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| <b>Risk Assessment:</b>  | St Cuthbert's Catholic High School  |                     |  |  <p>St Cuthbert's<br/>Catholic High School<br/><i>Live life in all its fullness</i></p> |
| <b>Activity or site:</b>   | <b>Coronavirus COVID-19: Secondary Schools from January 2022 (following the changes last updated 6 January 2022)</b><br><br><b>This generic assessment should be reviewed and amended to suit the particular circumstances of the school/setting, as each school/setting's circumstances will be slightly different. The control measures, if followed, will effectively reduce risks in school and create an inherently safer environment.</b> |                     |  |  |
| <b>Date of assessment:</b>   | January 2022  | <b>Approved by:</b> | Catherine Twist  | <b>Review date:</b> As changes occur   |
| <p>This risk assessment should be produced and read in conjunction with the latest guidance on school re-opening issued by the Department for Education as follows (<b>links correct at the time of writing</b>):</p>  |   |                     |  |  |
| <ul style="list-style-type: none"> <li>•<a href="#">Schools Operational Guidance</a></li> <li>•<a href="#">What to do if a Student is Displaying Symptoms of Coronavirus (COVID-19)</a></li> <li>•<a href="#">Safe Working in Education, Childcare and Children's Social Care Settings, including the use of Personal Protective Equipment (PPE)</a></li> <li>•<a href="#">COVID-19: Cleaning in Non-Healthcare Setting Outside the Home</a></li> <li>•<a href="#">Face Coverings in Education</a></li> <li>•<a href="#">Children of Critical Workers and Vulnerable Children who can Access Schools or Educational Settings</a></li> <li>•<a href="#">Providing School Meals during the Coronavirus (COVID-19) Outbreak</a></li> <li>•<a href="#">Coronavirus (COVID-19) Safer Travel Guidance for Passengers</a></li> <li>•<a href="#">Use of the NHS COVID-19 App in Education and Childcare Settings</a></li> <li>•<a href="#">Protective Measures for Holiday and After School Clubs, and other Out of School Settings during the Coronavirus (COVID-19) Outbreak</a></li> <li>•<a href="#">Guidance: Actions for schools during the coronavirus outbreak NEW</a></li> <li>•<a href="#">Contingency framework: education and childcare settings Updated 15 December 2021 NEW</a></li> </ul> |   |                     | <ul style="list-style-type: none"> <li>•<a href="#">Coronavirus (COVID-19): Test Kits for Schools and FE Providers</a></li> <li>•<a href="#">Mass Asymptomatic Testing: Schools and Colleges</a></li> </ul> <p><b>Special School Settings to refer to specific guidance for their provisions and amend this model assessment as necessary</b></p> <ul style="list-style-type: none"> <li>•<a href="#">Guidance for Full Opening: Special Schools and Other Specialist Settings</a></li> <li>•<a href="#">Mass Asymptomatic Testing in Specialist Settings</a></li> </ul> |  |
| <p>and should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. This assessment must be communicated to all employees on a recorded basis.</p>  |   |                     |  |  |
| <p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate:</p>  |   |                     |  |  |
| <ul style="list-style-type: none"> <li>•<a href="#">Making your Workplace COVID-Secure during the Coronavirus Pandemic (HSE)</a></li> <li>•<a href="#">Talking with your Workers about Preventing Coronavirus (HSE)</a></li> <li>•<a href="#">Infection at Work: Controlling the Risk (HSE)</a></li> <li>•<a href="#">INDG136 Working with substances hazardous to health: A brief guide to COSHH</a></li> </ul>   |   |                     | <ul style="list-style-type: none"> <li>•<a href="#">INDG173 Personal protective equipment (PPE) at work: A brief guide</a></li> <li>•<a href="#">HSG53 Respiratory Protective Equipment at Work: A Practical Guide</a></li> <li>•<a href="#">HSG262 Managing Skin Exposure Risks at Work</a></li> </ul>  |  |

| What are the hazards?                 | Who might be harmed and how?  | Current control measures   | Any additional control measures required  | Date Actioned |
|---------------------------------------|---|--|---|---------------|
| Don't forget long term health hazards | Identify groups of people and how the hazard could cause them harm  | List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   |   |               |
| <b>Planning and Communication</b>     |   |  |   |               |
| Inadequate planning and organising    | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19)</i></p> | <ul style="list-style-type: none"> <li>• Health and safety compliance checks will be undertaken by Headteacher/Site Manager before opening.</li> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Timetable refreshed for each year group to consider which lessons or classroom activities will be delivered, which lessons or classroom activities could take place outdoors.</li> <li>• Headteacher to keep up to date with the latest government guidance and adjust working practices as required.</li> <li>• Staff briefed on the control measures within this risk assessment and changes to policies and procedures.</li> <li>• Rigorous checks carried out by the Headteacher to ensure that all the necessary procedures are being followed.</li> <li>• Governing Body, Parents, Staff and Unions consulted when agreeing the best approaches for the circumstances, with regular opportunities for feedback on the new arrangements.</li> <li>• Close working with the Local Authority.</li> <li>• Headteacher or member of Senior Leadership Team to be present around the school during the early part of wider opening to pick up on any issues or problems and support and reassure staff and Students.</li> <li>• Visitors including Specialists, therapists, clinicians, other support staff for Students with SEND and Peripatetic staff will be briefed on visitor protocols, including: physical distancing and hygiene procedures for the school site on or before arrival.</li> <li>• Before and after school clubs will be subject to a separate risk assessment using the DFE guidance on <a href="#">Protective measures for out of school settings during the Coronavirus (COVID -19) outbreak.</a></li> <li>• Staff Handbook revised and re-issued to all staff.</li> <li>• Business Continuity Plan revised to include local lock downs.</li> <li>• Close working with health professionals, the LA and other services to ensure that the needs of Students with medical conditions are fully supported.</li> </ul> | <ul style="list-style-type: none"> <li>• Contingency plans could include the need to re-introduce maintaining social distancing and one-way systems.</li> </ul> |               |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b>  | <b>Date Actioned</b> |
|---|--|---|--|----------------------|
|   |  | <ul style="list-style-type: none"> <li>Monitoring systems in place to make sure that all building users are following the controls put in place, eg, following hygiene procedures, washing hands etc.</li> </ul>  |  |                      |
| Inadequate Communication of Plans in relation to COVID-19                 | <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may feel tension and stress, and may not trust and co-operate with management, as a result of poor communication and not knowing what arrangements have been put in place to protect all from contracting and spreading COVID-19)</i></p> | <ul style="list-style-type: none"> <li>Plans for the building use clearly communicated to staff, including what protective steps have been taken to make it a low risk place of use (for example, safety measures, one-way systems).</li> <li>Signage provided to identify which entrances, exits and circulation routes to use.</li> <li>Meetings to remain by appointment only and time-limited.</li> <li>Plans for September opening clearly communicated to parents and carers,</li> <li>Signage displayed at entrance points to the building asking individuals with symptoms not to enter the premises. To reiterate the kind of symptoms to look out for.</li> <li>Parents informed that if their child needs to be accompanied to the school/setting, safety precautions to be adhered.</li> <li>Staff, parents and Students informed of their allocated drop off and collection times and the process for doing so. Signage will be used to guide parents and carers to drop off/collection points.</li> <li>Staff, parents and students briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>Parents instructed that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which will be conducted safely); Signage is in place to reinforce these messages at the school gate.</li> <li>Students will be taught in age appropriate ways about Coronavirus, how it is spread and how they can play their part in keeping everyone safe.</li> <li>Parents and Students provided with details of free education resources such as <a href="#">e-Bug</a> and <a href="#">PHE schools resources</a>.</li> <li>Parents and Students made aware of recommendations on transport to and from the school/setting (including avoiding peak times), following the Coronavirus (COVID-19): safer travel guidance for passengers.</li> </ul> | <ul style="list-style-type: none"> <li>Expectations of social distancing will be re-established and communicated to all staff and relevant students, where contingency plans are required due to an outbreak of covid-19</li> <li>Contingency plans could include the need to re-introduce staggered arrival and departure times</li> <li>Contingency plans could include the need to re-introduce social distancing for parents at the gates and the wearing of face</li> </ul> |                      |

