

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Kingsland CE Academy		Prepared By: C Leach APT H&S C Completed By: Sara Goddard		Date: 03-12-20
<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 R12 SBMAT email 06-11-2020 and Guidance Education and childcare settings: New National Restrictions from 5 November 2020 and DFE guidance regarding ventilation. R13 Guidance for the full opening schools : Updated 3-12-2020 and close contact meanings added to last page.</p>		Manager: Sara Goddard		Next Annual Review Date: 14.07.21
Hazard	Initial risk		Action plan	Residual risk

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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
<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. R13 Staff, pupils, parents, visitors and contractors who</p> <p>a. currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19</p> <p>b. have been in close contact with persons with symptoms</p> <p>c. someone in their household has symptoms even if tested negative for COVID-19</p> <p>d. have tested positive to a COVID-19 test in the last 10 days.</p> <p>e. have been contacted by NHS Test and Trace within the last 14 days</p> <p>f. have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption</p> <p>g. still have a high temperature after the isolation period has ended are advised that they MUST not attend the school, they</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>SB/MW /PC</p> <p>SB</p> <p>KS & DL</p> <p>SG/AG</p> <p>SG</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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				<p>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. R13 COVID-19 risk assessment and revisions communicated to staff.</p> <p>4.Signs at all entry gates and external doors advising all persons who</p> <p>a. currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19</p> <p>b. have been in close contact with persons with symptoms</p> <p>c. have someone in their household who has symptoms even if tested negative for COVID-19</p> <p>d. have tested positive to a COVID-19 test in the last 10 days</p> <p>e. have been contacted by NHS Test and Trace within the last 14 days</p> <p>f. have returned to the UK within the last 14 days from a</p>	<p>All entrance doors have appropriate signage.</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>KS & DL</p> <p>KS & DL</p> <p>KS & DL</p> <p>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> <p>1/9/20, ongoing</p> <p>1/9/20, ongoing</p>			
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				<p>country without a UK Government travel corridor exemption</p> <p>g. still have a high temperature after the isolation period has ended 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-meter social distancing rule where possible or 1-meter distancing plus using additional measures.</p> <p>6.Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for social distancing, hygiene, wearing of face masks/ face coverings / face visors, safe removal of face coverings and NHS COVID-19 Test and Trace app where used</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</p>	<p>See PHSE curriculum.</p> <p>Individual risk assessments 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>NH</p> <p>SG</p> <p>SG</p> <p>KW</p>	<p>1/9/20</p> <p>10/7/20</p> <p>11/6/20</p> <p>1/9/20</p>			
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				<p>they feel unwell.</p> <p>9. e-Bug resources to teach pupils and parents about hygiene used.</p> <p>10. Talks given to children about coronavirus (COVID-19) including use of 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. Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school.</p> <p>14. Arrangements discussed with staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed.</p> <p>15. Behavior policies with rules for hygiene and social distancing and consequences for poor behaviour communicated to staff, pupils and parents.</p> <p>16. Staff informed of the</p>						
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					requirements to wear face masks/face coverings or face visors in particular settings. 17. Parents, visitors and contractors informed of the requirements to wear masks/face coverings or face visors in particular settings. 18. Parents, visitors and contractors informed on arrival of the test and trace requirements to provide contact details or use of NHS COVID-19 app check in feature.						
<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 staff/ pupils who are black Asian and black minority ethnic (BAME) backgrounds</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. R13 Where staff are confirmed clinically extremely vulnerable (CEV) the school advise that they should work from home where possible.</p> <p>2. R13 CEV staff who cannot work from home have their existing COVID 19: Individual Risk Assessment reviewed and action plan updated and agreed</p> <p>3. R13 Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child does not attend when a medical professional confirms that shielding is required.</p> <p>4. Pupils and staff who are</p>	<p>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

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<p>Long-term conditions like diabetes, cancer and 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>clinically vulnerable or have underlying health conditions to attend school.</p> <p>5.Pupils and staff who are not CEV themselves but who live with someone who is CEV to attend school.</p> <p>6.Pupils and staff are supported to follow good social distancing practices and increased good hand hygiene practises through increased communication and facilities/materials.</p> <p>7.Pupils are monitored by staff for good social distancing and increased hand hygiene practises.</p> <p>8. R13 Monitoring of pupils and staff compliance with clinical advice regarding attending school</p> <p>9.Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection.</p> <p>10.Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms.</p> <p>11.Concerns discussed with SLT when shown by staff,</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>			
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					pupils, parents especially for pupils and staff with significant risks.						
