

Risk Assessment Covid-19 Schools

This risk assessment is not exhaustive and should be used as a guide for typical COVID-19 risk management considerations and controls.

You must ensure robust arrangements are in place to control the risks if adopting any part of this assessment. It is important this assessment and proposed action is consulted with employees and their representatives. **Please record and highlight your additional risk control measures / adaptations you have made for your individual school.** Please record that employees have been consulted and made aware of the contents of the risk assessment.

Step 1: Identify the hazards. **Step 2:** Decide who might be harmed and how. **Step 3:** Evaluate the risks and decide on precautions. **Step 4:** Record your findings and implement them. **Step 5:** Review your assessment periodically and where there have been significant changes or any learning from accidents / incidents or work-related ill health. Risks should be reduced to as low as reasonably practicable.

Having assessed their risk, schools must work through the below system of controls, adopting measures to the fullest extent possible in a way that addresses the risk identified in their assessment, works for their school and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have Special Educational Needs and Disabilities (SEND).

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.
- 2) Ensure face coverings are used in recommended circumstances, to improve safety, LBBB recommends the use of face masks for staff.
- 3) Ensure everyone is advised to clean their hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Always keeping occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

This risk assessment template must be completed taking into full consideration current government guidelines for schools:
[Schools coronavirus operational guidance.pdf_march2021](#)

How to use:

There are mandatory fields (in black text) that are required to stay in your risk assessment. There are also fields that may or may not apply to your school area (in grey text). The grey sections may apply now or may apply in the future.




Each greyed out point must be fully considered and where applicable and in place at your school, this would be demonstrated by turning the grey text into black text. It is expected that all relevant suggested controls have been fully implemented where they apply to your school. If a control is not relevant and does not apply, please leave it in place as grey text.

Do not just copy this example, as that may not satisfy the law and may not protect your employees, pupils and visitors. You must think about specific hazards and controls relevant to your school. At the bottom of most sections of the Risk Assessment template, there is space under the heading 'Please add any additional specific arrangements applicable to your school' for you to add items specific to your school which may not be included within the generic template.

TEMPLATE


Risk Assessment Covid-19

Activity/Person/Location	Managing COVID-19 risks
School	Eastbrook – Secondary Phase
Head Teacher	Paul Frith
Assessor(s) including employee representative	Paul Frith/ Lin Southan/ Anamul Khan
Date of assessment	March 3 rd 2021
Review date (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	<input type="checkbox"/>
Medium	<input type="checkbox"/>
Low (normal)	<input type="checkbox"/>


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?
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	 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 get tested and self-isolate for 10 days (along with their household). 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 test and self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. Stay at home guidance is available here. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of	Please consult the new guidance on Schools opening to carry out this risk assessment. Headteacher to be updated regarding result of any positive test. Results to be recorded by school office Guidance available to parents in Covid 19 section of website	MG	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?
	<p>infected in the following ways:</p> <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 • condExposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more 	<p>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 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 2 metres away from other people.</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 COVID-19 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 2 metres 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</p>	<p>Staff in this instance should contact PF or LS to discuss</p> <p>This will be the library area</p> <p>School to retain student until collected by parents</p> <p>Member of supervising staff to enlist assistance from designated school cleaner.</p> <p>Symptomatic staff to follow standard protocol for testing.</p>	Staff	Immediate

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?
Covid-19 Outbreaks on site	severe symptoms include pneumonia in both lungs which can lead to 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>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 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 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 or bubble 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 or bubble do not need to self-isolate unless the child, young person or staff member they live with in that bubble 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 on LBBB's website https://www.lbbd.gov.uk/coronavirus-covid-19. Please follow these.</p>	<p>Member of supervising staff to enlist assistance from designated school cleaner.</p> <p>School to inform students, parents, and consult LBBB Public Health Team</p> <p>Staff to ensure comprehensive seating plans are in place for each lesson and safely stored</p>	<p>PF</p> <p>Staff</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?
		<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 • 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>Contact Local Public Health Team and LCRC in case of an outbreak. Please visit the council's website to access the Outbreak Action Cards and SOP for your setting</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?
		<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: 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: 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 			

