

<b>Activities Covered by this Assessment</b>	Full/partial opening of schools during COVID 19 Based on Government guidance issued 2 <sup>7</sup> July 2020-26/11/2020-14/01/2021		
<b>Site Address / Location</b>		<b>Department / Service / Team</b>	CFS and Traded Services
<p>Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity</p> <p><b>As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</b></p> <p><b>Engage with the NHS Test and Trace process:</b> Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <a href="#">book a test</a>, <a href="#">self-isolate</a>. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <b>Health Protection Team (PHE) 0344 2254 524 (option 1)</b></p> <p><b>Schools should ask parents and staff to inform them immediately of the results of a test:</b> <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></p> <p><b>Guidance for full opening: schools. Please refer to:</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>System of control:</b> <b>This is the set of actions schools must take.</b> (updated 30/11/2020)</p> <p>Testing Risk Assessment <a href="#">Asymptomatic Testing in Schools During COVID Template RA 31.12.2020 v1.2.docx</a></p>			

Contingency Framework [Contingency framework: education and childcare settings \(excluding universities\)](#)

## Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or those who have been advised to self-isolate by NHS Test and Trace, do not attend the setting.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible

7) Where necessary, wear appropriate personal protective equipment (PPE).

8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.

### **Response to any infection**

9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

**Attendance:** School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- ~~parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;~~
- ~~schools' responsibilities to record attendance and follow up absence~~
- ~~the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct~~

For further advice on clinical and/or public health advice please refer to: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> Pupils who are shielding or self-isolating

**PPE:**

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

**It is advised that schools carry out an inspection of the premises before full opening and record the findings.**

**Monitoring and review of mitigation controls**

It is important that employers know how effective their mitigation controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.



Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Further Controls Required (Consider Hierarchy of Control)	Action Required		
				Who (Initial)	Date By: (--/--/--)	Done?
<b>Campus failure to follow Government guidelines</b>	All campus users may be exposed to COVID-19	<ul style="list-style-type: none"> <li>Daily checks made of any new/updated government guidance.</li> <li>Up to date guidance is distributed and communicated through the school community via most appropriate method.</li> <li>Changes to arrangements will be communicated to parents via most appropriate method.</li> </ul>	<ul style="list-style-type: none"> <li>WTE will be responsible for checking government guidance daily, before the start of the school day.</li> <li><a href="#">Coronavirus (COVID-19): guidance and support - GOV.UK</a></li> <li><a href="#">Guidance for schools: coronavirus (COVID-19) - GOV.UK</a></li> </ul> <p>November</p> <p>Signage refreshed on site with hands face space campaign.</p> <p>Follow up videos to staff &amp; students by WTE reminding staff of all protocols. SLT to remind staff of</p>	WTE  SLT	Ongoing	

			<p>correct protocols if not following. Reminders on ventilation.</p> <p><b>Update February 2021</b></p> <p><a href="#">Contingency framework: education and childcare settings (excluding universities)</a></p>			
<p><b>Pupils unable to understand COVID-19 control measures.</b></p>	<p>Campus users exposed to COVID-19</p>	<ul style="list-style-type: none"> <li>Staff to reinforce key messages throughout the school day and build into routine.</li> <li>Build hand washing into the routine of the school day: <ul style="list-style-type: none"> <li>On arrival</li> <li>After using the toilet</li> <li>Before and after break</li> <li>Before and after lunch</li> <li>Before leaving school</li> </ul> </li> <li>Consistent reminders and positive reinforcement to students regarding key control measures: <ul style="list-style-type: none"> <li>Social distancing</li> <li>Cough/sneeze into tissue</li> <li>Washing hands</li> </ul> </li> <li>Staff and students to avoid bringing additional items from home into school unless absolutely necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Key messages to be relayed on Wed, Thu, Fri, 26<sup>th</sup> to 28<sup>th</sup> August.</li> <li>Lanyards system introduced to make identification of bubble groups easy.</li> </ul> <p>Wash hands regularly, Cough/sneeze into tissue, bin tissue. Do not attend if symptomatic. 12 x additional hand wash stations are available externally.</p> <p>Hand sanitiser in all classrooms and entrances to buildings. Hand pump dispensers added in October.</p>	All staff		