<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. 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. Staff who can work remotely or from home do so. 2. Non-essential use of public transport avoided when possible. 3. Travel alone using own transport / cycle or walk when possible 4. When the use of shared transport is unavoidable persons are advised to: <ol style="list-style-type: none"> 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 	<p>Staff to have PPA time at home as directed by the Principal. Staff advised of use of Public Transport and ensure that they have the relevant PPE. Staff advised if they share a vehicle to adhere to the guidelines and ensure PPE is worn.</p>	SG	1/9/20	1	4	LOW

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				<p>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 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> <p>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</p>							
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					<p>or the inside of your elbow when coughing or sneezing,</p> <p>e. travel side by side or behind other people, rather than facing them, where seating arrangements allow,</p> <p>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,</p> <p>i. dispose of waste safely, including items such as used disposable face coverings.</p>								
<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</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> <p>Asthma</p>	4	4	HIGH	<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) 	<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.</p> <p>Parents advised to arrive on time and exit the site promptly, not to wait or gather in</p>	SG & AG	2/9/20	SG & AG	10/7/20, ongoing monitoring	1	4	LOW

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	Fatality				<p>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.</p> <p>6. Distancing between staff 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</p>	<p>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. 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>Allocated TA in each phase – see additional plan</p> <p>SLT, Office staff, ES and RG to wear face visors when interacting with parents or visitors.</p>	<p>2/9/20</p> <p>1/9/20</p>			
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				<p>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>12. Staff wear face masks/ face coverings over the nose and mouth or face visors during movement around school and in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings.</p>						
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<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. 2. Separate access and egress doors away from pupil doors. 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 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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				<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. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings.</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>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 sought</p>	<p>1/9/20</p> <p>1/9/20</p>			
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				<p>Contractors</p> <p>1. Contractors delivering services using school facilities, such as catering 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. Contractors 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. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings.</p> <p>Visitors/Parents</p> <p>1. Meetings held when it is</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>and meeting agreed prior to going ahead.</p>				
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				<p>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>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. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings.</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</p>						
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					<p>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>							
<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</p>	<ul style="list-style-type: none"> • Staff • Casualty <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> <p>Asthma</p> <p>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. Government supplied home test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing.</p> <p>2. Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a</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>	All staff	1/9/20	1/9/20	2	4	MEDIUM

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<p>touching eyes, nose and mouth and eating with contaminated hands.</p>				<p>safe isolation location and parents informed to collect the child. Childs household requested to self-isolate at home in accordance with government guidance and arrange a COVID-19 test for the symptomatic child. Government supplied home test kits provided by the school to parents/guardian in exceptional circumstances when a symptomatic child has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing. 3. Staff with conditions that mean they are in a clinically vulnerable or clinically extremely 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</p>	<p>Only designated member of staff to supervise children who develop symptoms at school.</p> <p>Ambulance to be called immediately.</p> <p>Isolation location to be well ventilated, stocked with all necessary equipment. Agreed location is the</p>	<p>RG/SG /AG</p> <p>Office team</p> <p>SB</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20, ongoing</p>			
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				<p>coronavirus (COVID-19) symptoms.</p> <p>5.School 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.School isolation locations have a window that can be opened to provide ventilation.</p> <p>7.School isolation locations have a supply of disposable tissues, a 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 rating in preference when available from suppliers or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>8. R13 Staff instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</p>	<p>Community Room in The Lighthouse.</p> <p>All staff to watch instructional video.</p>	All staff	1/9/20			
