

# RISK ASSESSMENT FORM



<b>Workplace</b>	Cavendish School	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Education setting - School	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Jon Brown	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	School wider opening 8 March 2021	Likely	4	Major (death or serious injury)
<b>Date</b>	03/03/2021 – updated 25/3/2021	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	To ensure that all staff and pupils remain safe during COVID-19	Low = 1-8	Medium = 9-14	High = 15-25

**It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.**

*Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).*

**The [DfE latest documents and guidance webpage](#) is being updated regularly**

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R
1. <b>Potential transmission to clinically vulnerable staff and pupils</b>  Guidance is available in the <a href="#">Schools coronavirus (COVID-19) operational guidance</a>	All members of school community	Staff to comply with staff handbooks which details practice underpinned by this risk assessment.							

			<p><b>1a. Pupils:</b></p> <p>School attendance will be mandatory for all pupils from 8 March</p>	3	3	9	<p><b>1a. Pupils:</b></p> <p><b>Communicate with parents of clinically extremely vulnerable pupils to inform them:</b></p> <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until at least 31 March 2021. They are advised not to attend school while shielding advice applies nationally. All 16 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</p> <p><b>Pupils who are under the care of a specialist health professional:</b></p> <ul style="list-style-type: none"> <li>Request parents discuss their child's care needs with their health professional to ensure appropriate risk controls.</li> </ul>	2	2	4
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			<p><b>1b. Staff:</b></p> <ul style="list-style-type: none"> <li>The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</li> <li>Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process</li> <li>Review systems to support the well-being of staff who may be anxious. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available. <a href="#">The government has just launched the Wellbeing for Education Return programme.</a></li> <li>Supply teachers and other temporary or peripatetic</li> </ul>	3	3	9	<p>Further advice is available from the Royal College of Paediatrics and Child Health.</p> <ul style="list-style-type: none"> <li>Ensure these pupils have the support they need to ensure they are able to access remote learning</li> </ul> <p><b>1b. Staff:</b></p> <p><b>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.</b></p> <ul style="list-style-type: none"> <li><b>Clinically Extremely Vulnerable (CEV)</b> employees are advised not to attend work until at least 31 March 2021. The school will discuss with staff about working from home. If CEV staff wish to attend work they must speak with the school to discuss their attendance. CEV individuals should continue to shield even after they have been vaccinated..</li> <li>If the school are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, we check the workplace risk assessment to see if any new risks have arisen.</li> </ul>	2	2	4
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			<p>teachers can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible.</p> <ul style="list-style-type: none"> <li>• Volunteers may be used to support the work of the school, as would usually be the case.</li> <li>• Leaders should give careful consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible</li> <li>• Schools are being strongly encouraged by the DfE to continue to host ITT trainees.</li> </ul>				<p>Conduct an assessment to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks.</p> <p><a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></p> <ul style="list-style-type: none"> <li>• Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the measures in this document to minimise the risks of transmission.</li> <li>• <b>Consider staff who may otherwise be at increased risk from COVID-19.</b> PHE's <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. Headteachers should consult with BAME staff to</li> </ul>			
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						<p>review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: <a href="https://www.bameednetwork.com/">https://www.bameednetwork.com/</a></p> <ul style="list-style-type: none"> <li>● <b>People who live with those who are clinically extremely vulnerable or clinically vulnerable</b> can attend the workplace</li> <li>● Where it is appropriate to do so, appropriate PPE should be worn</li> </ul>			
2.	<b>Risk of ongoing contamination from pupils and staff</b>	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <p><i>The following risk assessments have been reviewed for each phase;</i></p> <ul style="list-style-type: none"> <li>(i) <i>Movement around the School site,</i></li> <li>(ii) <i>General classroom activities,</i></li> <li>(iii) <i>Playground activities,</i></li> <li>(iv) <i>Play equipment (primary)</i></li> <li>(v) <i>Access and Egress</i></li> <li>(vi) <i>EYFS/Pre-School</i></li> </ul> <p>DFE advises against educational visits at this time although outdoor education is being reviewed by the Government</p>			<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.</p> <p>For secondary school staff and pupils' we are moving to a home testing model (for pupils, following onsite tests). Home test kits will be available for all staff on return. Once pupils have been tested at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.</p> <p>Secondary phase should offer pupils testing on-site from 8</p>			

