

Template Risk Assessment for Covid-19 v3.0

This is a **generic Risk Assessment** intended to **supplement** existing school Risk Assessments, and provides additional information around the risks presented as a result of Covid-19, and must be considered as part of normal school activities and procedures. This Risk Assessment will be updated as necessary, but should be reviewed on a monthly basis in school to ensure the risks are being appropriately managed and controlled. Health and safety risk assessments identify measures to control risks during education and childcare setting activities. Health and safety law requires the school employer to assess risks and put in place measures to reduce the risks so far as is reasonably practicable.

For as long as coronavirus (COVID-19) remains in the community, judgments will need to be made at a school level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people.

ALL SCHOOLS should re-familiarise themselves with the [Systems of Controls](#), which provide details for the following;

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

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

Numbers 9 to 11 must be followed in every case where they are relevant.

Version Control

Version	Updates include
V3.0 18/05/2021	New issue v3.0 replacing version v2.6

Quick Reference Links

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**Recognised Covid 19 Symptoms:
a new continuous cough or fever or anosmia.**

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

Initial Risk	Existing Risk Assessment	Identified additional new hazards caused by Covid 19	New and additional control measures required	Level of Residual Risk L, M, H)	Review Date / Initial
H	Managing Covid Symptoms	A pupil, member of staff or visit presents Covid symptoms or has a Positive test	<p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must:</p> <ul style="list-style-type: none"> ● send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days ● advise them to follow the guidance for households with possible or confirmed COVID-19 infection ● advise them to arrange to have a test as soon as possible to see if they have COVID-19 <p>It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test.</p> <p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> ● they have one or more COVID-19 symptoms ● a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms ● they are legally required to quarantine, having recently visited countries outside ● the Common Travel Area ● they have had a positive test ● have been in close contact with someone who tests positive for COVID-19 <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> ● the start of their symptoms ● the test date if they did not have any symptoms but have had a ● positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken 	M	KL

			<ul style="list-style-type: none"> • within 2 days of the positive lateral flow test, and is negative, it overrides • the LFD test and the pupil can return to school) <p>if a pupil displays COVID-19 symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p>		
H	Close contacts of someone with Covid symptoms		<p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation • they have tested positive from an LFD or PCR test as part of a community or worker programme - if an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school <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 after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings.</p>	M	KL

M	Covid Self Testing of Staff and Pupils	<p>Schools are being provided with Self Test Kits for distribution and use by staff in their homes.</p> <p>Staff could cause harm or injury to themselves or others</p> <p>Kits could become contaminated or damaged resulting in accurate results</p> <p>Non Reporting</p> <p>Inadequate Communication / Record Keeping</p> <p>Poor Uptake of testing</p> <p>Storage of Testing Kits</p>	<p>Testing has moved to a home testing model , but Secondary schools should retain a small Asymptomatic Testing Site (ATS) on-site so they can offer testing to pupils who are unable or unwilling to test themselves at home.</p> <p>Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. Those with a negative LFD test result can also continue to attend school and use protective measures.</p> <p><i>Note: Home Testing kits are different to those for use in schools</i></p> <p>Test Kits are provided with instructions for use. These may be specific to the type (manufacturer) of the test kit provided, so instructions may not be universal, and so colagures should only use the instructions accompanying the test kit they have been given, taking particular note of timings, thoroughness and accuracy of swabbing, and processing the test.</p> <p>How to Self test Video</p> <p>How to Do a Rapid Covid-10 Self Test</p> <p>Testing should be carried out in a safe area ensuring that there is space around the person and that surfaces have been cleaned and clear of other items. This will help to ensure that there is no interference within the surrounding area which could (for example) cause the person self testing from being knocked or items on surfaces becoming contaminated.</p> <p>Ensure Staff are clear on the use of testing kits and what action they need to take. Use the Training Material provided</p> <p>Keep accurate records of test kit numbers and the staff to which they have been allocated and record the results. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p>	M	KL
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			<p>Staff should also share their result with their school or nursery to help with contact tracing.</p> <p>A positive confirmatory polymerase chain reaction (PCR) test will be required for all positive cases. Whilst you await your delivery of test at home kits, staff should continue to be offered twice weekly testing at your school or college test site.</p> <p>Encourage all staff to participate in testing, and when necessary have individual conversations to understand any reason for not participating and taking appropriate advice and action.</p> <p>Ensure test kits are stored in a secure place to prevent unauthorised access and stored in temperatures between 2 - 30 degree c.</p>		
H	Face Coverings	Use of face covering to reduce risk of transmission	<p>From 17th May, 2021</p> <p>Face coverings are no longer required to be worn by students and staff in classrooms. Face covering should continue to be worn by staff and visitors outside of classrooms (eg communal areas) where 2m distancing cannot be maintained.</p> <p>Schools should have supplies of face coverings for those unable to access a face covering, whose face covering becomes damaged or for lose who forget</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>You should have a process for when face coverings are worn within your school and how they should be removed, for example when pupils arrive at school wearing them. You should communicate this process clearly to pupils, staff and visitors and allow for</p>	L	KL