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?
		<ul style="list-style-type: none"> 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. 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>			
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>All students will begin to return to face-to-face education on 8 March with the following testing measures in place:</p> <ul style="list-style-type: none"> all primary school children will return on Monday 8 March. Primary school staff will continue to take 2 rapid COVID-19 tests each week at home all secondary school and college students will take three COVID-19 tests as they return to the classroom from the 8 March at existing school testing facilities. Schools and colleges will have discretion on how to test students over that week to enable their return to the classroom. After the initial programme of three tests in school or college, students will be provided with 2 rapid tests to use each week at home secondary school and college staff will also be provided with 2 tests to use each week at home <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and</p>	<p>Once the app is available, all staff, parents, visitors, contractors and pupils with a smart phone should download the app.</p> <p>Testing programme in place and circulated via website</p>	PF	4 th March


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?
		<p>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 • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Coronavirus testing is now available to everyone in England and Wales with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste)</p> <p>Who can get a free test (Please also check your local council website for eligibility criteria as it could be different: https://www.lbbd.gov.uk/get-a-coronavirus-test)</p> <p>You can only get a free 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 	<p>Staff, parents and pupils are aware to isolate if displaying symptoms and then to book a test.</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?
		<ul style="list-style-type: none"> • 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><u>How to book a test</u></p> <ul style="list-style-type: none"> • People can register for a test at www.nhs.uk/coronavirus , after checking their symptoms. • 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. • Tests for essential workers are prioritised over the tests available for the wider public through the NHS. • If you are an essential worker, or live with an essential worker you can apply via the testing for essential workers link • The list of essential workers is available here. <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. Order a home test kit if you cannot get to a test site.</p> <p>England and Northern Ireland</p> <p>You need to get the test done in the first 8 days of having symptoms.</p> <p>On days 1 to 7, you can get tested at a site or at home. If you're ordering a home test kit on day 7, do it by 3pm.</p> <p>On day 8, you need to go to a test site - it's too late to order a home test kit</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?
		Schools should ask parents and staff to inform them immediately of the results of a test to take appropriate actions as highlighted in section 1 above.			
3. Contingency Plan to deal with an outbreak	Staff, Pupils, visitors, contactors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> 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. For individuals or bubbles of 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). See guidance on remote education support. 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>Remote Education work in place on SMHW by the end of W/B 8th</p> <p>Initiate Live Learning if whole bubbles have to be isolated. Procedures already in place from previous lockdown</p>	<p>AK to oversee</p> <p>HODs</p>	<p>12th March</p>
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"> Advice to parents on local arrangements within the school for the wearing of school uniform. Advise parents that the uniform does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal Advise parents to limit the amount of equipment their children bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, mobile phones and bags 	<p>HT to outline all expectations in letter to parents</p> <p>Pupils are provided with stationary equipment in a</p>	<p>PF</p>	<p>March 1st</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?
		<ul style="list-style-type: none"> Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend 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 Discuss with parents the types of bubbles that will be used within the school, this being either classroom, year bubbles or mega-bubbles Advise parents that wearing face coverings is required at all times on public transport and shops (for children over the age of 11) or when attending a hospital as a visitor or outpatient. <p>Secondary schools</p> <ul style="list-style-type: none"> It is recommended that face masks should be worn by staff when moving around the premises, in classrooms (where social distancing cannot be maintained) outside of classrooms, such as in corridors and communal areas. Face masks do not need to be worn by staff when outdoors on the premises. Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, it is now recommend that face coverings should be worn by pupils when moving around the premises, in classrooms, outside of classrooms, such as in corridors and communal areas. Face coverings do not need to be worn by pupils when outdoors on the premises. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. The school will have a small contingency supply of face coverings for those pupils that forget their face covering, are struggling to access a face covering or unable to use their face covering as it is damp, soiled or unsafe. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. 	<p>zipped bag which remains in school</p> <p>Form tutors have identified families who may be at risk of feeling anxious.</p> <p>Face covering expectations shared with parents and students via HT letter. (School action in line with Govt guidance that recommends schools implement face coverings in all indoor areas)</p> <p>Weekly stock take</p> <p>Individual guidance and arrangements in place where necessary. Queries to be directed to HT Guidance given to staff on return</p>	<p>PF</p> <p>PF</p> <p>RE</p> <p>PF</p> <p>PF</p>	<p>March 5th</p> <p>Ongoing</p> <p>Ongoing</p> <p>5th March</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?
		<ul style="list-style-type: none"> Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. Some individuals are exempt from wearing face coverings, where they cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties or to speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. <p>Primary schools</p> <ul style="list-style-type: none"> In primary schools, it is recommended that face masks should be worn by staff and face coverings should be worn by visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. <p>This additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, it will be kept under review.</p> <ul style="list-style-type: none"> Face masks and other types of Personal Protective Equipment i.e. gowns, gloves, visors and goggles will only be required in very rare situations where the risk assessment determines that they should be worn or are already being worn by members of staff to meet the care needs of some children. The risk assessment may identify other control measures that should be in place such as screens, physical barriers, hand sanitising, enhanced cleaning regime to reduce the risk of transmission. Parents should also be advised to 	<p>Exemptions arrangements circulated to all parents via HT letter</p> <p>Information on wearing face masks on school website</p>	PF	1 st March