			<p>October - handwash stations removed due to lack of use. Hand sanitiser bulk purchased.</p> <p>November</p> <p>Video shared with students <a href="https://vimeo.com/455704121/01b3eea402">https://vimeo.com/455704121/01b3eea402</a></p>			
<p><b>Coming into contact with individuals who are unwell</b></p>	<p>Staff, pupils, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 7 days.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate for at least 10 days and will not be in school.</li> </ul>	<p>Visitors are politely asked if they have any symptoms before coming to site and on arrival.</p> <p>Update</p> <p>Message reinforced with parents by letter repeatedly by WTE</p>	<p>Reception staff</p> <p>SWA</p> <p>WTE – letter to parents</p> <p>DLE/KLE/MTO</p>		
<p><b>A pupil shows symptoms of COVID19 whilst in school</b></p>	<p>Staff, pupils, visitors and contractors.</p> <p>Reduced infection control which may result in</p>	<ul style="list-style-type: none"> <li>A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required.</li> </ul>	<p>Original guidance</p> <p>PHE will be publishing revised guidance for non-health care settings by the end of the summer term*<b>delete windows open if</b></p>			



	<p>spread of COVID19</p>	<ul style="list-style-type: none"> <li>• PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>• The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>• Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul>	<p><b>conference room used, insert air con to be operational at all times.</b></p> <p><b>Update</b></p> <p>Remote learning accessible for all students through the google classroom. IT equipment available for any students to borrow who are isolating and do not have access to the Internet or suitable equipment.</p> <p><b>30/11/2020</b> Pupils awaiting collection are isolated in the conference room with air con on. Staff have received guidance on the need for PPE. Daytime cleaning staff are notified as soon as the symptomatic student leaves site. Hand sanitiser available for all first aiders.</p> <p><b>Update February 2021</b></p> <p>IT for remote learning position @ 01/02/2021</p> <p>With the govt chrome books</p>			
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			<p>-loaned out 33</p> <p>- waiting a further 21</p> <p>14 PP students joined waiting list, KLE distributing w/c 01/02/2021</p> <p>Funding secured for a further 40 Chromebooks through a charity called 'Community Chest Funding'.</p> <p>During partial opening (Starting January 2021) it has been communicated to parents that students will only be allowed to site if there is no other option for childcare. The campus is currently below LA and national average for attendance.</p>			
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors. Reduced infection control which may result in	<ul style="list-style-type: none"> <li>• Staff are encouraged to cycle or walk to work.</li> <li>• Reverse parking only where practicable.</li> <li>• Courtesy when alighting cars to maintain 2m distance.</li> </ul>	All car parking spaces are to be used. Staff to respect social distancing. Both bus bays (on either side of the drive) are to be left clear during full opening.	All Staff HSM to notify staff		

	spread of COVID19		No exit from site from 3.10 until buses have left, during full opening. <b>September</b> Staggered end to the day introduced with alternate buildings exiting 10 minutes early, during full opening.			
<b>Groups arriving and leaving school (Start and end of the day)</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Free periods are condensed or staggered</li> </ul>	Staggered start to the day happens naturally, during full opening. Free periods are to be controlled by students given specific zones for occupation Parents will be discouraged from congregating at entrance gates <b>September</b> Staggered end to the day introduced with alternate buildings exiting 10 minutes early (operational during full opening).	Letter from WTE		
<b>Use of public transport/school buses</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in	<ul style="list-style-type: none"> <li>Pupils and staff are encouraged to cycle or walk to work.</li> <li>Establish robust communication links with transport provider. Meeting in preparation of re-opening to confirm operational controls</li> </ul>	DLE to contact bus companies to ascertain their hygiene regimes to include hand sanitiser upon boarding and disembarking, increased cleaning of buses. Students to sit in bubble groups on buses.	DLE  WTE		

	spread of COVID19		<p>Social distancing for queues will be achieved by using both sides of the driveway.</p> <p>See separate document for transport guidance.</p> <p>Staff and students encouraged to walk/cycle/park off campus</p> <p><a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <p><b>Update</b></p> <p>All students using school buses must wear facemasks for the duration of the journey and remain in allocated seats. Pastoral team focus on instructing students.</p> <p>Update January 2021</p> <p>School buses not operational during partial opening.</p>			
<b>Doffing face masks/coverings on arrival at school</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly.</li> <li>Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands</li> </ul>	<p>Face masks/covering should be doffed, as in the further controls, if wearing to travel in any circumstances, i.e. car, walking</p> <p><b>Update</b></p> <p>Bins provided around bus waiting bays for disposal of masks. Hand</p>			

