

This **Risk Assessment** is intended to **supplement** our existing school Risk Assessments, and provides additional information around the risks presented as a result of Covid-19, and must be considered as part of normal school activities and procedures. This Risk Assessment will be updated as necessary, but should be reviewed on a monthly basis in school to ensure the risks are being appropriately managed and controlled.

Version	Updates include
v1.8	<p>First Aid Section updated:</p> <p>Where emergency resuscitation is required, do so under the advice of the Emergency Services, and use PPE as appropriate.</p> <p>Mouth to Mouth resuscitation of adults is to be avoided, but if given the mouth and nose of the patient should be covered loosely with a cloth. Where mouth to mouth resuscitation is given to a child, this should be carried out by an adult who does not have any underlying condition, and who is paediatric first aid trained.</p>
v1.7	<p>New Section Added: Face Coverings - In line with Government guidance, it is not recommended that face coverings are necessary and schools have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances (eg where social distancing cannot be maintained or there is a mixing of 'bubbles').</p> <p>Face coverings are required on public transport and are recommended for operated school buses.</p> <p>Where face coverings are used they should be safely stored (preferably in a sealed plastic bag) by the wearer when not being worn, nor shared or handled by others</p> <p>Please consider carefully the needs of those who are unable to wear a face covering for medical reasons, and put in place measures which help to mitigate the risks of not doing so.</p> <p>Face coverings may require more widespread use in the event of local outbreaks in areas defined as areas of national government intervention</p>
V1.6	<p>Lobby & Main Reception, Entry and Exit to and from classrooms and around and around the site, Arrival and Departure - Added "Encourage hand washing or hand sanitisation from all colleagues, students and visitors as they enter the school."</p> <p>RLT Staff - updated to include: Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff</p>

	<p>as much as they can, ideally 2 metres from other adults.</p> <p>Classroom - updated to include; Establish and maintain appropriate ‘bubbles’. These should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children, wherever possible recognising that if adults can do this when circumstances allow that will help. In particular, colleagues should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>New section; Classroom Resources - Risk of transfer of virus from different users of resources and Equipment For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Vulnerable Persons - updated to add: Ensure both Clinically Extremely Vulnerable and Clinically Vulnerable colleagues take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing and that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p>
<p>V1.5 06072020</p>	<p>References to 2m changed to include ‘where possible’ for adults in relation to contacts with pupils.</p> <p>Movement of People - extended to specifically identify; Measures in place to ensure that changeover period between lessons/break and lunchtimes are adequate to ensure than group/bubbles do not mix</p> <p>Substances hazardous to health - updated to ensure extra care given the higher number of people on school site post Sep 20</p> <p>Fire Safety - updated to reflect the planning required to avoid mixing groups in the event an evacuation, both during evacuation and at muster points. Fire Safety - added to include; evaluate suitable exit routes and pathways for each ‘bubble’, and the controlled method of re-entering the buildings.</p>

	<p>RLT Staff - amended to reflect working from home where appropriate.</p> <p>Classroom - amended to reflect 2m distancing “where possible” between children and “When working with younger children in particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone”</p> <p>Lobby/Main Reception - added; “Consider the use of screens and face coverings.”</p> <p>Entry and Exit from School - added; “Consider staggered start and end times for the school day, and waiting/play areas for the ‘bubble’ groups”</p> <p>Grounds - amended: “Discourage use of cars and car parks by parents and visitors”</p> <p>Driving for Work- added: Where vehicles are used, they must be thoroughly cleaned or left unused for 72 hours.</p> <p>Vulnerable People - added: BAME</p> <p>Routine H&S - added: Ensure all the usual checks following a period of closure are completed</p>
v1.4	<p>First Aid - Section amended from “.....using suitable chemical waste receptacle taken from site using a licensed chemical waste remover.” to “In accordance with routines described under ‘Waste Management”</p> <p>New Section Added; ‘Waste Management’ to include detail on how to handle PPE and other waste used when dealing with staff or pupils display symptoms.</p> <p>New Section Added: ‘Staff or Students with Asthma’</p>
v1.3	<p>Toilets - use of hand dryers is changed. Hand dryers are ok for use as long as they are automatic and where button operated users are reminded to use their elbow to turn them on and off. Particular care needs to be taken when using hand dryers requiring you to insert your hands into them or they have trays (eg Dyson Airblades, Crocodile or Mitsubishi). Use of these types of hand dryers should be discouraged as there is risk of contact with the dryer surface areas when drying hands, which may have contamination, and must be cleaned thoroughly</p> <p>Substances Hazardous to health - Alcohol based Hand Gel; alcohol is flammable. Containers must be stored away from sources of heat or ignition. When used ensure that hand sanitiser is completely dry and evaporated before touching items or coming near sources of ignition</p>
V1.2	<p>Addition of section outlining Covid-19 Symptoms</p> <p>RLT Staff - addition of guidance for Vulnerable or BAME colleagues</p>

