




Eastbrook Primary Risk Assessment Covid-19

Activity/Person/Location	Managing COVID-19 risks
School	Eastbrook Primary
Head Teacher	Evan Hollows
Assessor(s) including employee representative	Phil Waker (Chair), Mick McCarthy (H&S Gov.) visit 15/9/20
Date of assessment	21/8/20, 4/3/21/ & 1/9/21
Review date (Monthly)	Ongoing Monthly

Key	
	Social Distancing to minimise potential spread of COVID-19
	Hygiene protocols to minimise potential spread of COVID-19
	Additional considerations to manage and control risk

Resultant Risk Rating	
Please tick	
High	
Medium	✓
Low (normal)	

Risk rating to be applied by each school following implementation of control measures. Select a risk rating to reflect the overall risk once control measures are in place. You are aiming to ensure that the risk is as low as reasonably practicable (ALARP)

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. There is a confirmed case of coronavirus in a setting	Staff, pupils, contractors, visitors Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community. However, transmission of virus between pupil to pupil and between pupil to staff is negligible. People can catch the virus from others who are infected in the following ways:	Protocol in place in line with Guidance for schools and educational settings contains detailed guidance for settings on: cleaning, testing and tracing, PPE and what settings should do in response to a case being confirmed. Schools should refer to this guidance and continue to follow measures, along with handwashing, cleaning, and self-isolation to lower the risk of transmission. Child / young person / staff member with symptoms Anyone with symptoms should be advised NOT to come to the school premises, they should be advised to self-isolate for 10 days (along with their household, apart from household members who are not required to self-isolate) and get a PCR test. If a child, young person or staff member displays symptoms of coronavirus in a setting, they should be sent home and advised to get a PCR test and self-isolate for 10 days. Their fellow household members should self-isolate for 10 days unless exempt from self-isolation. Stay at home guidance is available here.	Please consult the relevant guidance to carry out this risk assessment. Headteacher to be advised immediately before self-isolation begins. All staff remain vigilant and report student health concerns immediately to the school office and the Headteacher.	All Staff	Immediate	Ongoing

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
	<ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth • Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to 	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>All staff and students who are attending an education or childcare setting will have access to a PCR test if they display symptoms of coronavirus and are strongly encouraged to get tested in this scenario. Employee refusal to arrange a test will need to be discussed with the manager and the employee. If the child, young person or staff member tests negative, they can return to their setting and the fellow household members (who are not exempt from self-isolation) can end their self-isolation.</p> <p>If a child with symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 1m+ away from other people. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the guidance: The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) -</p>	<p>Share LBBD Covid action response flowchart with office staff.</p> <p>Locate closest testing centres in order to advise families.</p>	EH	1/9/21	Ongoing

