

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Kingsland C of E Academy		Prepared By: C Leach Completed By: Sara Goddard	Date: 07-03-2022
Activity Workplace: Novel Coronavirus (COVID-19) Revision: 22 07-03-2022 Guidance: Schools COVID-19 operational guidance updated 22 nd February 2022	Manager: Sara Goddard		Next Annual Review Date: 07-03-2023 or change to guidance
Transmission / Spread of Novel Coronavirus (COVID-19) Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus. Small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze. Touching eyes, nose, or mouth with hands that have the virus on them.	Main Symptoms of Novel Coronavirus (COVID-19) Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder Symptoms of Novel Coronavirus (COVID-19) Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.		

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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
<p>Awareness and understanding</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<p>1. Staff and pupils who have COVID-19 main symptoms are advised through verbal and written communication including signs that they MUST not attend the school, they are required to carry out a LFD test and if positive follow PHE Stay at Home guidance and arrange a PCR test.</p> <p>2. Parents, visitors and contractors who have COVID-19 main symptoms are advised through verbal and written communication including signs that they MUST not attend the school, they are required to follow PHE Stay at Home guidance and arrange a PCR test.</p> <p>3. Staff, pupils, parents, visitors and contractors who have tested positive within the last 10 days and have not since gained 2 negative COVID-19 test results are advised through verbal and written communication including signs that they MUST not attend the school, they are required to follow PHE Stay at Home</p>	<p>All signage and reminders about up to guidance are to be in place and to continue.</p>	<p>SG KS DL SW</p>	<p>On going from start of pandemic.</p>	1	4	LOW

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				<p>or face visor (when exempt from wearing face coverings) when away from the school and the space is enclosed or crowded and they are with people they do not normally meet.</p> <p>14. Staff provided with guidance information that when rates of transmission are high to wear a face covering or face visor (when exempt from wearing face coverings) in school when the space is enclosed or crowded and they are with people they do not normally meet.</p> <p>15. Parents, visitors and contractors informed they must wear masks/face coverings or face visors when exempt from wearing face coverings in particular settings.</p> <p>16. SLT monitor staff, pupil, visitor, contractor and parent adherence to government COVID-19 guidance and the schools COVID-19 Risk Assessment and implement additional controls, as necessary.</p> <p>17. Parents advised of the SEND guidance and additional support for SEND pupil close contact.</p>						
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<p>Attendance</p>	<ul style="list-style-type: none"> • Pupils <p>Effects Loss of learning Loss of social development Safeguarding concern Stress</p>	4	3	HIGH	<ol style="list-style-type: none"> 1. Parents informed pupil attendance is mandatory for all pupils, unless they are self-isolating. 2. Where a pupil is unable to attend because they are following clinical and/or public health advice, they are offered access to remote education immediately. 3. Any concerns from staff, parents and pupils about being at school are discussed with the SLT and individuals. 4. Pupils who are reluctant or anxious to attend school are identified and SLT develop plans to re-engage these pupils. 	<p>Raise the profile of attendance again in line with planned procedure so that our attendance is in line or above national.</p>	<p>KW</p>	<p>Ongoing since 01.09.21</p>	1	1	LOW
<p>COVID-19 testing</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Staff informed twice weekly lateral flow device (LFD) tests are no longer a requirement. 2. Persons with any of the main COVID-19 symptoms are to carry out a LFD test and if positive order a PCR test and to follow national stay at home guidance and avoid contact with others whilst waiting for test result. 3. Whilst government supplied home PCR test kits are available, the school will in exceptional circumstances supply kits to staff and pupils who are symptomatic and have barriers accessing testing by 	<p>Staff to be updated by regular information sharing as it is shared by DfE and SBMAT.</p>	<p>SG KS</p>	<p>Ongoing updated regularly</p>	1	4	LOW