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?
		<p>follow the social distancing and hand washing/sanitisation guidance.</p> <ul style="list-style-type: none"> Advise parents there is a significant difference between a Face covering and a Face mask. Face covering is intended for use by the general public, consist of a layer of cotton cloth, can be easily made at home or purchased from the shops. They are not a Personal Protective Equipment (PPE) or a medical device, not regulated and as such do not carry a CE mark. A face covering safely covers the nose and mouth e.g. a scarf, bandana, religious garment or hand-made cloth covering can also be used as a face covering but these must securely fit round the side of the face. A Face mask on the other hand is part of the PPE and is intended to protect the wearer and generally consists of three protective layers. These are regulated, carry a CE mark and made according to specifications. They are generally used in clinical and some social care settings according to specific needs. Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) Those positive with Covid-19 or symptoms - 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 guidance 	<p>Information shared via HT letter</p> <p>Information shared via HT letter</p>	<p>1st March</p>	
5. Shielded and clinically vulnerable	Staff, pupils, contractors, visitors	 <p>The latest guidance from Schools HR can be found here.</p>	If parents of pupils with significant risk factors are		



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?
<p>Groups including those who are pregnant.</p> <p>SEND pupils</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically</p>	<p>(Risk - as set out in section 1)</p> <p>UK and international data suggest that</p>	<ul style="list-style-type: none"> Shielding measures will continue until at least 31st March 2021. The current advice on shielding can be found here: guidance-on-shielding-and-protecting-extremely-vulnerable-persons a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high. School or colleges are required to make appropriate arrangements for them to be able to continue your education at home. some pupils no longer required to shield but 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). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. 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 children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are 	<p>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 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>Parents to provide CEV letter to school. Provision for CEV students implemented once identified.</p> <p>School leaders should be flexible in how those members of staff are deployed to enable them</p>	<p>Parents, IT support & class teachers</p>	<p>Prior to return</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?
vulnerable groups	people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.	<p>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.</p> <ul style="list-style-type: none"> Advice for those who are clinically vulnerable, including pregnant women, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are strongly advised to work from home because the risk of exposure to the virus in their area may currently be higher. If they cannot work from home, then they should not attend work. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and 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>to work remotely where possible or in roles in school where it is possible to maintain social distancing. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Adjustments in place for CEV staff</p> <p>Guidance issued to staff before return. Meetings arranged where required</p>	<p>PF/LS</p> <p>PF/LS</p>	<p>In place</p> <p>WB 8th March</p>
6. Entry to school premises	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<p>+</p> <ul style="list-style-type: none"> Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced 	<ul style="list-style-type: none"> Information / protocol on safe entry to be disseminated to parents / carers / contractors 		

