

ADAPTED FROM LBBD RISK ASSESSMENT AND GUIDANCE FROM THE NEU AND GMB

Barking & Dagenham

Risk Assessment Covid-19

This risk assessment is not exhaustive and should be used a guide for typical risk management at James Cambell Primary School.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down):

- **Elimination**
The hazard, task or activity is physically removed or abandoned
- **Substitution**
Replace a material or process with a less hazardous one
- **Engineering Controls**
Isolate staff, pupils, and visitors from the hazard
- **Administrative Controls**
Identify and implement procedures to maximise safe working
- **Personal Protective Equipment (PPE)**
Only to be considered if measures above would be ineffective to control risks

Risk Assessment Covid-19

Activity/Person/Location	Managing COVID-19 risks
School	James Campbell primary School
Head Teacher	Joe Wilson
Assessor(s) including employee representative	
Date of assessment	January 2022
Review date (Monthly)	Ongoing

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

Resultant Risk Rating Please tick	
High	
Medium	
Low (normal)	

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

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. There is a confirmed case of coronavirus in a setting	Staff, pupils, contractors, visitors Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community. However, transmission of virus between pupil to pupil and between pupil to staff is negligible. People can catch	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. If a person has a positive test (PRC or LFD), even if they have no symptoms, they must follow the isolation requirements immediately. From 11th January 2022 , if the person has no symptoms but has a positive LFD test, a confirmatory PRC test will not be required. The Person should report their LFD test result Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)	All staff are required to take a LFT twice weekly on a Monday and Thursday All positive staff LFD test should be reported to J Wilson and N Maters			

<p>the virus from others who are 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 	<p>The mandatory isolation period is 10 days. However, individuals may now be able to end their self-isolation period before the end of the 10 full days if they have two negative LFD tests, 24 hours apart from Day 6. They can take an LFD test from 6 days after the day their symptoms started (or the day their test was taken if they did not have symptoms), and another LFD test 24 hours later. If both these test results are negative, and they do not have a high temperature, they may end self-isolation after the second negative test result. See flow diagram: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>They can return to work once isolation has ended provided they feel well enough.</p> <p>All staff and students who are attending an education or childcare setting will have access to a LFD test if they display symptoms of coronavirus and are strongly encouraged to get tested in this scenario.</p> <p>If a child with symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 1m+ away from other people. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the guidance: The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) - GOV.UK (www.gov.uk). Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).</p> <p>If the test is positive they must self-isolate for 10 days,</p>				
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Child / young person / staff positive test result	<p>However, if required to isolate, they may be able to end their self-isolation period before the end of the 10 full days if they have clear LFT tests on or after Day 6 and 7 (See Staff with confirmed cases above)</p> <p>Schools should clarify with the employee if they are ill – i.e. would not be fit to attend work even if they were not required to self-isolate.</p> <p>If they are well enough to work, they should expect to work from home.</p> <p>If they are unwell they should be recorded as off sick and not required to work from home. They should notify the school when they are fit to work.</p> <p>SHOULD attend work if they are:</p> <ul style="list-style-type: none"> • fully vaccinated (at least 14 days since final dose) • under 18y 6m old • taking part in a vaccine trial • not able to get vaccinated for medical reasons <p>In addition, these individuals are strongly advised to take LFD tests daily for 7 days. They can continue to attend work unless they test positive.</p> <p>MUST NOT attend work if unvaccinated. They must self-isolate for the full 10 days unless the person with symptoms has a test which is negative in which case the staff member can stop isolating and return to work, unless they themselves develop symptoms, in which case they should access a test and follow guidance as above.</p> <p>SHOULD attend work if they are:</p> <ul style="list-style-type: none"> • fully vaccinated (at least 14 days since final dose) • under 18y 6m old • taking part in a vaccine trial • not able to get vaccinated for medical reasons <p>These individuals are strongly advised to take LFD tests daily for 7 days. They can continue to attend work unless they test positive.</p>				