		<p>adjustments to be made for those who may be distressed if required to remove a face covering against their wishes.</p> <p>Safe wearing of face coverings necessitates:</p> <ul style="list-style-type: none">● cleaning hands before and after touching face coverings, – including to remove or put them on● safely storing face coverings in individual, sealable plastic bags between use● not touching the front of face coverings during use or when removing them <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> <p>Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>If pupils arrive at school wearing a face covering you must instruct pupils to:</p> <ul style="list-style-type: none">● not touch the front of their face covering when removing it● dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin)● place reusable face coverings in a plastic bag they can take home with them● wash their hands again before heading to their classroom <p>All children over the age of 11 must wear a face covering on council-provided and public transport from home to school, unless they have specific medical conditions.</p> <p>Where face coverings are used they should be safely stored (preferably in a sealed plastic bag) by the wearer when not being worn, nor shared or handled by others.</p> <p>Please consider carefully the needs of those who are unable to wear a face covering for medical reasons, and put in place measures which help to mitigate the risks of not doing so.</p> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education settings or requirement in public places</p>		
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H	RLT Staff	<p>Member of staff falls ill during the day and is COVID symptomatic</p> <p>Member of staff comes into contact with a potential COVID symptomatic person</p> <p>Potential transfer of virus between staff members</p> <p>Transfer of virus by staffing moving between classrooms.</p> <p>Clinically Extremely Vulnerable/Vulnerable or BAME staff</p>	<p>See guidance on Face Coverings</p> <p>In an environment of heightened transmission all school colleagues must be extra vigilant to ensure they follow the following;</p> <p>Colleagues are encouraged to make use of the covid testing systems in place and respond swiftly to close contact detail requests</p> <p>Work from home as much as is practicable, where appropriate.</p> <p>If working in the school / office is absolutely necessary then stay alert and maintain 2m distancing requirements. Ensure regular hand washing is carried out. If any staff are feeling unwell then arrange for them to be isolated and to go home and to call 111 for further advice.</p> <p>Separate COVID 19 office risk assessment provided for admin staff in schools as well as Central Office.</p> <p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and ensure that tissues are made available.</p> <p>Ensure that suitable (lidded with foot pedal preferable) bins are provided which prevent physical contact being made with the lid when disposing used tissues after nose blowing (pedal bins)</p> <p>Children who exhibit potentially dangerous behaviour by refusing to self-isolate, age appropriate socially distance or decide to wander about will not be permitted into school. Speak to parents of those who are identified as presenting a risk. (Check that this is covered by your existing Behaviour Policy to check that it permits exclusion)</p> <p>Staggered lunch breaks when using staff room to reduce any overcrowding, ensuring 2m distancing in all areas, at all times.</p> <p>Staff to use their own flasks and bring their own food in a tupperware container, or to eat packed lunches as may be provided by the school.</p>	L	KL
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			<p>Staff to wash their hands regularly with soap and warm water (20secs) throughout the day or to use sanitiser and maintain social distancing in the staff room.</p> <p>Staff who move from one classroom to another must ensure that they adopt strict hand hygiene by washing hands before entering the other classroom. If the member of staff touches any surfaces (door, handles etc) during transfer, further hand washing or sanitising is required.</p> <p>Consideration must be given to staff who are in one of the vulnerable categories, to ensure that appropriate safeguards are in place in accordance with the latest guidance.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>If anyone feels or looks unwell see Managing Covid Symptoms and Close contacts of someone with Covid symptoms</p>		
H	Cleaning and Waste Management	<p>Contaminated surfaces pre cleaning requiring additional care.</p> <p>Cleaning is not sufficiently thorough or monitored</p> <p>Toxic contamination from cleaning, occurring while staff and students are present</p> <p>Cleaning substances, cloths etc in use and at risk of handling by pupils and staff</p> <p>Equipment is left carelessly, causing a trip hazard</p>	<p>In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms or shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal; as a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. • cleaning toilets regularly • encouraging pupils to wash their hands thoroughly after using the toilet • if your site allows it, allocating different groups their own toilet blocks <p>Request a COVID 19 Risk assessment from the cleaning contractor company to ensure that suitable controls and minimum exposure levels are maintained.</p>	L	KL