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Covid-19 Outbreaks on site	death. The children are generally asymptomatic or have mild symptoms only and the transmission rate to other children or adults is low or negligible	<p>GOV.UK (www.gov.uk). Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).</p> <p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home. If this is not possible, alternative arrangements may need to be organised by the school i.e., a taxi may be available or the local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 1m+ cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Child / young person / staff member with a positive test result</p> <p>If there is a confirmed case of coronavirus (a child, young person or a staff member with a positive test result) in a setting, they should be sent home and advised to self-isolate for 10 days. Their fellow household members (who are not exempt from self-isolation) should self-isolate for 10 days. Stay at home guidance is available here.</p> <p>Where the child, young person or staff member tests positive, the rest of their class within their childcare or education setting should not be sent home unless the school has spoken to the Local Public Health Team and London Coronavirus Response Centre. The other household members of that wider class do not need to self-isolate unless the child, young person or staff member they live with in that class subsequently develops symptoms.</p> <p>As part of the NHS Test and Trace programme, if other cases are detected within the cohort or in the wider setting, Local Public Health Team has put Outbreak Action Cards and SOPs in various settings as part of the Local Outbreak Management Plan. Further guidance can also be found: Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p> <p>Please follow these.</p> <p>In case of an outbreak (please see definitions below), contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) as below:</p> <p>Contact Local PH team on pauline.starkey@lbbd.gov.uk</p> <p>They will</p> <ul style="list-style-type: none"> Respond to your enquiries 	<p>Contact Local Public Health Team and LCRC in case of an outbreak.</p> <p>Visit the council's website to access the Outbreak Action Cards and SOP for Eastbrook Primary.</p> <p>Information to be shared quickly with secondary school to check for siblings.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Give advice if there are suspected coronavirus cases (i.e. before test result back) • Gives ongoing support to settings managing outbreaks <p>Contact PHE (LCRC) on 0300 303 0450</p> <p>They will</p> <ul style="list-style-type: none"> • Give initial advice when there is a person with confirmed coronavirus in a high-risk setting • Want organisations to notify them of all confirmed (test positive) cases in high-risk local settings (Notifications to be made via LCRC@phe.gov.uk or call 03003030450) • If PHE confirm that there is an outbreak in any setting, they will still: <ul style="list-style-type: none"> ○ Support setting to complete an outbreak risk assessment ○ Run through infection prevention and control check list ○ Support with communications, if needed ○ Alert local authority public health team who will provide ongoing support. ○ Establish a multi-agency incident management team (if required) <p>The LA will undertake an outbreak risk assessment to help mitigate the risks. (Please note this is different from the Individual RA and Schools RA already undertaken)</p> <p>Where settings are observing guidance on COVID-19: infection prevention and control (IPC) , which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Outbreak definition as follows. COVID-19 Education Setting Cluster and Outbreak Definitions.</p> <p>Cluster definition:</p>				


What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within a 14-day period.</p> <p>(In the absence of detailed information about the type of contact between the cases).</p> <p>End of cluster No test-confirmed cases with illness onset dates in the last 14 days.</p> <p>Outbreak definition:</p> <p>Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of:</p> <ul style="list-style-type: none"> • Identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases. • When there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases. <p>End of outbreak No test-confirmed cases with illness onset dates in the last 28 days in that setting.</p> <p>Note: The threshold for the end of an outbreak is higher than the end of a cluster.</p> <p>covid-19-epidemiological-definitions-of-outbreaks-and-clusters</p> <p>When a setting should consider extra action</p>				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		We will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern				
2. Testing and contact tracing	Staff, Pupils, visitors, contactors (Risk - as set out in section 1)	<p>The NHS Test and Trace programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent test positive.</p> <p>Testing remains voluntary but strongly encouraged by Public Health.</p> <p>Staff who have had a positive COVID-19 PCR test in the past 90 days should not take another (PCR test) unless they develop new symptoms of Covid-19.</p> <p>If, however, you do have an LFD antigen test within 90 days of a previous positive COVID-19 PCR test, for example as part of your twice weekly workplace testing programme, and the result of this test is positive, you and your household should self-isolate (*unless exempt – see paragraph Tracing close contacts and isolation further down in this section) and follow the steps in this guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).</p> <p>If it is more than 90 days since you tested positive by PCR for COVID-19, and you have new symptoms of COVID-19, or a positive LFD antigen or PCR test, follow the steps in this guidance again.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. 	<p>Parents, visitors, contractors and pupils with a smart phone should download the app.</p> <p>Two local testing stations are operational:</p> <p>Mayesbrook Park (7/9/20)</p> <p>Chadwell Heath (15/9/20)</p> <p>Office staff are directing families to one of these 2 centres via walk-in or appointment booking.</p>	Office Staff	Immediate	Ongoing