			<p>All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.</p> <p>Schools can offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children and parents.</p> <p>Schools may also open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children. In doing so, the school will ensure they work with providers to consider how they can operate within its wider protective measures and should also have regard to any other relevant government guidance.</p> <p>Providers should ensure they have a risk assessment in place outlining the protective measures in place for the activity.</p> <p>Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.</p> <p>Providers are advised to keep children in small groups with the same children each time whenever possible. Providers should work with the school to ensure that, as far as possible,</p>			<p>March. Testing and return of pupils can be phased during the first week to manage the number of pupils passing through the test site at any one time. School should offer tests, 3 to 5 days apart.</p> <p>School has the flexibility to consider how best to deliver testing on a phased basis from 8 March, depending on your circumstances and local arrangements.</p> <p>Pupils should return to face-to-face education following their first negative test result.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the <a href="#">guidance for households with possible coronavirus infection</a>.</p> <p>For the home testing, supply pupils with LFD test kits to self swab and test themselves twice a week at home.</p> <p>Staff will continue to test with LFDs twice a week at home</p>			
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			<p>children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.</p> <p>Early Years are not required to keep children in small consistent groups.</p> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• Follow the <a href="#">Schools coronavirus (COVID-19) operational guidance</a> and <a href="#">Face coverings in education guidance</a></li> <li>• In primary schools, the DfE recommends that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</li> <li>• In secondary schools, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when</li> </ul>							
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			<p>outdoors on the premises. In addition, face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <ul style="list-style-type: none"> <li>• Some individuals are exempt from wearing face coverings. This applies to those who; <ul style="list-style-type: none"> <li>- Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment</li> <li>- Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> </li> <li>• When restrictions are in place, the school will communicate to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</li> <li>• School will have a small contingency supply available</li> </ul>							
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			<p><b>2a – Pupils</b></p> <ul style="list-style-type: none"> <li>• The overarching principle to apply is reducing the number of contacts between pupils and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals.</li> <li>• Review the NHS <a href="#">guidance on hand cleaning</a> Staff <b>MUST</b> ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> <li>• arrival to school</li> <li>• returning from breaktime</li> <li>• before &amp; after eating</li> <li>• when they change rooms</li> </ul> </li> <li>• Up to and including KS1 pupils supervised when washing hands All pupils are supervised when hand sanitiser is being used given risks around ingestion.</li> <li>• Secondary pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups should be avoided.</li> <li>• Leaders <b>MUST</b> ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin</li> </ul>	3	3	9	<p><b>2a – Pupils</b></p> <ul style="list-style-type: none"> <li>• Ensure all staff or pupils who are not exempt wear face coverings in school, as set out in the guidance <a href="#">Schools coronavirus (COVID-19) operational guidance</a> and <a href="#">Safe working in education, childcare and childrens social care</a></li> <li>• Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community <a href="#">PHE review of the impact of Covid-19 on BAME groups</a></li> <li>• Schools are encouraged to maintain their usual uniform policies</li> <li>• Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly.</li> <li>• Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> </ul>	3	3	9
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			<p>it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.</p> <ul style="list-style-type: none"> <li>• Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</li> <li>• Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious</li> <li>• Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the <a href="#">DfE schools coronavirus (COVID-19) operational guidance</a> and the EEF guidance on <a href="#">making the best use of teaching assistants</a></li> <li>• Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.</li> <li>• Groups should be kept apart, meaning that the school should avoid gatherings such as assemblies with more than one group.</li> </ul> <p><b>2b – Staff</b></p> <ul style="list-style-type: none"> <li>• Plan to provide for whole class groups whilst encouraging social distancing in line with the detailed</li> </ul>				<p>Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups</p>			
							<p><b>2b – Staff</b></p> <ul style="list-style-type: none"> <li>• Organise appropriately sized groups and encourage social</li> </ul>			