Cleaner will be available on site for the duration of the entire school opening times to enable regular cleaning.

Ensure that cleaners activities are monitored to ensure that safe procedures are followed and cleaning is meticulous and thorough.

See the guidance on the [cleaning of non-healthcare settings](#).

Cleaning after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area:

The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

- Should be put in a plastic rubbish bag and tied when full
- The plastic bag should then be placed in a second bin bag and tied
- This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

			<p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <p>keep it separate from your other waste arrange for collection by a specialist contractor as hazardous waste There will be a charge for this service.</p> <p>Other household waste can be disposed of as normal.</p>		
H	Classrooms and Occupied areas	<p>Ineffective or unable to observe 2m distancing in the classroom layout.</p> <p>Pupils and staff unable to observe 2m distancing</p> <p>Exposure to unwell pupils and staff</p> <p>Contaminated Surfaces, particularly regularly used surfaces like desks, keyboards, handles, taps etc</p> <p>Early years and primary age children cannot be expected to remain 2m apart from each other and staff.</p> <p>Transfer of virus by staffing moving between classrooms.</p>	<p>See guidance on Face Coverings</p> <p>If anyone feels or looks unwell see Managing Covid Symptoms and Close contacts of someone with Covid symptoms</p> <p>Frequent and thorough hand cleaning should now be regular practice. Remind children throughout the day to keep a 2m distance between themselves (where practical).</p> <p>Colleagues in should secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2-metre distance from each other and from children.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children, wherever possible recognising that if adults can do this when circumstances allow that will help. In particular, colleagues should avoid close face to face contact and minimise time spent within 1 metre of anyone</p> <p>Where adults are unable to maintain 2m then face covering must be worn.</p>	L	KL

			<p>When working with younger children in particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Arrange the classroom to provide 2m distancing between desks. Remove unnecessary items from the classroom to maximise potential and usable space.</p> <p>Desks should be forward facing and side by side. Only Primary schools may consider grouping children around tables which may not be forward facing (although this should be carefully considered during periods of heightened transmission). In such circumstances, schools choosing to do this should conduct a separate RA before putting such an arrangement in place. Items to consider would include; being extra vigilance for children who may be displaying the mildest of symptoms, children from households which may be at higher risk, ensuring children sneeze or cough into tissues 'catch it, bin it, kill it', how staff may interact with the table, sharing of resources, cleaning of tables before and after use, ventilation, increased supervised hand hygiene, ensuring there is no mixing of bubbles within a table grouping.</p> <p>Ensure that children are encouraged to wash their hands regularly throughout the day. When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible.</p> <p>Avoid contact with anyone with symptoms frequent hand cleaning and good hygiene practices regular cleaning of settings and minimising contact and mixing Ensure adequate supplies of tissues Remind parents to check that their children are physically well enough to attend school in the first instance, and if in doubt, to take their temperatures and call 111 for further advice, describing their symptoms. Staff who move from one classroom to another must ensure that they adopt strict hand hygiene by washing hands before entering the other classroom. If the member</p>		
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of staff touches any surfaces (door, handles etc) during transfer, further hand washing or sanitising is required.