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Self-isolate if they are displaying symptoms and follow the guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk). <p>Coronavirus testing is available to everyone in England with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste). Further guidance can be found using the following link: Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>You can get an NHS test if at least one of the following applies:</p> <ul style="list-style-type: none"> • you have a high temperature • you have a new, continuous cough • you've lost your sense of smell or taste or it's changed • you've been asked to get a test by a local council • you're taking part in a government pilot project • you've been asked to get a test to confirm a positive result <p>You can also get a test for someone you live with if they have symptoms.</p> <p>How to book a test</p> <ul style="list-style-type: none"> • People can register for a test at Testing for coronavirus (COVID-19) - NHS (www.nhs.uk) • Those who do not have any access to the internet, or who have difficulty with the digital portals, can ring a new 119 service to book their test. People with hearing or speech difficulties can call 18001 119. 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>When to get a test</p> <p>If you have symptoms, get a test as soon as possible.</p> <p>Book a visit to a test site to have the test today. Test sites are open 7 days a week Get a coronavirus test LBBB. Order a home test kit if you cannot get to a test site.</p> <p>Asymptomatic Testing</p> <p>All staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.</p> <p>All families sent 2 reminders during the holidays encouraging them to get themselves and their child tested prior to returning to school.</p> <p>Confirmatory PCR tests</p> <p>Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk). They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. Please see link: Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Those with a negative LFD test result can also continue to attend school and use protective measures.</p> <p>Additional information on PCR test kits for schools and further education providers is available via the following link: Coronavirus</p>	<p>Office will keep a log of all symptoms and test requests and will follow up all of these to ensure we receive information promptly.</p> <p>Monitor number of home test kits to ensure we do not run out.</p> <p>Test results to be submitted electronically and this will be reviewed to ensure all staff are performing the tests.</p>	Office Staff	Immediate	Ongoing



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p data-bbox="577 196 1402 256"> (COVID-19): test kits for schools and FE providers - GOV.UK (www.gov.uk)</p> <p data-bbox="577 284 1043 316">Tracing close contacts and isolation</p> <p data-bbox="577 357 1402 448">Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p data-bbox="577 489 1402 799">As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Staff/families may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p data-bbox="577 841 1402 991">We will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, our director of public health might advise us to temporarily reintroduce some control measures.</p> <p data-bbox="577 1032 1402 1123">Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul data-bbox="667 1165 1402 1358" style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons 				




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>				
3. Contingency Plan to deal with an outbreak	Staff, Pupils, visitors, contactors (Risk - as set out in section 1)	<p></p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>For self-isolating pupils, remote education plans will be put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>Schools should maintain capacity to deliver remote learning for the next academic year, including pupils who face challenges to return due to COVID-19 travel restrictions for the period they are abroad. See guidance on remote education support. Full expectations for remote education, support and resources can be found on the Safeguarding - Get Help with Remote Education - GOV.UK.</p> <p>In the event of a local outbreak, the PH health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
4. Communication strategy (communication to parents / guardians)	Staff, Pupils, visitors, contactors (Risk - As set out in section 1)	 <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained. including for the provision of First Aid. • If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. • If there is an outbreak in the school, the Director of Public Health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). • Those positive with Covid-19 or symptomatic - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents to be advised to follow guidance below COVID-19: guidance for households with possible coronavirus infection - GOV.UK (www.gov.uk) 				
5. Shielded and clinically vulnerable Groups including those who are pregnant	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Where parents are concerned about their child's attendance, they should speak to their child's school about their concerns and discuss the protective measures that have been put in place to reduce the risk. They should also discuss other measures that can be put in place to ensure their children can regularly attend school. Please see link for specific information on: SEND and specialist settings - additional operational guidance: COVID-19 (publishing.service.gov.uk). • School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children 	If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should	All Staff LG-T (attendance matters)	Immediate	Ongoing