		<p>immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin.</p> <ul style="list-style-type: none"> <li>• Reusable face coverings are placed in a plastic bag that can be taken home with them.</li> <li>• Hands are washed again before heading to their classroom.</li> </ul>	<p>wash stations removed due to lack of use. Hand sanitiser available at all entrances to buildings and on buses.</p> <p>January 2021 students advised to wear face masks in all lessons.</p>			
<b>Visitors to site</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Visitors to site are restricted.</li> <li>• Only visitors with prearranged appointments are allowed on site.</li> <li>• Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> </ul>	<p>Visitors must use the hand sanitiser provided.</p> <p>Visitors will not be admitted without prior appointment, signage to notify is on the entrance barrier. Message to be reinforced by letter home to parents. Screens are erected to protect reception staff.</p> <p>Social distance markings are on reception floor. Staff MUST not use reception as an entrance/exit.</p> <p>Signing in procedures to include the contact details of individuals for NHS Test &amp; Trace purposes.</p> <p><b>Update</b></p> <p>Sheltered box provided outside reception for parents to deposit items for students to collect.</p>	<p>Reception staff</p> <p>DLE</p> <p>ALL staff</p>		

<p><b>Use of toilets</b></p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<p>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</p>	<p>Different groups do not need to be allocated their own toilet blocks, but toilets will be cleaned regularly (P9). Pupils must be encouraged to wash their hands after using the toilet. Signage to be visible in all toilets</p>	<p>All staff HAL</p>		
<p><b>Staff experience violence, verbal abuse and aggression from parents, pupils, visitors etc</b></p>	<p>Staff and pupils may suffer stress, anxiety and physical injuries if abusive incidents occur</p>	<p>Adequate supervision and awareness of pupil behaviours at all times. Awareness of safeguarding reporting procedures and DSLs Parents etc informed abusive behaviour will not be tolerated</p>	<p>Staff to be aware of Behaviour Policy  All incidents where staff experience violence, verbal abuse or aggression MUST be reported to GGO.</p>	<p>GGO All Staff</p>		
<p><b>Social distancing not being carried out within the classroom.</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Arrangements for the day are communicated to staff, pupils and parents/guardian.</li> <li>• Staff and pupils remain in small groups/bubbles.</li> <li>• Consistent groups/bubbles are maintained as far as is reasonably practicable</li> <li>• The group distance themselves from other groups.</li> <li>• Staff remain at the front of the class, as far as is reasonably practicable and 2m apart from pupils and colleagues.</li> </ul>	<p><b>Original guidance</b> DfE guidance for music activities will be published shortly. Communication of expectations through induction days on Weds,Thur, Fri. 26 – 28 August. 2m distance tape round all teacher stations. Desks in all classrooms to be positioned facing front of room. Students to be in ‘Year Group Bubbles’, all P16 will be in 1 bubble. Students and staff may wear face coverings if they choose to. The Library will be accessible to students</p>	<p>CHU  SWA  SNO</p>		