			<p>actions within the <a href="#">schools coronavirus (COVID-19) operational guidance</a></p> <ul style="list-style-type: none"> <li>• All teachers and support staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and pupils where possible.</li> <li>• Ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone.</li> <li>• Reinforcing learning and practice of good hygiene habits through games, songs and repetition</li> <li>• Breaktime and lunchtimes and movement around the school are staggered so groups do not come into contact (primary)</li> <li>• Review the NHS <a href="#">guidance on hand cleaning</a></li> </ul>	3	3	9	<p>distancing in line with the detailed <a href="#">schools coronavirus (COVID-19) operational guidance</a></p> <ul style="list-style-type: none"> <li>• Maintain a review of timetables to identify activities that can take place outdoors and reduce movement around the school buildings</li> <li>• PE lessons can continue in consistent groups</li> <li>• For sports lessons, ensure pupils are in consistent groups, that identified sports equipment is cleaned between each use by different individual groups.</li> <li>• Prioritise outdoor sports and use large indoor spaces where this is not possible. The school can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques as long as clear guidance controls are in place and maximising ventilation flows where possible</li> </ul>	3	3	9
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							<ul style="list-style-type: none"><li>• Competitions against other schools, such as fixtures, are prohibited.</li><li>• Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</li><li>• Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day</li><li>• Reduce numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times</li><li>• Review risks assessments associated with wraparound provision and extra-curricular activity</li><li>• Ongoing leadership support for any emerging anxiety and/or wellbeing issues</li></ul>			
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			<p><b>2c – Buildings and resources</b></p> <ul style="list-style-type: none"> <li>• Ensure all the usual building checks are undertaken to make the school safe. In the event that buildings have been closed or had reduced occupancy; water system stagnation can occur due to lack of use. Follow advice and actions detailed in <u>Legionella risks during the coronavirus outbreak</u>.</li> <li>• Classrooms and other areas cleaned.</li> <li>• Engage children in education resources such as <u>PHE schools resources</u></li> <li>• Safeguarding policies and practices kept up to date in line with current DfE guidance.</li> <li>• Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: <u>guidance for households with possible coronavirus infection</u>)</li> <li>• Maintain visitor signing-in arrangements to ensure social distancing and hygiene</li> </ul>	3	3	9	<p><b>2c – Buildings &amp; resources</b></p> <ul style="list-style-type: none"> <li>• Classrooms and other learning environments organised to maintain space between seats and desks where possible.</li> <li>• Systems in place to reduce congestion in corridors and access via external doors where possible e.g. one-way systems.</li> <li>• Furniture arranged to allow for seating pupils side by side and facing forwards where possible from Year 3 to Year 11</li> <li>• Unnecessary furniture moved out of classrooms to make more space</li> <li>• Consider creating 2m teaching zones (where appropriate) at the front of the classroom.</li> <li>• Cleaning of surfaces in communal areas, such as door handles. Teach PE lessons outside where possible</li> <li>• Kitchens comply with the <u>guidance for food businesses on coronavirus</u></li> </ul>	3	3	9
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								<p>(COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.</p> <ul style="list-style-type: none"> <li>• Ensure good ventilation (window/s) and where possible arrange for doors to be propped open to reduce door touching. To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' in Part 7 of the <a href="#">Schools coronavirus (COVID-19) operational guidance</a> should be used as appropriate to avoid build-up of viral load.</li> <li>• Follow the specific HSE guidance on <a href="#">Air conditioning and ventilation during the coronavirus pandemic</a> and Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a></li> <li>• Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is</li> </ul>			
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							<p>not nearby, provide hand sanitiser in classrooms and other learning environments</p> <ul style="list-style-type: none"> <li>• Cleaning of rooms and equipment at the end of each day and between use by different groups</li> <li>• Resources that are shared between classes or bubbles, such as sports, arts, and science equipment must be cleaned frequently. When sharing equipment between different bubbles, you should either: <ul style="list-style-type: none"> <li>• clean it before it is moved between bubbles</li> <li>• allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> </li> <li>• Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>• For individual and frequently used equipment, it is recommended that staff</li> </ul>			
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								<p>and pupils have their own equipment that is not shared</p> <ul style="list-style-type: none"><li>● Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</li><li>● Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones.</li><li>● Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</li></ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a></p>			
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							<ul style="list-style-type: none"><li>● PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. <a href="#">schools coronavirus (COVID-19) operational guidance</a></li><li>● Government recommends sharing risk assessments online through the school's website as good practice.</li><li>● Keep risk assessments under regular review in line with government</li><li>● Provide regular updates for governors.</li><li>● Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.</li><li>● Offices are adapted to enable social distancing or using screens where necessary.</li></ul>			
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3.	<b>Site Safety risks</b> <ul style="list-style-type: none"> <li>● Fire procedures</li> <li>● Lockdown</li> <li>● Movement for lunch / transitions</li> <li>● Toilets</li> <li>● Security including risk of theft</li> <li>● Data breaches</li> </ul>	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <ul style="list-style-type: none"> <li>● SLT lead identified procedures</li> <li>● Continue taking the <a href="#">attendance register</a> and following up any absences in line with statutory guidance.</li> <li>● School to follow risk assessments for premises and accessing outside equipment and areas.</li> <li>● Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</li> <li>● Share updated fire evacuation information with staff and pupils</li> <li>● Share lockdown procedures with all staff</li> <li>● Follow revised lunch and break rotas to ensure safe movement around school</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>● Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</li> <li>● Arrange revised fire evacuation drills / lockdown drills</li> <li>● Reconsider e-safety policies and procedures in light of lessons learned during home learning</li> </ul>	2	3	6

