

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



Activity	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS FOR WHOLE SCHOOL REOPENING FROM 8 MARCH 2021					
Details	Site	Selston High School	Name of risk owner	Paul Halcro	Job Title	Headteacher
	Manager Approval		Date	1 st March 2021		
Overall risk rating	Medium					
Signed Assessor						
Signed Risk Owner						
Additional notes	<p>A person specific assessment must be carried out for:</p> <p>Clinically Extremely Vulnerable: Those who have received Shielding letters.</p> <p>Clinically Vulnerable: People considered to be at higher risk of severe illness from COVID 19, e.g. over 60s, people with liver and kidney disease, asthma, diabetes, BMI >40, pregnant women.</p>					

Hazards	Who might be harmed and how	Existing Control Measures	Risk Rating			Further action (Consider hierarchy of controls)	Deadline for Actions			Risk Rating		
			Likelihood	Impact	Risk Score		Who	When	Complete	Likelihood	Impact	Risk Score
1. School failure to follow National Government Guidelines.	Employees, students, contractors and visitors may be	Daily checks are made with the Government online guidance.	3	4	12	The Headteacher will be responsible for checking government guidance daily. In their absence the Deputy Head will fulfil this role. Government COVID-19 guidance is available via;	PHO	Ongoing	Ongoing	2	4	8

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



	<p>exposed to COVID-19.</p>	<p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps etc. via staff meetings, email</p> <p>Changes to school arrangements will be communicated to parents via the usual methods.</p> <p>Changes to student arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p> <p>Current information posters around school including Reception, dining hall, in classrooms and in corridors.</p>				<p>https://www.gov.uk/coronavirus</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687</p>						
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



<p>2.Students identified as at increased risk if exposed to COVID-19.</p>	<p>Students may be exposed to COVID-19.</p>	<p>Children and young people (0 – 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield until 31 March 2021.</p> <p>Students who are identified as clinically vulnerable should attend school following the system of controls.</p> <p>Identify students who are clinically extremely vulnerable and clinically vulnerable.</p> <p>SENDCo to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of students who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of students to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Government guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p> <p>Children and young people who are cared for just by their GP are very unlikely to need to shield in the future. This includes children and young people with conditions including asthma, diabetes, epilepsy and kidney disease.</p> <p>Students who are clinically extremely vulnerable can go back to school when Government restrictions are reduced, keeping 2 metres away wherever possible and in any case at least one metre with protective measures in place. Individual risk assessments for students in this category will be updated/implemented to include details of protective measures taken to protect them on site.</p> <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.</p>	<p>PHO</p>	<p>ongoing</p>		<p>3</p>	<p>4</p>	<p>12</p>
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		Assess the need for PPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).				Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe						
3. Staff identified as at increased risk if exposed to COVID-19.	Employees may be exposed to COVID-19.	<p>Employees who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield until 31 March 2021.</p> <p>Clinically vulnerable individuals are advised they can go to work, as long as the workplace is COVID-secure.</p> <p>Employees should be offered the safest available on-site roles, staying 2m away from others wherever possible. If they have to spend time within 2m of other people, schools MUST carefully assess and discuss with</p>	4	4	16	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p>	PHO	Ongoing		2	4	8

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>them whether this involves an acceptable level of risk.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending school MUST be documented within an individual risk assessment (for example expectant mothers).</p>				<p>Where an employee deemed clinically extremely vulnerable and clinically vulnerable chooses to return to work, then a specific risk assessment MUST be completed by a suitably trained person. The TCT COVID-19 Individual Risk Assessment risk assessment template can be used to facilitate this process.</p> <p>Employees who are clinically extremely vulnerable can go back to work when Government restrictions are reduced, keeping 2 metres away wherever possible and in any case at least one metre with protective measures in place.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The risk assessment template for new and expectant mothers at work can be used to facilitate this process.</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p>								
4. Staff living with a shielded or clinically vulnerable person.	Employees, students, contractors and visitors may be exposed to COVID-19.	Staff living with someone who is clinically extremely vulnerable or clinically vulnerable, including those who are pregnant can attend their education or childcare setting keeping 2 metres away wherever possible and in any case at least one	3	4	12	Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	PHO	Ongoing		2	4	8		

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		metre with protective measures in place. For cases of clinically extremely vulnerable if stringent social distancing cannot be adhered to then such individuals are not expected to attend. In this case they should be supported to learn or work from home.										
5. Individuals within the same household as symptomatic or confirmed case of COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family. Seek advice from your HR BP if required for staff absences.	3	5	15	NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/	PHO	Ongoing		3	4	12
6. Student displays symptoms of COVID-19 whilst at school.	Employees, students, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in students. The Government stay at home guidance MUST be followed if students become unwell with; <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature • Anosmia (los of or change in normal sense of smell. It can also affect sense of taste) Symptomatic child will be moved to the Meeting Room which is used as the isolation area until parent arrives,	4	4	16	NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/ Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic students / other individuals via email Parents provided with information about key symptoms via school comms, informing of the requirement to keep students at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	PHO PHO MUD	Ongoing		3	4	12