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| <p>Don't forget long term health hazards</p>  | <p>Identify groups of people and how the hazard could cause them harm</p>  | <p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> <ul style="list-style-type: none"> <li>• Early consultation and communication undertaken with contractors and suppliers that will need to prepare to support the school's/setting's plans for opening (eg, cleaning, catering, food supplies, hygiene suppliers).</li> <li>• Additional cleaning requirements discussed with cleaning contractors or staff, with additional hours agreed to allow for this.</li> <li>• The need to follow the standard national <a href="#">Guidance for Parents and Carers</a> on the kind of symptoms to look out for that might be due to Coronavirus (COVID-19), and where to get further advice re-iterated to parents and students prior to opening.</li> </ul>   | <p>coverings whilst on school grounds</p> |               |
| <b>Hygiene and Infection Control</b>  |  |   |   |               |
| <p>Individuals displaying Symptoms of Coronavirus (COVID-19) whilst attending the school premises and spreading the virus to others</p> <p>Most common symptoms of COVID-19 are:</p> <ul style="list-style-type: none"> <li>➤ A new and persistent cough; or</li> <li>➤ A high temperature; or</li> <li>➤ A loss of or change in, their normal sense of taste or smell (Anosmia)</li> </ul> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract Coronavirus COVID-19 infection which spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor spaces and when people</i></p> | <ul style="list-style-type: none"> <li>• Current Government guidance is being followed to <b>minimise contact with individuals who are unwell with (COVID-19) symptoms, or who have someone within their household who is symptomatic, by ensuring they do not attend school.</b></li> <li>• Any students, staff and other adults will be instructed to stay at home and self-isolate for at least 10 days if they: <ul style="list-style-type: none"> <li>➤ Are ill with Coronavirus (COVID-19) symptoms (in which case they will be advised to <a href="#">arrange to have a test</a> if they haven't already done so <b>and ensure members of their household isolate for 10 days also. This includes any siblings or members of their support or childcare bubble).</b></li> <li>➤ From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 to 18 years and 6 months identified as a close contact of someone with COVID-19, are strongly advised to take a lateral flow device (LFD) test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</li> <li>➤ Have tested positive in the last 10 days (even if asymptomatic);</li> <li>➤ Have been advised by NHS Test and Trace or other healthcare professional to do so;</li> <li>➤ Are household members of a positive case (even if that case is asymptomatic); or</li> <li>➤ Are required to self-isolate for travel-related reasons.</li> </ul> </li> <li>• If a student, staff member or visitor/contractor develops symptoms of Coronavirus COVID-19 whilst at the school/setting, they will be sent home</li> </ul> |   |               |

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|   | <p><i>spend a lot of time together in the same room.</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal).</i></p> <p><i>The new variant appears to affect all ages, but there is no evidence to date of any changes in the severity of the disease among any age groups, including children and young people).</i></p> | <p>immediately, advised to follow the Government <a href="#">Guidance for Households with Possible or Confirmed Coronavirus (COVID-19)</a>, which requires them to self-isolate for at least 10 days and <a href="#">arrange to have a test</a> as soon as possible to see if they have the virus.</p> <ul style="list-style-type: none"> <li>• If a member of the household where an individual is isolating starts to display symptoms while self-isolating, they will restart the 10-day isolation period and book a test and If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they will also restart the 10-day isolation period from the day they developed symptoms.</li> <li>• Staff, parents/carers and visitors will be instructed to inform the school immediately of the *results of any COVID-19 tests taken outside school.</li> <li>• Staff have been briefed on and understand the NHS Test and Trace process and of their ability to access priority testing as an essential worker.</li> <li>• Advice on the latest information updates are regularly issued or communicated via staff and student briefings and within letters/emails home to parents</li> <li>• Staff, or Visitors are instructed and regularly reminded not to attend the premises if they, or any member of their (or support bubble) are unwell and to follow the Government's <a href="#">Stay at Home: Guidance for Households with Possible or Confirmed Coronavirus (COVID-19) Infection</a>, or if they have been advised to isolate by NHS Test and Trace because they have been in contact with a case.</li> <li>• Any close contacts of a positive case will be identified by NHS test and trace and asked to self-isolate and arrange to have a PCR test as soon as possible, unless:             <ul style="list-style-type: none"> <li>➢ they are fully vaccinated (received the recommended doses of an MHRA approved COVID-19 vaccine in the UK and at least 14 days have passed)</li> <li>they are below the age of 18 years 6 months</li> <li>➢ they have taken part in or are currently part of an approved COVID-19 vaccine trial.</li> <li>➢ they are not able to get vaccinated for medical reasons.</li> </ul> </li> </ul> <p><u>Isolation Room/ Student awaiting collection</u></p> |   |                      |

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|   |   | <ul style="list-style-type: none"> <li>• An Isolation Room (a clean, well-ventilated room, with opening window, closable door, minimal non-fabric furniture and close to a separate toilet facility and external door for ease of parent collection, where possible) will be identified for the isolation of any potentially infectious student who cannot immediately leave the setting.</li> <li>• Where this is not possible, or there are multiple cases, these students must be at least 2 m away from others and each other.</li> <li>• Procedures in place for responding to a suspected case of Coronavirus within the school/setting, following the Government guidance on '<a href="#">What to do if a Student is Displaying Symptoms of Coronavirus (COVID-19)</a>',</li> <li>• If the student requires the toilet while awaiting collection, a separate toilet facility will be used, where possible, and this shall be thoroughly cleaned and disinfected using standard cleaning products before use by anyone else.</li> <li>• The Isolation Room and dedicated toilet facility will be appropriately signed to indicate when they are occupied/vacant or closed for cleaning purposes.</li> <li>• Appropriate PPE will be provided and worn by staff caring for any symptomatic child/young person whilst they await collection, if a distance of 2m cannot be maintained (ie, student with complex needs) and for the provision of routine intimate care to students. These include:               <ul style="list-style-type: none"> <li>➢ A Fluid Resistant Surgical Face Mask (Type IIR) - if a distance of 2m cannot be maintained.</li> <li>➢ Disposable gloves, plastic apron and a Fluid Resistant Surgical Face Mask (Type IIR) - if contact is necessary.</li> <li>➢ Eye protection (ie, safety goggles or face shield) - if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>• Staff and other students who have had contact with the symptomatic student must wash their hands thoroughly for 20 seconds with soap and running water or use alcohol based hand sanitizer (with more than 60% alcohol content). <b>They will not be required to go home and self-isolate unless the symptomatic person tests positive;</b> they develop symptoms themselves (in which case, they should arrange a test); or are requested to do so by NHS Test and Trace or PHE Advice Service/PHE Local Health Protection Team.</li> </ul> |   |                      |

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|---|---|--|---|----------------------|
|   |   | <ul style="list-style-type: none"> <li>• From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 to 18 years and 6 months identified as a close contact of someone with COVID-19, are strongly advised to take a lateral flow device (LFD) test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</li> <li>• Parent/legal guardians will be advised, upon picking up the student, to get them tested and notify the school of the results.</li> <li>• Once the student has left the premises, all surfaces and contact points the symptomatic student came into contact with shall be thoroughly cleaned and disinfected to reduce the risk of passing the infection onto other people. This will be undertaken in accordance with the Government's <a href="#">COVID-19: Cleaning in Non-Healthcare Settings Outside the Home guidance</a>.</li> <li>• Routinely taking the temperature of students will <u>not</u> be undertaken, as this is an unreliable method for identifying Coronavirus (COVID-19).</li> <li>• All staff will receive training on infection control that gives them a good understanding of how Coronavirus (COVID-19) occurs and spreads, and how the risks can be mitigated.</li> </ul> <p>From Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7.</p> <ul style="list-style-type: none"> <li>• Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR</li> </ul> |   |                      |

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|  |   | test.   |   |                      |
| Transmission of Coronavirus (COVID-19) due to Asymptomatic Persons being on the School site                                    | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract Coronavirus (COVID-19) due to asymptomatic persons being on school site putting them at risk and could result in some transmissions in schools going undetected. This is a particular concern given high transmissibility of new variants).</i></p> | <ul style="list-style-type: none"> <li>• In-school participation in the rapid asymptomatic testing programme with all testing arrangements carried out in accordance with current Government guidance.</li> <li>• Where consent is not given for a student who has been a close contact of the positive case to participate in asymptomatic testing, the student will be instructed to self-isolate.</li> <li>• Testing will remain voluntary but is strongly encouraged.</li> <li>• The school will retain a small on-site ATS on site so we can offer testing to students who are unable or unwilling to test themselves at home.</li> <li>• Staff including ancillary staff will continue to test with LFDs twice a week at home, as per <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a> <ul style="list-style-type: none"> <li>➤ Staff will be expected to record the findings of each test.</li> <li>➤ Students will continue to test twice weekly at home and/or via the mobile testing unit which will be on site once each week</li> <li>➤ <del>Secondary school students will undertake 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</del></li> <li>➤ Testing will start to commence 1 working day before the start of term and the return of students will be staggered across the first day.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |                      |
| Getting or spreading Coronavirus (COVID-19) by individuals not washing/sanitizing their hands, or not cleaning them adequately | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul>   | <ul style="list-style-type: none"> <li>• Current Government guidance is being followed for all building users to clean their hands thoroughly more often than usual for at least 20 seconds.</li> <li>• Sufficient handwashing facilities available throughout the school for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, ie, paper towels/hand dryer.</li> <li>• Monitoring arrangements in place to ensure sufficient supplies of hand soap, paper towels and hand sanitiser are maintained.</li> <li>• Alcohol-based hand sanitiser stations (containing at least 60% alcohol) will be placed at building entrance/exit points, in either wall mounted or fixed floor</li> </ul>   | <ul style="list-style-type: none"> <li>•</li> </ul> |                      |