			<ul style="list-style-type: none"> <li>Children to seek permission to use toilets to ensure staff know where children are at all times</li> <li>High expectations of how children move around school upheld by all members of staff</li> </ul>							
4.	<b>Risk of transmission between parents and pupils during school drop-off and collection times</b>	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <ul style="list-style-type: none"> <li>Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule. Parents are encouraged to wear masks when they are on school site.</li> <li>Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>SLT supervise the drop off and collection of pupils and any issues are addressed.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Review and revise drop off and pick up protocols as necessary to minimise social contact</li> </ul>	3	2	6

5.	<p><b>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</b></p> <p>The <a href="#">schools coronavirus (COVID-19) operational guidance</a> details the framework for transporting pupils to and from schools</p>	Pupils	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <p><b>Wider public transport</b></p> <ul style="list-style-type: none"> <li>Communicate to parents that children can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the <a href="#">safer travel guidance</a></li> </ul>	3	3	9	<p><b>Wider Public Transport</b></p> <ul style="list-style-type: none"> <li>Remind parents in the parent handbooks/letter to take reasonable actions to ensure: <ul style="list-style-type: none"> <li>hand sanitiser is encouraged upon boarding and/or disembarking</li> <li>Face masks encouraged upon boarding/disembarking.</li> <li>queuing and boarding where possible is organised</li> <li>distancing within vehicles wherever possible</li> <li>Where possible, person on duty at the two main bus stops at the end of the day.</li> </ul> </li> </ul> <p>Children under the age of 11 are exempt from wearing face coverings on public transport. <a href="#">See updated transport guidance</a></p>	2	3	6
6.	<p><b>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</b></p>	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <p><b>Face coverings:</b></p>	3	3	9	<ul style="list-style-type: none"> <li>As DfE guidance advises limiting the number of visitors, the school will consider a flexible approach to interviews, with alternative options to</li> </ul>	2	3	6