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				<p>nose with a disposable tissue 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, bathrooms and any other locations such as classrooms or offices used by the isolated person will be cleaned and disinfected in accordance with PHE “Decontamination in non-healthcare settings guidance” using standard cleaning products by staff wearing as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present.</p> <p>18.All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE</p>	<p>Isolation room to be thoroughly cleaned and disinfected following use.</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>DL SW</p> <p>DL 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>worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are 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 hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following removal of PPE and after any contact with someone who is unwell.</p> <p>20. Staff who have helped or been in close proximity to someone with symptoms should 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 must self-isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>21. School ask parents and staff to inform them immediately test results are</p>	<p>All staff to follow NHS Test and Trace guidance following contact with anyone with symptoms.</p> <p>In the event of a local lockdown,</p>	<p>1/9/20, ongoing</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>known.</p> <p>22.Contact made with the DfE Helpline on 0800 046 8687 by the school when aware of someone who has tested positive for coronavirus (COVID-19) has attended the school. PHE health protection team Test and Trace and self-isolation requests followed by persons who have been in close contact.</p> <p>23.GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed.</p> <p>24.The school 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 places between children and staff in different groups.</p> <p>27.Staff or pupils in a class or group asked to self-isolate are advised to inform the school immediately and follow guidance for households with possible or</p>	<p>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>confirmed coronavirus (COVID-19) infection if they develop symptoms themselves within their 14-day isolation period.</p> <p>28. Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p>29. R13 Staff and pupils advised to continue to self-isolate after a negative test result if they are unwell, others in their household have symptoms, others in their household have symptoms and they have also received a negative test result, have been advised to self-isolate by NHS Test and Trace, have arrived into the UK from a non-exempt country within the last 14 days, still have a high temperature after the isolation period has ended</p>						
<p>Hand and respiratory hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors 	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 	Hand washing facilities have available liquid soap for staff, soap bars for children.	SB	1/9/20	1	4	LOW

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>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>dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points</p> <p>4.Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs.</p> <p>5.Supply of disposable tissues available in classrooms, offices, shared spaces.</p> <p>6.Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces.</p> <p>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> <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</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>PHE notices displayed around school.</p> <p>Personalised risk assessment to be</p>	<p>DL SW</p> <p>All staff and children</p> <p>SB</p> <p>DL SW</p> <p>AG</p> <p>NH</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/6/20</p> <p>1/9/20</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>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. 2.Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs. 3.Staff encouraged to wash or sanitise hands, on arrival, 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>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>Everyone</p> <p>All staff</p>	<p>1/9/20</p> <p>1/9/20, ongoing</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<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>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</p>	<p>All staff and children to follow requirements for respiratory hygiene.</p> <p>Face coverings (if used) to be removed on arrival to all entrances by children.</p> <p>Pupil face coverings not allowed in school as stated in letter shared on 10/7/20</p>	<p>Everyone</p> <p>Everyone</p> <p>All children and staff</p>	<p>1/9/20</p> <p>1/9/20</p> <p>10/7/20, ongoing reminders</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					store face coverings between use.								
<p>Cleaning Classrooms Shared spaces Offices Staffrooms 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 Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> <p>Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs</p>	4	4	HIGH	<p>General</p> <ol style="list-style-type: none"> 1.Cleaning schedules reviewed and increased cleaning implemented. 2.Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms. 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. 4.Bins emptied frequently to suit usage. 5.Staff wear latex free gloves 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 	<p>Rota additional staff to undertake midday cleaning, including emptying bins.</p> <p>Ensure cleaning risk assessments are updated/obtained from cleaning contractor.</p>	DL SW	1/9/20	KS	1/9/20	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>wearing PPE specified.</p> <p>7. Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products.</p> <p>8. Cleaning contractor provide COVID-19 Risk Assessment to School Principal.