

Risk Assessment:	Children & Young Peoples' Services Department			
Activity or site:	COVID-19: Primary School from September 2021 This generic assessment should be reviewed and amended to suit the particular circumstances of the school/setting, as each school/setting's circumstances will be slightly different. The control measures, if followed, will effectively reduce risks in school and create an inherently safer environment.			
Date of assessment:	September 2021	Approved by:	Craig Hewitt	Review date: As changes occur

This risk assessment should be produced and read in conjunction with the [Mass Asymptomatic Testing: Schools and Colleges Risk Assessment](#)

<ul style="list-style-type: none"> • What to do if a Pupil is Displaying Symptoms of Coronavirus (COVID-19) • Safe Working in Education, Childcare and Children's Social Care Settings, including the use of Personal Protective Equipment (PPE) • COVID-19: Cleaning in Non-Healthcare Setting Outside the Home • Face Coverings in Education • Children of Critical Workers and Vulnerable Children who can Access Schools or Educational Settings • Providing School Meals during the Coronavirus (COVID-19) Outbreak • Coronavirus (COVID-19) Safer Travel Guidance for Passengers • Use of the NHS COVID-19 App in Education and Childcare Settings • Protective Measures for Holiday and After School Clubs, and other Out of School Settings during the Coronavirus (COVID-19) Outbreak • Coronavirus (COVID-19) Initial Teacher Training (ITT) 	<ul style="list-style-type: none"> • COVID-19 Induction for Newly Qualified Teachers Guidance • Coronavirus (COVID-19): Test Kits for Schools and FE Providers • Mass Asymptomatic Testing: Schools and Colleges • Schools coronavirus (COVID-19) operational guidance <p>Early Years and Special School Settings to refer to specific guidance for their provisions and amend this model assessment as necessary</p> <ul style="list-style-type: none"> • Actions for Early Years and Childcare Providers during the Coronavirus (COVID-19) Outbreak • Guidance for Full Opening: Special Schools and Other Specialist Settings • Guidance for Special Schools, Specialist Post-16 Providers and Alternative Provision during the National Lockdown • Mass Asymptomatic Testing in Specialist Settings
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and should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. This assessment must be communicated to all employees on a recorded basis.

List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate:

<ul style="list-style-type: none"> • Making your Workplace COVID-Secure during the Coronavirus Pandemic (HSE) • Talking with your Workers about Preventing Coronavirus (HSE) • Infection at Work: Controlling the Risk (HSE) • INDG136 Working with substances hazardous to health: A brief guide to COSHH 	<ul style="list-style-type: none"> • INDG173 Personal protective equipment (PPE) at work: A brief guide • HSG53 Respiratory Protective Equipment at Work: A Practical Guide • HSG262 Managing Skin Exposure Risks at Work
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What are the hazards? Don't forget long term health hazards	Who might be harmed and how? Identify groups of people and how the hazard could cause them harm	Current control measures List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	Any additional control measures required	Date Actioned
Planning and Communication				
Inadequate planning and organising	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> • Health and safety compliance checks will be undertaken by Headteacher/Site Manager before opening. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Timetable refreshed for each year group to consider which lessons or classroom activities will be delivered, which lessons or classroom activities could take place outdoors. • Headteacher to keep up to date with the latest government guidance and adjust working practices as required. • Staff briefed on the control measures within this risk assessment and changes to policies and procedures. • Rigorous checks carried out by the Headteacher to ensure that all the necessary procedures are being followed. • Governing Body, Parents, Staff and Unions consulted when agreeing the best approaches for the circumstances, with regular opportunities for feedback on the new arrangements. • Close working with the Local Authority. • Headteacher or member of Senior Leadership Team to be present around the school during the early part of wider opening to pick up on any issues or problems and support and reassure staff and children. • Visitors including Specialists, therapists, clinicians, other support staff for pupils with SEND and Peripatetic staff will be briefed on visitor protocols, including: physical distancing and hygiene procedures for the school site on or before arrival. • Before and after school clubs will be subject to a separate risk assessment using the DFE guidance on Protective measures for out of school settings during the Coronavirus (COVID -19) outbreak. • Staff Handbook revised and re-issued to all staff. • Business Continuity Plan revised to include local lock downs. • Close working with health professionals, the LA and other services to ensure that the needs of children with medical conditions are fully supported. 	<ul style="list-style-type: none"> • Contingency plans could include the need to re-introduce maintaining social distancing and one-way systems 	

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		<ul style="list-style-type: none"> Monitoring systems in place to make sure that all building users are following the controls put in place, eg, following hygiene procedures, washing hands etc. 		
Inadequate Communication of Plans in relation to COVID-19	<ul style="list-style-type: none"> Staff Children & Young People Parents & Carers Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) Vulnerable Groups <p><i>(may feel tension and stress, and may not trust and co-operate with management, as a result of poor communication and not knowing what arrangements have been put in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> Plans for the building use clearly communicated to staff, including what protective steps have been taken to make it a low risk place of use (for example, safety measures, timetable changes). Signage provided to identify which entrances, exits and circulation routes to use. Meetings to remain by appointment only. Plans for September opening clearly communicated to parents and carers, Signage displayed at entrance points to the building asking individuals with symptoms not to enter the premises. To reiterate the kind of symptoms to look out for. Parents informed that if their child needs to be accompanied to the school/setting, only one parent should attend. Staff, parents, children and young people informed of their allocated drop off and collection times and the process for doing so. Signage will be used to guide parents and carers to drop off/collection points. Staff, parents, children and young people briefed and signage provided to identify which entrances, exits and circulation routes to use. Parents instructed that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which will be conducted safely); Signage is in place to reinforce these messages at the school gate. Children will be taught in age appropriate ways about Coronavirus, how it is spread and how they can play their part in keeping everyone safe. For young children this will be done through age appropriate methods such as games and stories. Parents, children and young people provided with details of free education resources such as e-Bug and PHE schools resources. Parents, children and young people made aware of recommendations on transport to and from the school/setting (including avoiding peak times), following the Coronavirus (COVID-19): safer travel guidance for passengers. 	<ul style="list-style-type: none"> Expectations of social distancing will be re-established and communicated to all staff and relevant pupils, were contingency plans are required due to an outbreak of covid-19. Contingency plans could include the need to re-introduce staggered arrival and departure times. Contingency plans could include the need to re-introduce social distancing for parents at the gates and the wearing of face coverings whilst on school grounds. 	