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
<p>SEND pupils</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.</p>	<p>as possible regularly attend school. Please see link: School attendance: guidance for schools - GOV.UK (www.gov.uk).</p> <ul style="list-style-type: none"> Where children and young people with EHC plans are not attending their education setting because they are following public health advice, multi-agency professionals should collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan. This may include face-to-face visits to the home, or virtual support by means of video or telephone calls, or via email. As shielding is paused, some who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). Please read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for pregnant women, is available here. If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach. This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19. Our advice is still that those who are 28 weeks plus, continue to work from home. 	<p>be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).</p> <p>School leaders should be flexible in how those members of staff are deployed. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Headteacher to meet with SENCO and representatives from ILT weekly to review SEND care plans, Risk Assessments and provision for SEND students.</p> <p>Where staff identify personal concerns regarding vulnerability or increased risk, these should be discussed with</p>	<p>Applicable staff & EH</p> <p>Applicable staff & EH</p>	<p>Immediate</p> <p>Immediate</p>	<p>9/21 & Ongoing</p> <p>Ongoing</p>



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Previous practices will continue, i.e., Individual Risk Assessment, referral to OH, when necessary. • Staff should discuss these matters with line management/Schools HR and undertake a risk assessment. • All pregnant women should be offered the COVID-19 vaccine at the same time as the rest of the population, in line with the age group roll out. Please see link for further information: COVID-19 vaccines, pregnancy and breastfeeding (rcog.org.uk) • Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for relevant PPE use. • Where closer contact may be necessary (for example personal care) appropriate PPE to be worn. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the individual is coughing, spitting. • Management staff to follow manufactures instructions on how to use PPE correctly <p>Individual Health Risk Assessment undertaken with BAME / Clinically Vulnerable staff members using 'appendix 1' of this document.</p>	<p>the Headteacher and Health risk assessment should be completed.</p>			
<p>Important considerations for occupied spaces within the school building.</p> <ul style="list-style-type: none"> • Frequent and thorough hand cleaning should now be a regular practice. The school should continue to ensure that staff / visitors and pupils clean their hands regularly. This can be done with soap and water to minimise possible adverse dermatological effects (20 seconds minimum recommended) or with sanitiser. • Implementation and maintaining an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the cleaning of non-healthcare settings. • Keep occupied spaces well ventilated when your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. You should identify any poorly ventilated spaces as part of your risk assessment and take steps 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/parents' evenings. 						





What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
<ul style="list-style-type: none"> Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). CO2 monitors will also be provided to all state-funded education settings from September to help assess whether a space is poorly ventilated. The school should aim to achieve a sensible balance between increased ventilation and a comfortable temperature (thermal comfort) in classrooms and other occupied spaces. The minimum temperature maintained in classrooms and offices should not be below 16°C. To balance the need for increased ventilation while maintaining a comfortable temperature, consider: opening high level windows in colder weather in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. The 'catch it, bin it, kill it' approach continues to be very important. The following link contains free resources, including materials to encourage good hand and respiratory hygiene -Information about the Coronavirus (e-bug.eu.) 						
6. Entry to school premises egress from school premises	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <p>We will consider well in advance future events, including parents' evenings – how they will be managed in terms of COVID-19 arrangements e.g., maintaining good hygiene and well ventilated spaces.</p> <p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools.</p> <p>No Entry signs will be placed in the school gates and No Waiting cones will be placed along the pavement to discourage card from parking on the pavement or entering the site.</p> 	<ul style="list-style-type: none"> Advice / instruction on recommended social distancing of 1m+ / hygiene and cleaning practices Entry points to classrooms to be supervised by staff 			




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. • One way system remains from KS1 drop-off & collection and KS2 collection.  <ul style="list-style-type: none"> • Clean hands thoroughly more often than usual. Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. (20 seconds minimum recommended for washing with soap and water) • Staff trained on hygiene protocols to eliminate cross-infection risks. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents • Age-appropriate instruction provided to pupils on hand washing methods. • To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE: <ul style="list-style-type: none"> • Put it in a plastic rubbish bag and tie it when full • Place the plastic bag in a second bin bag and tie it • Put it in a suitable and secure place marked for storage • Waste to be stored safely and securely kept away from children. 				
7. Reception areas	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to wear face coverings in schools.</p>  <ul style="list-style-type: none"> • Enhanced cleaning frequency of regular touched items. • Hand washing posters displayed in Reception toilet. • Hand sanitiser stations located in reception. 				