</p> <p>9. Clutter rarely used and difficult to clean items removed and stored to make cleaning easier.</p> <p>10. Water fountains removed or covered top prevent use. Pupils and staff encouraged to bring pre filled bottles from home.</p> <p>Classrooms Shared spaces</p> <p>1. Resources, such as books, and games cleaned regularly.</p> <p>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>3. Areas shared by different teaching groups cleaned and</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>Fogging to take place on 28/08 and subsequent Fridays from 2pm.</p>	<p>All staff</p> <p>All staff</p> <p>DL</p>	<p>1/9/20</p> <p>1/9/20</p> <p>28/8/20, ongoing as directed by SBMAT</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>disinfected in between use. 4.Toilets cleaned and disinfected following high usage at breaks and lunch times. 5.Thorough cleaning and disinfecting of rooms and shared spaces at end of the day. 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. 2.Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use. 3.Shared areas cleared of waste and belongings after use.</p>	<p>Antibacterial wipes are available to wipe down after use.</p>	<p>SB</p>	<p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<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-meter distancing from other adults and pupils when possible. 8. At a distance of less than 2-meters contact time between staff and pupils or other staff 	<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> <p>Use floor tape to mark 2 metre space for adult at the front of each room.</p>	<p>SG & AG</p> <p>SG & AG</p> <p>DL</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>is minimised.</p> <p>9. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</p> <p>10. Pupils and staff provided with own stationery to prevent sharing.</p> <p>11. Classroom based resources, such as books and games, kept within 1 teaching group when possible.</p> <p>12. Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags.</p> <p>13. Pupils limited to taking home shared resources, unnecessary sharing avoided. Resources cleaned or quarantined for at least 72 hours before being taken home and on return.</p> <p>14. Contactless drop off points used for issue of materials such as stationery supplies.</p> <p>15. Outside space used for education where possible following a full and thorough</p>	<p>Teacher and other adults to maintain own equipment, not sharing at any time with children.</p> <p>Windows to be opened and internal doors to be kept open to maintain ventilation.</p>	<p>All staff</p> <p>All staff</p>	<p>1/9/20</p> <p>1/9/20</p>				
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>risk assessment.</p> <p>16.Ventilation in the building maximised while a comfortable teaching environment is maintained.</p> <p>Mechanical ventilation systems</p> <p>a. adjusted to increase the ventilation rate wherever possible</p> <p>b. adjusted to full fresh air ventilation unless used to ventilate a single room along with an additional fresh air supply.</p> <p>Natural ventilation</p> <p>a. windows and doors opened without compromising staff or pupil safety.</p> <p>b. windows (high level where available) and external doors opened enough in cooler temperatures to provide constant background ventilation.</p> <p>c. windows and external doors opened more fully when room is unoccupied to purge the air in the space.</p> <p>d. internal doors (not fire resistant doors) opened to create a throughput of air.</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>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>Clothing</p> <p>a. additional indoor clothing worn by pupils and staff in cooler temperatures.</p> <p>Room layout</p> <p>a. furniture where possible rearranged to avoid direct drafts.</p> <p>Heating</p> <p>a. heating used as necessary to ensure comfort levels are maintained in occupied spaces</p> <p>17. Assemblies, gatherings or use of classrooms and shared spaces by more than 1 group at the same time avoided.</p> <p>18. Where possible actions taken for behaviour management will not involve touching a pupil.</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</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</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</p>	<p>Share September opening plan and timetables with staff.</p> <p>Windows to be kept open to maintain ventilation.</p>	<p>SG & AG</p> <p>All staff</p>	<p>17/7/20</p> <p>1/9/20</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>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>the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>pupil safety.</p> <p>4.Small offices and storerooms and cupboards accessed by one person at a time.</p> <p>5.Locker rooms, changing areas and toilets avoided when occupied by other persons.</p> <p>6.Floor tape to mark areas to help staff/visitors/parents to keep 2-metre distance.</p> <p>7.Use of hot desks and workspaces avoided</p> <p>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.</p> <p>9.Screens used to protect reception staff</p> <p>10.Contactless drop off points used for deliveries and issue of materials such as stationery supplies</p> <p>11.Equipment not shared unless unavoidable.</p> <p>12.Shared equipment</p>	<p>Posters placed outside each room to indicate maximum number 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>MW & PC</p> <p>SG & AG</p> <p>SG & AG</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>cleaned before and after use.</p> <p>13.Solid screens used to segregate staff who work in close proximity.</p> <p>14.Staff rotation in offices avoided</p> <p>15.Restrict movement around the school between departments and rooms and use of electronic devices to communicate.</p> <p>16. Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings.</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</p>	<p>Antibacterial wipes provided to ensure cleanliness and hygiene procedures followed after use.</p>	<p>SB</p>	<p>1/9/20</p>			
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					allow to air dry and put away after use.						