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<p>Don't forget long term health hazards</p>	<p>Identify groups of people and how the hazard could cause them harm</p>	<p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> <ul style="list-style-type: none"> • Early consultation and communication undertaken with contractors and suppliers that will need to prepare to support the school's/setting's plans for opening (eg, cleaning, catering, food supplies, hygiene suppliers). • Additional cleaning requirements discussed with cleaning contractors or staff, with additional hours agreed to allow for this. 		
Hygiene and Infection Control				
<p>Individuals displaying Symptoms of Coronavirus (COVID-19) whilst attending the school premises and spreading the virus to others</p> <p>Most common symptoms of COVID-19 are:</p> <ul style="list-style-type: none"> ➤ A new and persistent cough; or ➤ A high temperature; or ➤ A loss of or change in, their normal sense of taste or smell (Anosmia) 	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract Coronavirus COVID-19 infection which spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor</i></p>	<ul style="list-style-type: none"> • Current Government guidance is being followed to minimise contact with individuals who are unwell with (COVID-19) symptoms, or who have someone within their household who is symptomatic, by ensuring they do not attend school. • Any children/young persons, staff and other adults will be instructed to stay at home and self-isolate for at least 10 days if they: <ul style="list-style-type: none"> ➤ Are ill with Coronavirus (COVID-19) symptoms (in which case they will be advised to arrange to have a test if they haven't already done so and ensure members of their household isolate for 10 days also. This includes any siblings or members of their support or childcare bubble). ➤ Have tested positive in the last 10 days (even if asymptomatic); ➤ Have been advised by NHS Test and Trace or other healthcare professional to do so; ➤ Are required to self-isolate for travel-related reasons. • Staff and other adults who live in the same household as someone with COVID-19 or symptoms of COVID-19 must stay at home and self-isolate unless they are fully vaccinated or aged under 18 years and 6 months, • If a child/young person, staff member or visitor/contractor develops symptoms of Coronavirus COVID-19 whilst at the school/setting, they will be taken to the first aid room and supervised then sent home immediately, advised to follow the Government Guidance for Households with Possible or Confirmed Coronavirus (COVID-19), which requires them to self-isolate for at 		

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	<p><i>spaces and when people spend a lot of time together in the same room.</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal).</i></p> <p><i>The new variant appears to affect all ages, but there is no evidence to date of any changes in the severity of the disease among any age groups, including children and young people).</i></p>	<p>least 10 days and arrange to have a test as soon as possible to see if they have the virus.</p> <ul style="list-style-type: none"> • If a member of the household where an individual is isolating starts to display symptoms while self-isolating, they will restart the 10-day isolation period and book a test and If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they will also restart the 10-day isolation period from the day they developed symptoms. • Staff, parents/guardians and visitors will be instructed to inform the school immediately of the *results of any COVID-19 tests taken outside school. • Staff have been briefed on and understand the NHS Test and Trace process and of their ability to access priority testing as an essential worker. • Advice on the latest information updates are regularly issued or communicated via staff and pupil briefings and within letters/emails home to parents • Staff, or Visitors are instructed and regularly reminded not to attend the premises if they, or any member of their household are unwell and to follow the Government's Stay at Home: Guidance for Households with Possible or Confirmed Coronavirus (COVID-19) Infection, or if they have been advised to isolate by NHS Test and Trace because they have been in contact with a case. • Any close contacts of a positive case will be identified by NHS test and trace and asked to self-isolate and arrange to have a PCR test as soon as possible, unless: <ul style="list-style-type: none"> ➢ they are fully vaccinated (received the recommended doses of an MHRA approved COVID-19 vaccine in the UK and at least 14 days have passed) they are below the age of 18 years 6 months ➢ they have taken part in or are currently part of an approved COVID-19 vaccine trial. ➢ they are not able to get vaccinated for medical reasons. 		

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		<p><u>Isolation Room/ Pupil awaiting collection</u></p> <ul style="list-style-type: none"> • An Isolation Room will be identified for the isolation of any potentially infectious child/young person who cannot immediately leave the setting. • Where this is not possible, or there are multiple cases, these must be at least 2 m away from each other. • The Isolation Room and dedicated toilet facility will be appropriately signed to indicate when they are occupied/vacant or closed for cleaning purposes. • Appropriate adult supervision will be provided to care for any child in isolation, where required. • Procedures in place for responding to a suspected case of Coronavirus within the school/setting, following the Government guidance on 'What to do if a Pupil is Displaying Symptoms of Coronavirus (COVID-19)', • If the child/young person requires the toilet while awaiting collection, a separate toilet facility will be used, where possible, and this shall be thoroughly cleaned and disinfected using standard cleaning products before use by anyone else. • Appropriate PPE will be provided and worn by staff caring for any symptomatic child/young person whilst they await collection, if a distance of 2m cannot be maintained (ie, a very young child or child with complex needs) and for the provision of routine intimate care to children and young people. These include: <ul style="list-style-type: none"> ➢ A Fluid Resistant Surgical Face Mask (Type IIR) - if a distance of 2m cannot be maintained. ➢ Disposable gloves, plastic apron and a Fluid Resistant Surgical Face Mask (Type IIR) - if contact is necessary. ➢ Eye protection (ie, safety goggles or face shield) - if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Staff and other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds with soap and running water or use alcohol-based hand sanitizer (with more than 60% alcohol content). They will not be required to go home and self-isolate unless the symptomatic person tests positive; they develop symptoms themselves (in which case, 		

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		<p>they should arrange a test); or are requested to do so by NHS Test and Trace or PHE Advice Service/PHE Local Health Protection Team.</p> <ul style="list-style-type: none"> • Parent/legal guardians will be advised, upon picking up the child/young person, to get them tested and notify the school of the results. • Home Test kits are available in school, but will only be offered to individuals in the exceptional circumstance that it is believed an individual may have barriers to accessing testing elsewhere. • Once the pupil has left the premises, all surfaces and contact points the symptomatic pupil came into contact with shall be thoroughly cleaned and disinfected to reduce the risk of passing the infection onto other people. This will be undertaken in accordance with the Government's COVID-19: Cleaning in Non-Healthcare Settings Outside the Home guidance. • Routinely taking the temperature of pupils will <u>not</u> be undertaken, as this is an unreliable method for identifying Coronavirus (COVID-19). • All staff will receive training on infection control that gives them a good understanding of how Coronavirus (COVID-19) occurs and spreads, and how the risks can be mitigated. 		
Transmission of Coronavirus (COViD-19) due to Asymptomatic Persons being on the School site	<ul style="list-style-type: none"> • Staff • Students • Parents & Carers • Visitors (Contractors, Suppliers and support staff for Students with SEND etc.) • Vulnerable Groups <p><i>(may contract Coronavirus (COVID-19) due to asymptomatic persons being on school site putting them at risk and could result in some transmissions in schools going undetected. This is a particular concern</i></p>	<ul style="list-style-type: none"> • Staff including ancillary staff will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. • Students will not be tested with LFD's. The school will continue to work alongside government guidance. • Staff will be expected to record the findings of each test. • All site staff to work in agreed cohorts to mitigate the risk of transmission throughout the site. 		