	<p>Cleaning - addition of requirement to ensure supplies of tissues Classrooms, Lobby and Main Reception - addition of requirement to use windows for ventilation and stop use of water fountains Movement of people - addition of the use one-way systems or priority routes Toilets - do not permit the use of air hand dryers</p>

Recognised Covid 19 Symptoms:

a new continuous cough or fever or anosmia.

Anosmia is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked.

Initial Risk	Existing Risk Assessment	Identified additional new hazards caused by Covid 19	New and additional control measures required	Level of Residual Risk (L, M, H)	Review Date / Initial
H	Face Coverings	Use of face covering to reduce risk of transmission	<p>In line with Government guidance, it is not recommended that face coverings are necessary and schools have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances (eg where social distancing cannot be maintained or there is a mixing of 'bubbles'.</p> <p>Face coverings are required on public transport and are recommended for operated school buses.</p> <p>Where face coverings are used they should be safely stored (preferably in a sealed plastic bag) by the wearer when not being worn, nor shared or handled by others.</p> <p>Please consider carefully the needs of those who are unable to wear a face covering for medical reasons, and put in place measures which help to mitigate the risks of not doing so.</p> <p>Face coverings may require more widespread use in the event of local outbreaks in areas defined as areas of national government intervention</p>	L	<p>09/20</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>

<p>H</p>	<p>Substances hazardous to health</p> <p>New process will involve a cleaner being present on site all day.</p>	<p>More regular frequent use of chemicals around children and adults.</p> <p>Alcohol Based Hand Sanitisers</p>	<p>Ensure COSHH assessments are reviewed to ensure that the cleaning products and the methods used do not result in a rise of chemical residues being retained on surfaces that children may come into contact with.</p> <p>Due to the increase of numbers of students/staff on site post Sep20, please pay particular attention to;</p> <p>Ensure that cleaners are reminded not to spray cleaning products in close proximity of children or other persons on site. Use cleaning chemicals with neutral scents and low levels of toxicity as well as keeping the occupied areas well ventilated. Ensure that manufacturers safety data sheets are provided to the central office in the case of a chemical first aid related accident or incident.</p> <p>Consider particularly the risks to children that may be suffering with asthma, skin allergies or other respiratory conditions and may also be affected by high levels of pollen resulting in hay fever.</p> <p>Ensure chemicals and cleaning items are not left unattended.</p> <p>Teachers to be vigilant to the use of and disposal of cleaning items</p> <p>Ensure ALL Cleaning containers are appropriately marked with the content</p> <p>Alcohol based Hand Gel - alcohol is flammable. Containers must be stored away from sources of heat or ignition. When used ensure that hand sanitiser is completely dry and evaporated before touching items or coming near sources of ignition. Supervision is required where pupils use hand sanitiser to ensure they are not ingested.</p>	<p>L</p>	<p>09/20</p> <p>KL</p> <p>CiC (ME)</p> <p>All staff</p> <p>All staff</p> <p>CiC (ME)</p> <p>CiC (ME)</p> <p>All staff</p>
----------	--	--	---	----------	---