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|  | <p><i>(may contract or spread Coronavirus COVID-19 by not washing or sanitising their hands, or not cleaning their hands thoroughly.</i></p> <p><i>Coronavirus (COVID-19), including the new variant, is an easy virus to remove when it is on the skin using soap and running water or hand sanitiser)</i></p>                | <p>mounted dispensers. Additional hand sanitiser will be located in classrooms and other learning environments where access to handwashing is not readily available. These will be replenished regularly.</p> <ul style="list-style-type: none"> <li>• 'Use hand sanitiser' safety sign and <a href="#">NHS 'alcohol hand rub hand hygiene technique – for visibly clean hands'</a> posters displayed adjacent to hand sanitiser stations.</li> <li>• All staff, students and visitors will be reminded to:               <ul style="list-style-type: none"> <li>➢ Frequently wash their hands with soap and water.</li> <li>➢ Clean their hands: upon arrival at the school/setting, after using the toilet, when returning after breaks, after changing rooms, before and after eating (including snacks), after blowing their nose, sneezing or coughing and before leaving the school/setting.</li> <li>➢ Avoid touching their mouth, eyes and nose.</li> </ul> </li> </ul> <p>Signage/posters reinforcing these messages will be displayed throughout the school/setting.</p> <ul style="list-style-type: none"> <li>• Students will be monitored to ensure they wash their hands correctly. Students with complex needs, who may have trouble cleaning their hands independently, will continue to be supported by staff. Skin friendly skin cleaning wipes will be used as an alternative, where required.</li> <li>• Teachers have access to free resources and materials to encourage good hand hygiene via the <a href="#">e-Bug Coronavirus (COVID-19) website</a>.</li> </ul> |   |                      |
| Getting or spreading Coronavirus (COVID-19) by not following or promoting good respiratory hygiene | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus COVID-19 by not following or promoting</i></p> | <ul style="list-style-type: none"> <li>• Current Government guidance followed to <b>ensure good respiratory hygiene by promoting the <a href="#">NHS 'Catch it, Bin it, Kill it'</a> approach.</b></li> <li>• All staff, students and visitors will be reminded to use a tissue when coughing or sneezing, following the NHS 'Catch it, Bin it, Kill it' approach. Posters are displayed that remind students and staff about this approach and importance of handwashing. These are displayed around the school, particularly by washbasins/toilets and at entry/exit points.</li> <li>• Sufficient non-touch and lined bins (eg, open-topped bin or foot-operated lids) will be provided throughout the school/setting for disposal of used tissues, which are emptied regularly throughout the day. Where swing top bins are in use, the lids will be cleaned frequently throughout the day. Additional bins will be provided where necessary.</li> <li>• Bins are regularly emptied and disinfected.</li> </ul>   |   |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards   | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b>       | <b>Date Actioned</b> |
|---|--|--|---|----------------------|
|   | <i>good respiratory hygiene on the school premises)</i>  | <ul style="list-style-type: none"> <li>• Students with special educational needs will be supported to maintain good respiratory hygiene and be taught that good respiratory hygiene is part of how the school operates.</li> <li>• Teachers have access to <a href="#">the e-Bug Coronavirus (COVID-19) website</a> for free resources and materials to encourage good respiratory hygiene.</li> <li>• For Students with complex needs, who would struggle to maintain good respiratory hygiene as their peers (eg, those who spit uncontrollably or use saliva as a sensory stimulant) a separate risk assessment will be completed to support those Students and the staff working with them.</li> <li>• Monitoring arrangements in place to ensure sufficient supplies of tissues are maintained.</li> <li>• A stock of fluid-resistant surgical masks are maintained and made available for staff who cannot socially distance (for use if they are required to provide first aid / intimate care to Students with COVID-19 symptoms).</li> </ul>  |   |                      |
| Getting or spreading Coronavirus (COVID-19) by not cleaning, or not adequately cleaning surfaces, equipment and workstations adequately | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus COVID-19 by touching a surface or object that has been contaminated with the virus when an infected person has coughed, sneezed or touched them, which has not been cleaned, or has not been adequately cleaned, and then touching their mouth, nose, or eyes)</i></p> | <ul style="list-style-type: none"> <li>• Current Government guidance is being followed through the <b>introduction of enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</b></li> <li>• The cleaning schedule has been reviewed and, where necessary, additional staff hours have been provided. This includes:               <ul style="list-style-type: none"> <li>➤ Increasing the frequency of cleaning, using standard cleaning products such as detergents and disinfectants, paying attention to all surfaces and objects, but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices, taps, kettles, fridges, microwaves, cupboards, keyboards and phones.</li> <li>➤ As a minimum, wiping down frequently touched surfaces twice a day, and one of these will be at the beginning or the end of the working day. Cleaning will be more frequent in rooms and shared spaces which are used by a large number of people, at entrance and exit points, where people access handwashing and hand-sanitising facilities, and of frequently touched surfaces within bathrooms and communal kitchens.</li> <li>➤ Cleaning of shared work areas, tools and equipment after each use by Staff using cleaning wipes or cleaning materials provided, where possible.</li> </ul> </li> </ul> | The school to be thoroughly cleaned prior to opening. |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm                     | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
|---|---|--|---|----------------------|
|   | <p><i>Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact)</i></p> | <ul style="list-style-type: none"> <li>• Rooms have been decluttered and difficult to clean items have been removed, to make cleaning easier and reduce the likelihood of contaminating objects.</li> <li>• Workstations are cleared at the end of the day or shift so that they can be properly cleaned.</li> <li>• The use of high-touch items and equipment, for example, printers or whiteboards, will be limited/restricted.</li> <li>• Disposable paper towels provided within staffroom and kitchen areas for drying hands/dishes.</li> <li>• Suitable cleaning materials will be provided, and stock checks will be regularly undertaken with cleaning materials replenished as necessary.</li> <li>• The School's Business Manager/Site Manager ensures delivery of the induction package to directly employed cleaning staff so that they fully understand their role in preventing the spread of Coronavirus. Where cleaning staff are provided by the Local Authority or other third party Cleaning Contractor, this will be conducted by the respective employer in consultation with the school and copies of their risk assessments will be reviewed and held on file at the school).</li> <li>• COSHH risk assessments will be completed for any cleaning substances that are hazardous to health that have been introduced to combat COVID-19, and the significant findings and precautions will be communicated to relevant staff.</li> <li>• Clear guidance will be provided to cleaning staff on the cleaning of specific areas, particularly toilet and wash areas, to make sure they are kept clean and social distancing is achieved as much as possible.</li> <li>• PHE's Guidance on <a href="#">COVID-19 Cleaning in Non-Healthcare Settings Outside the Home</a> followed for general cleaning of the school site and when cleaning the premises due to a known or suspected case of COVID-19:-             <ul style="list-style-type: none"> <li>➤ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, such as corridors, will be cleaned thoroughly as normal using standard cleaning products.</li> <li>➤ All surfaces that a symptomatic person has come into contact will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids and all potentially contaminated and frequently touched areas.</li> </ul> </li> </ul> |   |                      |