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	<i>given high transmissibility of new variants).</i>			
Getting or spreading Coronavirus (COVID-19) by individuals not washing/sanitizing their hands, or not cleaning them adequately	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract or spread Coronavirus COVID-19 by not washing or sanitising their hands, or not cleaning their hands thoroughly.</i></p> <p><i>Coronavirus (COVID-19), including the new variant, is an easy virus to remove when it is on the skin using soap and running water or hand sanitiser)</i></p>	<ul style="list-style-type: none"> • Current Government guidance is being followed for all building users to clean their hands thoroughly more often than usual for at least 20 seconds. • Sufficient handwashing facilities available throughout the school for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, ie, paper towels/hand dryer. • Monitoring arrangements in place to ensure sufficient supplies of hand soap, paper towels and hand sanitiser are maintained. • Alcohol-based hand sanitiser stations (containing at least 60% alcohol) will be placed at building entrance/exit points, in either wall mounted or fixed floor mounted dispensers. Additional hand sanitiser will be located in classrooms and other learning environments where access to handwashing is not readily available. These will be replenished regularly. • 'Use hand sanitiser' safety sign and NHS 'alcohol hand rub hand hygiene technique – for visibly clean hands' posters displayed adjacent to hand sanitiser stations. • Children to be supervised whilst using alcohol-based hand sanitiser given the risks around ingestion. • Handwashing with soap and running water/hand sanitising is regularly scheduled into the school day. This is to continue for the foreseeable future. • All staff, children and young people and visitors will be reminded to: <ul style="list-style-type: none"> ➢ Frequently wash their hands with soap and water. ➢ Clean their hands: upon arrival at the school/setting, after using the toilet, when returning after breaks, after changing rooms, before and after eating (including snacks), after blowing their nose, sneezing or coughing and before leaving the school/setting. ➢ Avoid touching their mouth, eyes and nose, and to use a tissue when coughing or sneezing, following the NHS 'Catch it, Bin it, Kill it' approach. <p>Signage/posters reinforcing these messages will be displayed throughout the school/setting.</p>	<ul style="list-style-type: none"> • 	

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		<ul style="list-style-type: none"> • Children will be supervised to ensure they wash their hands correctly. Young children and pupils with complex needs, who may have trouble cleaning their hands independently, will continue to be supported by staff. Skin friendly skin cleaning wipes used as an alternative, where required. • Young children will be encouraged to learn and practice these good hygiene habits through games, songs and repetition. • Teachers have access to free resources and materials to encourage good hand hygiene via the e-Bug Coronavirus (COVID-19) website. 		
Getting or spreading Coronavirus (COVID-19) by not following or promoting good respiratory hygiene	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract or spread Coronavirus COVID-19 by not following or promoting good respiratory hygiene on the school premises)</i></p>	<ul style="list-style-type: none"> • Current Government guidance followed to ensure good respiratory hygiene by promoting the NHS 'Catch it, Bin it, Kill it' approach. • Posters are displayed that remind pupils and staff about the NHS 'Catch it, Bin it, Kill it' approach and importance of handwashing. These are displayed around the school, particularly by washbasins/toilets and at entry/exit points. • Sufficient numbers of tissues and non-touch, lined and lided bins, are available within the school to enable staff and pupils to follow the NHS 'Catch it, Bin it, Kill it' approach, with additional bins ordered as necessary. Swing top bins, if used, must be cleaned more frequently. • Younger children and those with special educational needs will be supported to maintain good respiratory hygiene and be taught that good respiratory hygiene is part of how the school operates. • Teachers have access to the e-Bug Coronavirus (COVID-19) website for free resources and materials to encourage good respiratory hygiene. • For pupils with complex needs, who would struggle to maintain good respiratory hygiene as their peers (eg, those who spit uncontrollably or use saliva as a sensory stimulant) a separate risk assessment will be completed to support those pupils and the staff working with them. • Monitoring arrangements in place to ensure sufficient supplies of tissues are maintained. • Bins are regularly emptied and disinfected. • A stock of fluid-resistant surgical masks are maintained and made available for staff who cannot socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms). 		

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Getting or spreading Coronavirus (COVID-19) by not cleaning, or not adequately cleaning surfaces, equipment and workstations adequately	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract or spread Coronavirus COVID-19 by touching a surface or object that has been contaminated with the virus when an infected person has coughed, sneezed or touched them, which has not been cleaned, or has not been adequately cleaned, and then touching their mouth, nose, or eyes)</i></p> <p><i>Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact)</i></p>	<ul style="list-style-type: none"> • Current Government guidance is being followed through the introduction of enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents • The cleaning schedule has been reviewed and, where necessary, additional staff hours have been provided. This includes: <ul style="list-style-type: none"> ➢ Increasing the frequency of cleaning, using standard cleaning products such as detergents and disinfectants, paying attention to all surfaces and objects, but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices, taps, kettles, fridges, microwaves, cupboards, keyboards and phones. ➢ As a minimum, wiping down frequently touched surfaces twice a day, and one of these will be at the beginning or the end of the working day. Cleaning will be more frequent in rooms and shared spaces which are used by a large number of people, at entrance and exit points, where people access handwashing and hand-sanitising facilities, and of frequently touched surfaces within bathrooms and communal kitchens. ➢ Cleaning of shared work areas, tools and equipment after each use by Staff using cleaning wipes or cleaning materials provided, where possible. • The School's Business Manager/Site Manager ensures delivery of the induction package to directly employed cleaning staff so that they fully understand their role in preventing the spread of Coronavirus. Where cleaning staff are provided by the Local Authority or other third party Cleaning Contractor, this will be conducted by the respective employer in consultation with the school and copies of their risk assessments will be reviewed and held on file at the school). • Rooms have been decluttered and difficult to clean items have been removed, to make cleaning easier and reduce the likelihood of contaminating objects. • Workstations are cleared at the end of the day or shift so that they can be properly cleaned. • The use of high-touch items and equipment, for example, printers or whiteboards, will be limited/restricted. • Where possible, non-touch and lined bins (eg, open-topped bin or foot-operated lids) will be provided throughout the school/setting for disposal of 		