			5 x Hands free sanitiser units to be purchased & erected in main reception/breakout areas in school.		KL
M	Fire Safety	<p>Consider how the school and its buildings are being used; fewer areas, etc How does this impact of the schools existing Fire Evacuation Procedure</p> <p>Assess that fire routes and final exits are clear and accessible</p> <p>Fire Alarm is activated</p>	<p>Ensure that suitable numbers of teachers are trained to deal with fire evacuations and that each group teacher, or teaching assistant, takes full responsibility to evacuate the classroom safely.</p> <p>Maintain existing controls for weekly fire alarm sounder/bell testing and ensure that the fire equipment is maintained and that fire routes and doors are left unobstructed</p> <p>Ensure that suitable muster points are allocated to ensure that each individual class group/cluster has enough space to be able to be gathered safely without compromising the 2m distancing (where possible), and avoiding the mixing of 'bubbles' both during evacuation and at the muster point.</p> <p>Evaluate suitable exit routes and pathways for each 'bubble', and the controlled method of re-entering the buildings.</p> <p>Assess if fire evacuation drill frequency can be extended to the Autumn term by which time the COVID 19 hazard may have been safely contained and the risk greatly reduced.</p>	L	<p>09/20</p> <p>KL</p> <p>MD</p> <p>DB/KL</p> <p>KL</p>

H	First aid	<p>Provision is in place to be able to administer first aid and if necessary to isolate someone presenting with COVID 19 symptoms, and that there is suitable PPE in place.</p> <p>Where emergency resuscitation is required, do so under the advice of the Emergency Services, and use PPE as appropriate.</p> <p>Mouth to Mouth resuscitation of adults is to be avoided, but if given the mouth and nose of the patient should be covered loosely with a cloth. Where mouth to mouth resuscitation is given to a child, this should be carried out by an adult who does not have any underlying health conditions, and who is paediatric first aid trained.</p> <p>Pupil requires First Aid - what will be the requirement for PPE if someone shows COVID symptoms.</p> <p>Adequate numbers of suitably trained First Aider</p>	<p>List of First Aiders placed in Staff Rooms</p> <p>Ensure that suitable training is provided to staff who may be involved in the isolation process to ensure that PPE is worn correctly and following the departure of the affected person, the area is thoroughly cleaned and disinfected and the used PPE is correctly disposed of in accordance with routines described under 'Waste Management'</p> <p>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a child is COVID symptomatic eye protection should also be worn.</p>	L	<p>09/20 GP</p> <p>KL</p> <p>HI</p> <p>HI/all staff</p>
---	-----------	--	---	---	---

H	RLT Staff	<p>Member of staff falls ill during the day and is COVID symptomatic</p> <p>Member of staff comes into contact with a potential COVID symptomatic person</p> <p>Potential transfer of virus between staff members</p> <p>Transfer of virus by staffing moving between classrooms.</p> <p>Clinically Extremely Vulnerable/Vulnerable or BAME staff</p>	<p>Work from home as much as is practicable, where appropriate.</p> <p>If working in the office is absolutely necessary then stay alert and maintain 1m+ distancing requirements. Ensure regular hand washing is carried out. If any staff are feeling unwell then arrange for them to be isolated and to go home and to call 111 for further advice.</p> <p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensure that tissues are made available.</p> <p>Ensure that suitable (lidded with foot pedal preferable) bins are provided which prevent physical contact being made with the lid when disposing used tissues after nose blowing (pedal bins)</p> <p>Children who exhibit potentially dangerous behaviour by refusing to self-isolate, age appropriate socially distance or decide to wander about will not be permitted into school. Speak to parents of those who are identified as presenting a risk.</p> <p>Staggered lunch breaks when using staff room to reduce any overcrowding, ensuring 2m distancing in all areas, at all times.</p> <p>Staff to use their own flasks and bring their own food in a tupperware container, or to eat packed lunches as may be provided by the school.</p> <p>Staff to wash their hands regularly with soap and warm water (20secs) throughout the day or to use sanitiser and maintain social distancing in the staff room.</p> <p>Staff who move from one classroom to another must ensure that they adopt strict hand hygiene by washing hands before entering the other classroom. If the member of staff touches any surfaces (door,</p>	L	<p>09/20</p> <p>KL</p> <p>All staff</p> <p>KL</p> <p>All staff</p> <p>GY</p> <p>KS leaders</p> <p>All staff</p> <p>All staff</p> <p>PPA/SLT</p>
---	-----------	---	---	---	---