		<ul style="list-style-type: none"> <li>• Staff and pupils avoid face to face contact.</li> <li>• Desks are placed as far apart as possible.</li> <li>• Pupils are seated side to side and face forward.</li> <li>• Workshop/laboratories are organised to maintain space between desks/benches.</li> <li>• Any equipment used is cleaned frequently and meticulously between groups/bubbles or rotated to allow them to be left unused and out of reach for 48hrs (72 hrs for plastics).</li> <li>• Staff and students to wear face coverings for all practical activities undertaken in science.</li> </ul>	<p>by invitation of the Librarian. Screens erected between computer islands. Waiting bays designated externally for safe entrance to classrooms. Individual, site specific risk assessments should be undertaken for science, D&amp;T and PE departments.</p> <p><b>Update</b></p> <p>Students instructed to wear face coverings for all practical lessons. Cleaning team deployed throughout day and available to assist with cleaning equipment.</p> <p><b>Update February 2021</b></p> <p><a href="https://get-help-with-remote-education.education.gov.uk/">https://get-help-with-remote-education.education.gov.uk/</a></p> <p>Practical lessons not happening during partial opening.</p> <p>Guidance given to staff -</p> <p><a href="#">On Site Protocols</a></p>			
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			<p>As far as possible staff have been deployed consistently with the same groups of learners to reduce transmission, staff on site should follow the guidance above for on site protocol.</p> <p>Track &amp; Trace system established to identify close contacts of positive cases during full and partial opening. Close contacts identified through seating plans and use of MintClass. During partial opening should a positive case be identified the likelihood is the whole class would be sent home to self isolate.</p>			
<b>Sharing equipment</b>	<p>Staff, pupils, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Pupils do not share equipment.</li> <li>• Teaching resources are discouraged/not removed from the setting</li> <li>• Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>	<p>Letter to parents to emphasise need for students to bring own equipment.</p> <p>Cleaners on site through day to clean equipment. See cleaning action plan <a href="#">Cleaning Action Plan August 2020.docx</a></p> <p>All staff issued with packs of sanitising wipes to keep workstations clean and issued with visors.</p>	<p>WTE</p> <p>SWA &amp; SHI</p>		



<p><b>Social distancing not being carried out at break times</b></p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Break times are staggered and timings identified and communicated.</li> <li>• Pupils to wash hands before and after eating/drinking.</li> <li>• All groups/bubbles clearly identified and maintained and not mixed.</li> <li>• Movement around school via a one-way system where possible.</li> <li>• Allocation of dedicated areas outside for small groups/bubbles.</li> <li>• Levels of supervision considered, and additional information needed for supervisors.</li> <li>• Procedures identified when First Aid is required.</li> <li>• Activities considered, and the range of equipment reduced to minimise risk.</li> <li>• Arrangements for the cleaning of equipment following activities/between small group use and by whom.</li> <li>• Arrangements for 'wet breaks' considered.</li> </ul>	<p>Students zoned for staggered break times with designated eating and recreation areas. Additional duties for staff.</p> <p>12 x additional wash hand basins will be available externally.</p> <p>P16 students must enter classrooms externally and not travel on the inside of the buildings. Students will not have access to lockers for at least the first half term.</p> <p>Movement around campus updated to allow for more bodies on site and different use of areas (eg B hall).</p> <p>Students to be sent to B reception for first aid needs as normal.</p> <p>Wet play procedures to be clarified.</p> <p>Guidance states not a requirement to identify different toilets for different groups but toilets to be cleaned regularly, after 9am, after break and after lunch (student &amp; staff). Posters to encourage hand washing.</p> <p><b>October</b></p>	<p>SLT All staff GGO MCH</p>		
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		<ul style="list-style-type: none"> <li>• Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored.</li> <li>• Hand washing arrangements/use of sanitiser provision.</li> <li>• Flexibility on length of breaks</li> <li>• How these periods are monitored for effectiveness and how issues are reported.</li> </ul>	<p>Handwash stations removed due to lack of use. Hand sanitiser provided in all classrooms and at entrances to buildings. Students are supervised at break and lunchtimes to ensure hands are sanitised.</p> <p>Wet break guidance issued <a href="#">Wet Break guidance</a></p> <p><b>Update</b></p> <p>Sign off sheets introduced in classrooms for cleaners to indicate when a room has been cleaned.</p>			
<p><b>Social distancing not being carried out at lunch time</b></p>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• All the potential control measures suggested for break times.</li> <li>• Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. Hand cleaning facilities to be available upon entering and exiting the hall/dining area.</li> <li>• Pupils to enter hall/dining area within their group/bubble maintaining social distancing wherever possible</li> </ul>	<p>See all measures above for break time.</p> <p>See Catering Action Plan <a href="#">Catering Action Plan COVID.docx</a></p> <p>Students to clear own area, as normal, after eating.</p> <p><b>Update</b></p> <p>Dining areas to be sanitised in between bubble use. Students access dining areas in their bubble groups. Disposable cutlery and containers used.</p>			