| What are the hazards?<br><br>Don't forget long term health hazards  | Who might be harmed and how?<br><br>Identify groups of people and how the hazard could cause them harm  | Current control measures<br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | Any additional control measures required   | Date Actioned |
|---|---|--|--|---------------|
|   |   | <ul style="list-style-type: none"> <li>• Cleaning staff will be issued with and wear disposable gloves and plastic aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes (ie, safety goggles or face shield), mouth and nose (fluid-resistant surgical face mask - Type IIR), will also be worn.</li> </ul>   |  |               |
| Inappropriate handling and disposal of waste  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i></p> | <ul style="list-style-type: none"> <li>• Waste will be disposed of in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>• Routine waste will be disposed of as normal, placing any used cloths or wipes in 'black bag' waste bins.</li> <li>• Waste and cleaning materials from possible/positive cases and cleaning of areas where possible/positive cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from students and separated from communal waste areas, and marked for storage for at least 72 hours and put in with the normal waste.</li> <li>• Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's/settings's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment.</li> </ul> |  |               |
| <b>Safe Distancing</b>  |   |  |  |               |
| Inability maintain social distancing to prevent/limit the spread of the COVID-19 virus<br><br><i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in</i> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul>   | <ul style="list-style-type: none"> <li>• Staff are required to practice effective social distancing (self-managed) while in and around the workplace, while travelling to work and in all work business.</li> <li>• Staggering of breaks to ensure that any corridors or circulation routes used have a limited number of children and young people using them at any time, keeping contact outside their designated space to a minimum and avoiding pinch points and bottlenecks wherever possible.</li> <li>• Staggering of lunch breaks is at the discretion of the headteacher with children and young people cleaning their hands beforehand.</li> </ul>  | <ul style="list-style-type: none"> <li>• Where contingency plans are activated due to an outbreak of Covid-19 consideration will be given to having children and young people in classrooms and</li> </ul> |               |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards                                      | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b>   | <b>Date Actioned</b> |
|--|--|---|---|----------------------|
| <i>normal sense of smell or taste (anosmia)</i>  | <i>(may become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i> | <ul style="list-style-type: none"> <li>• Use of outdoor space, wherever possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between children and staff.</li> <li>• Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>• As a temporary measure, the DfE recommended the wearing of face coverings in communal areas of education and childcare settings, for pupils and students in year 7 and above, staff and visitors.</li> <li>• The DfE are not recommending that pupils and staff wear face coverings in classrooms.</li> </ul> | <p>other learning environments seated side by side with desks positioned forward facing rather than face to face or side on. Spare chairs and desks/tables have been removed, where necessary, to make more room.</p> <ul style="list-style-type: none"> <li>• Where contingency plans are activated due to an outbreak of Covid-19 consideration will be given to Teachers' desks being re-positioned at least 2 metres away from student desks</li> </ul> |                      |
| Getting or spreading coronavirus in common use high traffic areas (ie, corridors, halls, staffrooms) and other | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support</li> </ul>  | <ul style="list-style-type: none"> <li>• Classes are assigned specific toilet blocks and handwashing stations, where the site allows, and the facilities are supervised</li> <li>• Reception counters with screening in place to protect Reception staff remain a distance of 2m from visitors.</li> </ul>  | <ul style="list-style-type: none"> <li>• Congregational assemblies and other large gatherings will</li> </ul>   |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards                          | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b>  | <b>Date Actioned</b> |
|--|--|--|--|----------------------|
| communal areas where people may congregate or where social distancing may be difficult to maintain | <p>staff for Students with SEND etc.)</p> <ul style="list-style-type: none"> <li>Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus in common use high traffic areas (ie, narrow corridors, staffrooms, kitchens, halls, pinch points, reception, meeting rooms, toilet facilities, entry/exit points to facilities/the premise, lifts, changing rooms, storage areas) and other communal areas where: people may congregate; social distancing may be difficult; people may touch the same surfaces or shared equipment (eg, kettles, shared condiments, etc); or areas and surfaces that are frequently touched are difficult to clean).</i></p> | <ul style="list-style-type: none"> <li>Where lifts are installed for disabled persons, the maximum occupancy will be reduced, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies. Occupancy limit signage will also be displayed adjacent to the lift door on each floor.</li> </ul> <p>Staffrooms and Shared Working Spaces</p> <ul style="list-style-type: none"> <li>Workstations will be assigned to an individual, if possible. However, where this is not possible, and they need to be shared, workstations will be cleaned by individual users before and after each use, using cleaning products provided.</li> <li>Staff are encouraged to bring in their own cutlery and dishes for personal use, however, where the materials need to be shared, these items and any surface will be cleaned by individuals before and after each use using cleaning materials provided.</li> <li>Staffrooms and shared working spaces used by different groups will be cleaned more frequently.</li> </ul> <p>Face Coverings</p> <ul style="list-style-type: none"> <li>In line with Government's approach, face coverings will not be required to be worn in the school environment. However, should a member of Staff or Student choose to wear them, they will be supported.</li> <li>Face coverings should be worn in enclosed and crowded spaces, outside of the school environment, where staff may come into contact with people that they do not normally meet i.e public transport.</li> <li>Staff are expected to use personal risk-based judgements when deciding where a face covering should be worn.</li> <li>A small contingency supply of face coverings will be held and made available to any staff or visitors where they have struggled to access a face covering, where it has become soiled or damaged, or where it has been forgotten. Temporary face coverings will be disposed of in a black bag waste bin (not recycling bin). Reusable face coverings will be placed in a plastic bag that can be taken home with the individual, and then hands will be washed again.</li> </ul> | <p>be reduced should the contingency plan for the school be activated.</p> <ul style="list-style-type: none"> <li>The contingency plan will identify the need to resume virtual assemblies and other large gatherings or with individual groups in their allocated classroom spaces rather than bringing children from different classes together into one hall or large space, where close mixing will suspend the requirement for the activities.</li> <li>Face coverings may be required should the contingency plan</li> </ul> |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm   | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b>   | <b>Date Actioned</b> |
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|   |   | <ul style="list-style-type: none"> <li>From 15 December 2021, as a temporary measure, the DfE recommend the wearing of face coverings in communal areas of education and childcare settings, for pupils and students in year 7 and above, staff and visitors. This is also the case where provision operates from community premises.</li> <li>The DfE are not recommending that pupils and staff wear face coverings in classrooms.</li> <li>From 4 January, it is recommended that face coverings are worn in classrooms where pupils in Year 7 and above are being educated. This advice will be in place until 26 January when Plan B regulations are currently scheduled to expire, at which point the advice will be reviewed.</li> </ul>   | dictate the need to re-introduce the measure.   |                      |
| Use of Shared Equipment and Resources                                     | <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may become infected by touching equipment and resources that have the COVID-19 virus on them, and then touching their mouth, nose, or eyes).</i></p> | <ul style="list-style-type: none"> <li>Activities that involve the use of shared resources/equipment will be monitored.</li> <li>The number of shared resources and equipment in use within the classroom will be minimised.</li> <li>To prevent the sharing of stationery and other equipment where possible. Staff and students will be provided with their own individual frequently used items such as pens, pencils and erasers, etc.</li> <li>Classroom based resources such as books and games that are used and shared within the designated groups will be cleaned regularly, along with all frequently touched surfaces.</li> <li>Any resources that are shared between class groups, such as sport, art and science equipment, will be cleaned frequently and meticulously and always between different class groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).</li> <li>An assessment will be undertaken to identify any equipment that will not be able to withstand cleaning and disinfecting between use, before being put back into general use. If cleaning and disinfecting is not possible or practical resources will be restricted to one user or left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</li> <li>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from use or kept to a minimum.</li> <li>Practical lessons will only be undertaken if shared equipment and resources can be cleaned thoroughly and the classroom or other learning environment is</li> </ul> | <ul style="list-style-type: none"> <li>Where the contingency plan is activated the use of shared resources will be reduced</li> </ul> |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards   | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm   | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b>     | <b>Date Actioned</b> |
|---|---|--|---|----------------------|
|   |   | <p>occupied by the same children or young people in one day, or properly cleaned between class groups.</p> <ul style="list-style-type: none"> <li>• The sharing of outdoor play equipment will resume.</li> <li>• The amount of equipment young people bring into school each day will remain limited to essentials such as: lunch boxes, hats, coats, books and stationery. Bags will be allowed.</li> <li>• Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities will be washed before and after use and children will be discouraged from sharing these.</li> </ul>   |   |                      |
| <p>Poor ventilation of occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc) leading to risks of Coronavirus (COVID-19) spreading.</p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus (COVID-19) through poor ventilation of occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc)</i></p> | <ul style="list-style-type: none"> <li>• Current Government guidance is being followed by keeping occupied spaces well ventilated.</li> <li>• Any poorly ventilated spaces will be identified, and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</li> <li>• All occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc) will be kept well ventilated and a comfortable teaching environment maintained. Heating will be used as necessary to ensure comfort levels are maintained,</li> <li>• Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened. (In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors will be opened, where possible, to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so. If necessary, external opening doors will also be opened.</li> <li>• Where mechanical ventilation systems are used, they will be adjusted to increase the ventilation rate wherever possible and have been checked by a competent person to confirm that normal operation meets current guidance (where possible, systems will be adjusted to full fresh air or, if not possible then systems will be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply). They will be serviced and maintained in accordance with manufacturer's guidance to ensure optimum performance.</li> <li>• The Health and Safety Executive's guidance on <a href="#">Air Conditioning and Ventilation during the Coronavirus Outbreak</a> will be observed.</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |                      |