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					the usual routes. School arrange posting or remote drop off of test kits.						
<p>Staff/pupils who have been previously identified clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds</p> <p>Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	5	VERY HIGH	<p>1. COVID 19: Individual Risk Assessment completed for staff.</p> <p>2. COVID 19: Individual Risk Assessment reviewed, action plan updated and agreed as guidance changes.</p> <p>3. Previously confirmed clinically extremely vulnerable persons should attend school unless advised to shield by a medical professional.</p> <p>4. Additional support provided for good hand hygiene, cleaning and increased ventilation through increased communication, facilities and materials.</p> <p>5. Pupils monitored by staff for good hand hygiene practises.</p> <p>6. Pupils Care Plans reviewed and amended to reduce the risk of COVID-19 infection.</p> <p>7. Concerns discussed with SLT when shown by staff, pupils, and parents especially for pupils and staff with significant risks.</p> <p>8. Staff at a higher risk recommended not to:</p> <p style="margin-left: 20px;">a. deliver first aid</p> <p style="margin-left: 20px;">b. provide personal or intimate care to pupil's</p>	Follow all guidance provided.	SG and all staff	Ongoing	1	5	MEDIUM

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<p>Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>					<p>c. supervise pupil's showing COVID-19 symptoms.</p> <p>9. Monitoring of pupil and staff compliance with disclosed medical advice.</p> <p>10. Unvaccinated or partially vaccinated staff advised to take a more precautionary approach.</p> <p>11. Pregnancy risk assessment carried out for new and expectant mothers and revised when guidance changes.</p> <p>12. Pregnancy risk assessment considers additional precautions to be taken.</p>						
<p>Unvaccinated members of staff</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	5	VERY HIGH	<p>1. All eligible staff are upon request provided with access information for NHS vaccine guidance.</p> <p>2. Staff eligible for vaccination are allowed to attend booked appointments.</p> <p>3. The vaccination status of staff should be shared with the School Principal so consideration can be given where needed to protect staff and pupils.</p> <p>4. Any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy.</p> <p>5. Unvaccinated members of staff should pay particular attention to the school's existing COVID -19 controls</p>	<p>Check to ensure which staff are unvaccinated.</p> <p>Follow all guidance.</p>	<p>SG KS</p>	<p>By 08.04.22</p>	1	4	LOW

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				<p>around ventilation, hand washing, cleaning of surfaces etc.</p> <p>6. School Principal to consider additional measures to protect unvaccinated staff case-by-case.</p> <p>7. In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010.</p>							
<p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Persons with COVID-19 or COVID-19 symptoms must not travel.</p> <p>2. Travel alone using own transport / cycle or walk when possible</p> <p>3. Cleaning and disinfecting of shared vehicle interiors should be carried out regularly using standard cleaning products.</p> <p>4. When shared use of a private vehicle or use of a taxi and public transport is required the following is recommended:</p> <p>a. persons aged 11 and over to use a face covering in crowded and enclosed spaces where they may come into contact with people they do not normally meet</p> <p>b. avoid peak travel where possible</p> <p>c. wash or sanitise hands before, during and after using transport</p>	Follow all guidance	All Staff	Ongoing.	1	4	LOW

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					<p>d. avoid touching the face, e. cover mouth and nose with a tissue or the inside of a elbow when coughing or sneezing f. dispose of waste safely, including items such as used disposable face coverings g. open windows where it is possible and safe to do so</p>						
<p>Visitors, Parents Delivery drivers Contractors</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<p>1. Access to the school allowed by prior appointment only. 2. Guidance provided to visitors, parents and contractors before entry to the school building around persons with COVID-19 symptoms, COVID-19 positive persons, hand hygiene, respiratory hygiene, wearing of face coverings or face visors when exempt from wearing face coverings. 3. Additional COVID-19 control measure training given to school hosts.</p>	All in place – check remains.	SLT Office Team	Ongoing	1	4	LOW