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Sanitisation/hand washing protocols observed when handling deliveries. • Non fire/security doors propped open to minimise touching of surfaces and increase ventilation. • Provision of closed top bins available for disposal of face coverings and other PPE which may be worn. Face coverings are not recyclable at present and should not be placed in recycle bins. Further guidance can be found here https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste • Ventilation is maximised (maintaining thermal comfort) in this space via: <ul style="list-style-type: none"> • Natural ventilation^[8] - passive air flow through windows, doors and air vents that can be fully or partially opened • Mechanical ventilation^[9] - using fans and ducts to bring in fresh air from outside, or • a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air <p>Note: Fire Doors must not be propped open unless connected to specifically designed electronic/magnetic devices which release automatically when fire alarm is activated.</p> <div style="margin-left: 20px;">  <ul style="list-style-type: none"> • 1m+ distancing maintained, where possible. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. </div> <div style="margin-left: 20px;">  <ul style="list-style-type: none"> • Contractors and delivery companies should have safe systems of work, risk assessment and follow our Covid-19 secure arrangements. • Routine cleaning in place to include reception area. • Anti-bacterial wipes provided for disinfection of InVentry signing in screen before and after use. • Minimise 'visitors' to school – essential visits only </div>				




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> All visitors asked to sanitise hands on entry to the building-wall mounted sanitizer in place 				
8. Classrooms	Staff, pupils, contractors, Visitors (Risk - as set out in section 1)	 Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained. We recommend that visitors and contractors continue to be required to wear face coverings in classrooms.  COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) <ul style="list-style-type: none"> Classroom based resources and equipment used and shared is cleaned regularly, along with all frequently touched surfaces. Increased cleaning frequencies of hard surfaces / emptying of bins. in place. Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice. Enhanced cleaning frequency of regular touched surfaces / items. Hand washing poster displayed. Hand sanitiser available for staff / pupil use. Non fire / security doors propped open to minimise touching of surfaces. Ventilation is maximised (maintaining thermal comfort) in this space via: <ul style="list-style-type: none"> Natural ventilation^[9] - passive air flow through windows, doors and air vents that can be fully or partially opened Mechanical ventilation^[9] - using fans and ducts to bring in fresh air from outside, or 	Ensuring each class has a constant supply of hand sanitiser, soap, disinfectant wipes.	Class teachers to inform office if they are running low of supplies	Ongoing	Ongoing




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air. • CO2 monitors installed to identify if a space is poorly ventilated. Remedial action taken.  <ul style="list-style-type: none"> • Classrooms arranged with forward and/or side-facing desks. • Staff maintaining distance from pupils and other staff as much as possible. • Small adaptations made to the classroom to support distancing have been made where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on. • Considering the guidance: Covid-19-SEND-risk-assessment-guidance. • Where possible, social distancing of 1m+ is maintained. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. 	<p>Action to be taken when the CO2 monitors are issued to school.</p>			
9. Lunch times/Break times	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <p>The school has in place an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> • Hand washing / sanitisation to be followed e.g., clean hands thoroughly more often than usual. Hand washing / sanitisation stations (ideally soap and water to minimises possible adverse dermatological effects) at point of entry to school (20 seconds minimum recommended for washing with soap and water). • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> Seating plan in place in order to track close contacts.  <ul style="list-style-type: none"> Outdoor spaces utilised where practicable. Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors.  <ul style="list-style-type: none"> School kitchen is complying with the guidance for food businesses on coronavirus (COVID-19) 				
10. Communal Areas (Halls, Corridors, Staircases)	Staff, pupils, Contractors, Visitors (Risk - as set out in section 1)	 <p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools.</p>  <ul style="list-style-type: none"> Enhanced cleaning frequency of regular touched surfaces / items. Hand washing poster displayed. Hand sanitiser available for staff / pupil use. Non fire / security doors propped open to minimise touching of surfaces. Ventilation is maximised (maintaining thermal comfort) in these spaces via: 	Reminders given at the office.	Office Staff	Ongoing	Ongoing