			<p>handles etc) during transfer, further hand washing or sanitising is required.</p> <p>Consideration must be given to staff who are in one of the vulnerable categories, to ensure that appropriate safeguards are in place in accordance with the latest guidance.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>		<p>All staff/KL</p> <p>IH</p>
H	Contractors/ Third Party Workers carrying out maintenance work or Statutory tests and checks	<p>Anyone on site comes into contact with a contractor who may be symptomatic or asymptomatic</p> <p>Contractor may be contaminated prior to entering site</p>	<p>Remind contractors/third party workers that they should not be entering the premises if they feel unwell and especially if they are experiencing COVID 19 symptoms.</p> <p>Ensure that contractors wash their hands if entering the premises.</p> <p>Review existing Contractors form to ensure that it includes a notice to maintain a 2m distance rule, suitable PPE, suitable welfare arrangements, particular attention to cleaning areas after work is completed, personal hygiene, minimum staffing levels. Attendance outside of school operating times where possible.</p> <p>Ensure that any method statements provided by contractors reflect the above.</p> <p>Ensure they clean up after themselves.</p> <p>Request a COVID 19 risk assessment from contractors working on site prior to attending site.</p>	L	<p>09/20</p> <p>KL/MD</p> <p>KL</p> <p>KL</p> <p>KL/MD</p> <p>KL</p>

H	Cleaning	<p>Toxic contamination from cleaning, occurring while staff and students are present</p> <p>Cleaning substances, cloths etc in use and at risk of handling by pupils and staff</p> <p>Equipment is left carelessly, causing a trip hazard</p> <p>Contaminated surfaces pre cleaning requiring additional care.</p> <p>Cleaning is not sufficiently thorough or monitored</p>	<p>Cleaner/s will be available on site for the majority of the school opening times.</p> <p>Ensure that cleaners activities are monitored to ensure that safe procedures are followed and cleaning is meticulous and thorough.</p> <p>In-house cleaning teams to wear PPE such as nitrile gloves and masks if dealing with a source of potential contamination. if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Cleaners must wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p>	L	<p>09/20</p> <p>KL</p> <p>CiC (ME)</p> <p>MD</p> <p>CiC (ME)</p>

H	Classroom	<p>Ineffective or unable to observe 2m distancing in the classroom layout.</p> <p>Pupils and staff unable to observe 2m distancing</p> <p>Exposure to unwell pupils and staff</p> <p>Contaminated Surfaces, particularly regularly used surfaces like desks, keyboards, handles, taps etc</p> <p>Early years and primary age children cannot be expected to remain 2m apart from each other and staff.</p> <p>Transfer of virus by staffing moving between classrooms.</p>	<p>Remind children throughout the day to keep a 2m distance between themselves (where practical). Ideally, adults should maintain 2 metre distance from each other, and from children. When working with younger children in particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>If they feel or look unwell then carry out isolation procedures. If suspected that they may have contracted COVID 19, then arrange parents to pick them up, and for thorough cleaning to be carried out. Move existing other children in the classroom to another sterile area while it is closed off and cleaned.</p> <p>Arrange the classroom to provide 1m+ distancing between desks. Remove unnecessary items from the classroom to maximise potential and usable space. Ensure that children are encouraged to wash their hands regularly throughout the day. Ensure numbers of children are limited to a maximum of 30 per class (where possible).</p> <p>Avoiding contact with anyone with symptoms</p> <p>Frequent hand cleaning and good hygiene practices</p> <p>Regular cleaning of settings and minimising contact and mixing</p> <p>Ensure adequate supplies of tissues</p> <p>Remind parents to check that their children are physically well enough to attend school in the first instance, and if in doubt, to take their temperatures and call 111 for further advice, describing their symptoms.</p> <p>Staff who move from one classroom to another must ensure that they adopt strict hand hygiene by washing hands before entering the</p>	L	<p>09/20</p> <p>All staff</p> <p>All staff</p> <p>Teaching staff</p> <p>All staff</p> <p>All staff</p> <p>CiC (ME)</p> <p>KL</p> <p>GP/HI</p> <p>IH and cover</p>
---	-----------	--	---	---	---

			<p>other classroom. If the member of staff touches any surfaces (door, handles etc) during transfer, further hand washing or sanitising is required.</p> <p>Do not use water fountains</p> <p>Use well ventilated rooms where windows can be opened for ventilation only. These must be suitable locked open to prevent accident or injury.</p> <p>Establish and maintain appropriate 'bubbles'. These should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children, wherever possible recognising that if adults can do this when circumstances allow that will help. In particular, colleagues should avoid close face to face contact and minimise time spent within 1 metre of anyone</p>		<p>staff incl SLT</p> <p>N/A</p> <p>All teachers check systems</p> <p>All staff</p> <p>All staff</p> <p>DB assem</p>
H	Lobby/ Main Reception	Close contact between receptionist and others	<p>No parents will be permitted to enter schools. When they are permitted there should be consideration of Perspex or glass partitions to shield against person coming to reception</p> <p>Provide a two metre mark on the floor or place a barrier with signage to ensure that the safe distance is maintained. Ensure that the intercom system, where existing is regularly cleaned.</p> <p>Do not use water fountains</p>	L	<p>09/20</p> <p>GP/HI</p> <p>MD/ME</p> <p>N/A</p> <p>Office staff</p>