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		<p>used tissues, which are emptied regularly throughout the day. Where swing top bins are in use, the lids will be cleaned frequently throughout the day. Additional bins will be provided where necessary.</p> <ul style="list-style-type: none"> • Disposable paper towels provided within staffroom and kitchen areas for drying hands/dishes. • Suitable cleaning materials will be provided and stock checks will be regularly undertaken with cleaning materials replenished as necessary. • PHE's Guidance on COVID-19 Cleaning in Non-Healthcare Settings Outside the Home followed for general cleaning of the school site and when cleaning the premises due to a known or suspected case of COVID-19:- <ul style="list-style-type: none"> ➢ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, such as corridors, will be cleaned thoroughly as normal using standard cleaning products. ➢ All surfaces that a symptomatic person has come into contact will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids and all potentially contaminated and frequently touched areas. • Cleaning staff will be issued with and wear disposable gloves and plastic aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes (ie, safety goggles or face shield), mouth and nose (fluid-resistant surgical face mask - Type IIR), will also be worn. • Clear guidance provided to cleaning staff on the cleaning of specific areas, particularly toilet and wash areas, to make sure they are kept clean, with increased cleaning frequency after high-traffic periods (such as break and lunch times) and staff will work in agreed cohorts to mitigate against the risk of transmission. 		
Inappropriate handling and disposal of waste	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers 	<ul style="list-style-type: none"> • Waste will be disposed of in line with the Government's guidance on cleaning for non-healthcare settings. • Routine waste will be disposed of as normal, placing any used cloths or wipes in 'black bag' waste bins. 	<ul style="list-style-type: none"> • 	

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	<ul style="list-style-type: none"> • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i></p>	<ul style="list-style-type: none"> • Waste and cleaning materials from possible/positive cases and cleaning of areas where possible/positive cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from children and separated from communal waste areas, and marked for storage for at least 72 hours and put in with the normal waste. • Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's/settings's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment. 		
Safe Distancing				
Inability maintain distancing to prevent/limit/ mitigate the the spread of the COVID-19 virus during periods of congestion and free movement (before and after school, break and lunch time)	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and</i></p>	<ul style="list-style-type: none"> • Staff are required to practice effective (self-managed) distancing while in and around the workplace, while travelling to work and in all work business to mitigate the risk of transmission. • Consideration of staggered breaks to ensure that any corridors or circulation routes used have a limited number of children and young people using them at any time, keeping contact outside their designated space to a minimum and avoiding pinch points and bottlenecks wherever possible. • Staggering of lunch breaks is at the discretion of the headteacher, with children and young people cleaning their hands beforehand. • Use of outdoor space, wherever possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between children and staff. • Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere. 	<ul style="list-style-type: none"> • Where contingency plans are activated due to an outbreak of Covid-19 consideration will be given to having children and young people in classrooms and other learning environments seated side by side with desks positioned forward facing rather than face to face or side on. Spare chairs and desks/tables have been removed, where necessary, to make more room. 	

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	<p><i>then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p> <p><i>Children are likely to become infected with Coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild, with younger children less likely to become unwell if infected with Coronavirus).</i></p>		<ul style="list-style-type: none"> Where contingency plans are activated due to an outbreak of Covid-19 consideration will be given to Teachers' desks being re-positioned at least 2 metres away from pupil desks 	
Getting or spreading coronavirus in common use high traffic areas (ie, corridors, halls, staffrooms) and other communal areas where people may congregate or where distancing may be difficult to maintain and overcrowding may occur	<ul style="list-style-type: none"> Staff Children & Young People Parents & Carers Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) Vulnerable Groups <p><i>(may contract or spread Coronavirus in common use high traffic areas (ie, narrow corridors, staffrooms, kitchens, halls, pinch points, halls, reception, meeting rooms, toilet facilities,</i></p>	<ul style="list-style-type: none"> Classes are assigned specific toilet blocks and handwashing stations, where the site allows, and the facilities are supervised Reception counters with screening in place to protect Reception staff remain a distance of 2m from visitors. Where lifts are installed for disabled persons, the maximum occupancy will be reduced, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies. Occupancy limit signage will also be displayed adjacent to the lift door on each floor. <p>Staffrooms and Shared Working Spaces</p> <ul style="list-style-type: none"> Workstations will be assigned to an individual, if possible. However, where this is not possible, and they need to be shared, workstations will be cleaned by individual users before and after each use, using cleaning products provided. 	<ul style="list-style-type: none"> Congregational assemblies and other large gatherings will be reduced should the contingency plan for the school be activated. The contingency plan will identify the need to resume virtual assemblies and other large 	

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	<p><i>entry/exit points to facilities/the premise, lifts, changing rooms, storage areas) and other communal areas where: people may congregate;-distancing may be difficult; people may touch the same surfaces or shared equipment (eg, kettles, shared condiments, etc); or areas and surfaces that are frequently touched are difficult to clean).</i></p>	<ul style="list-style-type: none"> • Staff are encouraged to bring in their own cutlery and dishes for personal use, however, where the materials need to be shared, these items and any surface will be cleaned by individuals before and after each use using cleaning materials provided. • Staffrooms and shared working spaces used by different groups will be cleaned more frequently. <p>Face Coverings</p> <ul style="list-style-type: none"> • In line with Government's approach, face coverings will not be required to be worn in the school environment. However, should a member of Staff or Pupil choose to wear them, they will be supported. • Face coverings should be worn in enclosed and crowded spaces, outside of the school environment, where staff may come into contact with people that they do not normally meet i.e public transport. • Staff are expected to use personal risk-based judgements when deciding where a face covering should be worn. • A small contingency supply of face coverings will be held and made available to any staff or visitors where they have struggled to access a face covering, where it has become soiled or damaged, or where it has been forgotten. Temporary face coverings will be disposed of in a black bag waste bin (not recycling bin). Reusable face coverings will be placed in a plastic bag that can be taken home with the individual, and then hands will be washed again. 	<p>gatherings or with individual groups in their allocated classroom spaces rather than bringing children from different classes together into one hall or large space, where close mixing will suspend the requirement for the activities.</p> <ul style="list-style-type: none"> • Face coverings may be required should the contingency plan dictate the need to re-introduce the measure. 	
Use of Shared Equipment and Resources	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) 	<ul style="list-style-type: none"> • Activities that involve the use of shared resources/equipment will be monitored. • The number of shared resources and equipment in use within the classroom will be minimised. • To prevent the sharing of stationery and other equipment where possible. Staff and pupils will be provided with their own individual frequently used items such as pens, pencils and erasers, etc. 	<ul style="list-style-type: none"> • Where the contingency plan is activated the use of shared resources will be reduced 	

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	<ul style="list-style-type: none"> Vulnerable Groups <p><i>(may become infected by touching equipment and resources that have the COVID-19 virus on them, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> Classroom based resources such as books and games that are used and shared within the designated groups will be cleaned regularly, along with all frequently touched surfaces. Any resources that are shared between class groups, such as sport, art and science equipment, will be cleaned frequently and meticulously and always between different class groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). An assessment will be undertaken to identify any equipment that will not be able to withstand cleaning and disinfecting between use, before being put back into general use. If cleaning and disinfecting is not possible or practical resources will be restricted to one user or left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from use or kept to a minimum. Practical lessons will only be undertaken if shared equipment and resources can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between class groups. The sharing of outdoor play equipment (including fixed play equipment) will resume. Outdoor playground equipment will continue to be cleaned more frequently. This also applies to resources used inside and outside by wraparound care providers. Where outdoor play equipment has to be shared, it will be thoroughly cleaned between usage of pupils from different 'Classes'. The amount of equipment children and young people bring into school each day will remain limited to essentials such as: lunch boxes, hats, coats, books and stationery. Bags will be allowed. Malleable resources, such as play dough, where used with younger children will not be shared. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities will be washed before and after use and children will be discouraged from sharing these. 		