Do not use water fountains

Use well ventilated rooms where windows can be opened for ventilation only. These must be suitable locked open to prevent accident or injury.

Windows should remain open where possible and if temperatures drop below 16°C then schools should consider the follow steps:

Ensure staff and pupils are dressed appropriately i.e. warm layers.

Adjust heating systems to increase temperature.

If all other reasonable steps above have been taken and windows need to be closed, this should not be for longer than necessary in order to maintain airflow for example;

- open windows (in cooler weather windows should be opened just enough to provide constant background ventilation, during lessons and opened more fully during breaks to purge the air in the space) between lesson changes and lunch and breaktimes.
- if temperature increases during the day then windows can be opened again.
- Open higher level windows in preference to low level windows to reduce draughts

Establish and maintain appropriate ‘bubbles’. These should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

avoid large gatherings such as assemblies or collective worship with more than one group.

When timetabling, groups should be kept apart and movement around the school kept to a minimum. While passing briefly in the corridor or playground is low risk, avoid creating busy corridors, entrances and exits. Consider staggered break times and lunch times.

Make sure you allow time for cleaning surfaces in the dining hall between groups.

			<p>You should also plan how shared staff spaces are set up and used to help staff to distance from each other.</p> <p>You should minimise the use of staff rooms, although staff must still have a break of a reasonable length during the day.</p>		
H	Lobby/ Main Reception	Close contact between receptionist and others	<p>No parents will be permitted to enter schools. When they are permitted there should be consideration of Perspex or glass partitions to shield against person coming to reception</p> <p>Provide a two metre mark on the floor or place a barrier with signage to ensure that the safe distance is maintained. Ensure that the intercom system, where existing is regularly cleaned.</p> <p>Do not use water fountains</p> <p>All visitors entering school to wear a face mask unless they are unable to due to medical reasons.</p> <p>Encourage hand washing or hand sanitisation from all colleagues, students and visitors as they enter the school.</p>	L	KL
H	Entry and Exit to and from the class rooms and around the site.	Pupils and staff unable to observe 2m distancing	<p>Create a one way system for parents/ children to follow, create some floor signage (arrows) and some wall signage to indicate traffic flows. Provide two metre markings on the floors to identify suitable distancing.</p> <p>Entry and exit times to be prolonged to ensure no crowding of parents.</p> <p>Consider staggered start and end times for the school day, and waiting/play areas for the 'bubble' groups</p> <p>Encourage hand washing or hand sanitisation from all colleagues, students and visitors as they enter the school.</p>	L	KL