			<p>Face coverings to be worn when visitors or parents who have appointments enter school</p> <p>Encourage hand washing or hand sanitisation from all colleagues, students and visitors as they enter the school.</p>		All staff
	Entry and Exit to and from the class rooms and around the site.	Pupils and staff unable to observe 2m distancing	<p>Create a one way system for parents/ children to follow, create some floor signage (arrows) and some wall signage to indicate traffic flows. Provide two metre markings on the floors to identify suitable distancing.</p> <p>Entry and exit times to be prolonged to ensure no crowding of parents.</p> <p>Use cashless systems where possible to prevent contamination from money.</p> <p>Consider staggered start and end times for the school day, and waiting/play areas for the 'bubble' groups</p> <p>Encourage hand washing or hand sanitisation from all colleagues, students and visitors as they enter the school.</p>		<p>MD/Office SLT</p> <p>SLT</p> <p>GP</p> <p>SLT</p> <p>All staff</p>

M	Grounds	Playgrounds, Car Parks, Courtyards are all areas where it is more likely that persons will be unable to maintain a 2 mtr distancing due to the erratic nature of play and persons crossing each others paths.	<p>Discourage use of cars and car parks by parents and visitors. Vehicles parked in alternate bays where possible.</p> <p>Stagger the times when children are permitted to have breaks</p> <p>Promote safe distancing and teachers to supervise and give vocal instructions where possible</p> <p>Install painted/floor markings walkways on routes to and from the car park - one way systems in place wherever possible</p>	L	<p>09/20 KL</p> <p>SLT</p> <p>All staff</p> <p>KL</p>
M	Classroom Resources	Risk of transfer of virus from different users of resources and Equipment	<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	L	<p>09/20</p> <p>Teachers</p> <p>All staff</p>

H	Fixed (Internal) Play Equipment (eg climbing apparatus)	Additional risk of close contact due to first aid or medical treatment necessary from injuries Equipment becomes contaminated (perhaps through injury)	Reduce transmission risk by ensuring children, mix in a small group and keep that small group away from other people and groups Good hand cleaning should be applied before and immediately after play. Play equipment should be cleaned with antiviral cleaning substances frequently through the day Consider minimal use of apparatus which may give rise to an accident that would require any NHS involvement.	L	09/20 N/A
H	Soft / Loose Play Equipment	Close contact with children using the equipment Play equipment becomes contaminated with body fluids	Reduce transmission risk by ensuring children mix in a small group and keep that small group away from other people and groups Restrict soft toys to specific groups to limit risk of cross contamination. Good hand cleaning should be applied immediately before and after play. Play equipment should be cleaned with antiviral cleaning substances frequently through the day. In the case of contact with an suspected or confirmed case, ensure items are removed and thoroughly cleaned through disinfection of washing. <i>This can be reduced to low risk by ensuring that each item of play equipment or toy is cleaned immediately after use by a pupil, and before the next pupil plays.</i>	M	09/20 MDS EYFS All staff All Staff CiC (ME)

H	Arrival & Departure	<p>Parents/carers/pupils mixing in playground or at gate not observing 2m distancing</p> <p>People exiting cars not complying with 2m distancing</p> <p>Hand washing</p>	<p>Communicate with parents and request that they do not congregate at school gates during drop off and pick up.</p> <p>2m floor marking and signage</p> <p>Discourage use of cars and car parks. Vehicles parked in alternate bays where possible.</p> <p>Encourage hand washing or hand sanitisation from all colleagues, students and visitors as they enter the school.</p>	L	<p>09/20</p> <p>Office</p> <p>MD</p> <p>MD</p> <p>All staff</p>
H	Movement of People	<p>People moving around the school in narrow spaces (eg corridors)</p>	<p>Ensure that all corridors and walkways are kept clear to maximise the space available.</p> <p>Where possible arrange for one way traffic routes (if practicable), with 2m distance floor markings. If it is not practicable then children should be informed to walk on the left hand side of corridors to minimise the risk of people bumping into each other and /or wait for other users to pass.</p> <p>Fewer numbers of children to be allowed out at any one time.</p> <p>Staggering break times and lessons</p> <p>Use one-way systems or priority routes</p> <p>Measures in place to ensure that changeover period between lessons/break and lunchtimes are adequate to ensure than group/bubbles do not mix</p>	L	<p>09/20</p> <p>MD/all staff</p> <p>SLT</p> <p>SLT</p> <p>Done</p> <p>Review</p> <p>SLT</p>