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Poor ventilation of occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc) leading to risks of Coronavirus (COVID-19) spreading.	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract or spread Coronavirus (COVID-19) through poor ventilation of occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc)</i></p>	<ul style="list-style-type: none"> • Current Government guidance is being followed by keeping occupied spaces well ventilated. • Any poorly ventilated spaces will be identified, and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays. • All occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc) will be kept well ventilated and a comfortable teaching environment maintained. Heating will be used as necessary to ensure comfort levels are maintained, • Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened. (In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors will be opened, where possible, to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so. If necessary, external opening doors will also be opened. • Where mechanical ventilation systems are used, they will be adjusted to increase the ventilation rate wherever possible and have been checked by a competent person to confirm that normal operation meets current guidance (where possible, systems will be adjusted to full fresh air or, if not possible then systems will be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply). They will be serviced and maintained in accordance with manufacturer's guidance to ensure optimum performance. • The Health and Safety Executive's guidance on Air Conditioning and Ventilation during the Coronavirus Outbreak will be observed. • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:- <ul style="list-style-type: none"> ➢ opening high level windows in preference to low level to reduce draughts. ➢ increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused). ➢ providing flexibility to allow additional, suitable indoor clothing. ➢ Re-arranging furniture where possible to avoid direct drafts. 	<ul style="list-style-type: none"> • 	

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		<ul style="list-style-type: none"> Heating will be used as and when necessary to ensure comfort levels are maintained especially within occupied areas. 		
Personal Protective Equipment				
Inadequate provision, handling or use of Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Staff Children & Young People Vulnerable groups <p><i>(may become infected with COVID-19 due to a lack of suitable PPE for undertaking intimate care or cleaning tasks, or caring for a symptomatic child/young person, incompatibility of PPE, lack of instruction and training on its proper use)</i></p>	<ul style="list-style-type: none"> Current government guidance regarding the wearing of appropriate personal protective equipment (PPE), where appropriate. Existing routine use of PPE will continue for care of non-symptomatic children and young people who have intimate care needs or who present behaviours which may increase the risk of droplet transmission (such as spitting). Appropriate PPE will be provided and worn by staff caring for any symptomatic child/young person whilst they await collection, if a distance of 2m cannot be maintained (ie, a very young child or child with complex needs). These include: <ul style="list-style-type: none"> A Fluid Resistant Surgical Face Mask (Type IIR) - if a distance of 2m cannot be maintained. Disposable gloves, plastic apron and a Fluid Resistant Surgical Face Mask (Type IIR) - if contact is necessary. Eye protection (ie, safety goggles or face shield) - if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. Cleaning staff will be issued with and wear disposable gloves and plastic aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes (ie, safety goggles or face shield), mouth and nose (fluid-resistant surgical face mask - Type IIR), will also be worn. Government guidance on Safe Working in Education, Childcare and Children's Social Care referenced for preventing and controlling infection, including the use of PPE. Staff trained on: how to put PPE on and take it off safely, the need for its use, the need for scrupulous hand hygiene in order to reduce self-contamination and how to dispose of PPE correctly. 		

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		<ul style="list-style-type: none"> • Stocks of PPE are regularly monitored and replenished. • Local supply chains have been established for the obtaining of PPE. • Only PPE that is CE marked and purchased from a reliable source will be used by staff. <ul style="list-style-type: none"> ➢ Staff to be reminded: to avoid touching their face, eyes, nose or mouth when wearing PPE (ie, gloves). ➢ that torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use. ➢ to cover any cuts and abrasions with a waterproof dressing. ➢ that the wearing of gloves is not a substitute for good hand washing protocols. 		
Outbreak Management (Contingency Plans)				
Lack of engagement with the NHS Test and Trace Service leading to potential outbreaks occurring	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may be exposed to Coronavirus (COVID-19) infection should there be an outbreak in the school as a result of ineffective arrangements for testing and self-isolation of infected persons)</i></p>	<ul style="list-style-type: none"> • Current Government guidance is being followed by engaging with the NHS Test and Trace process, where required. • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of their objections under NHS Test and Trace requirements. • Advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the class. • A temporary record of all staff, children and young people, parents and visitors using the school (and of any mixing of class groups) will be held for a period of 21 days, in a manageable way, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the school and wider society. • The school will notify the Local Test and Trace Team, who will liaise with PH where required, should they reach any of the identified thresholds as specified in the https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings <ul style="list-style-type: none"> ➢ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ➢ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period For special schools, 	<ul style="list-style-type: none"> • Staff induction for return to full school re-opening to include reiteration of information about the NHS Test and Trace process. 	

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		residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: <ul style="list-style-type: none"> ➤ 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period Identifying a group that is likely to have mixed closely will be different for each setting. ➤ The headteacher will refer to annex of the guidance for their school sector, but a group will rarely mean a whole setting or year group. <ul style="list-style-type: none"> • The headteacher will be provided with the PHE NW COVID-19 Resource Pack for Schools (Version 7.0) to provide additional advice during the Covid - 19 pandemic. 		
Inadequate management of confirmed cases of Coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift action to respond to a positive case)</i></p>	<ul style="list-style-type: none"> • Current Government guidance is being followed to manage confirmed cases of Coronavirus (COVID-19) amongst the school community. • Contact details for local Public Health England Team and Local Authority Health and Safety Team are readily to hand. • Arrangements are in place to notify the appropriate authorities of any cases that test positive (eg, the local Public Health Team, the Local Authority and the DfE, as required). • A confidential record is maintained of all staff and pupils who are self-isolating who have tested positive. These records are kept up to date and carefully tracked so that no pupils or staff are accepted back into school before the isolation period has elapsed. • Use is made of any template letters provided by Public Health England/Local Authority as directed locally. • Support and advice are sought from the Public Health/Health and Safety Section for any queries/complex cases. Further advice is sought from the DfE/PHE as required. 	<ul style="list-style-type: none"> • 	

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Inadequate management of an outbreak of Coronavirus (COVID-19) within the school	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <i>(may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift or appropriate action to manage an outbreak)</i> 	<ul style="list-style-type: none"> • Current Government guidance to contain any outbreak by adhering to local Health Protection Team advice is being followed. • A St Helens Council Outbreak Management Plan has been developed to rapidly respond to help contain any clusters of infection or outbreaks, with business contingency plans put in place should several people in the school be asked to self-isolate or the school is put in lockdown. • Advice provided by the local Health Protection Team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with the Local Authority and local Public Health England. 	<ul style="list-style-type: none"> • 	
Staff and Pupil Wellbeing				