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<p>Staff, pupils showing Coronavirus infection (COVID-19) symptoms on arrival and whilst at school.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Casualty Pupils Parents Visitors Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<p>Staff</p> <p>1. Staff who develop symptoms of COVID-19 to inform a member of the SLT and go home. Staff are required to take a LFD test and if positive follow national stay at home guidance and arrange a COVID-19 PCR test.</p> <p>Pupils</p> <p>1. Careful consideration given to refuse a pupil access to school when pupil is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p>2. Pupils reminded regularly to tell a member of staff if they feel unwell</p> <p>3. Pupils who develop symptoms of COVID-19 to be placed in an isolation location whilst waiting parental collection.</p> <p>4. Advice is given to parents of pupils to follow national stay at home guidance and take a LFD test and if positive to arrange a COVID-19 PCR test.</p>	Follow all procedures in place.	All Staff	Ongoing	2	4	MEDIUM
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					<p>5. School ask parents and staff to inform them immediately PCR and LFD positive test results are known.</p>						
<p>Pupil COVID-19 symptoms isolation at school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Casualty Pupils Parents Visitors Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<p>1. 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 where available or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>2. Isolated pupils to use a separate bathroom if possible.</p> <p>3. Isolated pupils reminded</p> <p style="margin-left: 20px;">a. not to touch people, surfaces and objects</p> <p style="margin-left: 20px;">b. cover their mouth/nose with a tissue when they cough or sneeze</p> <p style="margin-left: 20px;">c. put used tissues in a bin or in a bag or their pocket for disposing in a bin later</p> <p style="margin-left: 20px;">d. if tissues are not available to cough and sneeze into the crook of their elbow</p> <p>4. Emergency assistance is</p>	<p>Isolation room is available for use. Continue to follow all procedures.</p>	<p>All Staff</p>	<p>Ongoing from start of pandemic.</p>	2	4	MEDIUM

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				<p>called immediately if the pupil's symptoms worsen, and they require further medical care.</p> <p>5. If direct personal care is needed and staff cannot maintain a distance of two metres staff to wear:</p> <p>a. FFP2, FFP3 tight-fitting face mask where available or fluid resistant surgical face mask.</p> <p>b. face visor or goggles to be worn if the isolated person is coughing, sneezing, vomiting or spitting.</p> <p>c. latex free gloves and disposable apron if physical contact is necessary.</p> <p>6. Staff to receive training on the correct method required to put on and remove PPE.</p> <p>7. Once vacated places of isolation, toilets and other locations such as classrooms or offices used by the symptomatic person will be cleaned and disinfected in accordance with PHE "Decontamination in non-healthcare settings guidance" using standard cleaning products.</p> <p>8. Staff should wear as a minimum disposable gloves and apron. Additional PPE</p>						
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				<p>(FFP2, FFP3 tight-fitting face mask if available 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>9. All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE 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 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>10. Staff to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following cleaning of or areas, removal of PPE and after any contact with someone who is unwell.</p> <p>11. Any staff/pupils who have been in close contact someone with symptoms even if they test positive are</p>								
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					informed they do not follow national stay at home guidance and arrange a PCR test unless they develop symptoms themselves.						
<p>Managing confirmed cases of coronavirus</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<p>1. Following a positive PCR or LFD test result all adults and pupils must isolate for a minimum of 5 days. Before returning to school from the start of day 6, negative lateral flow test results 24 hours apart on days five and six of the isolation period and a normal body temperature or 37.8 degrees Celsius or lower must be achieved.</p> <p>2. People should only end their self-isolation period before 10 days if both tests are negative and they do not have a high temperature.</p> <p>3. Where required, relevant parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</p> <p>4. Evidence of negative test results or other medical evidence is not required before admitting individuals back to school after isolation.</p>	Continue to follow all procedures.	All Staff	Ongoing updated as government policy adapts as we emerge from the pandemic.	1	4	LOW