<p>Staff living with someone who has a positive test</p> <p>Close Contacts Isolation is only mandatory if the individual is contracted by NHS Track and Trace</p> <p>Someone in a member of staff's household has been told to self-isolate by NHS Test and Trace (but</p>		<p>MUST NOT attend work if unvaccinated. They must self-isolate for 10 days even if they receive a negative test result.</p> <p>.</p> <p>SHOULD ATTEND work if they are:</p> <ul style="list-style-type: none"> • fully vaccinated (at least 14 days since final dose) • under 18y 6m old • taking part in a vaccine trial • not able to get vaccinated for medical reasons <p>These individuals are strongly advised to take LFD tests daily for 7 days. They can continue to attend work unless they test positive.</p> <p>MUST NOT attend work if unvaccinated and advised to isolate by NHS Track and Trace. They must isolate for 10 days even if they receive a negative test result.</p> <p>There is no requirement for unvaccinated individuals to isolate if they are a close contact at work (eg staff contact with positive pupil) and NOT contacted by NHS Track and Trace. Schools can carry out their own risk assessment if they wish to do so and can ask such staff not to attend school or to undertake more regular lateral flow device tests. In addition, staff should try to minimize close contact with pupils.</p> <table border="1" data-bbox="597 1160 1556 1314"> <tr> <td data-bbox="597 1160 848 1314">SHOULD ATTEND work</td><td data-bbox="848 1160 1556 1314">No isolation unless the household member develops symptoms</td></tr> </table>	SHOULD ATTEND work	No isolation unless the household member develops symptoms			
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<p>does not themselves have symptoms)</p> <p>Staff who are in the clinically extremely vulnerable (CEV) group and/or who have received a shielding letter</p>		<p>SHOULD ATTEND WORK</p> <p>Schools should review and update Individual Risk Assessments. It may be appropriate that some measures remain in place to protect such staff e.g. wearing of masks in communal areas, maintaining social distancing where possible, limiting their movement around school/interaction with different groups, avoiding them attending group meetings/busy staff rooms, adjusting duties to limit close contact, staggering arrival/departure times to avoid crowds etc. Consideration should be given to additional measures which may be applicable as part of outbreak management plans.</p> <p>A small number of CEV staff will be particularly vulnerable and may be advised by their medical practitioner not to attend the work-place at all.</p>			
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2. Testing and contact tracing	visitors, contactors (Risk - as set out in section 1)	<p>Evidence of a clear LFT should be sought when visitors and contractors attend site.</p> <p>Confirmatory PCR test</p> <p>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</p>				
3. Contingency Plan to deal with an outbreak	Staff, Pupils, visitors, contactors (Risk - as set out in section 1)	<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>For self-isolating pupils, remote education plans will be put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>Schools should maintain capacity to deliver remote learning for the next academic year, including pupils who face challenges to return due to COVID-19 travel restrictions for the period they are abroad. See guidance on remote education support. Full expectations for remote education, support and resources can be found on the Safeguarding - Get Help with Remote Education - GOV.UK.</p> <p>In the event of a local outbreak, the PH health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>	SLT advised to wear facemasks on gate duty.			

		Everyone should wear facemask in communal areas unless exempt			
4. Communication strategy (communication to parents / guardians)	Staff, Pupils, visitors, contactors (Risk - As set out in section 1)	<ul style="list-style-type: none"> • Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained. including for the provision of First Aid. • We recommend that visitors and contractors continue to be required to wear face coverings in schools. • If parents of pupils with significant risk factors are concerned, schools should discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. • If there is an outbreak in the school, the Director of Public Health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). • Those positive with Covid-19 or symptomatic - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents to be advised to follow guidance below <u>COVID-19: guidance for households with possible coronavirus infection - GOV.UK (www.gov.uk)</u> 	If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance Staff who have not been vaccinated or awaiting 2 nd vaccination to be offered Risk Assessment		