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?
		<ul style="list-style-type: none"> Schools should consider well in advance future events, including parents evenings – how they will be managed in terms of COVID-19 arrangements  <ul style="list-style-type: none"> 2 metre demarcation on school entry approaches where possible Pictorial notices to maintain social distancing displayed Supervision of queues by nominated staff members Staggered start times, including free periods and break time Controlled entry to building Staff supervising entry to school to follow social distancing guidelines Staff maintaining distance from pupils and other staff as much as possible  <ul style="list-style-type: none"> 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. 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 and bleach Age appropriate instruction provided to pupils on hand washing methods. <p>Secondary schools</p> <ul style="list-style-type: none"> It is recommended that face masks should be worn by staff when moving around the premises, outside of classrooms, such as in corridors and communal areas. Face masks do not need to be worn by staff when outdoors on the premises. 	<ul style="list-style-type: none"> Staff training on protocols Advice / instruction on social distancing / hygiene and cleaning practices <p>Promote use of sanitiser on entry to buildings</p> <p>Circulate start times to parents via HT letter</p> <p>As above Information on this will be shared with all pupils on return and revisited</p>	All staff	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?
		<ul style="list-style-type: none"> Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, it is recommend that face coverings should be worn by pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas. Face coverings do not need to be worn by pupils when outdoors on the premises. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. <p>Primary schools</p> <ul style="list-style-type: none"> In primary schools, it is recommended that face masks should be worn by staff and face coverings should be worn by visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. The School has a system in place for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <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 for 72 hours Waste to be stored safely and securely kept away from children. 	<p>throughout the initial few days.</p> <p>Protocols for removal of masks will be explained by tutors and pastoral leaders when taking off face coverings.</p>	<p>All staff</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?
7. Reception areas	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise queues at reception • Consider if surgical masks are going to be used, together with other PPE in reception areas and offices by staff • Screens in place to separate staff and/or demarcation to maintain safe distancing • Notices to maintain social distancing displayed • Queuing to be minimised where reasonably practicable  <ul style="list-style-type: none"> • Sanitisation / hand washing protocols to be observed when handling deliveries. • Enhanced cleaning regime in place at reception and all school settings in line with <u>COVID-19: cleaning of non-healthcare settings guidance</u> • Hand washing poster displayed • NHS Catch it, Bin it, Kill it poster displayed  <ul style="list-style-type: none"> • Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements • Rescheduled contractor visits (unless emergency situation) to times when pupils are not present 	Expectations shared with parents via HT letter about avoiding coming onto the school site	PF	1 st March
8. Corridors / staircases	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Social distancing guidelines to be observed and monitored by nominated staff members • Reduced need for children to regularly leave the classroom where possible (containment/non mixing) • Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. 	Pupils circulate bubble areas in uniform direction between lessons and are supervised in foyer areas		





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?
		<ul style="list-style-type: none"> While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between bubbles). Demarcation of 2 metre distance where possible and queuing is likely Pictorial notices to maintain social distancing displayed Catch it / Bin it / Kill lit notices displayed One-way systems introduced where reasonably practicable  <ul style="list-style-type: none"> Increased natural ventilation where possible Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<p>In place</p> <p>In Place with Yr 8, 10 & Yr9</p>		
9. Classrooms	<p>Staff, pupils, contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	 <p>Social distancing</p> <p>The school has fully considered and implemented systems which meet current guidelines for classrooms set out here, this also applies to wraparound provision and before and after school educational activities</p> <p>Secondary schools</p> <ul style="list-style-type: none"> It is recommended that face masks should be worn by staff when in classrooms (where social distancing cannot be maintained). Face masks do not need to be worn by staff when outdoors on the premises. Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, it is now recommend that face coverings should be worn by pupils, in classrooms, face coverings do not need to be worn by pupils when outdoors on the premises. This does not apply in situations where wearing a face 	<p>Wherever possible keep the same teacher with the same pupil bubble</p> <p>Daily reminders from tutors and teachers about classroom expectations</p> <p>As above</p> <p>Expectations will be shared with pupils on return 8th March</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?
		<p>covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>This additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, it will be kept under review.</p> <p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • grouping children together to form a bubble • avoiding contact between bubbles • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible • small adaptations 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 • Social distancing guidelines to be applied and monitored by nominated staff members • The bubble should be kept apart from other bubbles where possible and older children should be encouraged to keep their distance within bubbles and not to touch staff and their peers where possible. • Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between bubbles as much as possible. • When using larger bubbles the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their bubble. • Approaches of separating bubbles and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if 	<p>Year Group bubbles in place Classrooms will have appropriate cleaning and hygiene provisions in place</p> <p>Windows and doors should remain open where possible Social distance between students and staff to be maintained and face coverings to be worn when not possible. Face coverings will be worn by students in classrooms Furniture arranged to be front facing Student stationary packs in place to minimise sharing of materials</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?
		<p>implemented partially. Some schools may keep children in their class bubbles for the majority of the classroom time, but also allow mixing into wider bubbles for specialist teaching, wraparound care and transport. Siblings may also be in different bubbles. Endeavouring to keep these bubbles at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p> <ul style="list-style-type: none"> Teachers and other staff can operate across different classes and year bubbles in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year bubbles, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. (Again, we recognise this is not likely to be possible with younger children and teachers in primary schools, who can still work across bubbles if that is needed, including on different days to enable a full educational offer, as long as they are following the guidance on social distancing, hand washing, cleaning, Infection Prevention and Control (IPC) and considering within their risk assessment) Children to remain in allocated classroom team 'bubbles' where possible In order to provide an effective service to safeguard children, if a mega-bubble (e.g. year group) is required within a school setting and is going to be created, this decision must be based on the overall risk assessment and considering individual risk assessments of pupils. Considering the guidance: Covid-19-SEND-risk-assessment-guidance. If bubbles are then required within the mega-bubble, special precautions and safety measures will be required to reduce the risk of cross bubble infection, considering the following guidance in you site specific arrangements within each relevant section of this risk assessment: Guidance-for-full-opening-special-schools-and-other-specialist-settings Pictorial notices to maintain social distancing displayed In order to minimise social distancing and hygiene risk through conducting visits with pupils out of school and to provide a full educational experience, schools through their risk assessment can 	<p>Bubbles are maintained in separate year groups.</p> <p>System 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?
		<p>develop COVID-19 hygiene and social distancing programmes that will allow them to bring in specialist subject teachers to deliver bespoke education to pupils.</p>  <ul style="list-style-type: none"> • The school should aim to achieve a sensible balance between thermal comfort and natural ventilation in classrooms and other occupied spaces. The minimum temperature maintained in classrooms should not be below 16°C • Further measures to achieve thermal comfort and ventilation for pupils and staff is set out here within 'Prevention' (sub-section section 8) actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Increased natural ventilation / avoid rooms with no natural ventilation where possible. • mechanical ventilation systems – 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 not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply • natural ventilation – opening windows (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). Opening internal doors can also assist with creating a throughput of air 			