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Natural ventilation^[8] - passive air flow through windows, doors and air vents that can be fully or partially opened • Mechanical ventilation^[9] - using fans and ducts to bring in fresh air from outside, or • A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air.  <ul style="list-style-type: none"> • Where possible, social distancing of 1m+ is maintained. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. 				
11. Toilets	Staff, pupils, Contractors, visitors (Risk - as set out in section 1)	 <p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools.</p> <p>Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Rec, Y1, Y2, Y3- class toilets Y4- corridor toilets by back door Y5&6- corridor toilets opposite Art room</p>  <ul style="list-style-type: none"> • Hand washing protocol increased to before and after use of toilet facilities (20 seconds minimum recommended) • Hand washing poster displayed in all WCs 				


What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergent. Ventilation is maximised (maintaining thermal comfort) in this space via: <ul style="list-style-type: none"> Natural ventilation^[8] - passive air flow through windows, doors and air vents that can be fully or partially opened Mechanical ventilation^[9] - using fans and ducts to bring in fresh air from outside, or A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air.  <ul style="list-style-type: none"> Where possible, social distancing of 1m+ is maintained. Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors 				
12. Staff Areas including: <ul style="list-style-type: none"> Staff rooms Meeting rooms Offices 	Staff, contractors, visitors, (Risk - as set out in section 1)	 <p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools.</p>  <ul style="list-style-type: none"> Enhanced cleaning frequency of regular touched surfaces / items. Hand washing poster displayed. Increased natural ventilation. Hand washing/sanitisation protocols to be followed available for staff / pupil use. Non fire / security doors propped open to minimise touching of surfaces. Increased cleaning frequencies of hard surfaces. 	<p>Staff room to be reopened, however staff can remain in their rooms during breaks and use cooking facilities in Blue Room / Art room if they prefer not to use the staff room.</p> <p>Staff will continue to take responsibility for cleaning surfaces touched after use.</p> <p>The 'Briefing Note' will replace morning Briefing Meetings'.</p>			


What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Hand washing poster displayed. • Increased natural ventilation. • Handwashing /sanitisation protocols to be followed. • Ventilation is maximised (maintaining thermal comfort) in this space via: <ul style="list-style-type: none"> • Natural ventilation^[8] - passive air flow through windows, doors and air vents that can be fully or partially opened • Mechanical ventilation^[9] - using fans and ducts to bring in fresh air from outside, or • a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air  <ul style="list-style-type: none"> • Conduct meetings where possible via Teams • Where possible, social distancing of 1m+ is maintained. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. • Angela to put on dishwasher at the end of lunch time and empty it at the end of the day 				
13. Lifts	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <p>It is recommended that controls remain in place for the use of lifts (confined space). This would typically include, restricted numbers allowed to use lifts at any one time, to allow for 1m+ social distancing and wearing a face covering. If GM (Y5) should return to school he will be the only pupil possibly requiring the lift and will be escorted by his mother who does not need to wear a mask unless she chooses</p> 				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.  <ul style="list-style-type: none"> Protocol in place to restrict number of people using lifts to a minimum. People to wear face coverings when not using lifts on their own. 				
14. First Aid	Staff, pupils, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Adequate numbers of trained staff to administer First Aid. Check First aid boxes content and facilities available.  <p>Where closer contact may be necessary, we recommend appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting. (all available in the medical room opposite the office)</p> <p>The best way to protect is through rigorous cleaning, personal hygiene and regular hand hygiene.</p> <ul style="list-style-type: none"> First Aid PPE provided to include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting. <p>Guidance for first aiders</p> <ul style="list-style-type: none"> Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. 	Reusable ice packs/cold compresses to be sanitised before reuse.	First Aiders	Ongoing	Ongoing