5. Shielded and clinically vulnerable Groups including those who are pregnant	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> Where parents are concerned about their child's attendance, they should speak to their child's school about their concerns and discuss the protective measures that have been put in place to reduce the risk. They should also discuss other measures that can be put in place to ensure their children can regularly attend school. Please see link for specific information on: SEND and specialist settings - additional operational guidance: COVID-19 (publishing.service.gov.uk). School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school. Please see link: School attendance: guidance for schools - GOV.UK (www.gov.uk). Where children and young people with EHC plans are not attending their education setting because they are following public health advice, multi-agency professionals should collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan. This may include face-to-face visits to the home, or virtual support by means of video or telephone calls, or via email. As shielding is paused, some who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). Please read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for pregnant women, is available here. If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying 	If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should 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>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.</p>	<p>health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <ul style="list-style-type: none"> • This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19. • Our advice is still that those who are 28 weeks plus, continue to work from home. If doubled jabbed women at any gestation should attend the work place subject to an Individual Risk Assessment. • Previous practices should continue, i.e., Individual Risk Assessment, referral to OH, when necessary. • Staff should discuss these matters with line management/Schools HR and undertake a risk assessment. • All pregnant women should be offered the COVID-19 vaccine at the same time as the rest of the population, in line with the age group roll out. Please see link for further information: COVID-19 vaccines, pregnancy and breastfeeding (rcog.org.uk) • Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for relevant PPE use. • Where closer contact may be necessary (for example personal care) appropriate PPE to be worn. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the individual is coughing, spitting. • Management staff to follow manufactures instructions on how to use PPE correctly <p>Individual Health Risk Assessment undertaken with BAME / Clinically Vulnerable staff members using 'appendix 1' of this document.</p> <p>Unvaccinated staff need to be added to the list of vulnerable groups and offered an individual Risk Assessment</p>	<p>All staff who have not been vaccinated or awaiting 2nd vaccination to be offered a Risk Assessment</p>			
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Important considerations for occupied spaces within the school building.

- Frequent and thorough hand cleaning should now be a regular practice. The school should continue to ensure that staff / visitors and pupils clean their hands regularly. This can be done with soap and water to minimise possible adverse dermatological effects (20 seconds minimum recommended) or with sanitiser.
- Implementation and maintaining an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the [cleaning of non-healthcare settings](#).
- Keep occupied spaces well ventilated when your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays/parents' evenings.
- Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.
- Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).
- The school should aim to achieve a sensible balance between increased ventilation and a comfortable temperature (thermal comfort) in classrooms and other occupied spaces. The minimum temperature maintained in classrooms and offices should not be below 16°C. To balance the need for increased ventilation while maintaining a comfortable temperature, consider: opening high level windows in colder weather in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
- The 'catch it, bin it, kill it' approach continues to be very important. The following link contains free resources, including materials to encourage good hand and respiratory hygiene -[Information about the Coronavirus \(e-bug.eu.\)](#)

6. Entry to school premises egress from school premises	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<p>Schools should consider well in advance future events, including parents' evenings – how they will be managed in terms of COVID-19 arrangements e.g., maintaining good hygiene and well ventilated spaces.</p> <p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools and provide a clear LFT</p>			
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		<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 • Age-appropriate instruction provided to pupils on hand washing methods. • To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE: • Put it in a plastic rubbish bag and tie it when full • Place the plastic bag in a second bin bag and tie it • Put it in a suitable and secure place marked for storage • Waste to be stored safely and securely kept away from children. 			
7. Reception areas	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 2m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to wear face coverings in schools.</p> <ul style="list-style-type: none"> • <u>Enhanced cleaning</u> frequency of regular touched items. • Catch it, Bin it, kill it notices displayed. • Hand washing poster displayed. • Hand sanitiser stations located in reception. 			

		<ul style="list-style-type: none"> ● Sanitisation/hand washing protocols observed when handling deliveries. ● Non fire/security doors propped open to minimise touching of surfaces and increase ventilation. ● Provision of closed top bins available for disposal of face coverings and other PPE which may be worn. Face coverings are not recyclable at present and should not be placed in recycle bins. Further guidance can be found here https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste ● <u>Ventilation</u> is maximised (maintaining <u>thermal comfort</u>) in this space via: ● <u>Natural ventilation</u> - passive air flow through windows, doors and air vents that can be fully or partially opened ● <u>Mechanical ventilation</u> - using fans and ducts to bring in fresh air from outside, or ● a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air <p>Note: Fire Doors must not be propped open unless connected to specifically designed electronic/magnetic devices which release automatically when fire alarm is activated.</p> <ul style="list-style-type: none"> ● Screens will remain in place. ● Queuing minimised, where reasonably practicable. ● 1m+ distancing maintained, where possible. ● Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. <p>Contractors and delivery companies should have safe systems of work, risk assessment and follow our Covid-19 secure arrangements.</p>				
8. Classrooms	Staff, pupils, contractors, Visitors (Risk - as set out in section 1)	Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.				