| <b>What are the hazards?</b><br><br>Don't forget long term health hazards    | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm   | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
|--|---|---|---|----------------------|
|  |   | <ul style="list-style-type: none"> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:-               <ul style="list-style-type: none"> <li>➢ opening high level windows in preference to low level to reduce draughts.</li> <li>➢ increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused).</li> <li>➢ providing flexibility to allow additional, suitable indoor clothing.</li> <li>➢ Re-arranging furniture where possible to avoid direct drafts.</li> </ul> </li> <li>• Heating will be used as and when necessary to ensure comfort levels are maintained especially within occupied areas.</li> <li>• Most classrooms and other teaching and learning spaces, together with communal areas, have been fitted with DfE issues CO2 monitors. Advice has been issued to staff regarding their use and monitoring. The site manager will continue to monitor CO2 monitor use overall.</li> </ul>   |   |                      |
| <b>Personal Protective Equipment</b>   |   |   |   |                      |
| Inadequate provision, handling or use of Personal Protective Equipment (PPE) | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Vulnerable groups</li> </ul> <p><i>(may become infected with COVID-19 due to a lack of suitable PPE for undertaking intimate care or cleaning tasks, or caring for a symptomatic student, incompatibility of PPE, lack of instruction and training on its proper use)</i></p> | <ul style="list-style-type: none"> <li>• Current government guidance regarding the wearing of appropriate personal protective equipment (PPE), where appropriate.</li> <li>• Existing routine use of PPE will continue for care of non-symptomatic children and young people who have intimate care needs or who present behaviours which may increase the risk of droplet transmission (such as spitting).</li> <li>• Appropriate PPE will be provided and worn by staff caring for any symptomatic child/young person whilst they await collection, if a distance of 2m cannot be maintained (ie, a very young child or child with complex needs). These include:               <ul style="list-style-type: none"> <li>➢ A Fluid Resistant Surgical Face Mask (Type IIR) - if a distance of 2m cannot be maintained.</li> <li>➢ Disposable gloves, plastic apron and a Fluid Resistant Surgical Face Mask (Type IIR) - if contact is necessary.</li> <li>➢ Eye protection (ie, safety goggles or face shield) - if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>• Cleaning staff will be issued with and wear disposable gloves and plastic aprons for general cleaning. However, if an area has been heavily contaminated, such</li> </ul> |   |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards                       | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b>  | <b>Date Actioned</b> |
|---|--|--|--|----------------------|
|   |  | <p>as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes (ie, safety goggles or face shield), mouth and nose (fluid-resistant surgical face mask - Type IIR), will also be worn.</p> <ul style="list-style-type: none"> <li>• Government guidance on <a href="#">Safe Working in Education, Childcare and Children's Social Care</a> referenced for preventing and controlling infection, including the use of PPE.</li> <li>• Staff trained on: <a href="#">how to put PPE on and take it off safely, the need for its use</a>, the need for scrupulous hand hygiene in order to reduce self-contamination and how to dispose of PPE correctly.</li> <li>• Stocks of PPE are regularly monitored and replenished.</li> <li>• Local supply chains have been established for the obtaining of PPE.</li> <li>• Only PPE that is CE marked and purchased from a reliable source will be used by staff.               <ul style="list-style-type: none"> <li>➢ Staff to be reminded:to avoid touching their face, eyes, nose or mouth when wearing PPE (ie, gloves).</li> <li>➢ that torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use.</li> <li>➢ to cover any cuts and abrasions with a waterproof dressing.</li> <li>➢ that the wearing of gloves is not a substitute for good hand washing protocols.</li> </ul> </li> </ul> |  |                      |
| <b>Outbreak Management (Contingency Plans)</b>  |  |  |  |                      |
| Lack of engagement with the NHS Test and Trace Service leading to potential outbreaks occurring | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) infection should there be an</i></p> | <ul style="list-style-type: none"> <li>• Current Government guidance is being followed by <b>engaging with the NHS Test and Trace process</b>, where required.</li> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of their objections under NHS Test and Trace requirements.</li> <li>• Advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the class.</li> <li>• A temporary record of all staff, children and young people, parents and visitors using the school (and of any mixing of class groups) will be held for a period of 21 days, in a manageable way, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the school and wider society.</li> </ul>  | <ul style="list-style-type: none"> <li>• Staff induction for return to full school re-opening to include reiteration of information about the NHS Test and Trace process.</li> </ul> |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards                       | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm   | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b>     | <b>Date Actioned</b> |
|---|---|---|---|----------------------|
|   | <i>outbreak in the school as a result of ineffective arrangements for testing and self-isolation of infected persons)</i>   | <ul style="list-style-type: none"> <li>• The school will notify the Local Test and Trace Team, who will liaise with PH where required, should they reach any of the identified thresholds as specified in the <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings</a></li> <li>➤ 5, students, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>➤ 10% of, students, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period For special schools, residential settings, and settings that operate with 20 or fewer students, students and staff at any one time:</li> <li>➤ 2, students, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period Identifying a group that is likely to have mixed closely will be different for each setting.</li> <li>➤ The headteacher will refer to annex of the guidance for their school sector, but a group will rarely mean a whole setting or year group.</li> <li>• The headteacher will be provided with the PHE NW COVID-19 Resource Pack for Schools (Version 7.0) to provide additional advice during the Covid -19 pandemic.</li> </ul> |   |                      |
| Inadequate management of confirmed cases of Coronavirus (COVID-19) amongst the school community | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) as a result of the school not</i></p> | <ul style="list-style-type: none"> <li>• Current Government guidance is being followed to <b>manage confirmed cases of Coronavirus (COVID-19) amongst the school community.</b></li> <li>• Contact details for local Public Health England (PHE) Team and Local Authority (LA) Health and Safety Team are readily to hand.</li> <li>• Arrangements are in place to notify the appropriate authorities of any cases that test positive (eg, the local Public Health Team, LA and DfE, as required).</li> <li>• A confidential record is maintained of all staff and Students who are self-isolating who have tested positive. These records are kept up to date and carefully tracked so that no students or staff are accepted back into school before the isolation period has elapsed.</li> <li>• Use is made of any template letters provided by PHE/LA as directed locally.</li> </ul>  | <ul style="list-style-type: none"> <li>•</li> </ul> |                      |