		<ul style="list-style-type: none"> <li>• Tables to be cleaned between group use.</li> <li>• Layout of areas for hot dinners with numbers calculated to maintain social distancing wherever possible</li> <li>• Procedures for the serving of hot dinners to maintain social distancing. For example, queuing, consider floor markings.</li> <li>• Cutlery and plates etc. not to be shared.</li> <li>• How will plates, cutlery and food be provided/removed and by whom. What protective equipment will be worn.</li> <li>• Arrangements for the cleaning of the area following the consumption of food.</li> <li>• Consider the arrangements for packed lunches. If this is not possible within their own small group in the hall then is there another area possible.</li> <li>• Cleaning regimes to be established for after eating packed lunches, wherever this may be</li> </ul>	<p>Outdoor eating spaces provided for year groups.</p> <p><b>Update January 2021</b> During partial opening no catering facilities provided by campus. Students bring their own pack lunch.</p>			
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<p><b>Social distancing not being carried out at pick up</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance.</li> <li>• One-way systems are used around the site.</li> <li>• Signage is installed i.e.</li> </ul>  	<p><b>See transport specific guidance</b></p> <p>Guidance for parents coming on to campus included in letter to Y7 parents.</p> <p>Movement around campus controlled and reviewed.</p> <p>Signage displayed internally.</p> <p><b>Update</b></p> <p>Staggered end to day introduced with buildings leaving 10 minutes apart.</p> <p>Staff supervise exit to site and ensure students do not linger.</p>			
<p><b>Risk of transmission due to outdoor play/PE and Music</b></p>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Play equipment/PE Equipment is cleaned and disinfected between each “bubble/group” of users, if this cannot be achieved then the equipment should not be used. Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine.</li> <li>• Resources that are shared between groups or bubbles, such as</li> </ul>	<p>Fixed play equipment (playtrail) to be limited to use of year 7 only. <a href="#">COVID-19: Guidance for managing playgrounds and outdoor gyms</a></p> <p>Students to wash hands before and after break and lunchtime.</p> <p><b>PE</b></p> <p>A level PE will be theory based and groups are small enough to maintain social distancing</p>	<p>SWA FL LSH</p>		

		<p>sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups.</p> <ul style="list-style-type: none"> <li>• Teacher ensuring social distancing is in place.</li> <li>• Only allow one bubble/group within a specific outside area at any one time. Students to be kept in consistent groups for PE.</li> <li>• Contact sports will be avoided.</li> <li>• Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>• Minimise contact between individuals and maintain social distancing wherever possible.</li> </ul>	<p>CNAT Sport groups in Y10 &amp; Y11 will be theory based for the first half term.</p> <p>GCSE PE groups will continue with theory lessons. Y10 &amp; Y11 will do athletics.</p> <p>CORE PE will follow activities which can run under current restrictions. All practical lessons will be outside where possible.</p> <p>WiFi quality to be ensured in B PE offices.</p> <p>SWA to assign a cleaner to work specifically with each practical subject (where necessary) during lesson change to clean equipment.</p> <p>FLs to provide schedule of necessary cleaning times and rooms eg bubble change overs.</p> <p>Additional hand sanitiser to be provided for all practical subjects.</p> <p>12 x additional wash hand basins provided externally.</p>			
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		<ul style="list-style-type: none"> <li>• All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</li> <li>• Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene.</li> <li>• Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene.</li> </ul> <p><b>MUSIC</b></p> <ul style="list-style-type: none"> <li>• There may be an additional risk of infection when singing, chanting, playing wind/brass instruments or shouting. Implement additional actions to reduce risk, including:             <ul style="list-style-type: none"> <li>• Physical distancing between students</li> <li>• Playing outside wherever possible</li> <li>• Limiting group size to 15 pupils</li> </ul> </li> </ul>	<p><b>Update</b></p> <p><b>Music</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school</a></p> <p>Handwash stations removed due to lack of use. Hand sanitiser in all classrooms and building entrances. Wet weather has seen the playtrail taken out of action as students cannot be on grass areas.</p>			
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		<ul style="list-style-type: none"> <li>• Position pupils back to back or side by side</li> <li>• No sharing of instruments</li> <li>• Ensure good ventilation</li> <li>• Avoid singing and playing wind instruments in larger groups.</li> </ul>				
<b>Carrying out 1<sup>st</sup> aid</b>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with</p>	<ul style="list-style-type: none"> <li>• A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance (link at end of document).</li> <li>• If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them.</li> <li>• Persons who have symptoms will isolate for 10 days and will not be in school.</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves.</li> <li>• Nitrile Gloves conforming BSEN455 will be worn to deliver first aid.</li> </ul>	<p>Training session held with all first aiders to ensure they follow guidance. Conference room designated as holding area for students displaying symptoms.</p> <p><b>Update</b> Track &amp; Trace system introduced for first aid records and All symptomatic staff and students.</p>			