M	Administering Medicines	Potential close contact with an infected individual	Use extra PPE for those pupil or staff who are displaying symptoms, storage of medicines to avoid cross contamination of bags/bottles, extra hand washing (also refer to section on First Aid)	L	09/20 HI
M	Driving for work	If unable to comply with 2m rule then no driving permitted Staff transporting children Use of school minibus	Communicate with parents and request that children are encouraged to walk or cycle to school when possible, if safe to do so. Staff should be encouraged to walk or cycle to school when possible Avoid the use of minibus wherever possible, otherwise reduce the number of passengers so that there is at least one spare seat (ensuring 2m rule is observed as practically as possible) between each person, and is well ventilated. Where vehicles are used, they must be thoroughly cleaned or left unused for 72 hours. Discourage car sharing with non household members.	L	09/20 INSET day 1 and 2 DB DB

H	Toilets	<p>Toilets used by children at the same time</p> <p>Toilet facilities for someone showing Covid symptoms</p>	<p>Stagger toilet breaks</p> <p>Restrict number of pupil who can enter the toilets spaces</p> <p>Where possible only use alternate cubicles</p> <p>Toilet cubicle reserved for suspected covid positive children is used</p> <p>Any cubical used by a suspected case, must be thoroughly cleaned immediately.</p> <p>Toilets should be cleaned with antiviral wipes or cleaning substances frequently throughout the day</p> <p>Hand dryers are ok for use as long as they are automatic and where button operated users are reminded to use their elbow to turn them on and off. Particular care needs to be taken when using hand dryers requiring you to insert your hands into them or they have trays (eg Dyson Airblades, Crocodile or Mitsubishi). Use of these types of hand dryers should be discouraged as there is risk of contact with the dryer surface areas when drying hands, which may have contamination, and must be cleaned thoroughly</p>	L	<p>09/20</p> <p>All staff</p> <p>All staff</p> <p>GP</p> <p>CiC (ME)</p> <p>CiC (ME)</p> <p>N/A</p>
H	Visitors to School Site	<p>Risk of contamination due to additional persons on site and the difficulty in policing their risk control measures</p>	<p>Do not permit visitors on site unless they are considered to be essential</p> <p>When making arrangements with visitors ensure that clear guidelines and expectations have been communicated.</p> <p>Face Coverings to be worn by visitors to the school site.</p>	L	<p>09/20</p> <p>KL</p> <p>All staff</p> <p>Office Staff Office Staff</p>

			Encourage hand washing or hand sanitisation from all colleagues, students and visitors as they enter the school.		
M	Eating	<p>Children sharing food increasing risk of viral cross contamination</p> <p>Children dropping food on floors</p> <p>Children eating and drinking in classrooms</p> <p>Disposal of waste food and drink</p>	<p>Catering facilities will prepare and distribute lunches.</p> <p>Ensure 2m distancing for adults in relation to pupil/students</p> <p>Cleaners on site to deal with food debris.</p> <p>Teachers to be clear about the rules for allowing eating in classrooms including hygiene expectations and disposal expectations.</p> <p>Children will be supervised and instructions will be given where bad practices are identified.</p> <p>All food waste will be and disposed of in lidded external bins.</p>	L	<p>09/20</p> <p>LB</p> <p>CiC (ME)</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>
H	Vulnerable Persons	<p>Clinically Vulnerable</p> <p>Pregnant women</p> <p>Children and staff not familiar with the school or part of it</p> <p>Children with EHCP</p> <p>BAME</p>	<p>Encourage working from home.</p> <p>Anyone who is identified as vulnerable will be subject to a more detailed assessment of risk.</p> <p>A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.</p> <p>Wear PPE as necessary.</p> <p>Ensure both Clinically Extremely Vulnerable and Clinically Vulnerable colleagues take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing and</p>	M	<p>09/20</p> <p>KL/DB</p> <p>KL</p> <p>HI/Catering/Cleaning</p> <p>KL arrange</p>