		<p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> ● Classroom based resources and equipment used and shared is cleaned regularly, along with all frequently touched surfaces. ● Increased cleaning frequencies of hard surfaces / emptying of bins. in place. ● Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice. ● Enhanced cleaning frequency of regular touched surfaces / items. ● Catch it, Bin it, kill it notices displayed. ● Hand washing poster displayed. ● Hand sanitiser available for staff / pupil use. ● Non fire / security doors propped open to minimise touching of surfaces. ● Ventilation is maximised (maintaining thermal comfort) in this space via: ● Natural ventilation - passive air flow through windows, doors and air vents that can be fully or partially opened ● Mechanical ventilation - using fans and ducts to bring in fresh air from outside, or ● A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air. ● CO2 monitors installed to identify if a space is poorly ventilated. ● Classrooms arranged with forward facing desks. ● Staff maintaining distance from pupils and other staff as much as possible. ● Small adaptations made to the classroom to support distancing have been made where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on. ● Considering the guidance: Covid-19-SEND-risk-assessment-guidance. ● Where possible, social distancing of 1m+ is maintained. ● Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. 			
9. Lunch times/Break times	Staff, pupils, contractors, visitors	The school should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice			

	(Risk - as set out in section 1)	<p>per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> • Hand washing / sanitisation to be followed e.g., clean hands thoroughly more often than usual. Hand washing / sanitisation stations (ideally soap and water to minimises possible adverse dermatological effects) at point of entry to school (20 seconds minimum recommended for washing with soap and water). • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. • Outdoor spaces utilised where practicable. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. • School kitchens should be complying with the guidance for food businesses on coronavirus (COVID-19) 			
10. Communal Areas (Halls, Corridors, Staircases)	<p>Staff, pupils, Contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	<p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 2m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools.</p> <p>If the school leases out halls and facilities for third parties to use in the evening or on weekends, this must be risk assessed in terms of, hygiene - including enhanced cleaning regimes to determine if the hall can be used by third parties in line with COVID-19 arrangements.</p> <ul style="list-style-type: none"> • Enhanced cleaning frequency of regular touched surfaces / items. • Catch it, Bin it, kill it notices displayed. • Hand washing poster displayed. • Hand sanitiser available for staff / pupil use. • Non fire / security doors propped open to minimise touching of surfaces. 			

		<ul style="list-style-type: none"> • Ventilation is maximised (maintaining thermal comfort) in these spaces via: • Natural ventilation - passive air flow through windows, doors and air vents that can be fully or partially opened • Mechanical ventilation - using fans and ducts to bring in fresh air from outside, or • A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air. • Where possible, social distancing of 1m+ is maintained. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. 			
11. Toilets	Staff, pupils, Contractors, visitors (Risk - as set out in section 1)	<p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools.</p> <p>Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <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 • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergent. • Ventilation is maximised (maintaining thermal comfort) in this space via: • Natural ventilation - passive air flow through windows, doors and air vents that can be fully or partially opened • Mechanical ventilation - using fans and ducts to bring in fresh air from outside, or • A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air. • Where possible, social distancing of 1m+ is maintained. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors 	<p>Visitors to school required to wear facemasks in corridors etc.</p> <p>Lateral flow tests required 2 weekly for supply, maintenance visitors.</p> <p>Staff are responsible for their own social distancing in shared areas.</p>		

12. Staff Areas including: • Staff rooms • Meeting rooms • Offices	Staff, contractors, visitors, (Risk - as set out in section 1)	<p>Our Local Public Health Team strongly recommend face coverings, where social distancing of 2m+ cannot be maintained.</p> <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools.</p> <ul style="list-style-type: none"> • Enhanced cleaning frequency of regular touched surfaces / items. • Catch it, Bin it, kill it notices displayed. • Hand washing poster displayed. • Increased natural ventilation. • Hand washing/sanitisation protocols to be followed available for staff / pupil use. • Non fire / security doors propped open to minimise touching of surfaces. • Increased cleaning frequencies of hard surfaces. • Hand washing poster displayed. • Increased natural ventilation. • Handwashing /sanitisation protocols to be followed. <ul style="list-style-type: none"> • Ventilation is maximised (maintaining thermal comfort) in this space via: • Natural ventilation - passive air flow through windows, doors and air vents that can be fully or partially opened • Mechanical ventilation - using fans and ducts to bring in fresh air from outside, or • a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air <ul style="list-style-type: none"> • Conduct meetings where possible via Teams • Where possible, social distancing of 1m+ is maintained. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. 	N/A			

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13. First Aid	Staff, pupils, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> • Adequate numbers of trained staff to administer First Aid. • Check First aid boxes content and facilities available. <p>Where closer contact may be necessary, we recommend appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting.</p> <p>The best way to protect is through rigorous cleaning, personal hygiene and regular hand hygiene.</p> <ul style="list-style-type: none"> • First Aid PPE provided to include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting. <p>Guidance for first aiders</p> <ul style="list-style-type: none"> • Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. • If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery. • Please see link: COVID-19: guidance for first responders - GOV.UK (www.gov.uk) <p>Preserve life: CPR</p> <ul style="list-style-type: none"> • Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • Ask for help. If a portable defibrillator is available, ask for it • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation • If available, use: 	Pupil travel for trip purposes still not available on tfl.		

		<ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ eye protection ○ apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p> <p>Contact the Health and Safety team if it is suspected that a staff member at work has been diagnosed as having COVID-19 attributed to an occupational exposure (not societal) to coronavirus (needs to be evidence based).</p> <p>Management and staff must read and follow manufacturers instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found here: COVID-19: personal protective equipment use for non-aerosol generating procedures - GOV.UK (www.gov.uk)</p>			
14. Transport Arrangements	Staff, pupils, Contractors, visitors (Risk - as set out in section 1)	<p>No External Trips taking place under new guidance received January 2022</p> <p>Mandatory face coverings remain in place on London transport.</p> <p>We recommend that staff assisting on school transport wear face masks. The government expects and recommends that face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>We recommend that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. Please follow the link for further information: Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk) and Transport to schools and colleges during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>			

		<p><u>The approach to dedicated transport should align as far as possible with a system of controls, it is important to consider:</u></p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly.</p> <p>This can be done with soap and running water or hand sanitiser.</p> <ul style="list-style-type: none"> • The 'catch it, bin it, kill it' approach continues to be very important. • Put in place and maintain an appropriate cleaning schedule with a particular focus on frequently touched surfaces. • Vehicles should be well ventilated when occupied, particularly by opening windows and ceiling vents. You should balance the need for increased ventilation while maintaining a comfortable temperature. <ul style="list-style-type: none"> • Discussion between school, local authority and transport provider to confirm suitable safe protocols are in place e.g., avoid overcrowding should be minimised / cleaning / hygiene and supervision arrangements. • The transportation of special needs children risk assessment reviewed in line with Covid-19 requirements. • Face coverings continue to be used where 1m+ distancing cannot be maintained staff/visitors. <p>Drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport. However, where the care and interventions that a pupil ordinarily receives on home to school transport required the use of PPE before CO-19, that should continue as usual. For further guidance, please see link: <u>SEND and specialist settings: additional COVID-19 operational guidance - GOV.UK (www.gov.uk)</u></p> <p>Children who regularly spit or require physical contact (in the 'children with complex medical needs' section) guidance on the specific steps that should be taken to care for children with complex medical needs, such as tracheostomies - this includes aerosol-generating procedures For more information read:</p>		
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		<u>The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) - GOV.UK (www.gov.uk)</u>			
15. School Trips	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<p>It is recommended the school does not go on any international visits.</p> <p>From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future. Ensure that any new bookings have adequate financial protection in place and assess insurance type required.</p> <p>The travel list is subject to change and green list countries may be moved into amber or red. The travel list could also change, whilst on a visit, so you must have a contingency plan in place.</p> <p>The school must undertake a full and thorough risk assessment in relation to educational visits. Please see following links: <u>Health and safety on educational visits - GOV.UK (www.gov.uk)</u>. <u>Specialist advice is available from: The OEAPNG https://oeapng.info</u> .</p> <ul style="list-style-type: none"> • School has observed and followed current guidance on educational visits. • The school has undertaken a full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. • As part of this risk assessment, the school has considered what control measures need to be used and is aware of wider advice on visiting indoor and outdoor venues. 	Continued ventilation in all areas. CO2 monitors in classes to ensure proper ventilation		
16. Air conditioning systems	(Risk - as set out in section 1)	To balance the need for increased ventilation while maintaining a comfortable temperature, consider and indicate where in place:			

		<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. • Rearranging furniture where possible to avoid direct draughts. • The school has assessed its ventilation systems and requirements. <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <ul style="list-style-type: none"> • HSE guidance on use of air conditioning systems followed https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation and CIBSE coronavirus (COVID-19) advice 			
17. Fire	Staff, pupils, contractors, visitors Smoke inhalation, exposure to heat	<ul style="list-style-type: none"> • Fire risk assessment and Emergency Evacuation Plans revised to consider areas which may not be in use and changes of use to the building. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary. • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. • Fire Assembly points arranged and monitored. 			
18. Behaviour of pupils / staff	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> • Review of the school's pupil behaviour policy to ensure that they cover COVID-19 risk related incidents (to include individual risk assessment of children with known challenging behaviour). • Non-compliance (designated space for de-escalation/cooling-off period with 1m+ social distancing, where possible). • Designated spaces in place for pupils displaying ACEs/Trauma/anxiety, SEND and non-compliance. • Provision in place for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements and deliberately cough or spit at pupils or staff, putting them at risk. • Policy reviewed in line with current Government guidance considering staff also. Guidance is available here. 			

		<ul style="list-style-type: none"> Training in place to reinforce expectations of staff behaviours, including adult to adult interactions. 			
19. Behaviour of parents / visitors / contractors (Violence and aggression)	Staff, pupils, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> The school's violence and aggression policy has been reviewed to ensure that it covers COVID-19 risk related incidents. Provision is in place as the school will not tolerate and will take the firm action should any person wilfully refuse to adhere to arrangements. 			
20. COSHH Cleaning / Sanitisation products	Pupils due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children	<ul style="list-style-type: none"> 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 always keep any cleaning / sanitisation products stored / secure and out of reach of children The school has worked with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 			
21. Dealing with / clearing up with Body Fluids	Staff, pupils, visitors (Risk - as set out in section 1)	<p>Where clearing up of body fluids is required, the staff member must wear full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield.</p> <ul style="list-style-type: none"> 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. 	Employee Assistance programme available to all staff.		
22	Staff, pupils				

Equalities and Mental Wellbeing	Mental wellbeing could be affected by C-19 pandemic	<p>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.</p> <p>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. You can access useful links and sources of support on Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> • Schools' mental wellbeing and support mechanisms for staff and pupils reviewed. • The school has equalities policies to protect their employees, and others, from harm and continue to assess health and safety risks and considers how to meet equalities duties in the usual way. 	Staff should not make unnecessary travel to countries on Amber or Red list that could result in S/I during term time			
23. Staff taking leave	Staff, pupils, parents	<p>Staff may want to take a holiday over the summer period, which may involve travelling abroad. Please check here for latest advice:https://www.gov.uk/guidance/travel-advice-novel-coronavirus.</p> <p>The government has set a requirement for people returning from some countries to quarantine on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, school management should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p>	All staff to monitor emails daily for updates.			

Pupils taking leave		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. .				
24. Business Continuity	Staff, pupils, Closure of premises					
25. Travel Plan	Staff, pupils (Risk - as set out in section 1)	School Travel Plan has been developed in line with Coronavirus (COVID-19): safer travel guidance for passengers .				

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.

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.