in classrooms (by staff and visitors, unless exempt).	This is covered in the Outbreak Management Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>The benefit of using a transparent face covering to aid communication should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean it is less breathable than layers of cloth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to such individuals, are exempt from any recommendation to wear face coverings in school settings.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If an individual displays symptoms of COVID-19 while in school, staff may need the following PPE;</p> <ul style="list-style-type: none"> • Fluid resistant surgical masks (also known as Type IIR) • Disposable gloves 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
<ul style="list-style-type: none"> • Disposable plastic aprons • Eye protection (such as a face visor or goggles) <p>How much PPE staff need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have;</p> <ul style="list-style-type: none"> • A face mask should be worn if you are in face-to face contact • If physical contact is necessary, then gloves, an apron and a face mask should be worn • Wear eye protection if a risk assessment determines that there is a risk of fluid entering the eye such as from coughing, spitting or vomiting 				
<p>When PPE is used, it is essential that it is used properly. This includes scrupulous hygiene and following guidance on how to put PPE on and take it off safely.</p> <p>Face masks should;</p> <ul style="list-style-type: none"> • Cover both the nose and mouth • Not be allowed to dangle round the neck • Not be touched once put on, except when carefully removed before disposal • Be changed when they become moist or damaged • Be worn once, then discarded – hands should be cleaned after disposal 	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/932687/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911311/PHE_Putting_on_PPE_Standard_infection_control_procedures.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911312/PHE_Taking_off_PPE_standard_infection_control_procedures.pdf</p>	☑	☐	☐
<p>PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs).</p>		☑	☐	☐
<p>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive the care in the same way, including any existing routine use of PPE. In these circumstances, no additional PPE is necessary</p>	<p>These issues will be child-specific and individual responses will be required. Staff should continue to review and update risk assessments accordingly.</p>	☑	☐	☐

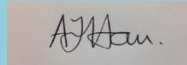
Control Measures	Additional Information	Yes	No	N/A
<p>because these are non-symptomatic children and so the risk of viral transmission is very low. However, schools should consider whether staff have access to frequent opportunities to wash their hands when providing this care. Appropriate cleaning arrangements should also be maintained with a particular focus on frequently touched surfaces.</p>				
<p>First aid care should be administered in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have COVID-19 symptoms.</p>		☒	☐	☐
<p>Used PPE should be placed in a refuse bag and can be disposed of as normal domestic waste. Used PPE should not be put in a recycling bin or dropped as litter. If the wearer has symptoms of COVID-19, disposal of used PPE and other waste (such as disposable cloths and used tissues) then this should be;</p> <ol style="list-style-type: none"> 1. Put in a plastic rubbish bag and tied when full 2. This plastic bag should be then placed in a second bin bag and tied 3. This should be put in a suitable and secure place (away from children) and marked for storage until the individual's test results are known. <p>If the individual tests negative, then this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed, then this waste should be stored for 72 hours before disposal with the normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as category B infectious waste. In these circumstances you must;</p> <ul style="list-style-type: none"> • Keep it separate from other waste • Arrange for collection by a specialist contractor as hazardous waste 		☒	☐	☐
<p>8. Visitors, Contractors & Spread of Coronavirus</p>				