			that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.		with individual staff
H	Routine H&S Controls & Checks	Routine H&S Controls and Checks may not be completed due to other perceived priorities, increasing the number of hazards in the school environment	Ensure that statutory tests and checks are maintained and logged on smart log. Ensure all the usual checks following a period of closure are completed	L	09/20 MD MD
H	Safeguarding	There are various Safeguarding Risks associated with children not being in school	Ensure that existing Safeguarding arrangements are maintained	L	09/20 GY
M	Manual handling	Consider where staff may come into contact with contaminated surfaces and procedures in place to prevent this Deliveries and Collections	Only staff who have had the requisite training should be carrying out any repetitive/ heavy manual handling tasks. Continue to manage contractors but requesting additional risk assessments for COVID. All deliveries should be scheduled for times when there is minimal person in the area e.g. out of hours or during lesson time.	L	09/20 MD KL KL/MD
M	Work at height	This presents a higher risk of accidents requiring emergency attendance	Avoid any unnecessary working at heights tasks during the COVID period to reduce pressure on NHS resources Continue to manage contractors but requesting additional risk assessments for COVID	L	09/20 MD KL

L	Asbestos	Is there a risk of further or new exposure to asbestos.	No obvious reason to suspect a heightened risk from asbestos due to unusual activities Annual visual condition checks are to be continued as per schedule.	L	09/20 N/A
M	Workers under the age of 18	Risk of additional mixing of people and contamination Lack of appreciation of COVID Risk	No obvious reason to suspect a heightened risk due to unusual activities Carry out a young persons risk assessment	L	09/20 Where appropriate KL

H	Waste Management	Potentially or Contaminated PPE or other waste could transmit infection.	<p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <ol style="list-style-type: none"> 1. if the individual tests negative, this can be put in with the normal waste 2. if the individual tests positive, then store it for at least 72 hours and put in with the normal waste <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste contact your current Waste Collection provider to see if they can collect this type of waste and seek appropriate advice.</p>	L	<p>09/20</p> <p>MD/CiC (ME)</p> <p>CiC (ME) MD</p> <p>KL</p> <p>KL</p> <p>KL</p>
---	------------------	--	--	---	--

	Asthma	Staff or pupils with asthma may be at increased risk.	<p>Staff and pupils should continue to manage their asthma in their usual way as well as observing all the other Covid precautionary advice. Ensure that Asthma sufferers have their inhaler available at all times</p> <p>Be alert of any of the Covid-19 symptoms and take action as necessary.</p> <p>Ensure 2m social distancing is observed, and where this is not possible seek HR advice on what other options are available, including working from home for some of the time.</p> <p>Consider how the member of staff or pupil will get to and from school; avoid public transport</p> <p>The case of an asthma attack call 999 and ask for emergency assistance</p> <p>Remind staff and pupil to</p> <ul style="list-style-type: none"> ● maintain their usual contact with the GP or Medical Specialist ● The Government are now recommending that people wear a face covering in enclosed spaces, where social distancing may not be possible or they may come into contact with people they don't normally meet. Examples of where this could happen are public transport and some shops. ● for some people with asthma, wearing a face covering might not be easy. It could make it feel harder to breathe. The government has advised that people with respiratory conditions don't need to wear face coverings, so if the sufferer is finding it hard, then they don't need to wear one. ● The government has said that children and teachers do not need to wear face coverings at school <p>Further info here; asthmauk: What should people with asthma do</p>		<p>09/20</p> <p>All staff- GP Integris update</p> <p>All staff</p> <p>All staff</p> <p>KL First aider in charge</p> <p>All staff of asthmati c pupils</p> <p>All staff</p> <p>All staff</p>
--	--------	---	--	--	---

			now?ple-with-asthma-do-now/#ManageAsthma		
H	Changeover	Lesson Change, Break and Lunch Times	Measures in place to ensure that changeover period between lessons/break and lunchtimes are adequate to ensure than group/bubbles do not mix		09/20 SLT all staff