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?
		<ul style="list-style-type: none"> • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> • 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 – for more information see school uniform • rearranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <ul style="list-style-type: none"> • Hand washing poster displayed • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles and sanitiser to be available • Soft play / furnishing and items with intricate parts removed (early years settings) • Increased cleaning frequencies of hard surfaces / emptying of bins • Minimise sharing / touching of items • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing (including PCs) / re-use by another person • Teachers make sure they wash their hands and surfaces, before and after handling pupils' books. 			

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?
10. Lunch times	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Staggered lunch times • Social distancing guidelines to be applied • Children to remain in allocated 'bubbles' as appropriate • Adequate supervision ratios to enforce social distancing guidelines • Utilise outdoor spaces where practicable • One-way systems introduced where reasonably practicable • Consider if packed lunches are brought in by pupils or if parents bring in packed lunches for their child later in the day  <ul style="list-style-type: none"> • Hand washing / sanitisation prior to food consumption – children to be supervised • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Minimise sharing of items • Items to be washed / sanitised before sharing / re-use by another person  <ul style="list-style-type: none"> • School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) • Sufficient time for staff lunch / welfare breaks factored into daily staff schedules 	<p>Previous arrangements remain in place and re circulated to staff as a reminder</p> <p>Packed lunches permitted</p>		
11. Hall assemblies	Staff, pupils, Contractors, Visitors (Risk - as set out in section 1)	 <p>If the school lets out halls and facilities for third parties to use in the evening or on weekends, this must be risk assessed in terms of social distancing, hygiene - including enhanced cleaning regimes to determine if the hall can be used by third parties in line with COVID-19</p>	<p>Virtual assemblies replace physical assemblies</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?
		<p>arrangements. If this cannot be achieved, your risk assessment may determine that you can no longer hire out halls and facilities.</p>  <ul style="list-style-type: none"> Bubbles should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one bubble. <p>General hall use</p> <ul style="list-style-type: none"> Social distancing guidelines to be applied for all general activity Adequate supervision ratios Pictorial notices to maintain social distancing displayed One-way systems introduced where reasonably practicable  <ul style="list-style-type: none"> Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 			
12. Toilets	<p>Staff, pupils, Contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> Different bubbles do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet Controlled entry determined locally Pictorial notices to maintain social distancing displayed Children to remain in team 'bubbles' Staff WC use managed locally (including class times)  <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 	<p>Designated toilet areas for each bubble 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?
		<ul style="list-style-type: none"> Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 			
<p>13. Staff Areas</p> <ul style="list-style-type: none"> Staff rooms Meeting rooms Offices 	<p>Staff, contractors, visitors,</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none">  Social distancing at 2 metres in place in staff rooms / meeting rooms / inhabited spaces) School has planned how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms minimized, although staff must still have a break of a reasonable length during the day. Staggered break times where possible Conduct meetings where possible via Teams Social distancing guidelines strictly adhered to by staff <ul style="list-style-type: none">  Increased cleaning frequencies of hard surfaces Hand washing poster displayed Minimise sharing of items Increased natural ventilation Items to be sanitised before sharing / re-use by another person Handwashing /sanitisation protocols to be followed 	<p>Previous arrangements remain in place for staff preparation area</p>		
<p>14. Libraries</p>	<p>Staff, pupils' contractors, visitors,</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none">  Site specific consideration for the safe use of the library prior to wider opening of the school must be given to allow for social distancing requirements and hygiene protocols which may include: Children to remain in allocated classroom team 'bubbles' where possible limited number on entry One-way system 	<p>Library not used until further notice</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?
		<ul style="list-style-type: none"> • PC spacing  <ul style="list-style-type: none"> • Hand sanitisation prior to entry and on egress • Books used to be left to one side for cleaning and re-filing by staff member following hygiene protocols • PCs sanitised after each use • Increased natural ventilation • Soft play / furnishing and items with intricate parts removed (early years settings) • Increased cleaning frequencies of hard surfaces / emptying of bins • Minimise sharing / touching of items • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing / re-use by another person 			
15. Lifts	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • Procedure in place for control of access/egress and use of lifts • Demarcation to allow social distancing on egress • Single person travel (unless accompanying SEND pupils) • One adult to accompany SEND pupils – use of facemask by accompanying adult  <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 and bleach 	New users of lift service to be briefed on protocols	LS	As applicable
16.	Staff, pupils, contractors				