<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. 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 Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1.Lunch times staggered for different teaching groups. 2.Pupils wash hands in their teaching groups before eating. 3.Pupils remain in teaching groups and maintain 2-metre social distancing between others when possible. 4.Teaching groups kept apart through distancing. 5. Plates and cutlery thoroughly washed at 70°C between use. 6.Pupils queue in their groups at the food servery. 7.Tables cleaned / disinfected by staff between groups 8.Staff wear disposable latex free gloves when serving food and cleaning down 9.Catering contractor provide COVID-19 Risk Assessment to School Principal 10. Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by 	Timings staggered – see plan for full details.	SG & AG	1/9/20	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					persons exempt from wearing face masks / face coverings 11. Water fountains removed or covered to prevent use. Pupils encouraged to bring pre filled water bottles from home.						
<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</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> <p>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>4. Water fountains removed or covered to prevent use. Pupils encouraged to bring pre filled water bottles from home.</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 SW</p>	<p>1/9/20</p> <p>1/9/20</p>	1	4	LOW
<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <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. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-meter social distancing from pupils.</p> <p>2.PPE provided for staff use includes disposable latex free</p>	<p>Ensure all staff are shown videos of PPE usage.</p> <p>SENCO to review all care plans.</p>	<p>All staff</p> <p>NH</p> <p>NH</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	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>the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles.</p> <p>3. R13 Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>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.</p> <p>5. Hand washing or sanitising by staff and pupils receiving support before and after care is provided.</p> <p>6. Temperature check of staff and pupil before providing care.</p> <p>7. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</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>1/9/20</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>	<p>1.Clinically extremely 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 or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5.R13 First aiders instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w 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</p>	<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>resuscitation face shield 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 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"> Temperature check of staff and pupil before providing administer medication. Supervising staff maintain 2m social distance from pupil and other staff assisting. Review medication plans to assess if additional PPE requirements for staff administering medication are required. Staff in close contact with the child whilst administering medication wear face visors. 	<p>Ensure contactless thermometer is available and PPE is worn.</p> <p>Check all asthma medication plans for all children.</p>	Office team	1/9/20	NH	1/9/20	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. R13 Transport arrangements discussed with providers, SBMAT and parents. 2. R13 Reduction in any unnecessary travel on coaches and minibuses for children and staff. 3. R13 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 10 days. 4. R13 Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. 5. R13 Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use. 6. R13 Pupils and staff to be kept in teaching groups where possible when using transport. 	Individual risk assessment carried out prior to every use of minibus.	SG and all minibus drivers.	01/01/21	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>7. R13 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. R13 Organised queuing and boarding</p> <p>9. R13 Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p> <p>10. R13 Distancing within vehicles wherever possible.</p> <p>11. R13 Staff wear a face visor when working close contact of less than 2 meters with a child/staff cannot be avoided.</p> <p>12. R13 Through ventilation of fresh air (from 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 High temperature (over 37.8 degrees)</p>	5	4	VERY HIGH	<p>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit</p>	<p>All PPE stocks to be checked. Allocated staff member to check stocks and replenish daily.</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>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>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 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>Create list to support stock identification and checks using this Risk Assessment.</p>	<p>KS & SB</p>	<p>1/9/20</p>			
<p>Safely reoccupying buildings and using equipment that have not been use for long periods</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, fire alarms, electrical wiring, gas, portable</p>	5	4	VERY HIGH	<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>3. Water fountains removed or covered to prevent use and their mains fed water supplies manged through regular flushing and through</p>	<p>Full risk assessment written and shared for all aspects and all H&S.</p>	<p>KS</p>	<p>1/9/20</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

	electrical equipment, passenger lifts, ventilation, access and security, catering equipment				cleaning to prevent bacterial growth.						