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

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

H	Arrival and Departure	<p>Parents/carers/pupils mixing in playground or at gate not observing 2m distancing</p> <p>People exiting cars not complying with 2m distancing</p> <p>Hand washing</p>	<p>Communicate with parents and request that they do not congregate at school gates during drop off and pick up, and maintain distancing to avoid the need for face coverings</p> <p>2m floor marking and signage</p> <p>Discourage use of cars and car parks. Vehicles parked in alternate bays where possible.</p> <p>Encourage hand washing or hand sanitisation from all colleagues, students and visitors as they enter the school.</p>	L	KL
H	Movement of People	<p>People moving around the school in narrow spaces (eg corridors)</p>	<p>Ensure that all corridors and walkways are kept clear to maximise the space available.</p> <p>Frequent and thorough hand cleaning should now be regular practice.</p> <p>Face covering should continue to be worn by staff and visitors outside the classroom (e.g. communal areas, corridors) where 2m distancing cannot be maintained.</p> <p>Where possible arrange for one way traffic routes (if practicable), with 2m distance floor markings. If it is not practicable then children should be informed to walk on the left hand side of corridors to minimise the risk of people bumping into each other and /or wait for other users to pass.</p> <p>Fewer numbers of children to be allowed out at any one time.</p> <p>Staggering break times and lessons</p> <p>Use one-way systems or priority routes</p> <p>Measures in place to ensure that changeover period between lessons/break and lunchtimes are adequate to ensure than group/bubbles do not mix</p>	L	KL
H	Changeover	<p>Lesson Change, Break and Lunch Times</p>	<p>Measures in place to ensure that changeover period between lessons/break and lunchtimes are adequate to ensure than group/bubbles do not mix</p> <p>See also Movement of People</p>	M	KL

H	Contractors/ Third Party Workers carrying out maintenance work or Statutory tests and checks	Anyone on site comes into contact with a contractor who may be symptomatic or asymptomatic Contractor may be contaminated prior to entering site	Remind contractors/third party workers that they should not be entering the premises if they feel unwell and especially if they are experiencing COVID 19 symptoms. Ensure that contractors wash their hands if entering the premises. Review existing Contractors form to ensure that it includes a notice to maintain a 2m distance rule, suitable PPE, suitable welfare arrangements, particular attention to cleaning areas after work is completed, personal hygiene, minimum staffing levels. Attendance outside of school operating times where possible. Ensure that any method statements provided by contractors reflect the above. Ensure they clean up after themselves. Request a COVID 19 risk assessment from contractors working on site prior to attending site.	L	KL
M	Administering Medicines	Potential close contact with an infected individual	Use extra PPE for those pupils or staff who are displaying symptoms, storage of medicines to avoid cross contamination of bags/bottles, extra hand washing (also refer to section on First Aid)	L	KL
M	Fire Safety	Consider how the school and its buildings are being used; fewer areas, etc How does this impact of the schools existing Fire Evacuation Procedure Assess that fire routes and final exits are clear and accessible Fire Alarm is activated	Avoid holding Fire Doors open for ventilation unless they have hold-open systems in place linked to the school's Fire Safety Systems which would automatically trigger door closure in the event of a fire. Ensure that suitable numbers of teachers are trained to deal with fire evacuations and that each group teacher, or teaching assistant, takes full responsibility to evacuate the classroom safely. Maintain existing controls for weekly fire alarm sounder/bell testing and ensure that the fire equipment is maintained and that fire routes and doors are left unobstructed Ensure that suitable muster points are allocated to ensure that each individual class group/cluster has enough space to be able to be gathered safely without	L	KL

			<p>compromising the 2m distancing (where possible), and avoiding the mixing of ‘bubbles’ both during evacuation and at the muster point.</p> <p>Evaluate suitable exit routes and pathways for each ‘bubble’, and the controlled method of re-entering the buildings.</p> <p>Assess if fire evacuation drill frequency can be extended to the Autumn term by which time the COVID 19 hazard may have been safely contained and the risk greatly reduced.</p>		
H	First aid	<p>Provision is in place to be able to administer first aid and if necessary to isolate someone presenting with COVID 19 symptoms, and that there is suitable PPE in place.</p> <p>‘Mouth to Mouth’ resuscitation is avoided by first aiders</p> <p>Pupil requires First Aid - what will be the requirement for PPE if someone shows COVID symptoms.</p> <p>Adequate numbers of suitably trained First Aider</p>	<p>Display notice and contact details showing who the Duty First Aider is for the session / day</p> <p>Ensure that suitable training is provided to staff who may be involved in the isolation process to ensure that PPE is worn correctly and following the departure of the affected person, the area is thoroughly cleaned and disinfected and the used PPE is correctly disposed of in accordance with routines described under ‘Waste Management’</p> <p>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a child is COVID symptomatic eye protection should also be worn.</p> <p>Where emergency resuscitation is required, do so under the advice of the Emergency Services, and use PPE as appropriate.</p> <p>Mouth to Mouth resuscitation of adults is to be avoided, but if given the mouth and nose of the patient should be covered loosely with a cloth. Where mouth to mouth resuscitation is given to a child, this should be carried out by an adult who does not have any underlying condition, and who is paediatric first aid trained.</p>	L	KL