	<p>COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> <li>• Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>• The first aider will cover any cuts on their hands with water proof plasters.</li> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</li> <li>• A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR.</b></li> <li>• After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million</li> </ul>				
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		<p>(1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue.</p> <ul style="list-style-type: none"> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>• First aiders have been given information on how to correctly don and doff their PPE.</li> <li>• No food will be stored or eaten in the first aid room.</li> <li>• After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at</li> </ul>				
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		<p>least 20 seconds before commencing any further work.</p> <ul style="list-style-type: none"> <li>• There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</li> <li>• The room is well ventilated at all times.</li> </ul>				
<p><b>Intimate care</b></p>		<ul style="list-style-type: none"> <li>• The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle</li> </ul>	<p>See all guidance above for first aid.</p>			

		<p>them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> <li>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include:</li> </ul> <p>Gloves, Goggles, Apron, Mask, Visor</p> <ul style="list-style-type: none"> <li>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR.</b></li> </ul>				
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		<ul style="list-style-type: none"> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>• If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• The room is well ventilated at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Aprons, nitrile/latex disposable gloves and splash resistant goggles have been procured.</li> </ul>			
<p><b>Pupils identified as at increased risk and exposed to COVID-19</b></p>	<p>All campus users</p>	<ul style="list-style-type: none"> <li>• <del>From 1<sup>st</sup> August 2020 pupils who are deemed extremely clinically vulnerable can return to school.</del></li> <li>• <del>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</del></li> </ul>	<p><a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></p> <p>First Aid Team – be aware some pupils who generally remain under</p>	<p>First Aid Team</p>		

		<ul style="list-style-type: none"> <li>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</li> <li>First Aid Team to communicate appropriately with most vulnerable children and update health care plans where necessary.</li> <li>Additional arrangements implemented to support medical needs and documented in Health Care Plan. Updated plan communicated to relevant people. Updated plan to be signed by parent/carer.</li> </ul>	<p>the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). If a student is unable to attend school because they are complying with clinical/public health advice, they must be immediately offered access to remote education.</p> <p><b>Update January 2021</b> See guidance above for this group of students</p>			
<b>Staff identified as at increased risk and exposed to COVID-19</b>	All campus users	<ul style="list-style-type: none"> <li>From 1<sup>st</sup> August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace.</li> <li>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</li> <li>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</li> </ul>	<p><a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></p> <p><a href="#">Local restriction tiers: what you need to know</a></p> <p>Individual risk assessments carried out in conjunction with employee and reviewed regularly.</p>	SLT/ Line Manager		

		<ul style="list-style-type: none"> <li>• SLT to discuss medical needs disclosed by staff and implement support mechanisms.</li> <li>• Consider if vulnerable employees can continue working from home, maintain full communication.</li> <li>• Arrangements implemented to support additional needs of staff attending school must be documented within an individual risk assessment – (include expectant mothers- clinically vulnerable)</li> </ul>	<p>Individual vulnerabilities to be considered:</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Ethnicity</li> <li>• Sex</li> <li>• Underlying health condition</li> <li>• pregnancy</li> </ul> <p>Update All staff returned to school in August. Two CEV staff members went back into isolation for second lockdown.</p> <p><b>Update February 2021</b> On return to campus in January 2021 another period of partial opening means staff are instructed to work from home wherever possible. See guidance above for Clinically extremely vulnerable * clinically vulnerable staff.</p>			
<p><b>Social distancing not being carried out during the use of Staff facilities and by staff</b></p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in</p>	<ul style="list-style-type: none"> <li>• Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible</li> <li>• Consider the use of another room in addition to usual one</li> </ul>	<p>Staff MUST not congregate in corridors to hold conversations.</p> <p>Staff must ensure social distancing principles are employed in office spaces, by using alternative work</p>	All Staff		