<p>Educational visits</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 <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	<ol style="list-style-type: none"> 1. R13 Non-overnight domestic educational visits only. 2. R13 Keep children within their consistent group. 3. R13 COVID-secure measures in place at the destination. 4. R13 Full and thorough risk assessments prior to the trip. 5. R13 Obtain and follow wider advice on visiting indoor and outdoor venues. 6. R13 Follow the school's own local restriction tier guidance and the destination local restriction tier guidance. 	Detailed individual risk assessment carried out prior to any visit.	SG	From 01.01.21	2	4	MEDIUM
<p>Music, dance and drama.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. Keeping groups separate (in bubbles) as well as through maintaining social distance between individuals. 2. Playing outside wherever possible 3. Limiting group sizes to suit the space, airflow and 2-meter social distancing when 	<p>Obtain risk assessment from external provider – RockSteady.</p> <p>Follow the music curriculum as planned, having</p>	RA (Music Lead)	1/9/20	2	4	MEDIUM

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<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>singing, wind and brass instrument playing</p> <p>4. R13 Positioning pupils when possible seated and positioned back-to-back or side-to-side so that air from instruments does not blow into another person.</p> <p>5.Avoiding sharing of instruments and identifying designated users through name labels on instruments.</p> <p>6.Ensuring good ventilation and adequately sized rooms are used .</p> <p>7.Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>8.Clean and disinfect instruments between shared use.</p> <p>9.Staff wear a face visor when working close contact of less than 2 meters with a child cannot be avoided.</p> <p>10.Staff that move between classes and year groups, keep their distance from pupils and other staff, ideally 2 metres from other adults.</p> <p>11.Background or accompanying music lowered to avoid raising of voices.</p> <p>Microphones used when</p>	<p>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>available Sharing of microphones avoided.</p> <p>12. Demonstrating partnering work avoided.</p> <p>13. Increased handwashing before and after handling equipment</p> <p>14. Limited handling of music scores and scripts</p> <p>15. Hired equipment cleaned before and after use.</p> <p>16. R13 Latest advice in the DCMS performing arts guidance, followed by schools in local restrictions tiers 1 and 2 when planning indoor and outdoor face to face performance.</p> <p>17. R13 Schools in local restrictions tier 3 areas should not host performances with audiences.</p> <p>18. R13 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 even if tested negative for COVID-19, still have a high temperature after the isolation period has ended</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<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 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	<p style="color: red; text-align: center; font-weight: bold;">VERY HIGH</p>	<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. 9.Work with external coaches when safe to do so. 10.Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 11.Only team sports on the list return to recreational team sport framework are provided following a specific COVID-19 risk assessment. 12.Swimming and water safety lessons following returning to pools guidance documents and specific COVID-19 risk assessment. 	<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> <p>Swimming Risk Assessment obtained from Stoke LA</p>	KH (PE Lead)	<p>1/9/20</p> <p>01/01/21</p>	2	4	<p style="color: yellow; text-align: center; font-weight: bold;">MEDIUM</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					13.Competitions between different schools are not allowed.						
Stress	<ul style="list-style-type: none"> Staff Pupils <p>Symptoms</p> <p>Anxiety</p> <p>Excessive drinking</p> <p>Overeating</p> <p>Sleeping poorly</p> <p>Shaking, chills or hot flushes</p> <p>A tingling sensation in your arms or legs</p> <p>Headaches</p> <p>Muscle tension</p> <p>Dizziness</p> <p>High blood pressure</p> <p>Indigestion</p> <p>Constipation or diarrhea</p> <p>Shallow breathing or hyperventilating</p> <p>Affects</p> <p>Poor emotional and physical wellbeing</p>	4	4	HIGH	<p>1.SBMAT Stress Policy communicated to all staff.</p> <p>2.Awareness about all types of stress and its causes raised through discussions, literature and training.</p> <p>3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace.</p> <p>4.Opportunities for staff and employees to maintain and promote their health and well-being</p> <p>5.A culture of open communication throughout the organisation</p> <p>6.Good management and team building practices for those with management and supervisory responsibilities</p> <p>7.Supportive environment in which issues and concerns can be raised and dealt with appropriately</p> <p>8.Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations</p> <p>9.Appropriate training interventions to help alleviate the stress</p>	<p>Principal to ensure staff aware of policy. Shared with all.</p> <p>Staff that are CEV or Vulnerable to complete Individual Risk Assessment.</p>	SG, AG & KS	09/11/20	2	3	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



					10. Assist and advise staff suffering from work-related stress 11. Internal and external sources of assistance for staff with clearly identified work-related stress issues						
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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