| What are the hazards?  | Who might be harmed and how?  | Current control measures   | Any additional control measures required  | Date Actioned |
|--|---|--|---|---------------|
| Don't forget long term health hazards  | Identify groups of people and how the hazard could cause them harm  | List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   |   |               |
| Inadequate management of an outbreak of Coronavirus (COVID-19) within the school               | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift or appropriate action to manage an outbreak)</i></p>                           | <ul style="list-style-type: none"> <li>• Support and advice are sought from the Public Health/Health and Safety Section for any queries/complex cases. Further advice is sought from the DfE/PHE as required.</li> <li>• Current Government guidance to <b>contain any outbreak by adhering to local Health Protection Team advice</b> is being followed.</li> <li>• A St Helens Council Outbreak Management Plan has been developed to rapidly respond to help contain any clusters of infection or outbreaks, with business contingency plans put in place should several people in the school be asked to self-isolate or the school is put in lockdown.</li> <li>• Advice provided by the local Health Protection Team is acted on immediately.</li> <li>• Good working relationships are established and maintained enabling rapid communication with the Local Authority and local Public Health England.</li> </ul>         | <ul style="list-style-type: none"> <li>•</li> </ul>   |               |
| <b>Staff and Student Wellbeing</b>   |   |  |   |               |
| Transmission of the virus to a person who is particularly vulnerable to Coronavirus (COVID-19) | <ul style="list-style-type: none"> <li>• Adults who have not been offered or declined 2 vaccine doses</li> <li>• Higher risk groups (ie, older males, have a high body mass index (BMI), have health conditions such as Diabetes or are from some Black, Asian or minority ethnicity (BAME) backgrounds</li> <li>• Pregnant women (&gt;27 weeks pregnant or who have an underlying health condition)</li> </ul> | <ul style="list-style-type: none"> <li>• All staff are encouraged to get both doses of the COVID-19 vaccine when offered it.</li> <li>• all education and childcare staff and eligible students to be aware of the latest information on the booster programme and how to book a booster. and parents and students to be aware of the vaccination offer for students;</li> <li>• The importance of individual and wider workforce engagement, buy-in and co-operation are regularly highlighted by Senior Management to ensure existing control measures identified in this risk assessment (ie, adequate ventilation, good hygiene and cleaning) are strictly applied within the workplace.</li> <li>• Individual discussions will be held between Managers and staff in higher-risk groups returning to the workplace to: discuss any particular COVID-19 related concerns they may have; discuss the risk management</li> </ul> | <p>Those individuals who are classed as Clinically Vulnerable will continue to attend school.</p> <p>Individual risk assessments for vulnerable Staff and Children and Young People to be reviewed and updated.</p> |               |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
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|   | (may be at higher risk of being infected and/or an adverse outcome if they become infected with COVID-19)     | <p>measures put in place to minimise transmission to keep them, and others, safe; explain the control measures that will be or have already been put in place to protect them and other staff; and discuss their individual needs and support them in taking any additional precautions advised by their Clinicians.</p> <ul style="list-style-type: none"> <li>• All staff, including those in higher-risk groups, are able to access all protections that are necessary, eg, during night shifts, when working remotely or working alone. This includes access to PPE stocks and cleaning materials, etc.</li> <li>• Staff who are Clinically Extremely Vulnerable (CEV) will, as a minimum, follow the same guidance as everyone else. However, they will also be advised to follow the NHS Advice for <a href="#">People at High Risk from Coronavirus (CEV)</a> and Government guidance on <a href="#">Protecting People who are CEV</a>.</li> <li>• Pregnant women will, as a minimum, follow the same guidance as everyone else. However, where they are more than 27 weeks pregnant, or if they are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any point in pregnancy, they will be advised to consider limiting close contact with people they do not normally meet with regularly in order to reduce the risk of catching COVID-19. (Further advice on <a href="#">Pregnancy and Coronavirus (COVID-19)</a> is available via NHS.UK together with advice on <a href="#">Pregnancy, Breastfeeding, Fertility and Coronavirus (COVID-19)</a> Vaccination and the Royal College of Obstetricians and Gynaecologists' <a href="#">Combined Information Sheet and Decision Aid on COVID-19 vaccination</a>).</li> <li>• Separate individual risk assessments will be completed for any Children and Young People determined by a medical practitioner as being clinically extremely vulnerable and more susceptible to severe illness or poor outcomes from COVID-19.</li> <li>• All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg, disabled staff.</li> <li>• Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with</li> </ul> |   |                      |

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|   |   | social anxiety disorder to have their own desk, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc.  |   |                      |
| Contact Dermatitis, skin irritation, exacerbation of existing skin conditions                     | <ul style="list-style-type: none"> <li>• Staff</li> </ul> <i>(may suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition as a result of frequent hand washing)</i>  | <ul style="list-style-type: none"> <li>• Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin symptoms (ie, Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing.</li> <li>• Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring.</li> </ul>  |   |                      |
| Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <i>(may cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly)</i> | <ul style="list-style-type: none"> <li>• COSHH Risk Assessment completed for use of hand rub/sanitiser within the school.</li> <li>• Non-perfumed moisturising hand sanitisers provided, wherever possible.</li> <li>• Hand sanitiser/hand rub will only be used where access to hand washing with soap and running water is not readily available and where hands are not visibly soiled.</li> <li>• The use of hand sanitisers by students will be monitored by staff.</li> <li>• Staff and students encouraged to report any adverse effects experienced with the use of hand sanitizer/hand rub, with advice sought from GP where serious reactions occur.</li> </ul> |   |                      |

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| Travelling to School during the outbreak                                  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• <a href="#">Parents/Carers</a></li> <li>• Children and Young People</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> | <ul style="list-style-type: none"> <li>• Travel arrangements will be revised in accordance with Part B of the Government guidance for <a href="#">Dedicated Transport to Schools and other Places of Education (2020 to 2021)</a>.</li> <li>• Where use of public transport is necessary, users are to conform with all requirements, eg, wearing face coverings, etc, following the <a href="#">Safer Travel Guidance for Passengers</a>.</li> <li>• Staff, students and young people are supported to walk, cycle or drive to work wherever possible, with the provision of safe bike storage, showers, lockers, free parking, etc.</li> <li>• Staff have been requested not to share cars, wherever possible.</li> <li>• Where travelling cannot be avoided for work purposes and staff have to travel together in one vehicle, the following mitigation methods have been implemented:               <ul style="list-style-type: none"> <li>➢ Use of fixed travel partners;</li> <li>➢ Avoidance of sitting face-to-face;</li> <li>➢ Refraining from playing music or radio broadcasts that may encourage shouting or raising of voices above normal conversation levels.</li> </ul> </li> </ul> <p>Ensure there is good ventilation (opening windows)</p> | <ul style="list-style-type: none"> <li>• Flexible/staggered start and finish times enabled so that staff can avoid travelling at peak times, may be re introduced where local rules by the DPH dictate such requirements.</li> </ul> |                      |
| Inadequate Induction of New and Temporary Staff                           | <ul style="list-style-type: none"> <li>• Staff (including Supply Teachers and other temporary workers)</li> <li>• Students</li> </ul> <p><i>(may suffer injury or ill health through a lack of understanding on the hazards and risks they may face, the control measures in place and emergency procedures to be followed)</i></p>   | <ul style="list-style-type: none"> <li>• New and Temporary staff will be provided with clear instructions and information in relation to Covid-19 control measures, and adequate training, on how to work safely, including arrangements for infection control, first aid, fire and evacuation.</li> </ul>   |  |                      |
| Inadequate First Aid Facilities, Personnel and Equipment and              | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> </ul>   | <ul style="list-style-type: none"> <li>• First aid needs assessment to be regularly reviewed.</li> <li>• Headteacher or their representative, will ensure that adequate and appropriate first aid equipment (fully stocked first aid kit), facilities and personnel available at all times the premises are occupied, with arrangements in place in case of</li> </ul>   |  |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm   | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
|---|---|--|---|----------------------|
| Information for First Aiders  | <ul style="list-style-type: none"> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> <li>• Designated First Aiders</li> </ul> <p><i>(may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices)</i></p> | <p>staff illness/absence, to ensure employees and other building users receive immediate attention if they are injured or taken ill, as per the first-aid needs assessment for the premises.</p> <ul style="list-style-type: none"> <li>• Standard Infection Prevention and Control Procedures (ie, maintaining good hand, respiratory and personal hygiene) followed at all times by First Aiders to protect themselves and others and limit the risk of spread of COVID-19.</li> <li>• Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste).</li> <li>• Appropriate PPE provided and used by first aiders where it is not possible to limit close contact and there is a need to deliver hands on care (ie, fluid resistant surgical mask (Type IIR), disposable gloves (vinyl, powder free), disposable apron (and disposable eye protection, ie, goggles or face visor, where the risk of splashes, droplets of blood or body fluids are present).</li> <li>• Headteacher to ensure guidance is provided to first aiders in the correct use and disposal of all PPE.</li> <li>• The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed (unless the casualty is a child and chest compressions alone are unlikely to be effective, with cardiac arrest being more likely caused by a respiratory problem or lack of oxygen. In such cases, first aiders should have access to a resuscitation face shield if they decide to perform mouth-mouth ventilation). Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread.</li> <li>• Guidance provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see <a href="#">Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> and specific guidance on giving cardiopulmonary resuscitation (CPR) from the <a href="#">Resuscitation Council UK</a></li> <li>• Medical Room, where provided, cleaned after each use.</li> </ul> |   |                      |



| <b>What are the hazards?</b><br><br>Don't forget long term health hazards   | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm   | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
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| Testing, Inspection and Maintenance of Building-Related Systems are not up to date and/or all systems are not operational | <ul style="list-style-type: none"> <li>All building occupants</li> </ul> <p><i>(may be exposed to increased risk of injury or ill health from a lack of testing, inspection and maintenance of building related systems not being operational due to the school/setting being completely or partially closed, or having reduced occupancy during the Coronavirus (COVID-19) outbreak)</i></p> | <ul style="list-style-type: none"> <li>Member of staff identified with responsibility for managing the premises (with cover arrangements put in place in case of staff illness), reviewing risk assessments and implementing any measures to ensure that safety is maintained.</li> <li>The school is supported by a Property Support Officer and has access to competent person(s) for advice on building-related utilities and systems.</li> <li>All utilities and systems within the school (including gas, heating, water supply, mechanical and electrical systems and catering equipment) remain operational and will continue to be serviced and maintained throughout the pandemic.</li> <li>The Headteacher will ensure that all water systems will be fully flushed through on a recorded basis prior to re-opening, following a holiday period</li> </ul> <p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people.</li> <li>Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational.</li> <li>Regular hazard spotting carried out to identify escape route obstructions.</li> <li>Daily checks to ensure that all fire doors are operational.</li> <li>Fire drills continue to be held on a termly basis as normal.</li> <li>Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. These doors must remain closed to prevent the risk of uncontrolled fire spread and smoke should a fire occur.</li> </ul> <p><b>Security including access control and intruder alarm systems</b></p> <ul style="list-style-type: none"> <li>All areas of the school kept secure in line with current security arrangements.</li> <li>Keyholder information updated, as necessary.</li> </ul> <p><b>Plant and Equipment</b></p> <ul style="list-style-type: none"> <li>Plant and equipment continues to be maintained in line with manufacturer's instructions.</li> </ul> |   |                      |