	spread of COVID19	<ul style="list-style-type: none"> <li>• Staggering of break times to reduce numbers</li> <li>• Use of signs to inform of hand washing prior to entering and exiting /using facilities.</li> <li>• Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>• Shared crockery and cutlery are removed.</li> <li>• Reusable sponges are removed</li> <li>• Cleaning of room between use</li> <li>• Operation of dishwasher/water dispensers' procedures displayed</li> <li>• All staff are required to wash their hands at regular intervals throughout the day.</li> </ul>	<p>areas (eg classrooms). Sanitising wipes and hand sanitiser to be made available in all office spaces where there is the potential for hot desking.</p> <p>Guidance to be given to all staff on 24 August of full expectations.</p> <p>All staff meetings to be held at a social distance where practicable or by Google Meet.</p> <p>No room bookings will be made during September</p> <p>Staffroom rearranged to ensure social distancing.</p>			
<b>Social distancing not being carried out during Catering provision</b>	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors Reduced infection control which	<ul style="list-style-type: none"> <li>• Hand cleaning facilities to be available upon entering hall and when leaving</li> <li>• Confirm how pupils will receive their meals. Queuing or brought to them. (Meals may be pre-packed)</li> <li>• Checking that all pupils' food allergy information is up to date</li> <li>• Service arrangements</li> </ul>	<p>Catering will be zoned so that each year group bubble access a single dining area.</p> <p>Break &amp; Lunches will be split by year group to ensure minimum contact between bubbles</p> <p>Water fountains will not be accessible</p>			

	may result in spread of COVID19	<ul style="list-style-type: none"> <li>Facilities to stagger service times to avoid congestion and contact</li> <li>Clearing of dining room following each service including equipment used and the cleaning of that equipment including chairs, tables and door handles</li> </ul>	<p><a href="#">Working safely in food processing and production settings (easy-to-translate version)</a></p> <p><a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p> <p>See Catering Action Plan <a href="#">Catering Action Plan COVID.docx</a> October Instruction to sanitise tables between sittings reinforced with catering team.</p>			
<b>Assembly</b>	Staff and pupils  Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Assemblies are not to take place.</li> <li>Head/teaching staff addresses individual groups, within their classroom.</li> </ul>	Assemblies to be provided using Google Meet.			
<b>Cleaning</b>	Reduced infection control which may result in	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc.</li> </ul>	Increase hours of cleaning staff to enhance the cleaning regime with staff on site throughout day with robust schedule to follow, to include			



	<p>spread of COVID19</p>	<p>are all thoroughly cleaned and disinfected regularly.</p> <ul style="list-style-type: none"> <li>• A record of each cleaning/disinfecting activity is recorded to include what has been cleaned, by who, when and how.</li> <li>• Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting.</li> <li>• Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>• disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be checked and replaced as</li> </ul>	<p>hand contact points, teaching materials, surfaces, shared areas used by different groups and toilets.</p> <p><a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a></p> <p>SHI &amp; HAL to be responsible for maintaining supplies of cleaning products and COVID related resources (tissues, sanitiser, PPE etc)</p> <p>Bins to be emptied throughout the day.</p> <p>Ensure all cleaning staff are familiar with risks from hazardous substances from cleaning products COSHH. Ensure consideration is given to products to be used in classrooms. See cleaning action plan <a href="#">Cleaning Action Plan August 2020.docx</a></p> <p>November</p>	<p>SHI &amp; HAL</p> <p>SHI</p>		
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		<p>needed by the Premises Officer and cleaning staff.</p> <ul style="list-style-type: none"> <li>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.</li> <li>Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly.</li> </ul>	<p>Cleaning monitoring schedules introduced in all areas for cleaners to sign off when room cleaned, monitored by cleaning supervisor. Due to spike in cases all staff and classrooms provided with sanitisers and cleaning cloths. Site team deep cleaning rooms when free.</p>			
<b>Carrying out daily</b>	Staff and pupils.	<ul style="list-style-type: none"> <li>General maintenance is carried out when the school is closed</li> </ul>	SWA and Premises team to observe guidance.			