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?
School Kitchens / school meal provision	(Risk - as set out in section 1)	<ul style="list-style-type: none"> Kitchens will be fully open and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.  <ul style="list-style-type: none"> Social distancing guidelines to be applied  <ul style="list-style-type: none"> Handwashing /sanitisation protocols to be followed Increased cleaning frequencies of hard surfaces. School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). 			
17. Pupil break times	Staff, pupils, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Staggered break times Social distancing guidelines to be applied Adequate supervision ratios to enforce social distancing guidelines Rotate indoor / outdoor play to minimise contact One-way systems introduced where reasonably practicable  <ul style="list-style-type: none"> Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces Ensure the outdoor play equipment is more frequently cleaned than normal Soft play items removed (early years settings) Sanitisation upon re-entry to classroom Water fountains taken out of use – individual beakers to be used Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<p>Dedicated break areas provided for each year group. Social distancing not required.</p> <p>Students supervised on return to lessons as per arrangements</p>	All 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?
		<p>+</p> <ul style="list-style-type: none"> Sufficient time for staff lunch / welfare breaks factored into daily staff schedules 			
18. Music lessons	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<p>+</p> <p>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> The school has considered how to reduce the risk, particularly when pupils are playing instruments or singing in small bubbles such as in music lessons by, for example, social distancing and playing outside wherever possible, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. <p>Playing indoors</p> <ul style="list-style-type: none"> If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. <p>Singing, wind and brass playing</p> <ul style="list-style-type: none"> Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. 	<p>Meeting between performing arts department and SLT prior to return to establish additional protocols.</p> <p>Dept to adhere to DFE Operational Guidance (P54-57)</p>	8 th March	


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?
		<ul style="list-style-type: none"> Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 			
19. Physical activity in school	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent bubbles, sports equipment thoroughly cleaned between each use by different individual bubbles, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust Schools where required will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools will also consider carefully how such arrangements can operate within their wider protective measures. Activities where possible will be used, such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. 	<p>Meeting between PE HOD and SLT to establish any additional protocols.</p> <p>Department to adhere to DFE Operational Guidance (P58)</p> <p>Additional measures: Dedicated equipment for each year group Schemes of work adjusted to minimise use of equipment Curriculum adjusted to prioritise outdoor sports No competition with other school until further guidance released No external coaches</p>	8 th March	


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?
		<ul style="list-style-type: none"> Consideration has been given to changing facilities and toilets in these facilities in relation to changing and use of the toilets.  <ul style="list-style-type: none"> Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 			
20. Home time / egress from school premises	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> 2 metre demarcation on school egress where possible It is recommended that face masks are worn by staff and face coverings worn by pupils Pictorial notices to maintain social distancing displayed Supervision of queues by nominated staff members Staggered egress times Controlled egress from building Staff supervising egress to follow social distancing guidelines  <ul style="list-style-type: none"> Normal personal hygiene and washing of clothes 	Finish times and expectations have been circulated to parents via HT letter on website	PF	
21. Fire drills / Emergency situations	Staff, pupils, Contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Adequate numbers of trained staff to safely evacuate all personnel on the school premises Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable Fire drill to be undertaken within the first week of re-occupation 	Date/time TBC	PF/LS	