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|   |   | <ul style="list-style-type: none"> <li>• Scheduled thorough examination and testing of lifting and pressure equipment will continue to be undertaken during the pandemic.</li> <li>• School/setting will agree safe access and working arrangements with the contractor prior to commencing work on site.</li> <li>• Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school/setting will adopt a risk-based process, in consultation with their Competent Person, to determine whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment.</li> </ul> |  |                      |
| Inadequate arrangements for School Meal provision                         | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Catering Staff</li> <li>• Midday Supervisors</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a contaminated surface or food item, and then touching their mouth, nose, or eyes).</i></p> | <ul style="list-style-type: none"> <li>• School/setting will continue working with their Catering Service provider to ensure food is available for children and young people who attend and ensure staff are able to prepare, serve and work safely.</li> <li>• Children and young people will clean their hands before eating their lunch.</li> <li>• Tables will be cleaned between each sitting.</li> <li>• Dining Hall/Room will be kept well-ventilated.</li> </ul>   | <ul style="list-style-type: none"> <li>• 2m distance between different class groups to be re-introduced as a result of any outbreak management meeting as directed by the DPH.</li> <li>• Children and young people will be seated facing forwards and sitting side by side, should the a need dictate a review of the seating arrangements during lunchtime seating, where social distancing may need to be re-introduced.</li> </ul> |                      |

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|---|--|---|---|----------------------|
|   |  |   |   |                      |
| Stress, Mental Health and Wellbeing adversely affected due to the Coronavirus (COVID-19) Outbreak | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and young people</li> </ul> <p><i>(may be suffering with stress, mental health or wellbeing difficulties as a result of isolation or anxiety about Coronavirus. Also, through having experienced bereavements in their immediate family or wider circle of friends, or had increased caring responsibilities)</i></p> | <ul style="list-style-type: none"> <li>• Access to PHE online resources to promote and support mental wellbeing of students. This includes <a href="#">wider guidance on supporting children and young people's mental health</a></li> <li>• Digital support includes:               <ul style="list-style-type: none"> <li>➢ <a href="#">An Educational Resource</a> for adults about children and young people's mental health.</li> <li>➢ The PHE <a href="#">Every Mind Matters platform</a> about looking after your own mental health</li> <li>➢ <a href="#">Rise Above</a>, targeted at young people, which also has <a href="#">schools-facing lesson plans</a>.</li> <li>➢ <a href="#">The Education Support Partnership</a> free helpline and mental health and wellbeing resources for Teachers and support staff dealing with the COVID-19 crisis.</li> </ul> </li> <li>• Wellbeing/mental health issues are discussed with students during PSHE/assemblies, one-to-one conversations with trusted adults, where this may be supportive, and at other appropriate opportunities.</li> <li>• Positive opportunities will be provided for students and young people to renew and develop friendships and peer groups and other enriching developmental activities.</li> <li>• Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support.</li> <li>• Trained Workplace Mental Health First Aiders available for staff who may be experiencing a mental health issue or emotional distress.</li> <li>• Counselling services available via Management/Self-Referral to the Occupational Health Unit for any staff who are particularly anxious or bereaved.</li> <li>• Staff workload monitored by management and adjusted as necessary.</li> <li>• Wellbeing and work-life balance are promoted with all staff.</li> <li>• Member of the Senior Leadership Team to keep in touch with home workers and ensure regular contact is made with them to make sure they are healthy</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards                       | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
|---|--|--|---|----------------------|
|   |  | <p>and safe, recognising any signs of stress as early as possible (where required).</p> <ul style="list-style-type: none"> <li>• Staff encouraged to speak regularly with their colleagues.</li> <li>• Subject Leads will have access to the DfE's training module on <a href="#">teaching about mental wellbeing</a> to assist in the training of Teachers who will be teaching students about mental health and wellbeing.</li> <li>• Teaching staff will have access to the free MindEd learning platform for professionals, which includes a <a href="#">Coronavirus (COVID-19) Staff Resilience Hub</a> with materials on peer support, stress, fear and trauma and bereavement, to support students upon return to school.</li> <li>• The Council's '<a href="#">Adapting to the New Normal</a>' guide issued to staff working at home (where required)..</li> </ul> |   |                      |
| Altered behaviours when returning to the school/setting which may affect the covid arrangements | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, through disregard of the new arrangements)</i></p>                         | <ul style="list-style-type: none"> <li>• Behaviour Policy to be reviewed and updated to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure Students understand them and can enforce them rigorously.</li> <li>• Clear messages given to students on the importance and reasons for social distancing in reinforced throughout the day by staff and through posters and floor markings.</li> <li>• Senior Leaders monitor areas where there are breaches of social distancing measures and the arrangements are reviewed.</li> </ul>  |   |                      |
| Educational Visits  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> <li>• Parent Volunteers</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, during an off-site educational visit)</i></p> | <ul style="list-style-type: none"> <li>• All trips will be undertaken in line with Covid 19 protective measures in place at the destination.</li> <li>• When arranging international visits, the school will comply with international travel legislation and be aware of the potential for change to the travel lists (green, amber or red countries) which will be consulted prior to and monitored throughout the trip. The school will have contingency plans in place to account for these changes.</li> <li>• Outdoor spaces in the local area to be made use of to support delivery of the curriculum.</li> <li>• A full and thorough risk assessment in relation to all educational visits will be undertaken and the school will ensure that any public health advice, such as</li> </ul>   | .   |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards         | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
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|   |  | hygiene and ventilation requirements, is included as part of that risk assessment.<br><ul style="list-style-type: none"> <li>The school will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits and any specialist advice on OEAP visits.</li> </ul>   |   |                      |
| Home working (when required)<br><br>(Working with Display Screen Equipment (DSE)) | <ul style="list-style-type: none"> <li>Staff (working at home on a long-term basis)</li> </ul> <p><i>(may suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or work environments)</i></p>         | <ul style="list-style-type: none"> <li>Staff for whom it is feasible and appropriate and can work from home, will continue to do so, in line with government policy.</li> <li>Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid :               <ul style="list-style-type: none"> <li>➢ avoid awkward, static postures by regularly changing position;</li> <li>➢ get up and move or do stretching exercises;</li> <li>➢ avoid eye fatigue by changing focus or blinking from time to time.</li> </ul> </li> <li>Basic home workstation self-assessment to be completed by staff working at home on a long-term basis and who use DSE daily, for an hour or more at a time, using the HSE's practical <a href="#">Workstation Checklist</a>.</li> <li>Where possible, additional DSE equipment provided or allowed to be taken home by staff to support prolonged use of portable DSE at home (eg, separate monitor, keyboard, mouse, monitor riser, ergonomic chair).</li> </ul> |   |                      |
| Face to face meetings   | <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19)</i></p> | <ul style="list-style-type: none"> <li>Where a face-to-face meeting is held participants will be kept to the absolute minimum with only essential persons present and self-managed safe distancing will be maintained throughout.</li> <li>Meetings will be held outdoors, wherever possible, or in well-ventilated room (ie, opening window) of sufficient size.</li> <li>The sharing pens and other objects will be avoided to prevent transmission during meetings.</li> <li>Hand sanitiser will be provided in meeting rooms.</li> <li>Meeting room thoroughly cleaned after each use</li> </ul>   |   |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards  | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
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| Uncontrolled Access to the School Premises posing a risk to social distancing and infection control                    | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract Coronavirus (COVID-19) as a result of inadequate management of persons entering the site who may spread the virus through poor hygiene, infection control and social distancing practices)</i></p> | <ul style="list-style-type: none"> <li>• Visitors will be allowed onto site by appointment.</li> <li>• Visitor Protocol in place and displayed in a prominent location upon entrance to the building.</li> <li>• Procedure in place for Receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms.</li> <li>• Record held of all persons visiting the school with sufficient detail to support contract tracing if required by NHS Test and Trace. Records will be held for 21 days and securely disposed of after that time.</li> <li>• Staff, where possible, use their ID badge/fob to sign in/out hands-free.</li> <li>• If the signing in screen is used, the member of staff or visitor is directed to use hand sanitiser before and after using the touch screen. The signing in touch screen is cleaned frequently with disinfectant wipes.</li> <li>• Where a manual signing in/out system is in use, staff and visitors will be encouraged to sign-in/out using their own pen. If communal pens are used, these will be cleaned after each use.</li> <li>• A dedicated waiting area and meeting room is made available for visitors, adjacent to Reception where possible.</li> <li>• Designated person(s) will be assigned to receive deliveries.</li> <li>• Deliveries will be managed effectively in a timely manner, with recipients adhering to safe distancing, and wearing PPE where appropriate.</li> </ul> |   |                      |
| Transmission of Coronavirus (COVID-19) infection through contact with objects that enter and leave the school premises | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Couriers/Delivery Drivers</li> </ul> <p><i>(may contract or spread Coronavirus (COVID-19), through lack of social distancing or surface transmission when handling goods and other materials entering and leaving the premises).</i></p>   | <ul style="list-style-type: none"> <li>• Procedures in place for cleaning goods and merchandise entering the site, or quarantining items in a secure location for 72 hours prior to distribution.</li> <li>• Staff handling goods and merchandise have access to handwashing facilities and hand sanitiser and are reminded of the need to maintain good hand hygiene.</li> <li>• Non-business deliveries (ie, personal deliveries to staff) are prohibited.</li> <li>• Pick-up and drop-off collection points, procedures, signage and markings revised to maintain social distancing and avoid surface transmission.</li> <li>• PPE will be worn where necessary, ie, gloves, safety footwear.</li> </ul>   |   |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards   | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
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| Contractors on-site whilst school is in operation posing a risk to social distancing and infection control        | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract Coronavirus (COVID-19) as a result of inadequate management of third party contractors who may spread the virus through poor hygiene, infection control and social distancing practice when working throughout the school and across different groups)</i></p> | <ul style="list-style-type: none"> <li>• Contractors will be allowed onto site by appointment.</li> <li>• Assurances will be sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective safe distancing is maintained at all times.</li> <li>• Arrangements in place for Contractors to use a different entrance to staff and students, where possible, and classes organised so that contractors and staff/children and young people are kept apart.</li> <li>• Contractors will be monitored to ensure covid measures are being maintained throughout any such works.</li> <li>• Discussions held with key contractors about the school's control measures and ways of working.</li> <li>• Contractor visits arranged outside of school hours, wherever possible.</li> <li>• Number of contractors limited at anyone time.</li> </ul> |   |                      |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(failure to ensure controls are implemented may result in infection)</i></p>   | <ul style="list-style-type: none"> <li>• The governing body continues to meet regularly.</li> <li>• The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place</li> </ul>  |   |                      |
| Getting or Spreading Coronavirus (COVID-  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>  | <ul style="list-style-type: none"> <li>• Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports are avoided.</li> </ul>  |   |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards              | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
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| 19) infection through participation in physical education and school sport activities. | <ul style="list-style-type: none"> <li>• Vulnerable Groups</li> <li>• PE/Sport Coaches</li> </ul> <p><i>(may be at increased risk of infection through close contact sport, the way in which people breathe during exercise and lack of COVID Secure arrangements)</i></p> | <ul style="list-style-type: none"> <li>• Use of outdoor space prioritised, where possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups.</li> <li>• Where large indoor spaces must be used, maximising distancing will be ensured between students and scrupulous attention will be paid to cleaning and hygiene. Maximised ventilation of the space will also be ensured, by opening windows and non-fire doors, where practical, before and during the lesson.</li> <li>• PE risk assessments will be reviewed in line with the latest COVID-19 advice from the <a href="#">Association for Physical Education (AfPE)</a>, <a href="#">Sport England and Youth Sport Trust</a>. Reference will also be made to the Government's guidance on <a href="#">'Grassroots Sports Guidance for Safe Provision including Team Sport, Contact Combat Sport and Organised Sport Events'</a> for team sports.</li> <li>• Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school</li> </ul> |   |                      |