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<p>Hand hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	3	4	HIGH	<ol style="list-style-type: none"> 1. Adequate handwashing (soap and running water) and hand sanitising facilities provided. 2. Skin-friendly sanitising wipes used for pupils who may ingest hand sanitiser. 3. Hand dryers or disposable paper towels provided for drying hands. 4. Waste bins with remote/foot operated lids and lined with a bin bag provided for paper towels disposal. 5. Visual aids displayed reminding pupils, staff, and visitors, parents to wash or sanitise their hands regularly. 6. e-Bug resources to teach pupils and parents about hand hygiene used. 7. Talks given to children about hand hygiene. 8. Pupils using hand sanitiser are appropriately supervised to avoid ingestion. 9. Younger pupils and those with complex needs are supported to practice good hand cleaning. 10. Hand sanitiser COSHH Assessment communicated to staff. 	<p>All in place – continue to monitor</p>	<p>All staff</p>	<p>Ongoing regular checks in place to ensure all operational.</p>	1	4	LOW
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					<p>11. Behaviour policies for hand hygiene communicated to staff, pupils and parents.</p> <p>12. Where possible actions taken for behaviour management will not involve touching a pupil.</p>						
<p>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 <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<p>1. Adequate amounts of tissues provided in occupied areas.</p> <p>2. Waste bins with remote/foot operated lids and lined with a bin bag provided for used tissue and face coverings disposal.</p> <p>3. Visual aids displayed reminding pupils staff, visitors, parents to follow the 'catch it, bin it, kill it' approach.</p> <p>4. Talks given to children about good respiratory hygiene.</p> <p>5. Younger pupils and those with complex needs supported to practice good respiratory hygiene.</p> <p>6. Individual risk assessments conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</p>	In place – ensure supplies are available.	KS SB	Ongoing	1	4	LOW

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<p>Cleaning Rooms Shared spaces Materials Equipment</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors <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>	3	4	HIGH	<ol style="list-style-type: none"> 1. A cleaning schedule maintained for frequent cleaning of rooms, equipment and materials using standard cleaning products, detergents or anti-bacterial products. 2. Deep clean using fogging equipment and disinfectant solution at School Principal or SBMAT CLT request. 3. Anti-bacterial wipes/sprays available and securely stored to prevent pupil access. 4. Bins emptied frequently to suit usage. 5. Staff wear latex free gloves when cleaning and handling waste such as used tissues and PPE and wash hands after use. 6. Staff to read and follow cleaning and disinfecting products COSHH Assessments. 7. Cleaning contractors asked to provide copies of their risk assessment for managing exposure to COVID-19. 8. School information sharing with contracted cleaning services to reduce exposure to COVID-19. 	<p>Procedures in place. Fogging to continue weekly on a Friday to try to reduce the risk of infection.</p>	<p>SG DL SW</p>	<p>Ongoing Weekly fogging</p>	1	4	LOW
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<p>Face coverings</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<p>1. Staff recommended to follow national guidance and wear a face covering or face visor (when exempt from wearing face coverings) when away from the school and in enclosed or crowded spaces with people they do not normally meet.</p> <p>2. Staff recommended when rates of transmission are high to wear a face covering or face visor (when exempt from wearing face coverings) in enclosed or crowded school spaces with people they do not normally meet.</p> <p>3. Contractors, visitors, parents required to wear face coverings or face visors (when exempt from wearing face coverings) whilst inside the school building in crowded or enclosed spaces during contact with staff and pupils.</p> <p>4. Supply of individually wrapped face coverings available at reception for parents, visitors and staff to wear.</p> <p>5. Users of face coverings recommended follow safe use guidance:</p> <p>a. wash hands with soap and water for 20 seconds or use</p>	<p>Ensure shared and understood by all.</p>	<p>SG All Staff</p>	<p>Ongoing</p>	1	4	LOW
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					<p>hand sanitiser before putting on and after removing a face covering b. avoid touching part of the face covering in contact with the mouth and nose, c. change face covering when damp or if touched on the part in contact with the mouth and nose d. avoid taking off and putting on face coverings a lot in quick succession e. only handle the covering straps, ties or clips f. do not give used coverings to someone else to use g. single-use coverings to be disposed of carefully in a household waste bin and not recycled h. store reusable face coverings in a plastic bag until re-use or washing. i. if reusable, wash in line with manufacturer's instructions at the highest temperature appropriate for the fabric</p>						
<p>Catering</p> <p>Missed meals</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Hunger Depression Poor nutrition Chronic illness</p>	4	4	HIGH	<p>1. School Principal liaises with catering providers to ensure the kitchen can remain fully open and food is prepared and delivered in line with any relevant sections of the government's 'Working safely during coronavirus</p>	<p>Liaise with City Catering to ensure fulfilment of food for pupils.</p>	<p>SG KS</p>	<p>Ongoing.</p>			