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?
		<ul style="list-style-type: none"> Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation. 			
22. 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  <ul style="list-style-type: none"> Where closer contact may be necessary, wear 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 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 The best way to protect is through rigorous cleaning, personal hygiene and regular hand hygiene. Where possible, all contact with members of the public should be carried out while maintaining social distancing measures If not possible, the principles for the Hierarchy of Risk should be applied, using measures such as physical barriers and alternative working practices Where other safe working systems alone may not be feasible or insufficient, as a final measure, use of PPE based on risk assessment For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) DON'T do rescue breaths. HSE first-aid guidance can be found here. Please read COVID-19: guidance for first responders Contact the health and safety team if it is suspected that a staff member at work has been diagnosed as having COVID-19 			



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?
		<p>attributed to an occupational exposure (not societal) to coronavirus (needs to be evidence based)</p> <ul style="list-style-type: none"> 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. 			
23. Transport Arrangements	<p>Staff, pupils, Contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> Protocol in place in line with 3. Section 2: School operations <p></p> <p>The approach to dedicated transport should align as far as possible with a system of controls, it is important to consider:</p> <ul style="list-style-type: none"> How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school Use of hand sanitiser upon boarding and/or disembarking Additional cleaning of vehicles Organised queuing and boarding where possible Distancing within vehicles wherever possible, accepting this may not be possible for special needs transport and local site arrangements will be determined within this risk assessment The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their bubble or who they do not normally meet <p></p> <ul style="list-style-type: none"> Discussion between school, local authority and transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. The transportation of special needs children risk assessment reviewed in line with Covid-19 requirements If using your own school minibus, follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements. 			


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?
24. School Trips	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> It is not advised to take pupils on any educational visits at this time. domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. School to observe and follow current guidance on educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent bubble, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits. In order to minimise social distancing and hygiene risk through conducting visits with pupils out of school and to provide a full educational experience, schools through their risk assessment can develop COVID-19 hygiene and social distancing programmes that will allow them to bring in specialist subject teachers to deliver bespoke education to pupils. 	No trips and visits to take place at this time		
25. Reoccupation of areas which	Staff, pupils, contractors, visitors.				



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?
<p>have not been in use during lockdown.</p>	<p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards (undertaken with the schools Trade Union Health and Safety Representative)</p> <p></p> <ul style="list-style-type: none"> • Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including: • Maintenance checks of plant and equipment undertaken – including school kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained • Gas systems maintained • Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period • Electrical equipment and systems maintained • Electrical gate systems maintained • Lifts and lifting equipment/hoists maintained • Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply • Asbestos management arrangements in place • Boiler room plant inspected / maintained • Play and PE equipment to still receive scheduled inspection (even though taken out of use) • Fume cupboards maintenance up to date (Secondary schools only) • Identify and remedy possible vermin infestations 	<p>Business Manager and site manager to review site requirements and ensure all measures completed</p>	<p>LS/SG</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?
26. Air conditioning systems	(Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Ventilation / air conditioning / extraction systems maintained. • 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 • mechanical ventilation systems – 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 not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply • natural ventilation – opening windows (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). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> • 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 – for more information see school uniform • rearranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</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?
		<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 provides more information. 			
27. Fire	<p>Staff, pupils, contractors, visitors</p> <p>Smoke inhalation, exposure to heat</p>	<p></p> <ul style="list-style-type: none"> Fire risk assessment and Emergency Evacuation Plans revised to take into account 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 to ensure designated bubbles are kept separate 	<p>Emergency Plans and Evacuation routes reviewed. See section 21</p>		
28. Behaviour of pupils / staff	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<p></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 social distancing measures in place). Year bubbles. Use of library to cater for mixed bubbles in designated zones 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 of social distancing and deliberately cough or spit at pupils or staff, putting them at risk. Policy reviewed in line with current Government guidance considering staff also. Guidance is available here. Please see processes outlined in 'Local principles on school exclusions and pupil behaviour' document School to monitor staff in relation to keeping to strict social distancing guidelines. The staff code of conduct applies in these 	<p>Behaviour policy addendum in place to account for Covid specific aspects of behaviour</p> <p>Individual student Risk Assessments in place for students identified as a potential risk</p> <p>Risk Assessment in place for internal exclusion facility</p> <p>Reinforced expectations for staff and students on return</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?
		<p>times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times</p> <ul style="list-style-type: none"> • Training in place to reinforce expectations of staff behaviours, including adult to adult interactions. 			
<p>29. Behaviour of parents / visitors / contractors (Violence and aggression)</p>	<p>Staff, pupils, visitors (Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> • Review of the school's violence and aggression policy to ensure that it covers COVID-19 risk related incidents. • Provision in place that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to adhere to arrangements of social distancing or deliberately expose school occupants to risk • Consider cooling off designated areas for parents/visitors • For observed incidents outside the school regarding Covid-19 related antisocial behaviour contact 101 unless emergency dial 999 • Schools police officer regularly patrolling areas before and after school 	<p>Letter from HT advising that parents should not enter the site without prior invitation.</p>	<p>PF</p>	
<p>30. COSHH Cleaning / Sanitisation products</p>	<p>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</p>	<p></p> <ul style="list-style-type: none"> • COSHH risk assessment updated to include all newly introduced cleaning products • Training provided to all staff members required to use cleaning products (in consultation with the schools cleaning provider) • Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 			