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery. • Please see link: COVID-19: guidance for first responders - GOV.UK (www.gov.uk) <p>Preserve life: CPR</p> <ul style="list-style-type: none"> • Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • Ask for help. If a portable defibrillator is available, ask for it • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation • If available, use: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ eye protection ○ apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p> <p>Contact the Health and Safety team if it is suspected that a staff member at work has been diagnosed as having COVID-19 attributed to an occupational exposure (not societal) to coronavirus (needs to be evidence based).</p> <p>Management and staff must read and follow manufactures instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found here: COVID-19: personal protective equipment use for non-aerosol generating procedures - GOV.UK (www.gov.uk)</p>				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
15. Transport Arrangements	Staff, pupils, Contractors, visitors (Risk - as set out in section 1)	 <p>Mandatory face coverings remain in place on London transport.</p> <p>We recommend that staff assisting on school transport wear face masks. The government expects and recommends that face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>We recommend that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. Please follow the link for further information: Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk) and Transport to schools and colleges during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>  <p>The approach to dedicated transport should align as far as possible with a system of controls, it is important to consider:</p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly.</p> <p>This can be done with soap and running water or hand sanitiser.</p> <ul style="list-style-type: none"> • The 'catch it, bin it, kill it' approach continues to be very important. • Put in place and maintain an appropriate cleaning schedule with a particular focus on frequently touched surfaces. • Vehicles should be well ventilated when occupied, particularly by opening windows and ceiling vents. You should balance the need for increased ventilation while maintaining a comfortable temperature. 	Educational visits shall resume for the 2021-22 academic year.			