H	<p>Substances hazardous to health</p> <p>New process will involve a cleaner being present on site all day.</p>	<p>More regular frequent use of chemicals around children and adults.</p> <p>Alcohol Based Hand Sanitisers</p>	<p>Ensure COSHH assessments are reviewed to ensure that the cleaning products and the methods used do not result in a rise of chemical residues being retained on surfaces that children may come into contact with.</p> <p>Ensure that cleaners are reminded not to spray cleaning products in close proximity of children or other persons on site. Use cleaning chemicals with neutral scents and low levels of toxicity as well as keeping the occupied areas well ventilated. Ensure that manufacturers safety data sheets are provided to the central office in the case of a chemical first aid related accident or incident.</p> <p>Consider particularly the risks to children that may be suffering with asthma, skin allergies or other respiratory conditions and may also be affected by high levels of pollen resulting in hay fever.</p> <p>Ensure chemicals and cleaning items are not left unattended.</p> <p>Teachers to be vigilant to the use of and disposal of cleaning items</p> <p>Ensure ALL Cleaning containers are appropriately marked with the content</p> <p>Alcohol based Hand Gel - alcohol is flammable. Containers must be stored away from sources of heat or ignition. When used ensure that hand sanitiser is completely dry and evaporated before touching items or coming near sources of ignition</p>	L	KL
M	<p>Driving for work</p>	<p>If unable to comply with 2m rule then no driving permitted</p> <p>Staff transporting children</p> <p>Use of school minibus</p>	<p>Communicate with parents and request that children are encouraged to walk or cycle to school when possible, if safe to do so.</p> <p>Staff should be encouraged to walk or cycle to school when possible</p> <p>Avoid the use of minibuses wherever possible, otherwise reduce the number of passengers so that there is at least one spare seat (ensuring 2m rule is observed as practically as possible) between each person, and is well ventilated. Where vehicles are used, they must be thoroughly cleaned or left unused for 72 hours.</p>	L	KL

			Discourage car sharing with non household members -if this is necessary make sure that face coverings are worn by both parties.		
H	Toilets	Toilets used by children at the same time Toilet facilities for someone showing Covid symptoms	<p>Stagger toilet breaks</p> <p>Restrict the number of pupils who can enter the toilets spaces</p> <p>Where possible only use alternate cubicles</p> <p>Toilet cubicle reserved for suspected covid positive children is used</p> <p>Any cubical used by a suspected case must be thoroughly cleaned immediately.</p> <p>Toilets should be cleaned with antiviral wipes or cleaning substances frequently throughout the day</p> <p>Hand dryers are ok for use as long as they are automatic and where button operated users are reminded to use their elbow to turn them on and off. Particular care needs to be taken when using hand dryers requiring you to insert your hands into them or they have trays (eg Dyson Airblades, Crocodile or Mitsubishi). Use of these types of hand dryers should be discouraged as there is risk of contact with the dryer surface areas when drying hands, which may have contamination, and must be cleaned thoroughly</p>	L	KL
H	Visitors to School Site	Risk of contamination due to additional persons on site and the difficulty in policing their risk control measures	<p>Avoid visitors on site unless they are considered to be essential</p> <p>When making arrangements with visitors ensure that clear guidelines and expectations have been communicated.</p>	L	KL