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Transmission of the virus to a person who is particularly vulnerable to Coronavirus (COVID-19)	<ul style="list-style-type: none"> Adults who have not been offered or declined 2 vaccine doses Higher risk groups (ie, older males, have a high body mass index (BMI), have health conditions such as Diabetes or are from some Black, Asian or minority ethnicity (BAME) backgrounds Pregnant women (>27 weeks pregnant or who have an underlying health condition) <p>(may be at higher risk of being infected and/or an adverse outcome if they become infected with COVID-19)</p>	<ul style="list-style-type: none"> All staff are encouraged to get both doses of the COVID-19 vaccine when offered it. The importance of individual and wider workforce engagement, buy-in and co-operation are regularly highlighted by Senior Management to ensure existing control measures identified in this risk assessment (ie, adequate ventilation, good hygiene and cleaning) are strictly applied within the workplace. Individual discussions will be held between Managers and staff in higher-risk groups returning to the workplace to: discuss any particular COVID-19 related concerns they may have; discuss the risk management measures put in place to minimise transmission to keep them, and others, safe; explain the control measures that will be or have already been put in place to protect them and other staff; and discuss their individual needs and support them in taking any additional precautions advised by their Clinicians. All staff, including those in higher-risk groups, are able to access all protections that are necessary, eg, during night shifts, when working remotely or working alone. This includes access to PPE stocks and cleaning materials, etc. Staff who are Clinically Extremely Vulnerable (CEV) will, as a minimum, follow the same guidance as everyone else. However, they will also be advised to follow the NHS Advice for People at High Risk from Coronavirus (CEV) and Government guidance on Protecting People who are CEV. Pregnant women will, as a minimum, follow the same guidance as everyone else. However, where they are more than 27 weeks pregnant, or if they are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any point in pregnancy, they will be advised to consider limiting close contact with people they do not normally meet with regularly in order to reduce the risk of catching COVID-19. (Further advice on Pregnancy and Coronavirus (COVID-19) is available via NHS.UK together with advice on Pregnancy, Breastfeeding, Fertility and Coronavirus (COVID-19) Vaccination and the Royal College of Obstetricians and Gynaecologists' Combined Information Sheet and Decision Aid on COVID-19 vaccination). Separate individual risk assessments will be completed for any Children and Young People determined by a medical practitioner as being clinically 	<ul style="list-style-type: none"> Those individuals who are classed as Clinically Vulnerable will continue to attend school. Individual risk assessments for vulnerable Staff and Children and Young People to be reviewed and updated. 	

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		<p>extremely vulnerable and more susceptible to severe illness or poor outcomes from COVID-19.</p> <ul style="list-style-type: none"> • All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg, disabled staff. • Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc. 		
Contact Dermatitis, skin irritation, exacerbation of existing skin conditions	<ul style="list-style-type: none"> • Staff <p><i>(may suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition as a result of frequent hand washing)</i></p>	<ul style="list-style-type: none"> • Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin symptoms (ie, Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing. • Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring. 		
Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) 	<ul style="list-style-type: none"> • COSHH Risk Assessment completed for use of hand rub/sanitiser within the school/setting. • Hand sanitiser/hand rub will only be used where access to hand washing with soap and running water is not readily available and where hands are not visibly soiled. • Bottles of hand sanitiser/hand rub to be stored out of the sight and reach of young children to reduce unintended, adverse consequences. 		

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	<ul style="list-style-type: none"> Vulnerable Groups <p><i>(may cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly)</i></p>	<ul style="list-style-type: none"> Where hand sanitisers has to be used by children and young people, this will be used under strict adult supervision. Staff, children and young people encouraged to report any adverse effects experienced with the use of hand sanitizer/hand rub, with advice sought from GP where serious reactions occur. 		
Travelling to School during the outbreak	<ul style="list-style-type: none"> Staff Parents/Carers Children and Young People <p><i>(may become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> Travel arrangements will be revised in accordance with Part B of the Government guidance for Dedicated Transport to Schools and other Places of Education (2020 to 2021). Where use of public transport is necessary, users are to conform with all requirements, eg, wearing face coverings, etc, following the Safer Travel Guidance for Passengers. Staff, children and young people are supported to walk, cycle or drive to work wherever possible, with the provision of safe bike storage, showers, lockers, free parking, etc. Staff have been requested not to share cars, wherever possible. Where travelling cannot be avoided for work purposes and staff have to travel together in one vehicle, the following mitigation methods have been implemented: <ul style="list-style-type: none"> ➤ Use of fixed travel partners; ➤ Avoidance of sitting face-to-face; ➤ Refraining from playing music or radio broadcasts that may encourage shouting or raising of voices above normal conversation levels. ➤ Ensure there is good ventilation (opening windows) 	<ul style="list-style-type: none"> Flexible/staggered start and finish times enabled so that staff can avoid travelling at peak times, may be re-introduced where local rules by the DPH dictate such requirements. 	
Inadequate Induction of New and Temporary Staff	<ul style="list-style-type: none"> Staff (including Supply Teachers and other temporary workers) Children & Young People <p><i>(may suffer injury or ill health through a lack of understanding on the hazards and risks they may</i></p>	<ul style="list-style-type: none"> New and Temporary staff will be provided with clear instructions and information in relation to Covid-19 control measures, and adequate training, on how to work safely, including arrangements for infection control, first aid, fire and evacuation. 		

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	<i>face, the control measures in place and emergency procedures to be followed)</i>			
Inadequate First Aid Facilities, Personnel and Equipment and Information for First Aiders	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups • Designated First Aiders <p><i>(may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices)</i></p>	<ul style="list-style-type: none"> • First aid needs assessment to be regularly reviewed. • Headteacher or their representative, will ensure that adequate and appropriate first aid equipment (fully stocked first aid kit), facilities and personnel available at all times the premises are occupied, with arrangements in place in case of staff illness/absence, to ensure employees and other building users receive immediate attention if they are injured or taken ill, as per the first-aid needs assessment for the premises. • Standard Infection Prevention and Control Procedures (ie, maintaining good hand, respiratory and personal hygiene) followed at all times by First Aiders to protect themselves and others and limit the risk of spread of COVID-19. • Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste). • Appropriate PPE provided and used by first aiders where it is not possible to limit close contact and there is a need to deliver hands on care (ie, fluid resistant surgical mask (Type IIR), disposable gloves (vinyl, powder free), disposable apron (and disposable eye protection, ie, goggles or face visor, where the risk of splashes, droplets of blood or body fluids are present). • Headteacher to ensure guidance is provided to first aiders in the correct use and disposal of all PPE. • The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed (unless the casualty is a child and chest compressions alone are unlikely to be effective, with cardiac arrest being more likely caused by a respiratory problem or lack of oxygen. In such cases, first aiders should have access to a resuscitation face shield if they decide to perform mouth-mouth ventilation). Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread. 		