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?
		<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 and bleach <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 <u>advice for dutyholders</u> 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>			
31. Dealing with / clearing up with Body Fluids	Staff, pupils, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield PPE and waste disposal protocols to be followed (double bag waste) Handwashing protocols to be followed Protocol in place to respond to emergency cleaning requirements and increased cleaning requests 	Site team fully trained		

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?
32. Equalities and Mental Wellbeing	Staff, pupils Mental wellbeing could be affected by C-19 pandemic	 <ul style="list-style-type: none"> Schools mental wellbeing and support mechanisms for staff and pupils reviewed Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. All employers have a duty of care to their employees, and this extends to their mental health. Schools have mechanisms to support staff wellbeing. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. Schools have equalities policies to protect their employees, and others, from harm and continue to assess health and safety risks and consider how to meet equalities duties in the usual way. 	<p>For staff –</p> <ul style="list-style-type: none"> If staff have personal concerns or concerns about colleagues, they can report to the Headteacher or a senior member of staff Refer to LBBD employee assistance scheme <p>For students</p> <ul style="list-style-type: none"> If a member of staff has a concern about a student's well being they should report to a member of the pastoral team or a member of ILT/SLT 		
33. Staff taking leave	Staff, pupils, parents	 <ul style="list-style-type: none"> School staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and will be working hard to prepare for all pupils to return from the start from 8th March 2021.. Many staff will want to take a holiday over the summer period, which may involve travelling abroad. Current restrictions do not allow travel abroad for holidays or leisure purposes but check here for latest advice: https://www.gov.uk/guidance/travel-advice-novel-coronavirus 	Staff leave should be arranged with the HT		

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?
Pupils taking leave		<ul style="list-style-type: none"> 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. 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. 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. 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. 	Students should not arrange any time away from school		
34. Business Continuity	Staff, pupils, of Closure premises	 <ul style="list-style-type: none"> Schools Business Continuity Plan reviewed to include COVID-19 related risks <p><i>Please add any additional specific arrangements applicable to your school.</i></p>	Plan previously reviewed and remains applicable		
35. Travel Plan	Staff, pupils (Risk - as set out in section 1)	 <ul style="list-style-type: none"> School Travel Plan to be developed in line with Coronavirus (COVID-19): safer travel guidance for passengers Parents should be encouraged where possible to walk or cycle their children to school rather than using any form of transport. This will 	Information re travel shared with parents and students Car parking arrangements reviewed and opening times adjusted to ensure safe departure from		

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?
		<p>encourage healthy lifestyle; help reduce pollution and avoid overcrowding at car parks and help maintain social distancing.</p> <ul style="list-style-type: none"> • Car parking and permit availability to be reviewed • Staff should not be car sharing or transporting pupils in their own or school vehicles. 	<p>school site</p> <p>Notice to staff</p>	PF	
36. Supply teachers, temporary or peripatetic staff, recruitment	<p>Staff, temporary and peripatetic staff</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Where applicable, you can continue to use supply teachers and staff. It is recommended to use the Crown Commercial Service's agency supply deal when hiring agency workers. This offers a list of preferred suppliers, who must provide transparent charging rates. You can get support by emailing supplyteachers@crownccommercial.gov.uk with your school's requirements and contact details. • Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow the school's arrangements for managing and minimising risk based on the system of controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking. • You can continue recruiting members of staff. Schools should consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, with guidance available here. 			

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

[Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A](#)

Disclaimer. Template correct at the time of development, although any links referred to internal/external should be checked regularly as official advice is likely to be updated as the situation continues to develop

TEMPLATE