<p><b>building maintenance</b></p>	<p>Reduced infection control which may result in spread of COVID19</p>	<p>to staff and pupils. (See lone working risk assessment).</p> <ul style="list-style-type: none"> <li>• Only essential maintenance is carried out during school opening hours.</li> <li>• Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>• If practicable, social distancing is maintained throughout working procedures.</li> </ul>	<p><b>Update January 2021</b> Contractors on site to complete works under CIF bid regulations to meet deadlines. Areas being worked in are cordoned off. Risk assessment in place for contractors including COVID measures. SLT observe contractors to ensure protocols are being carried out and if not reports made to consultants.</p>			
<p><b>Building reopening after full or partial closure during COVID19</b></p>	<p>Staff, pupils, visitors, contractors. Legionella Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Hot and cold-water systems are flushed before the school reopens.</li> <li>• Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications.</li> </ul>	<p>Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance. All air conditioning units serviced August 2020. <b>Update</b> Air con contractor contacted and guidance receive re safe operation.</p>			
<p><b>Contractors working on site</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p>	<ul style="list-style-type: none"> <li>• Essential or emergency contracted work is carried out when the school is closed to staff and pupils.</li> </ul>	<p>SWA to make contractors aware of processes before inviting to site  <b>Update January 2021</b></p>	<p>SWA</p>		

	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> <li>Records of contractor's details should be kept for 21 days to assist with track and trace if necessary.</li> </ul>	Contractors on site to complete works under CIF bid regulations to meet deadlines. Areas being worked in are cordoned off. Risk assessment in place for contractors including COVID measures. SLT observe contractors to ensure protocols are being carried out and if not reports made to consultants.			
<b>Emergency procedures</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> <li>Safe egress from classrooms must be considered during any reconfiguration of room layout.</li> </ul>	Normal fire evacuation procedures remain in place, during full opening, with evacuation to the astroturf and tennis courts. Fire evacuation procedure reviewed by HSM & SWA.  <b>Update January 2021</b> During partial opening students and staff evacuate as normal to astroturf, Premises Officers sweep buildings.  <a href="#">Fire Emergency Evacuation Plan 2020-21.docx</a>			

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

**Source:**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> (16th June)

**Guidance for full opening: schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**Legionella risks during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

**Air conditioning and ventilation during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

**Guidance for food businesses on coronavirus (COVID-19)**

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

**Coronavirus (COVID-19): safeguarding in schools, colleges and other providers**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

**Children who should be advised to 'shield'**

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

**Coronavirus (COVID-19): safer travel guidance for passengers**

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Testing and tracing for coronavirus**

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

**COVID-19: guidance for households with possible coronavirus infection**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

**Coronavirus (COVID-19): getting tested**

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

**Contacts: PHE health protection teams**

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

- **Source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**  
 Leicester City : [icrs.service@leicester.gov.uk](mailto:icrs.service@leicester.gov.uk)  
 Leicester County: [enquirylinequality&contracts@leics.gov.uk](mailto:enquirylinequality&contracts@leics.gov.uk)  
 Rutland: [PPE@rutland.gov.uk](mailto:PPE@rutland.gov.uk)

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> <li>1. Child displays symptoms with CV19</li> <li>2. Child from teaching group who has been sent home becomes confirmed case.</li> <li>3. Staff becoming ill and self-isolating.</li> </ol>
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All contacts in that teaching group to be sent home and told to self-isolate for 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures is well understood.</li> </ol>



<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<p>Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording.</p> <p>Follow guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> Consider reallocating staff or capacity of school to remain open.</p> <p>Consult with LA and/or Trust on closure.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	

Risk Assessor (s) Name(s):	Helen Smart	Risk Assessor(s) Signature (S):		
	Steve Ward			
	Hannah Alderson			
Authorised By:		Authoriser Signature:		<b>Initial</b>
Date Conducted:		Date of Next Review:	W/C 4 JANUARY 2021	
		Date of Review:	30/11/2020	HSM
		Date of Review:	30/10/2020	HSM
		Date of Review:	30/09/2020	HSM

Date of Review:		
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Potential Severity of Harm	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
<b>Likelihood of Harm Occurring</b>				

Risk Rating Definitions	
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.

<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.