What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> The transportation of special needs children risk assessment reviewed in line with Covid-19 requirements. Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. <p>Drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport. However, where the care and interventions that a pupil ordinarily receives on home to school transport required the use of PPE before CO-19, that should continue as usual. For further guidance, please see link: SEND and specialist settings: additional COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Children who regularly spit or require physical contact (in the 'children with complex medical needs' section) guidance on the specific steps that should be taken to care for children with complex medical needs, such as tracheostomies - this includes aerosol-generating procedures For more information read: The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) - GOV.UK (www.gov.uk)</p>				
16. Educational Visits & curriculum enrichment	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <p>It is recommended the school does not go on any international visits before the start of the autumn term.</p> <p>From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future. Ensure that any new bookings have adequate financial protection in place and assess insurance type required.</p> <p>The travel list is subject to change and green list countries may be moved into amber or red. The travel list could also change, whilst on a visit, so you must have a contingency plan in place.</p>	Educational visits shall resume for the 2021-22 academic year.			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>The school must undertake a full and thorough risk assessment in relation to educational visits. Please see following links: Health and safety on educational visits - GOV.UK (www.gov.uk). Specialist advice is available from: The OEAPNG https://oeapng.info.</p> <ul style="list-style-type: none"> • School has observed and followed current guidance on educational visits. • The school has undertaken a full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. • As part of this risk assessment, the school has considered what control measures need to be used and is aware of wider advice on visiting indoor and outdoor venues. 				
17. Air conditioning systems	(Risk - as set out in section 1)	 <p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>If using a central ventilation system that removes and circulates air to different rooms, it is recommended that you turn off re-circulation and use a fresh air supply. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <ul style="list-style-type: none"> • Natural ventilation – has been maximised to include opening windows and opening internal non fire doors to assist with creating a throughput of air and external doors where safe to do to (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider and indicate where in place:</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused). Providing flexibility to allow additional, suitable indoor clothing. Rearranging furniture where possible to avoid direct draughts. The school has assessed its ventilation systems and requirements. <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <ul style="list-style-type: none"> HSE guidance on use of air conditioning systems followed https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation and CIBSE coronavirus (COVID-19) advice 				
18. Fire	<p>Staff, pupils, contractors, visitors</p> <p>Smoke inhalation, exposure to heat</p>	 <ul style="list-style-type: none"> Fire risk assessment and Emergency Evacuation Plans revised to consider areas which may not be in use and changes of use to the building. Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary. Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. Fire Assembly points arranged and monitored. 	Fire alarm tested 13/9/21	Site Team & HT & SBM	13/9/21, 1, 2pm	13/9/21, 2pm School fully evacuated in 4m 58s
19. Behaviour of pupils / staff	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> Review of the school's pupil behaviour policy to ensure that they cover COVID-19 risk related incidents (to include individual risk assessment of children with known challenging behaviour). Non-compliance (designated space for de-escalation/cooling-off period with 1m+ social distancing, where possible). Designated spaces in place for pupils displaying ACEs/Trauma/anxiety, SEND and non-compliance. Provision in place for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements and deliberately cough or spit at pupils or staff, putting them at risk. 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> Policy reviewed in line with current Government guidance considering staff also. Guidance is available here. Training in place to reinforce expectations of staff behaviours, including adult to adult interactions. 				
20 Behaviour of parents / visitors / contractors (Violence and aggression)	Staff, pupils, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Provision is in place as the school will not tolerate and will take the firm action should any person wilfully refuse to adhere to arrangements. 				
21. COSHH (Control of Substances Hazardous to Health) Cleaning / Sanitisation products	Pupils due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children	 <ul style="list-style-type: none"> Strict instruction to staff / cleaning provider to always keep any cleaning / sanitisation products stored / secure and out of reach of children The school has worked with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. <p>Walk-through disinfecting systems and cleaning premises using fog, mist or UV treatment</p> <p>The HSE and public health bodies have agreed joint advice for duty holders considering using walk-through spraying or misting disinfecting systems. Walk-through disinfecting systems are not recommended under any circumstances, as this could be harmful and does not reduce the spread of COVID-19, this view is supported by the World Health Organisation.</p> <p>Fog, mist, vapour or UV (ultraviolet) treatments may be suitable options to help control the spread of COVID-19, as long as this has been considered as part of a COVID-19 Risk Assessment and users are competent, properly trained and follow the correct procedures. Any service believing, they may need to use such a system, must discuss this with the health and safety team prior to purchase and use.</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
<p>24. Staff taking leave</p> <p>Pupils taking leave</p>	<p>Staff, pupils, parents</p>	<p></p> <p>Staff may want to take a holiday over the summer period, which may involve travelling abroad. Please check here for latest advice: https://www.gov.uk/guidance/travel-advice-novel-coronavirus.</p> <p>The government has set a requirement for people returning from some countries to quarantine on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, school management should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p> <p>Schools may want to mirror and adapt the above guidance in relation to pupils. Individual Schools needs to take into account their Pupil Absence Management Policy and possibly adapt/amend and make the appropriate decision for their setting.</p>				
<p>25. Business Continuity</p>	<p>Staff, pupils,</p> <p>Closure of premises</p>	<p></p> <ul style="list-style-type: none"> Schools Business Continuity Plan has been reviewed to include COVID-19 related risks. 		<p>LS</p>	<p>Ongoing</p>	<p>Ongoing</p>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
26. Travel Plan	Staff, pupils (Risk - as set out in section 1)	 <ul style="list-style-type: none"> School Travel Plan has been developed in line with Coronavirus (COVID-19): safer travel guidance for passengers. 				
27. Breakfast Club	Staff, pupils	<ul style="list-style-type: none"> As we attempt to strike a balance with safety and normality, we will continue to run breakfast club for as long as there is a demand for it. We will remind the children to keep at a suitable social distance. Children will be allocated a table to remain at. <p>All tables and seats will be thoroughly cleaned at the end of breakfast club.</p>	Number and label each table in the hall so they can be used within the same year group.	EH LG-T GS	7/9/20	7/9/20

TEMPLATE