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Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	Poor performance Delayed physical and mental development Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				(COVID-19)' guidance. 2. FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: - Are self-isolating. - Have symptoms or a positive test result. - Are not attending as a result of local restrictions advised by the government. 3. Catering contractors asked to provide copies of their risk assessment for managing exposure to COVID-19. 4. School information sharing with contracted catering services to reduce exposure to COVID-19. 5. Plates and cutlery thoroughly washed at 70°C between each use. 6. Tables regularly cleaned / disinfected by staff. 7. Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down.					
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<p>Remote learning</p>	<ul style="list-style-type: none"> • Pupils <p>Effects Loss of learning Loss of social development</p>	4	3	HIGH	<p>1. Remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable.</p> <p>2. School provision of remote education equipment and learning resources in accordance with Department of Education guidance.</p>	<p>Procedures in place when required.</p>	<p>PC MW</p>	<p>Ongoing- as and when required.</p>	1	1	LOW
<p>Ventilation</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<p>1. Use outside space wherever appropriate.</p> <p>2. Particular consideration is given to ventilation and the size of the room when hosting events where visitors such as parents are on site, e.g. school productions.</p> <p>3. Annual inspections are carried out of ventilation systems in accordance with manufacturer's recommendations to confirm fully operational.</p> <p>4. All ventilation systems remain energised in normal operating mode.</p> <p>5. Where mechanical ventilation is used, re-</p>	<p>All staff to note.</p>	<p>All Staff</p>	<p>Ongoing.</p>	1	4	LOW

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				<p>circulatory systems are adjusted to full fresh air where possible.</p> <p>6. Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:</p> <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level windows, to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break and lunchtimes - Additional indoor clothing worn by pupils and staff in cooler temperatures - Heating used as necessary to ensure comfort levels are maintained in occupied spaces <p>7. CO2 monitors provided by the DfE help to assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort.</p>						
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<p>Communication</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	3	4	HIGH	<ol style="list-style-type: none"> 1. School Principal puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. 2. School Principal liaises with the LA where necessary and any local guidance to staff and the Trust Central Team where required. 3. The school's website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements. 4. Staff and parents are informed of the requirement for parents to make meeting appointments. 5. School Principal liaises with the Trust SLT about possible arrangements for running the school during the coronavirus pandemic, where necessary. 6. The SLT is actively present around the school monitor COVID-19 safe practice and to provide additional support, advice and reassurance. 7. School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. 	<p>Procedures in place ready to be followed if required.</p>	<p>SG KS</p>	<p>Ongoing – as required.</p>	1	4	LOW
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					8. GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed.						
<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>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Formally identified clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care 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. 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. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors. 	All procedures have been reviewed and are in place.	NW KS	Ongoing – as required	2	4	MEDIUM

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<p>Providing first aid</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Casualty <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> Formally identified clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid. First aiders wash/sanitise hands before and after treating a casualty. Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid to a symptomatic individual. Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. First aiders instructed on the safe “donning and doffing” of PPE. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth 	All First Aid trained staff to note and follow procedures.	SG KS All first aid staff	Ongoing by 12.03.22	2	4	MEDIUM

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					<p>ventilation, use a 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. Assessment of First Aid requirements reviewed.</p> <p>10. If the casualty is capable, tell them to do things for you.</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>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Staff to wash/sanitise hands before and after administering medication to each pupil.</p>	All staff to note	All staff	Ongoing	2	4	MEDIUM
<p>Transport of pupils and staff using school minibus and coach travel.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Vehicle drivers <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p>	3	4	HIGH	<p>1. Transport arrangements discussed with providers, SBMAT and parents.</p> <p>2. Checks carried out as far as possible to ensure transport providers:</p> <p>a. inform drivers to follow national stay at home guidance and arrange a PCR test when displaying COVID-</p>	All minibus drivers to note	All staff	Ongoing by 12.03.22	1	4	LOW