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		<ul style="list-style-type: none"> Guidance provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov and specific guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK) Medical Room, where provided, cleaned after each use. 		
Testing, Inspection and Maintenance of Building-Related Systems are not up to date and/or all systems are not operational	<ul style="list-style-type: none"> All building occupants <i>(may be exposed to increased risk of injury or ill health from a lack of testing, inspection and maintenance of building related systems not being operational due to the school/setting being completely or partially closed, or having reduced occupancy during the Coronavirus (COVID-19) outbreak)</i> 	<ul style="list-style-type: none"> Member of staff identified with responsibility for managing the premises (with cover arrangements put in place in case of staff illness), reviewing risk assessments and implementing any measures to ensure that safety is maintained. The school is supported by a Property Support Officer and has access to competent person(s) for advice on building-related utilities and systems. All utilities and systems within the school (including gas, heating, water supply, mechanical and electrical systems and catering equipment) remain operational and will continue to be serviced and maintained throughout the pandemic. The Headteacher will ensure that all water systems will be fully flushed through on a recorded basis prior to re-opening, following a holiday period <p>Fire Safety</p> <ul style="list-style-type: none"> Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people. Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational. Regular hazard spotting carried out to identify escape route obstructions. Daily checks to ensure that all fire doors are operational. Fire drills continue to be held on a termly basis as normal. Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. These doors must remain closed to prevent the risk of uncontrolled fire spread and smoke should a fire occur. 		

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		<p>Security including access control and intruder alarm systems</p> <ul style="list-style-type: none"> All areas of the school kept secure in line with current security arrangements. Keyholder information updated, as necessary. <p>Plant and Equipment</p> <ul style="list-style-type: none"> Plant and equipment continues to be maintained in line with manufacturer's instructions. Scheduled thorough examination and testing of lifting and pressure equipment will continue to be undertaken during the pandemic. School/setting will agree safe access and working arrangements with the contractor prior to commencing work on site. Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school/setting will adopt a risk-based process, in consultation with their Competent Person, to determine whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment. 		
Inadequate arrangements for School Meal provision	<ul style="list-style-type: none"> Staff Children and Young People Catering Staff Midday Supervisors <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then</i></p>	<ul style="list-style-type: none"> School/setting will continue working with their Catering Service provider to ensure food is available for children and young people who attend and ensure staff are able to prepare, serve and work safely. Children and young people will clean their hands before eating their lunch. Tables will be cleaned between each sitting. Dining Hall/Room will be kept well-ventilated. 	<ul style="list-style-type: none"> 2m distance between different class groups to be re-introduced as a result of any outbreak management meeting as directed by the DPH. Children and young people will be seated facing forwards and sitting side by side, should the a need dictate a review of the seating 	

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	<i>touching their mouth, nose, or eyes). COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal).</i>		arrangements during lunchtime seating, where social distancing may need to be re-introduced.	
Stress, Mental Health and Wellbeing adversely affected due to the Coronavirus (COVID-19) Outbreak	<ul style="list-style-type: none"> • Staff • Children and young people <p><i>(may be suffering with stress, mental health or wellbeing difficulties as a result of isolation or anxiety about Coronavirus. Also, through having experienced bereavements in their immediate family or wider circle of friends, or had increased caring responsibilities)</i></p>	<ul style="list-style-type: none"> • Access to PHE online resources to promote and support mental wellbeing of children. This includes wider guidance on supporting children and young people's mental health • Digital support includes: <ul style="list-style-type: none"> ➢ An Educational Resource for adults about children and young people's mental health. ➢ The PHE Every Mind Matters platform about looking after your own mental health ➢ Rise Above, targeted at young people, which also has schools-facing lesson plans. ➢ The Education Support Partnership free helpline and mental health and wellbeing resources for Teachers and support staff dealing with the COVID-19 crisis. • Wellbeing/mental health issues are discussed with children and young people during PSHE/assemblies, one-to-one conversations with trusted adults, where this may be supportive, and at other appropriate opportunities. • Positive opportunities will be provided for children and young people to renew and develop friendships and peer groups and other enriching developmental activities. • Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support. • Trained Workplace Mental Health First Aiders available for staff who may be experiencing a mental health issue or emotional distress. • Counselling services available via Management/Self-Referral to the Occupational Health Unit for any staff who are particularly anxious or bereaved. • Staff workload monitored by management and adjusted as necessary. 		

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		<ul style="list-style-type: none"> • Wellbeing and work-life balance are promoted with all staff. • Member of the Senior Leadership Team to keep in touch with home workers and ensure regular contact is made with them to make sure they are healthy and safe, recognising any signs of stress as early as possible (where required). • Staff encouraged to speak regularly with their colleagues. • Subject Leads will have access to the DfE's training module on teaching about mental wellbeing to assist in the training of Teachers who will be teaching pupils about mental health and wellbeing. • Teaching staff will have access to the free MindEd learning platform for professionals, which includes a Coronavirus (COVID-19) Staff Resilience Hub with materials on peer support, stress, fear and trauma and bereavement, to support pupils upon return to school. • The Council's 'Adapting to the New Normal' guide issued to staff working at home (where required).. 		
Altered behaviours when returning to the school/setting which may affect the covid arrangements	<ul style="list-style-type: none"> • Staff • Children and Young People <p><i>(may become infected by coming into close contact with someone who has COVID-19, through disregard of the new arrangements)</i></p>	<ul style="list-style-type: none"> • Behaviour Policy to be reviewed and updated to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure pupils understand them and can enforce them rigorously. • Clear messages given to students on the importance and reasons for covid safety measures in the school. • Senior Leaders monitor areas where there are breaches of covid safety measures and the arrangements are reviewed 		
Educational Visits	<ul style="list-style-type: none"> • Staff • Children and Young People • Parent Volunteers <p><i>(may become infected by coming into close contact with someone who has COVID-19, during an off-site educational visit)</i></p>	<ul style="list-style-type: none"> • All trips will be undertaken in line with Covid 19 protective measures in place at the destination. • When arranging international visits, the school will comply with international travel legislation and be aware of the potential for change to the travel lists (green, amber or red countries) which will be consulted to prior to and monitored throughout the trip. The school will have contingency plans in place to account for these changes. • Outdoor spaces in the local area to be made use of to support delivery of the curriculum. 		