| <b>What are the hazards?</b><br><br>Don't forget long term health hazards   | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm   | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc  | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
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| Getting or Spreading Coronavirus (COVID-19) in changing rooms and showering facilities  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Vulnerable Groups</li> <li>• PE/Sport Coaches</li> </ul> <p><i>(may be at increased risk of infection through lack of COVID Secure changing and showering facilities)</i></p>   | <ul style="list-style-type: none"> <li>• If changing rooms are used:               <ul style="list-style-type: none"> <li>➢ Time spent within changing rooms will be limited.</li> <li>➢ Occupancy limits will be set within changing rooms, with appropriate signage displayed on maximum numbers permitted.</li> <li>➢ Rooms will be well-ventilated by natural ventilation or mechanical means.</li> <li>➢ Appropriate signage will be displayed in changing rooms to promote hand/respiratory hygiene requirements.</li> <li>➢ Enhanced cleaning of all facilities will be undertaken regularly throughout the day and at the end of the day.</li> <li>➢ Hand washing/hand sanitising facilities will be available in changing rooms.</li> </ul> </li> </ul> |   |                      |
| Getting or Spreading Coronavirus (COVID-19) through contact and mixing of Students within Wraparound Provision (ie, Breakfast and After School Clubs) | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus (COVID-19) by not operating a COVID Secure provision)</i></p> | <ul style="list-style-type: none"> <li>• Before and after school clubs will be subject to a separate risk assessment</li> <li>• The school will work closely with any external wraparound providers to ensure, as far as possible the protective measures are followed in line with government guidance <a href="#">Covid-19-actions-for-out-of-school-settings</a></li> </ul>   |   |                      |

| <b>What are the hazards?</b><br><br>Don't forget long term health hazards  | <b>Who might be harmed and how?</b><br><br>Identify groups of people and how the hazard could cause them harm  | <b>Current control measures</b><br><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc   | <b>Any additional control measures required</b>  | <b>Date Actioned</b> |
|--|--|---|--|----------------------|
| Getting or Spreading Coronavirus (COVID-19) though child attending more than one setting (ie, school and alternative education provider) | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for Students with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(Students may contract and spread Coronavirus (COVID-19) through contact and mixing with persons other than their own household and school bubble)</i></p> | <ul style="list-style-type: none"> <li>• Current Government guidance followed.</li> <li>• Close working between school and alternative education provider to work through system of controls, enabling any risks to be identified and addressed and allow the joint delivery a broad and balanced curriculum for the child.</li> </ul>  |  |                      |
| Risk of COVID-19 transmission during periods of high prevalence  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for students with SEND etc.)</li> <li>• Vulnerable Groups<br/><i>(May be at increased risk from contracting or spreading COVID-19 infection during periods of high prevalence in the community)</i></li> </ul>     | <ul style="list-style-type: none"> <li>• Staff will be encouraged to continue to participate in surge testing in the local area, during periods of high prevalence, whether vaccinated or not.</li> <li>• Staff will be advised to take particular caution when meeting anyone outside their own household or support bubble and be encouraged to, wherever possible:               <ul style="list-style-type: none"> <li>➤ Meet outside rather than inside;</li> <li>➤ Keep 2 metres apart from people they do not live with (unless they have formed a support bubble with them), this includes friends and family they don't live with; and</li> <li>➤ Minimise travel in and out of affected areas.</li> </ul> </li> </ul> | Appropriate signage to be displayed as a visual reminder for both staff and other building users of expectations during periods of high prevalence |                      |
| <b>Additional Site-Specific Issues</b>   |  |   |  |                      |

| <b>What are the hazards?</b><br>Don't forget long term health hazards | <b>Who might be harmed and how?</b><br>Identify groups of people and how the hazard could cause them harm | <b>Current control measures</b><br>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc | <b>Any additional control measures required</b> | <b>Date Actioned</b> |
|---|---|---|---|----------------------|
|   | <ul style="list-style-type: none"> <li>•</li> </ul>   |   |   |                      |