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	Fatality				<p>19 symptoms or have tested positive in the last 10 days and have not achieved 2 following negative LFD test results,</p> <p>b. carry out cleaning of vehicle interiors before hire</p> <p>c. inform drivers of good hand hygiene rules to follow,</p> <p>d. inform drivers of good ventilation rules to follow by opening windows or using air conditioning.</p> <p>3. Thorough clean of the school minibus interior before and after use and clean of frequently touch surfaces during use.</p> <p>4. Pupils and staff who feel unwell or show COVID-19 symptoms before setting off must not travel. Follow “Contact with individuals who arrive at school with or develop coronavirus” symptoms at school section.</p> <p>5. Staff and pupils reminded to follow good hand hygiene rules and wash or sanitise hands before entering vehicle and again after travel.</p> <p>6. Through ventilation of the school minibus using fresh air (from outside the vehicle) maximised by opening windows and ceiling vents.</p>						
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<p>Availability of equipment and PPE</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 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 points. 2. Latex free gloves available in classrooms and isolation locations and first aid rooms. 3. Face masks with an FFP2 or FFP3 rating if available or fluid resistant surgical mask in isolation rooms. 4. Fluid resistant surgical mask available in first aid rooms and classrooms. 5. Face visors or safety goggles available in isolation locations and first aid rooms. 6. Disposable aprons available in isolation locations and first aid rooms. 7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE. 	<p>Ensure stocks of equipment are maintained.</p>	<p>KS SB</p>	<p>Ongoing – regular checks at least monthly.</p>	2	4	MEDIUM
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<p>Educational visits</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	<p>3</p>	<p>4</p>	<p>HIGH</p>	<p>1. Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination.</p> <p>2. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment.</p> <p>3. Obtain and follow wider advice on visiting indoor and outdoor venues. Outdoor Education Advisory Panel (OEAP).</p> <p>4. Ensure that any new bookings have adequate financial insurance protection in place.</p>	<p>All to note</p>	<p>All teachers</p>	<p>Ongoing update in line with DfE</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
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<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>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<ol style="list-style-type: none"> 1. Ensuring good ventilation and adequately sized rooms are used 2. Latest advice in the DCMS performing arts guidance 3. Peripatetic teaching staff across multiple groups or individuals advised to follow stay at home guidance when they have COVID-19 symptoms and when tested positive/during the stay at home guidance period 	All to note	All staff	Ongoing	1	4	LOW
<p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<ol style="list-style-type: none"> 1. Sports equipment thoroughly cleaned regularly 2. Hand washing/sanitising before and after activity. 3. Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 4. Cross-school competitions to be risk assessed prior to the event with consideration given to the prevalence of COVID-19 in the schools participating. 5. Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators to be followed. 	All to note.	All staff	Ongoing	1	4	LOW

Stress	<ul style="list-style-type: none"> • Staff • Pupils 				1. SBMAT Stress Policy communicated to all staff.	All staff aware.	SG KS	By 12.03.22			
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	Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating Effects Poor emotional and physical wellbeing	4	4	HIGH	2. Awareness about all types raised through discussions, literature and training. 3. Changes to work-related practices to reduce the factors which may lead to stress in the workplace. 4. Opportunities for staff and employees to maintain and promote their health and well-being 5. A culture of open communication throughout the organisation 6. Good management and team building practices for those with management and supervisory responsibilities 7. Supportive environment in which issues and concerns can be raised and dealt with appropriately 8. Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations 9. Appropriate training interventions to help alleviate the stress 10. Assist and advise staff suffering from work-related stress				2	3	MEDIUM

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					<p>11. Internal and external sources of assistance for staff with clearly identified work-related stress issues</p> <p>12. Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme.</p>						
<p>Contingency planning</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings.</p>	In place	SG	12.03.22	2	4	MEDIUM

Close contact means:

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

Examples of close mixing:

- A form group or subject class
- A friendship group mixing at break times
- Sports team
- A group in an after-school activity
- A private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- Staff and children taking part in the same class or activity session together
- Children who have slept in the same room or dormitory together

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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