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		<ul style="list-style-type: none"> • A full and thorough risk assessment in relation to all educational visits will be undertaken and the school will ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. • The school will consult the health and safety guidance on educational visits when considering visits and any specialist advice on OEAP visits. 		
Home working (when required) (Working with Display Screen Equipment (DSE))	<ul style="list-style-type: none"> • Staff (working at home on a long-term basis) <p><i>(may suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or work environments)</i></p>	<ul style="list-style-type: none"> • Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid: <ul style="list-style-type: none"> ➢ avoid awkward, static postures by regularly changing position; ➢ get up and move or do stretching exercises; ➢ avoid eye fatigue by changing focus or blinking from time to time. • Basic home workstation self-assessment to be completed by staff working at home on a long-term basis and who use DSE daily, for an hour or more at a time, using the HSE's practical Workstation Checklist. • Where possible, additional DSE equipment provided to support prolonged use of portable DSE at home (eg, separate monitor, keyboard, mouse, monitor riser, ergonomic chair). 		
Face to face meetings	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may become infected by coming into close contact with someone who has COVID-19)</i></p>	<ul style="list-style-type: none"> • Where a face-to-face meeting is held participants will be kept to the absolute minimum with only essential persons present and self-managed safe distancing will be maintained throughout. • Meetings will be held outdoors, wherever possible, or in well-ventilated room (ie, opening window) of sufficient size. • The sharing pens and other objects will be avoided to prevent transmission during meetings. • Hand sanitiser will be provided in meeting rooms. • Meeting room thoroughly cleaned after each use. 		

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Uncontrolled Access to the School Premises posing a risk to infection control	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract Coronavirus (COVID-19) as a result of inadequate management of persons entering the site who may spread the virus through poor hygiene, infection control and social distancing practices)</i></p>	<ul style="list-style-type: none"> • Visitors will be allowed onto site by appointment. • Visitor Protocol in place and displayed in a prominent location upon entrance to the building. • Procedure in place for Receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • Record held of all persons visiting the school with sufficient detail to support contract tracing if required by NHS Test and Trace. Records will be held for 21 days and securely disposed of after that time. • Staff, where possible, use their ID badge/fob to sign in/out hands-free. • If the signing in screen is used, the member of staff or visitor is directed to use hand sanitiser before and after using the touch screen. The signing in touch screen is cleaned frequently with disinfectant wipes. • Where a manual signing in/out system is in use, staff and visitors will be encouraged to sign-in/out using their own pen. If communal pens are used, these will be cleaned after each use. • A dedicated waiting area and meeting room is made available for visitors, adjacent to Reception where possible. • Designated person(s) will be assigned to receive deliveries. • Deliveries will be managed effectively in a timely manner, with recipients adhering to safe distancing, and wearing PPE where appropriate. 		
Transmission of Coronavirus (COVID-19) infection through contact with objects that enter and leave the school premises	<ul style="list-style-type: none"> • Staff • Couriers/Delivery Drivers <p><i>(may contract or spread Coronavirus (COVID-19), through surface transmission when handling goods and other materials entering and leaving the premises).</i></p>	<ul style="list-style-type: none"> • Procedures in place for cleaning goods and merchandise entering the site, or quarantining items in a secure location for 72 hours prior to distribution. • Staff handling goods and merchandise have access to handwashing facilities and hand sanitiser and are reminded of the need to maintain good hand hygiene. • Non-business deliveries (ie, personal deliveries to staff) are prohibited. • Pick-up and drop-off collection points, procedures, signage and markings revised to minimise close contact and avoid surface transmission. • PPE will be worn where necessary, ie, gloves, safety footwear. 		

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Contractors on-site whilst school is in operation posing a risk to infection control	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract Coronavirus (COVID-19) as a result of inadequate management of third party contractors who may spread the virus through poor hygiene, infection control when working throughout the school and across different groups)</i></p>	<ul style="list-style-type: none"> • Contractors will be allowed onto site by appointment. • Assurances will be sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective safe distancing is maintained at all times. • Arrangements in place for Contractors to use a different entrance to staff and pupils, where possible, and classes organised so that contractors and staff/children and young people are kept apart. • Contractors will be monitored to ensure covid measures are being maintained throughout any such works. • Discussions held with key contractors about the school's control measures and ways of working. • Contractor visits arranged outside of school hours, wherever possible. • Number of contractors limited at anyone time. 		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(failure to ensure controls are implemented may result in infection)</i></p>	<ul style="list-style-type: none"> • The governing body continues to meet regularly. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 		

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Getting or Spreading Coronavirus (COVID-19) infection through participation in physical education and school sport activities.	<ul style="list-style-type: none"> • Staff • Children & Young People • Vulnerable Groups • PE/Sport Coaches <p><i>(may be at increased risk of infection through close contact sport, the way in which people breathe during exercise and lack of COVID Secure arrangements)</i></p>	<ul style="list-style-type: none"> • Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports are avoided. • Use of outdoor space prioritised, where possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups. • Where large indoor spaces must be used, scrupulous attention will be paid to cleaning and hygiene. Maximised ventilation of the space will also be ensured, by opening windows and non-fire doors, where practical, before and during the lesson. • PE risk assessments will be reviewed in line with the latest COVID-19 advice from the Association for Physical Education (AfPE), Sport England and Youth Sport Trust. Reference will also be made to the Government's guidance on 'Grassroots Sports Guidance for Safe Provision including Team Sport, Contact Combat Sport and Organised Sport Events' for team sports. • Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school. 		
Getting or Spreading Coronavirus (COVID-19) through contact and mixing of children and young people within Wraparound Provision (ie, Breakfast and After School Clubs)	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract or spread Coronavirus (COVID-19) by not operating a COVID Secure provision)</i></p>	<ul style="list-style-type: none"> • Before and after school clubs will be subject to a separate risk assessment • The school will work closely with any external wraparound providers to ensure, as far as possible the protective measures are followed in line with government guidance Covid-19-actions-for-out-of-school-settings 		

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Getting or Spreading Coronavirus (COVID-19) though child attending more than one setting (ie, school and alternative education provider)	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(Children and young people may contract and spread Coronavirus (COVID-19) through contact and mixing with persons other than their own household and school bubble)</i></p>	<ul style="list-style-type: none"> ➤ Current Government guidance followed. ➤ Close working between school and alternative education provider to work through system of controls, enabling any risks to be identified and addressed and allow the joint delivery a broad and balanced curriculum for the child. 		
Risk of COVID-19 transmission during periods of high prevalence	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <i>(May be at increased risk from contracting or spreading COVID-19 infection during periods of high prevalence in the community)</i> 	<ul style="list-style-type: none"> • Staff will be encouraged to continue to participate in surge testing in the local area, during periods of high prevalence, whether vaccinated or not. • Staff will be advised to take particular caution when meeting anyone outside their own household and be encouraged to, wherever possible: <ul style="list-style-type: none"> ➤ Meet outside rather than inside; ➤ Keep 2 metres apart from people they do not live with (unless they have formed a support group with them), this includes friends and family they don't live with; and ➤ Minimise travel in and out of affected areas. 	<ul style="list-style-type: none"> • Appropriate signage to be displayed as a visual reminder for both staff and other building users of expectations during periods of high prevalence 	
Additional Site-Specific Issues				

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	<ul style="list-style-type: none"> • 			