			<ul style="list-style-type: none"> <li>• Year 7 and above pupils should wear face coverings in classrooms and in all communal areas, unless exempt</li> <li>• Professional visitors in secondary must wear a face covering, unless exempt, in the classroom and in communal areas. Professional visitors in primary must wear a face covering, unless exempt, in communal areas.</li> <li>• Parents/non-professional visitors are required to wear a face covering at all times, as are the staff meeting them</li> <li>• Secondary building – staff, unless exempt, should wear face covering in classrooms and all communal areas.</li> <li>• Primary building – staff, unless exempt, should wear face covering in communal areas</li> <li>• Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements.</li> <li>• Contractors aware of any changes to school day – e.g. staggered lunchtimes.</li> <li>• Minimise any visitors (by appointment only) to the school and clear messages shared</li> </ul>				<p>face to face interviews offered where possible.</p> <ul style="list-style-type: none"> <li>• For any staff member or pupil who feels unwell, check for <a href="#">recognised symptoms of COVID-19</a>. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</li> <li>• Isolate and send children and staff home immediately if they display symptoms</li> <li>• Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</li> <li>• A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school</li> <li>• Revise visitor arrangements to ensure social distancing and hygiene</li> </ul>			
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			<p>about social distancing procedures for adults.</p> <ul style="list-style-type: none"> <li>• Ensure that the school engages with local immunisation services and programmes as normal</li> <li>• Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible.</li> <li>• Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school.</li> <li>• Changed Reception layout to be compliant with social distancing guidance e.g. screens and seating arrangements.</li> </ul>							
7.	<b>Risk that contamination exists within the school environment due to ineffective hygiene measures.</b>	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <ul style="list-style-type: none"> <li>• Site staff follow <a href="#">schools coronavirus (COVID-19) operational guidance</a> and are aware of the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> which should be followed when there is a suspected or confirmed case</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Ensure frequent enhanced cleaning of surfaces in communal areas, such as door handles and handrails</li> <li>• Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned. It <b>MUST</b> be cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach</li> </ul>	2	3	6

			<ul style="list-style-type: none"> <li>• Fogging/sanitisation of school areas completed at appropriate times</li> <li>• With children in school, all frequently touched surfaces, specific equipment, door handles, and toilets used during the day will need to be cleaned.</li> <li>• All handwashing sinks, soap dispensers, hand gel etc are checked regularly to ensure stock levels are adequate</li> <li>• Inspect daily to ensure good/effective hygiene levels</li> </ul>				<p>48 hours (72 hours for plastics).</p> <ul style="list-style-type: none"> <li>• Consider how outdoor play equipment is used ensuring more frequent cleaning.</li> <li>• Cleaning schedule in place to ensure effective hygiene standards</li> </ul>			
8.	<b>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature or loss of taste)</b>	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <a href="#">Public Health England health protection team</a>.</p> <ul style="list-style-type: none"> <li>• Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <a href="#">book a test</a>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Arrange for cleaning of medical room and other facilities as necessary before they are used again. The updated <a href="#">cleaning of non-healthcare settings guidance</a> describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</li> </ul> <p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p>	3	3	9

			<ul style="list-style-type: none"> <li>● If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>● Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</li> <li>● Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by: <ul style="list-style-type: none"> <li>● the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li> </ul> </li> </ul>				<ul style="list-style-type: none"> <li>● The PCR test kits <b>are available to staff and pupils in exceptional circumstances</b> if an individual becomes symptomatic and the school believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• staff caring for pupils with routine intimate care needs that involve the use of PPE</li> </ul> <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"> <li>• If a member of staff or pupil is displaying symptoms, isolate them immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else.</li> <li>• Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'</li> <li>• School can contact the HR Advisory Service for further information or through their designated HR Consultant</li> </ul>							
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			<p><a href="https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return">https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return</a></p> <ul style="list-style-type: none"> <li>• If school is notified of a positive COVID19 test result for a member of staff or a pupil, the school will contact the Local Authority after identifying close contacts and informing the wider school community.</li> <li>• The school can get support and guidance from DfE helpline on 0800 046 8687 (option 1)</li> <li>• In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</li> </ul> <p>The school should call <b>Surrey &amp; Sussex Health Protection Team (HPT) on 0344 225 3861</b> (0844 967 0069 out of hours) if:</p> <ul style="list-style-type: none"> <li>• 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people (Primary)</li> <li>• 5 or more pupils are affected in one school year within 14 days (Secondary)</li> <li>• 10% (or more) of staff are affected within 14 days – for</li> </ul>						
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			<p>example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60</p> <ul style="list-style-type: none"> <li>• 3 (or more) bubbles within your school/setting contain at least one confirmed case</li> </ul>							
9.	<b>Contingency planning</b>	All pupils and staff	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <ul style="list-style-type: none"> <li>• Ensure that contingency plans are in place, being reviewed and updated</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise the school or number of schools to close temporarily to help control transmission.</li> </ul>	3	3	9