M	Eating	<p>Children sharing food increasing risk of viral cross contamination</p> <p>Children dropping food on floors</p> <p>Children eating and drinking in classrooms</p> <p>Disposal of waste food and drink</p>	<p>Ensure 2m distancing for adults in relation to pupil/students</p> <p>Cleaners on site to deal with food debris.</p> <p>Teachers to be clear about the rules for allowing eating in classrooms including hygiene expectations and disposal expectations.</p> <p>Children will be supervised and instructions will be given where bad practices are identified.</p> <p>All food waste will be disposed of in lidded external bins.</p> <p>Use cashless systems where possible to prevent contamination from money.</p>	L	KL
H	Safeguarding	<p>There are various Safeguarding Risks associated with children not being in school</p>	<p>Ensure that existing Safeguarding arrangements are maintained</p>	L	KL
H	Vulnerable Persons	<p>Clinically / Clinically Extremely Vulnerable</p> <p>Pregnant women</p> <p>Children and staff not familiar with the school or part of it</p> <p>Children with EHCP</p> <p>BAME</p>	<p>Consider the requirements of staff who have (or may have) been recategorised from Clinically Vulnerable to Clinically Extremely Vulnerable, prepare individual Risk Assessment and follow appropriate working practices.</p> <p>Encourage working from home.</p> <p>Anyone who is identified as vulnerable will be subject to a more detailed assessment of risk. This is especially the case in an environment of heightened transmission.</p> <p>A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.</p> <p>Wear PPE as necessary.</p>	M	KL

			<p>Ensure both Clinically Extremely Vulnerable and Clinically Vulnerable colleagues take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing and that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>Since the 1 April, those who are clinically extremely vulnerable (CEV) are no longer advised to shield.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p>		
H	Routine H and S Controls and Checks	Routine H&S Controls and Checks may not completed due to other perceived priorities, increasing the number of hazards in the school environment	<p>Ensure that statutory tests and checks are maintained and logged on smart log.</p> <p>Ensure all the usual checks following a period of closure are completed</p>	L	KL
M	Manual handling	<p>Consider where staff may come into contact with contaminated surfaces and procedures in place to prevent this</p> <p>Deliveries and Collections</p>	<p>Only staff who have had the requisite training should be carrying out any repetitive/ heavy manual handling tasks.</p> <p>Continue to manage contractors by requesting additional risk assessments for COVID.</p> <p>All deliveries should be scheduled for times when there are minimal persons in the area e.g. out of hours or during lesson time.</p>	L	KL

M	Work at height	This presents a higher risk of accidents requiring emergency attendance	Avoid any unnecessary working at heights tasks during the COVID period to reduce pressure on NHS resources Continue to manage contractors by requesting additional risk assessments for COVID	L	KL
L	Asbestos	Is there a risk of further or new exposure to asbestos.	No obvious reason to suspect a heightened risk from asbestos due to unusual activities Annual visual condition checks are to be continued as per schedule.	L	KL
M	Workers under the age of 18	Risk of additional mixing of people and contamination Lack of appreciation of COVID Risk	No obvious reason to suspect a heightened risk due to unusual activities Carry out a young persons risk assessment	L	KL

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

H	SEND Students	Students require 1-2-1 interventions / support from scribes, readers for exams etc.	<p>Scribes / Readers should be placed in rooms where they are able to socially distance (2m) and which are well ventilated.</p> <p>Both the student and the support worker must not show signs of having any of the symptoms. If either party starts to show symptoms during the course of the session, then there must be suitable means of flagging this and suspending the session as may be necessary.</p> <p>Both parties should sit side by side or behind, and not face to face</p> <p>The room and any equipment used must be sanitised (monitors, keyboards, touched surfaces etc) before and after each use.</p> <p>All parties must also hand sanitise when entering the room.</p>	M	KL
H	Performances	Performances with an audience present a higher risk	<p>Schools in local restriction tier 3: very high alert areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p> <p>Schools in other local restriction tier areas planning an indoor or outdoor performance in front of an audience should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described.</p>	M	KL