Control Measures	Additional Information	Yes	No	N/A
Current Public Health advice is that schools should limit visitors to school as much possible and allow them to take place only where they are deemed essential. Essential key contractors and visitors are made aware of the school's control measures and ways of working.	Schools should carefully consider whether events that bring parents/carers into school can be managed safely or should return to online arrangements. If schools decide to go ahead with in-school events, then they should encourage parents and carers to take a lateral flow test before attending.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on is explained to visitors and contractors on or before arrival.	Site manager ensures contractors or updated and provided with the most recent risk assessment. If contractors are arranged by Ad Astra Estates manager, he will provide a copy of our risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.	Site manager ensures that this is adhered to in all circumstances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures.	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Inadequate Ventilation				
<p>When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment maintained. Schools should identify and poorly ventilated spaces and takes steps to improve air flow in these areas, particularly when holding events where visitors, such as parents are on site e.g., school plays.</p> <p>Schools need to balance the need for ventilation with maintaining a comfortable temperature.</p>	<p>This can be achieved by a variety of measures including:</p> <p>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Where mechanical ventilation systems exist, schools should ensure that they are maintained in accordance with the manufacturers recommendations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
<p>Schools need to balance the need for ventilation with maintaining a comfortable temperature. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). • Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal. • natural ventilation using outdoor air – opening windows - in cooler weather where the school heating system is activated, windows should be opened just enough to provide constant background ventilation (trickle ventilation rather than fully open) and opened more fully during breaks to purge the air in the space. Internal doors can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation, however schools cannot rely solely on the latter – natural air from opening windows should be enabled where it is available. • natural ventilation – if necessary external opening doors may also be used (provided this does not compromise safeguarding measures and as long as they are not fire doors and where safe to do so). 	<p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</p> <p>Fire doors must not be propped open unless they have a self-closing hold open device fitted.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where possible, occupied room windows should be open. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p>	<p>Consideration given to only opening every other window instead of all windows when the heating is activated.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
<ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. rearranging furniture where possible to avoid direct draughts. 	<p>When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air (desk fans are pointed away from people and pointed at walls etc).</p> <p>Communicate with parents / carers to ensure pupils wear appropriate clothing for school.</p>			
<p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. If school needs to use additional heaters, they only use sealed, oil filled electric heaters.</p>	<p>Electric fan heaters used sparingly due to increased fire and electrical risk.</p>	☒	☐	☐
<p>Keep toilet ventilation in operation as much as possible while building is occupied.</p>		☒	☐	☐
10. Travel				
<p>Parents are reminded to be aware of travel restrictions if travelling abroad and to bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon their return. Staff must not travel abroad where they are required to quarantine and self-isolate upon their return, and not be available to attend work as scheduled. The only exception to this is where there is a family emergency or the death of a family member outside of the UK.</p>	<p>Latest government travel guidance should be consulted.</p>	☒	☐	☐
<p>Staff, parents and pupils are encouraged to use individual vehicles, walk or cycle to school wherever possible and to avoid public transport. However, where this is not possible and public transport has to be used to get to and from school, the government expects and recommends that face coverings are worn in enclosed and crowded spaces where individuals may come into contact with people they don't normally meet (unless exempt).</p>		☒	☐	☐
<p>Parents, pupils and staff must not travel on public transport if they have symptoms of COVID-19 (even if mild), they are self-isolating or have been told by the NHS Test and Trace Service to self-isolate.</p>		☒	☐	☐

Control Measures	Additional Information	Yes	No	N/A
<p>When travelling on school transport the following risk mitigation factors are observed;</p> <ul style="list-style-type: none"> • Windows are opened to improve ventilation, where it is possible and safe to do so • Hands will be washed or sanitised regularly • Pupils and staff are reminded not to touch their face and to cover their mouth and nose with a tissue or the inside of the elbow when coughing or sneezing • While waiting for transport to arrive stay outdoors, rather than indoors, where possible and safe to do so • Waste is disposed of safely • Staff wear a face covering 	Information communicated to staff and parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pupil Learning and Wellbeing is adversely impacted				
Schools will work with parents to ensure all children of compulsory school age attend school regularly. Interventions will be implemented where there are concerns about the attendance of individual pupils.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Useful links and sources of support to promote and support pupil mental health and wellbeing will be utilised to help pupils where they are experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.	https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges Continued high profile on School Development Plan and within weekly planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools should maintain their capacity to deliver high-quality remote education or the 2021/22 academic year including for pupils who are abroad and facing challenges to return due to COVID-19 travel restrictions for the period they are abroad. Schools should work collaboratively with families and put in place reasonable adjustments so that pupils with SEN (Special Educational Needs) can successfully access remote education.	The remote education provided should be equivalent in length to the core teaching pupils would receive in school. https://get-help-with-remote-education.education.gov.uk/ Continued use of “Remote Learning Plan” – available on the school website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Control Measures		Additional Information		Yes	No	N/A
What is the level of risk for this activity/situation with existing control measures				High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
ACTION PLAN (insert additional rows if required)		To be actioned by				
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name		Date		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment				High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	Mandy Hall	Signature(s):				
Position(s):						
Date:	22 nd November 2021	Review Date:	1 st January 2022			
Distribution:						

Control Measures	Additional Information	Yes	No	N/A
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<i>Risk rating</i>	<i>Action</i>
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely		Minor					
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD