

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Kingsland CE Academy				Prepared By: C Leach APT H&S C Completed By: Sara Goddard				Date: 19-10-20			
<p>Activity Workplace: Novel Coronavirus (COVID-19) Revision: 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. Information Source: GOV.UK R6 - Actions for schools during the coronavirus outbreak/guidance for full opening. Published 2nd July 2020. R7 SBMAT email 26-08-2020 R8 SBMAT email 30-08-2020 R9 Guidance for full opening: schools Updated 17 September 2020 R10 SBMAT email 22-09-2020 and Guidance for full opening: schools Updated 1 October 2020 R11 Coronavirus (COVID-19): test kits for schools and FE providers, Updated 7 October 2020. Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Updated 13 October 2020. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, Updated 15 October 2020. COVID-19: cleaning in non-healthcare settings outside the home, Updated 16 October 2020</p>				Manager: Sara Goddard				Next Annual Review Date: 14.07.21			
Hazard		Initial risk		Action plan				Residual risk			
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Awareness and understanding</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Staff, pupils, parents, visitors and contractors with symptoms or those who have been in close contact with persons or they have someone in their household who has symptoms of Coronavirus (COVID-19) or who has tested positive in the last 10 days have been contacted by the NHS Test and Trace within the last 14 days, have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>2. Regular GOV.UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff.</p> <p>3. COVID-19 risk assessment and revisions communicated to staff.</p> <p>4. Signs at all entry gates and external doors advising all</p>	<p>Reminder to parents in all communication/ on website and regular reminders on social media.</p> <p>Text reminders sent to parents – weekly.</p> <p>Kingsland CE, PHE and Gov UK signs in place around the school site and on entry doors.</p> <p>Reminder at Staff Meeting – weekly.</p> <p>Shared with all staff on 17.07.20 via email and email response to confirm read.</p> <p>All entrance doors have appropriate signage.</p>	<p>SB/MW /PC</p> <p>SB</p> <p>KS & DL</p> <p>SG/AG</p> <p>SG</p> <p>KS & DL</p>	<p>1/9/20, ongoing</p> <p>1/9/20, ongoing weekly</p> <p>1/9/20</p> <p>1/9/20, ongoing weekly</p> <p>17/7/20</p> <p>1/9/20</p>	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>persons who currently have Coronavirus (COVID – 19) symptoms have been in close contact with persons with symptoms with someone in their household who has symptoms of coronavirus (COVID-19) or has tested positive in the last 10 days, have been contacted by the NHS Test and Trace within the last 14 days, have returned to the UK within the last 14 days from a country without the UK Government travel corridor exemption, MUST not attend the school, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>5.Signs at all entry gates and external doors advising all persons of 2-metre social distancing rule where possible or 1-metre distancing plus using additional measures.</p> <p>6.Latest PHE Coronavirus (COVID-19) social distancing, hygiene and testing and wearing of face mask/face coverings/ face visors safe removal of coverings posters</p>	<p>All doors have social distancing signs on them.</p> <p>All areas have posters with the Covid-19 information.</p> <p>Sent via email to every member of staff.</p> <p>Staff to remind children at the start of each day. See PHSE Curriculum.</p> <p>See PHSE curriculum.</p> <p>Individual risk assessments</p>	<p>KS & DL</p> <p>KS & DL</p> <p>AG</p> <p>All staff</p> <p>All staff</p> <p>NH</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20, ongoing</p> <p>1/9/20, ongoing</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>displayed in staff areas/visitor areas, entrances, classrooms and toilets.</p> <p>7.Latest PHE Coronavirus (COVID-19) leaflets distributed to staff.</p> <p>8.Pupils reminded regularly to tell a member of staff if they feel unwell.</p> <p>9.e-Bug resources to teach pupils and parents about hygiene.</p> <p>10.Talks given to children about coronavirus (COVID-19), teaching groups, social distancing and not to touch staff.</p> <p>11. Pupils with SEND provided with specific help in preparation for changes.</p> <p>12.Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus.</p> <p>13.Staff and pupils informed of requirements to remove face mask safely on arrival at school. 14.Arrangements discussed with staff and pupils travelling overseas. When returning from overseas travel the latest Government guidance on</p>	<p>completed for all SEND children. Signage prevalent around the school site.</p> <p>Detailed in letter sent to all parents on 10.07.20.</p> <p>Shared with staff on 11.06.20</p> <p>Update behaviour policy shared with staff, parents and children.</p>	<p>SG</p> <p>SG</p> <p>KW</p>	<p>10/7/20</p> <p>11/6/20</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>quarantine to be followed.</p> <p>15. Behaviour policies with rules for hygiene and social distancing and consequences for poor behaviour communicated to staff, pupils and parents.</p> <p>16. Parents, visitors and contractors informed of the requirements to wear masks/face coverings or face visors in particular settings.</p>							
<p>Staff/pupils who are confirmed clinically vulnerable or extremely clinically vulnerable.</p> <p>Staff/pupils who live with someone who is confirmed clinically vulnerable or extremely clinically vulnerable</p> <p>staff/ pupils who are black Asian and black minority ethnic (BAME) backgrounds</p> <p>Long-term conditions like diabetes, cancer and</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	5	VERY HIGH	<p>1. Where staff are confirmed extremely clinically vulnerable and social distancing cannot be maintained in the workplace, working arrangements are adjusted.</p> <p>2. Staff whilst attending school maintain good social distancing and good hygiene practises.</p> <p>3. Pupils whilst attending school are monitored for good social distancing and good hand hygiene practises.</p> <p>4. Monitoring of pupils and staff compliance with clinical and/or public advice regarding shielding during periods where infection rates remain high and formal</p>	<p>Executive Principal to hold one-to-one conversation with relevant staff and adjustments to be made including separate room. Reminders given to all staff each week and SLT to monitor.</p> <p>All staff to monitor and remind each day regularly.</p> <p>As appropriate staff will be monitored for compliance.</p>	<p>SG & AG</p> <p>All staff</p> <p>All staff</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	2	5	HIGH

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>chronic lung disease.</p> <p>Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>					<p>shielding advice has been put in place.</p> <p>5.Pupils have Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection.</p> <p>6.Staff instructed not to supervise children who have been isolated at school when showing coronavirus infection (COVID-19) symptoms.</p> <p>7.Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks.</p>	<p>SENCO to complete individual risk assessments for all EHCP children in conjunction with LA/parents /Outside agencies.</p> <p>Staff informed that a child has symptoms via email immediately.</p> <p>SLT to discuss concerns when directly asked by any stakeholder.</p>	<p>NH</p> <p>SG & AG</p> <p>SLT</p>	<p>1/9/20</p> <p>1/9/20, ongoing</p> <p>1/9/20, ongoing</p>			
<p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to</p>	4	4	HIGH	<p>1.Staff who can work remotely or from home do so.</p> <p>2.Non-essential use of public transport avoided when possible.</p> <p>3.Travel alone using own transport / cycle or walk when possible</p> <p>4.When the use of shared transport is unavoidable persons are advised to:</p>	<p>Staff to have PPA time at home as directed by the Executive Principal.</p> <p>Staff advised of use of Public Transport and ensure that they have the relevant PPE.</p>	<p>SG</p>	<p>1/9/20</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble unless socially distanced, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport, k. follow latest government travel guidance when in a high or very high alert area.</p> <p>5.Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products.</p> <p>6.When the use of public transport is required persons aged 11 and over are advised to use a face</p>	<p>Staff advised if they share a vehicle to adhere to the guidelines and ensure PPE is worn.</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>covering and where possible and try to maintain 2- metre distance or maintain 1- metre distance where possible check in using NHS 19 Covid App follow latest government travel guidance when in a high or very high alert area and use precautions as follows:</p> <ul style="list-style-type: none">a. avoid peak travel where possible,b. wash or sanitise your hands during/after using transport,c. avoid touching your face,d. cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing,e. travel side by side or behind other people, rather than facing them, where seating arrangements allow,f. touch as few surfaces as possible,g. minimise the time spent close to other people, where possible,h. avoid loud talking, shouting or singing,i. dispose of waste safely, including items such as used disposable face coverings.							
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Pupils and staff access and egress and moving around the school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<ol style="list-style-type: none"> 1.Grouping of pupils and staff where teaching requirements allow 2.Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available. 3.Arrangements communicated to parents for drop off and collection procedures to reduce contact between adults/pupils including not gathering at gates or doors. 4.Social distancing (2-metre) markings and signs at queuing locations (school gates, entry and exit doors) 5.Infrared temperature checks of pupils carried out at the start of the day in classrooms”. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process. 6.Distanceing between staff 	<p>Year groups bubbles established from 2/9/20.</p> <p>Staggered start and finish times, entrance into and exit from site shared with parents, segregated entrance and exit doors shared with parents. Parents advised to arrive on time and exit the site promptly, not to wait or gather in groups. Senior staff to monitor this daily.</p> <p>2 metre social distancing signage evident around the site.</p> <p>Temperature checks within classrooms daily.</p> <p>Staff reminded about social distancing.</p>	<p>SG & AG</p> <p>SG & AG</p> <p>Allocat ed TA in each phase – see additio</p>	<p>2/9/20</p> <p>10/7/20, ongoing monitoring</p> <p>2/9/20</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>and pupils, other staff, contractors and visitors maximised by use of signs and maintaining social distancing of 2 metres when possible.</p> <p>7. Numbers of different temporary staff including teaching staff and sports coaches entering the school premises minimised.</p> <p>8. Timetable reviewed to reduce movement and avoid contact between teaching groups during movement around the building.</p> <p>9. Accessing rooms from outside where possible.</p> <p>10. Entrance, exit and internal doors held open without compromising pupil or staff safety. Fire doors held open using automatic release devices that release on the sounding of the fire alarm.</p> <p>11. Managing numbers using toilets to prevent overcrowding.</p>	<p>Visitors/contractors by prior arrangement only. All meetings to be scheduled and adults appropriately spaced to maintain social distance.</p> <p>Sports coaches to be deployed outside. Any inside teaching to be non contact sports.</p>	<p>nal plan</p> <p>SLT, Office staff, ES and RG to wear face visors when interacting with parents or visitors.</p>	<p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Visitors, Parents Delivery drivers Contractors</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>General</p> <p>1. Secure gates and access doors outside of start and finish times to control access.</p> <p>2. Separate access and egress doors away from pupil doors.</p> <p>3. Parents, visitors and contractors are asked by school staff if they currently have Coronavirus (COVID-19) symptoms, have been in close contact with persons with symptoms or someone in their household has symptoms of Coronavirus (COVID-19) has tested positive to a COVID-19 test in the last 10 days, have been contacted by NHS Test and Trace within the last 14 days, have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption.</p> <p>If confirmed they are denied access and advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p>	<p>Gates to be opened and secured by agreed times.</p> <p>Regular reminders to all regarding COVID-19 and contact with others. Use of PHE posters.</p> <p>Office staff to remind all visitors to site on arrival. Prominent signage and hand sanitizing station at main entrance.</p> <p>Office team to collect contact details of all visitors.</p>	<p>DL JJ SW</p> <p>AG</p> <p>KS SB PL</p> <p>KS SB PL</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>4.School guidance on physical distancing and hygiene, wearing of face masks/ face coverings/ face visors covering the nose and mouth provided on arrival.</p> <p>5.On arrival at school name, date, contact number and email address of visitors, contractors and delivery drivers recorded and kept secure for 21 days or when available NHS Covid-19 Test and Trace QR code used.</p> <p>6.Hand washing/sanitising on arrival, before and after using attendance recording devices and using toilets.</p> <p>7.Infrared temperature checks carried out on arrival.</p> <p>8.Additional COVID-19 control measure training given to school hosts.</p> <p>9. Supply of individually wrapped disposable face masks to be available at reception for parents, visitors and staff to wear.</p> <p>Contractors</p> <p>1.Contractors delivering services using school facilities, such as catering</p>	<p>Office team to carry out temperature checks of all visitors.</p> <p>Offer meetings as online in first instance. If this is not possible, arrange suitable room with good ventilation to allow all</p>	<p>KS SB PL</p> <p>SLT to be informed of any meetings, approval</p>	<p>1/9/20</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</p> <p>2.School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.</p> <p>3. Arrange times that contractors are on site to minimise numbers at any one time, when possible outside of school hours.</p> <p>4.Cobtractors required to wear face masks/face covering/ face visors over the nose and mouth whilst inside the building including at the point of work, during movement around the building and during contact with staff.</p> <p>Visitors/Parents</p> <p>1.Meetings held when it is necessary and remote contact cannot be used. Meetings held either off-site, outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing with the least amount of people.</p>	<p>participants to socially distance. Consider carefully attendees at each meeting. Staff to wear face visors.</p> <p>Meetings by strict appointment only.</p>	<p>sought and meeting agreed prior to going ahead.</p>				
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>2. Access to the school allowed by prior appointment only.</p> <p>3. Numbers limited and access to building controlled.</p> <p>4. Visitors and parents required to wear face masks /face coverings/ face visors over the nose and mouth whilst inside the building including movement around the building.</p> <p>Delivery drivers</p> <p>1. Times arranged so that minimum amount of delivery drivers are on site to at any one time.</p> <p>2. Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles.</p> <p>3. Staff to wear fluid resistant surgical mask and latex free gloves if unable to maintain social distancing from drivers during unloading.</p> <p>4. Reduced delivery frequencies by ordering larger quantities less often</p> <p>5. Contactless drop off points for deliveries available</p> <p>6. Delivery notes left unsigned</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<p>1. Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a Covid 19 test and follow NHS Test and Trace process using when available Government supplied home test kit provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes or sent for testing when kits are not available. School arrange posting or remote drop off of test kits to maintain 2 metre social distancing.</p> <p>2. Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect the child. Parents requested to self isolate the household at home in accordance with government guidance and arrange a Covid 19 test for the symptomatic child. Parents requested to follow NHS Test and Trace process</p>	<p>All staff to follow NHS Test and Trace process if they develop symptoms.</p> <p>Pupil to be placed in a well ventilated room, supervised by designated member of staff in PPE, parents contacted and advised to follow NHS Test and Trace process.</p> <p>Only designated member of staff to supervise children who develop symptoms at school.</p>	<p>All staff</p> <p>RG</p> <p>RG/SG /AG</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>using when available Government supplied home test kit provided by the school to parents in exceptional circumstances when a symptomatic child has barriers accessing a test or sent for testing when kits are not available. NHS Test and Trace process and carryout a test using home test kit provided by the school. School arrange posting or remote drop off of test kits to maintain 2 metre social distancing. 3. Staff with conditions that mean they are in an extremely clinically vulnerable or clinically vulnerable health group avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms. 4. Should staff or children develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and inform the call handler or operator that the person has coronavirus (COVID-19)</p>	<p>Ambulance to be called immediately.</p> <p>Isolation location to be well ventilated, stocked with all necessary equipment. Agreed location is the Community Room in The Lighthouse.</p>	<p>Office team</p> <p>SB</p>	<p>1/9/20</p> <p>1/9/20, ongoing</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>symptoms.</p> <p>5.Isolation locations are at least 2 metres away from other people and where possible in a room or area behind a shut door, such as a staff office or meeting room.</p> <p>6.Isolation locations have a window that can be opened to provide ventilation.</p> <p>7.Isolation locations have a supply of disposable tissues, foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 or N95 rating when available or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>8.Staff instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8</p> <p>Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ</p>	<p>All staff to watch instructional video.</p> <p>All first aiders to use PPE when attending to injuries.</p>	<p>All staff</p> <p>All first aiders</p>	<p>1/9/20</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>HSE guidance – using disposable respirators</p>  <p>disposable-respirator.pdf</p> <p>9.Consideration given to using first aiders to supervise pupils to reduce numbers of staff who need access to PPE.</p> <p>10.Staff supervising isolated children remain at least 2 metres from the child.</p> <p>11.When a 2-metre safe distance cannot be maintained staff to wear PPE FFP2, FFP3 or N95 tight-fitting face mask when available visor or goggles, gloves, apron).</p> <p>12.Users of FFP2, FFP3 or N95 tight fitting face mask should be face fit tested for compatibility and clean shaven where the mask seals to the face. Fit testing video https://youtu.be/iVVITBcN5eA</p> <p>13.Isolated children advised not to touch people, surfaces and objects.</p> <p>14.Isolated children advised to cover their mouth and nose with a disposable tissue</p>	<p>Ensure supervised children follow guidelines.</p>	<p>All staff</p>	<p>1/9/20</p>			
					<p>Isolation room to be thoroughly cleaned and disinfected following use.</p>	<p>DL JJ SW</p>	<p>1/9/20, ongoing</p>			

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later.</p> <p>15.If tissues are not available, children advised to cough and sneeze into the crook of their elbow.</p> <p>16.Isolated children use a separate bathroom if available.</p> <p>17.Once vacated places of isolation and bathrooms used by the isolated person will be cleaned and disinfected in accordance with PHE “Decontamination in non-healthcare settings guidance” using standard cleaning products.</p> <p>18.All waste that has been in contact with the individual, including used tissues, and PPE, put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste is put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin.</p> <p>19.Staff are to wash their</p>	<p>All waste to be disposed of safely, double bagged, securely stored for 72 hours then externally disposed of.</p> <p>Staff to wash hands thoroughly for 20 seconds following contact with anyone who is unwell.</p> <p>All staff to follow NHS Test and Trace guidance following contact with anyone with symptoms.</p>	<p>DL JJ SW</p> <p>All staff</p> <p>All staff</p>	<p>1/9/20, ongoing</p> <p>1/9/20, ongoing</p> <p>1/9/20, ongoing</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>20. Staff who have helped or been in close proximity to someone with symptoms are advised to isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process if they develop symptoms or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>21. School ask parents and staff to inform them immediately test results are known.</p> <p>22. Contact to be made with the local health protection team by the school when aware that someone who has tested positive for coronavirus (COVID-19) has attended the school. Health protection team Test and Trace and isolation requests followed.</p> <p>23. GOV.UK template letter</p>	<p>In the event of a local lockdown, education of children will not be interrupted. Additional plan in place.</p>	<p>SG & AG</p>	<p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>provided on the advice of the health protection team is sent to parents and staff if needed.</p> <p>24. The school will follow health protection team guidance and recommended actions.</p> <p>25. Plan in place for the possibility of a local lockdown and continuity of education.</p> <p>26. Records kept for 21 days of pupils and staff in each group and any close contact that takes place between staff and children in different groups.</p> <p>27. Staff and pupils in a class or group asked to self isolate are advised to inform the school immediately and follow government guidance for households for possible or confirmed coronavirus. If they develop symptoms themselves within their 14 day isolation period.</p> <p>28. Careful consideration given following PHE advice to refuse a child access to school who is showing Covid</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					19 symptoms to avoid potential risk to others.						
<p>Hand and respiratory hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>Provision</p> <ol style="list-style-type: none"> 1.Hand wash facilities stocked with liquid soap. 2.Hand dryers or disposable paper towels for drying hands 3.Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points 4.Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs. 5.Supply of disposable tissues available in classrooms, offices, shared spaces. 6.Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces. 7.Covered bin at entrance for disposal of pupil, staff, parents and visitor temporary face coverings on arrival staff, visitor, parent face masks / face coverings on departure. 	<p>Hand washing facilities have available liquid soap for staff, soap bars for children.</p> <p>Hand sanitizer in main school entrance.</p> <p>Hand sanitizer gel dispensers outside and within classrooms – children and staff to clean hands before entering classrooms</p> <p>Disposable tissues supplied in all classrooms, offices and shared spaces.</p> <p>Lidded bins lined with bags in all rooms.</p>	<p>SB</p> <p>DL JJ SW</p> <p>All staff and children</p> <p>SB</p> <p>DL JJ SW</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/6/20</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>8.PHE "Wash your hands" signs posted in pupil, staff and visitor toilets.</p> <p>9."Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas.</p> <p>10.Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.</p> <p>11.COSHH Assessment for hand sanitiser communicated to staff</p> <p>12. Supply of individual sealable plastic bags for store face coverings between use.</p> <p>13. Small contingency supply of face coverings available for staff and visitor use.</p> <p>Practice</p> <p>1.Staff dispense hand sanitiser gel to pupils.</p> <p>2.Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs.</p> <p>3.Staff encouraged to wash or sanitise hands, on arrival,</p>	<p>PHE notices displayed around school.</p> <p>Personalised risk assessment to be put in place should a child display this behaviour.</p> <p>All staff, children and visitors to follow requirements for hand washing.</p> <p>Staff to regularly share the Kingsland video about hand washing and the correct way to do this.</p>	<p>AG</p> <p>NH</p> <p>Everyone</p> <p>All staff</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20, ongoing</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>before and after removal of face coverings, using signing in and out systems, using the toilet, breaks, sporting activities, food preparation, eating any food, including snacks, before leaving school.</p> <p>4. Supervision of children to ensure they wash or sanitise hands for 20 seconds with soap and water or hand sanitiser when they arrive at school, before and after removal of face coverings, breaks, when changing rooms, eating, using the toilet.</p> <p>5. Staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands.</p> <p>6. Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands</p> <p>7. Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands.</p>	<p>All staff and children to follow requirements for respiratory hygiene.</p>	<p>Everyone</p>	<p>1/9/20</p>				
				<p>Face coverings (if used) to be removed on arrival to all entrances by children.</p>	<p>Face coverings (if used) to be removed on arrival to all entrances by children.</p>	<p>Everyone</p>	<p>1/9/20</p>				

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>8.Face coverings worn by staff and pupils disposed of in a covered bin on arrival.</p> <p>9.Pupils face coverings not allowed in school.</p> <p>10. Staff use individual sealable plastic bags to store face coverings between use.</p>	<p>Pupil face coverings not allowed in school as stated in letter shared on 10/7/20</p>	<p>All children and staff</p>	<p>10/7/20, ongoing reminders</p>			
<p>Cleaning Classrooms</p> <p>Shared spaces</p> <p>Offices</p> <p>Staffrooms</p> <p>Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p> <p>Effects of using hazardous cleaning substances</p>	4	4	HIGH	<p>General</p> <p>1.Cleaning schedules reviewed and increased cleaning implemented.</p> <p>2.Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms.</p> <p>3.Frequently touched surfaces e.g. handrails, door handles light switches, worksurfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as bleach and detergents or antibacterial products as a minimum twice a day before or after school and during the day.</p> <p>4.Bins emptied frequently to suit usage.</p> <p>5.Staff wear latex free gloves</p>	<p>Rota additional staff to undertake midday cleaning, including emptying bins.</p> <p>Ensure cleaning risk assessments are updated/obtained from cleaning contractor.</p>	<p>DL JJ SW</p> <p>KS</p>	<p>1/9/20</p> <p>1/9/20</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



	<p>Irritation of skin and respiratory system, damage to eyes and internal organs</p>			<p>when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE. 6. Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified. 7. Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products. 8. Cleaning contractor provide COVID-19 Risk Assessment to School Principal. 9. Clutter rarely used and difficult to clean items removed and stored to make cleaning easier.</p> <p>Classrooms Shared spaces</p> <p>1. Resources, such as books, and games cleaned regularly. 2. Resources that are shared between groups cleaned meticulously between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).</p>	<p>Shared equipment within a bubble to be cleaned regularly. Equipment must stay within each class. Any equipment shared between groups (i.e PE resources) must be cleaned and left unused for 48 hours (or 72 hours for plastics).</p>	<p>All staff</p> <p>All staff</p> <p>DL</p>	<p>1/9/20</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>3.Areas shared by different teaching groups cleaned and disinfected in between use.</p> <p>4.Toilets cleaned and disinfected following high usage at breaks and lunch times.</p> <p>5.Thorough cleaning and disinfecting of rooms and shared spaces at end of the day.</p> <p>6.Deep clean using preventative fogging equipment and disinfectant solution prior to the start of the Autumn school term, once a week during w/c 31-08-2020 and w/c 7-09-2020 and at the request of the SBMAT Management Team.</p> <p>Offices, Staffrooms, Meeting Rooms</p> <p>1.Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables.</p> <p>2.Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use.</p> <p>3.Shared areas cleared of</p>	<p>Fogging to take place on 28/08 and subsequent Fridays from 2pm.</p> <p>Antibacterial wipes are available to wipe down after use.</p>	<p>SB</p>	<p>28/8/20, ongoing as directed by SBMAT</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					waste and belongings after use.						
<p>Use of learning spaces</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. When circumstances allow teaching group created with fewer pupils than normal class size especially KS1. 2. Pupils remain in their teaching group except for specialist teaching. 3. Staff when possible remain with teaching group to avoid different group contact. 4. Records of pupils and staff in each group, and any close contact that takes places between children and staff in different groups are made and retained for 21 days. 5. Rooms arranged to maintain social distancing space between pupils and staff where possible. Unnecessary furniture removed and classrooms arranged with forward facing desks, pupils are seated side by side. 6. Face to face contact avoided. 7. Staff maintain 2-metre distancing from other adults 	<p>Year group bubble established 2/9/20 – see additional timetables for details of groupings, registers etc, break times and staff allocations.</p> <p>All rooms except in EYFS arranged with tables in rows to allow side by side seating from 2/9/20.</p>	SG & AG	1/9/20	1	4	LOW
						SG & AG	1/9/20				
						DL	1/9/20				

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>and pupils when possible.</p> <p>8. At a distance of less than 2-metres contact time between staff and pupils or other staff is minimised.</p> <p>9. Pupils and staff provided with own stationery to prevent sharing.</p> <p>10. Classroom based resources, such as books and games, kept within 1 teaching group when possible.</p> <p>11. Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery and bags.</p> <p>12. Pupils limited to taking home shared resources, unnecessary sharing avoided. Resources cleaned before being taken home and on return.</p> <p>13. Contactless drop off points used for issue of materials such as stationery supplies.</p> <p>14. Outside space used for education where possible following a full and thorough risk assessment.</p> <p>15. Ventilation in the building</p>	<p>Use floor tape to mark 2 metre space for adult at the front of each room.</p> <p>Teacher and other adults to maintain own equipment, not sharing at any time with children.</p>	<p>All staff</p>	<p>1/9/20</p>			
						<p>All staff</p>	<p>1/9/20</p>			

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.</p> <p>16.Assemblies, gatherings or use of classrooms and shared spaces by more than 1 group at the same time avoided.</p> <p>17.Where possible actions taken for behaviour management will not involve touching a pupil.</p>	<p>Windows to be opened and internal doors to be kept open to maintain ventilation.</p> <p>Digital online assemblies to be recorded weekly and shared.</p> <p>Adapted behaviour policy.</p>	<p>SG & RG</p> <p>KW</p>	<p>1/9/20</p> <p>1/9/20</p>			
<p>Use of offices</p> <p>Staffrooms</p> <p>Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p>	4	4	HIGH	<p>General</p> <p>1.Rooms arranged to maintain 2-metre social distancing space between chairs and tables.</p> <p>2.Staggered use of to reduce contact with colleagues.</p> <p>3.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.</p> <p>4.Small offices and storerooms and cupboards accessed by one person at a time.</p>	<p>Share September opening plan and timetables with staff.</p> <p>Windows to be kept open to maintain ventilation.</p> <p>Posters placed outside each room to indicate maximum number</p>	<p>SG & AG</p> <p>All staff</p> <p>MW & PC</p>	<p>17/7/20</p> <p>1/9/20</p> <p>1/9/20</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>and mouth and eating with contaminated hands.</p>	<p>Breathing difficulties Asthma Fatality</p>				<p>5. Locker rooms, changing areas and toilets avoided when occupied by other persons. 6. Floor tape to mark areas to help staff/visitors/parents to keep 2-metre distance. 7. Use of hot desks and workspaces avoided 8. Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing. 9. Screens used to protect reception staff 10. Contactless drop off points used for deliveries and issue of materials such as stationery supplies 11. Equipment not shared unless unavoidable. 12. Shared equipment cleaned before and after use. 13. Solid screens used to segregate staff who work in close proximity. 14. Staff rotation in offices</p>	<p>of people permitted.</p> <p>Staff to have designated work areas.</p> <p>Meetings to be arranged via Zoom or other platform. Any face to face meetings must be approved by SG or AG.</p>	<p>SG & AG</p> <p>SG & AG</p>	<p>1/9/20</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>avoided</p> <p>15.Restrict movement around the school between departments and rooms and use of electronic devices to communicate.</p> <p>Staffrooms</p> <p>1.Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use.</p> <p>2.Staff remain 2-metres apart from each other whilst eating.</p> <p>3.Staff place own food waste and wrappers in waste bins provided.</p> <p>4.Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.</p>	<p>Antibacterial wipes provided to ensure cleanliness and hygiene procedures followed after use.</p>	<p>SB</p>	<p>1/9/20</p>			
<p>Lunch service</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to</p>	4	4	HIGH	<p>1.Lunch times staggered for different teaching groups.</p> <p>2.Pupils wash hands in their teaching groups before eating.</p> <p>3.Pupils remain in teaching groups and maintain 2-metre social distancing between others when possible.</p> <p>4.Teaching groups kept apart through distancing.</p>	<p>Timings staggered – see plan for full details.</p>	<p>SG & AG</p>	<p>1/9/20</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>5. Plates and cutlery thoroughly washed at 70°C between use.</p> <p>6.Pupils queue in their groups at the food servery.</p> <p>7.Tables cleaned / disinfected by staff between groups</p> <p>8.Staff wear disposable latex free gloves when serving food and cleaning down</p> <p>9.Catering contractor provide COVID-19 Risk Assessment to School Principal</p>						
<p>Break time</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p> <ul style="list-style-type: none"> • Fatality 	4	4	HIGH	<p>1.Breaks staggered in teaching groups to limit numbers in corridors and circulation routes</p> <p>2.Play equipment cleaned between use by different teaching groups.</p> <p>3.Segregated group areas using barriers/fencing to avoid groups mixing.</p>	<p>Timings staggered – see plan for full details.</p> <p>Playground to be shared, fenced off where required to prevent groups mixing.</p>	<p>SG & AG</p> <p>DL JJ SW</p>	<p>1/9/20</p> <p>1/9/20</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<p>1.Extremely clinically vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-metre social distancing from pupils. 2.PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. 3.Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8 Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ 4.Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances. 5.Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6.Temperature check of staff and pupil before providing care</p>	<p>Ensure all staff are shown videos of PPE usage.</p> <p>SENCO to review all care plans.</p> <p>Review and update nappy change and intimate care procedures.</p> <p>Temperature check using contactless thermometer prior to all procedures.</p>	<p>All staff</p> <p>NH</p> <p>NH</p> <p>All staff</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Providing first aid</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<ol style="list-style-type: none"> 1. Extremely clinically vulnerable or clinically vulnerable staff advised not to provide first aid. 2. First aiders wash/sanitise hands before and after treating a casualty. 3. Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid. 4. Safety goggles/face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5. First aiders instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8 Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ 6. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 7. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield 	<p>Share September plan with all staff.</p> <p>Ensure staff are shown PPE videos.</p>	<p>SG</p> <p>SG</p>	<p>17/7/20</p> <p>1/9/20</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>where available.</p> <p>8. In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms.</p> <p>9. Staff and parents advised not to visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms.</p> <p>10. Assessment of First Aid requirements reviewed.</p>						
<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Temperature check of staff and pupil before providing administer medication. 2. Supervising staff maintain 2m social distance from pupil and other staff assisting. 3. Review medication plans to assess if additional PPE requirements for staff administering medication are required. 	<p>Ensure contactless thermometer is available and PPE is worn.</p> <p>Check all asthma medication plans for all children.</p>	<p>Office team</p> <p>NH</p>	<p>1/9/20</p> <p>1/9/20</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

with contaminated hands.											
<p>Transport of pupils and staff using school minibus and coach travel.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Vehicle drivers <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1.Transport arrangements discussed with providers, SBMAT and parents. 2.Reduction in any unnecessary travel on coaches and minibuses for children and staff. 3.Checks carried out with transport providers that they do not work if they or a member of their household are displaying any symptoms of coronavirus or have tested positive in the last days. 4.Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. 5.Thorough clean of vehicle interiors before and after use and clean of frequently touched items during use. 6.Pupils and staff to be kept in teaching groups where possible when using transport. 	<p>No further action required unless deemed acceptable to transport children using school minibus.</p>			2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>7. Infrared temperature checks of pupils and staff before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>8. Organised queuing and boarding</p> <p>9. Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p> <p>10. Distancing within vehicles wherever possible.</p> <p>11. Staff wear a face visor when working close contact of less than two metres with a child/staff cannot be avoided.</p> <p>12. Through ventilation of fresh air (outside the vehicle) maximised by opening windows and ceiling vents.</p>						
<p>Availability of Equipment and PPE</p> <p>Transmission /</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough</p>	5	4	VERY	<p>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation</p>	<p>All PPE stocks to be checked. Allocated staff member to check</p>	SB	1/9/20	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>rooms, first aid rooms, shared spaces, entrance and exit points.</p> <p>2.Latex free gloves available in classrooms and isolation locations and first aid rooms.</p> <p>3.Face masks with an FFP2 or 3 or N95 rating when available in isolation rooms.</p> <p>4.Fluid resistant surgical mask available in first aid rooms and classrooms.</p> <p>5.Face visors or safety goggles available in isolation locations and first aid rooms.</p> <p>6.Disposable aprons available in isolation locations and first aid rooms.</p> <p>7.Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.</p>	<p>stocks and replenish daily.</p> <p>Create list to support stock identification and checks using this Risk Assessment.</p>	<p>KS & SB</p>	<p>1/9/20</p>			
<p>Reopening for the autumn term. Safely reoccupying buildings</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting,</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<p>1.Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19).</p> <p>2.Valid test, inspection and maintenance of systems and equipment in place prior to reopening for the autumn term</p>	<p>Full risk assessment written and shared for all aspects and all H&S.</p>	<p>KS</p>	<p>1/9/20</p>	<p>1</p>	<p>4</p>	<p>LOW</p>

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

	fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment										
Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul style="list-style-type: none"> • Staff • Pupils • Parents Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5	4	VERY HIGH	1.Non-overnight domestic educational visits only. 2.Keep children within their consistent group. 3.COVID-secure measures in place at the destination. 4.Full and thorough risk assessments prior to the trip. 5. Obtain and follow wider advice on visiting indoor and outdoor venues.	Autumn term visits are not permitted. To be reviewed December.			2	4	MEDIUM
Music Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors Symptoms	5	4	VERY HIGH	1.Physical distancing 2.Playing outside wherever possible 3.Limiting group sizes to no more than 15 when singing, wind and brass instrument playing	Obtain risk assessment from external provider – RockSteady.	RA (Music Lead)	1/9/20	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>4.Positioning pupils back-to-back or side-to-side 5.Avoiding sharing of instruments. And identifying designated users through name labels on instruments. 6.Ensuring good ventilation. 7.Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school assemblies. 8.Clean and disinfect instruments between shared use. 9. Staff wear a face visor when working close contact of less than two metres with a child cannot be avoided. 10. Staff that move between classes and year groups keep their distance from pupils and staff ideally two metres from other adults. 11. Background or accompanying music lowered to avoid raising of voices microphones used when available sharing of microphones avoided. 12. Demonstrating partnering work avoided. 13. Increased hand washing before and after handling equipment.</p>	<p>Follow the music curriculum as planned, having awareness of requirements.</p> <p>Singing is not permitted.</p> <p>Regular cleaning of any instruments used following all procedures.</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>14. Limited handling of music scores and scripts.</p> <p>15. Hired equipment cleaned before and after use.</p> <p>16. Latest advice in DCMS performing arts guidance followed when planning indoor and outdoor face to face performance.</p> <p>17. Peripatetic teaching across multiple groups or individuals limited and in accordance with social distancing and staff advised to follow self isolation guidance when they have Covid 19 symptoms.</p>						
<p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1.Pupils kept in consistent groups 2.Sports equipment thoroughly cleaned between each use by different individual groups 3.Contact sports avoided. 4.Outdoor sports prioritised where possible 5.Large indoor spaces used where outdoor space is not available. 6.Maximising distancing between pupils. 7.Cleaning/disinfecting of indoor space regularly. 8.Hand washing/sanitising before and after activity. 	<p>Children to be taught in class groups. Non contact sports only, and outdoors as much as possible.</p> <p>Risk assessment provided by ASM Sports.</p>	KH (PE Lead)	1/9/20	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

	Asthma Fatality			<p>9. Work with external coaches when safe to do so</p> <p>10. Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available.</p> <p>11. Only team sports on the list – return to recreational sports framework, are provided following a specific Covid -19 Risk Assessment.</p> <p>12. Swimming and water safety lessons following Returning to Pools Guidance Document and specific Covid-19 Risk Assessments.</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

Risk rating:

1 – 4	Low (acceptable)	No further action required
5 – 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
17 - 25	Very High (unacceptable)	Do not undertake the activity. Implement immediate improvements