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p>		<p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron • Face mask • Eye protection <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>Staff who have supported unwell students / other individuals (with a new, continuous cough, high temperature, loss of taste and/or smell) do not need to go home unless they develop symptoms or the student / other individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 10 days.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p>					
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>If staff feel unwell with the above symptoms during the school day they MUST go home.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 10 days.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p>			<p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>Anyone who display symptoms of COVID-19 can be tested. The Trust has registered an can refer self-isolating staff.employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.</p> <p>A test can be arranged via https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p>Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.</p> <p>To obtain a login to the employer referral portal, employers of essential workers should contact: portalservicedesk@dhsc.gov.uk</p> <p>The government guidance on coronavirus (COVID-19) getting tested is available via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>If a member of a bubble tests positive then the whole bubble must isolate for 10 days.</p>					
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. Bins MUST be emptied regularly throughout the day. <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p> <p>Staff and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>										
8.Students / staff will transmit COVID-19 due to increased students / staff working in close proximity.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>All those within the school, including, teaching staff, support staff, students, visitors and contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p>	4	4	16	<p>All staff, students, contractors and visitors will be required to wear face coverings when:</p> <ul style="list-style-type: none"> Entering/exiting the school site Transitioning between lessons /breaks / lunches/ changing into PE kits <p>All staff, students, contractors and visitors will be required to wash their hands for 20</p>	PHO	Ongoing		3	4	12

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



					<p>Operate year group “bubbles” in Key Stage 4</p> <p>Operate year group “bubbles” in Key Stage 3 but with the addition of Year 7 taught in tutor groups and year 8 where possible.</p> <p>Staggered break and Lunch times so that only one year group is on break at any one time and zoned into tutor groups in Key Stage 3 where possible.</p> <p>Dining tables arranged so that students do not face each other. Extra venue added to allow social distancing where possible.</p> <p>Implementing longer lessons where possible to reduce the movement (2 doubles and 1 single lesson a day has been implemented)</p> <p>One way system and changing exit and entry points so that different year groups will only pass by each other outside. With change overs being kept to a minimum due to longer lessons.</p> <p>Students will be supervised when leaving classrooms and when entering “zones”</p> <p>Clear signage for entrances and exits to classrooms and “zones”</p> <p>Staff reminded about maintaining 2m from other staff</p> <p>Staff to be advised to utilise natural ventilation where possible and it is safe to do so.</p> <p>Signs displaying the number of staff allowed in an office/staff room at any one time. No sharing of office desks and of office equipment e.g. computers</p> <p>Classrooms rearranged so that desks are facing the front, unnecessary furniture removed</p> <p>Sanitising wipes to be available in each classroom, to be used as and when needed.</p> <p>Extra wipes to be available in computer rooms for keyboards</p> <p>Extra measures put into rooms where this is not always possible. For example, Perspex screens in computer rooms where some computers face each other</p>					
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



				<p>Staff to maintain distance from pupils by staying at the front of the class and told to “avoid close face to face contact and minimise time spent within 1 metre of anyone.”</p> <p>No large gatherings – all assemblies and staff briefings/training will be virtual</p> <p>Communicate the process for removing face coverings to students and staff when entering school site. We will have bins and cleaning stations outside to facilitate this when entering school.</p> <p>Peripatetic teachers and supply staff given the procedures they need to adhere to when in school.</p> <p>No sharing of pens, pencils etc. Instruct parents to ensure their child comes to school properly equipped. When this does not happen students will be given their own equipment in the morning to keep for the day.</p> <p>Every student will have a folder to keep their books in.</p> <p>Departments have plans in place to ensure that specialist equipment is not shared or is cleaned between use.</p> <p>Music and PE subject leaders to be aware of and follow the guidance.</p> <p>Staff to ensure all rooms are well ventilated</p> <p>Face coverings to be worn in line with government guidance</p> <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p> <p>Increased cleaning plans. Hand wash stations (if applicable) One way systems. Entrances and exits to be used Toilet arrangements. Subjects which must be avoided. Students to be seated side by side forward facing.</p>					
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



						<p>Staff work areas/offices arrange so there is no face to face working or screens are installed.</p> <p>Where external sinks are installed morning cleaning resume to be implemented before students arrive to ensure the wash station is sanitised to minimise the risk of Leptospirosis (Weil's Disease) which can be contracted from rats.</p> <p>Supplementary re-opening document available, detailing the wider site re-opening plans for 8 March 2021 with consideration to the points listed.</p> <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p>						
9.Procedure for confirmed cases not followed	Staff, students, visitors, contractors Contamination, infection/illness	<p>The Trust will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff.</p> <p>Advice on the management of students and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of</p>	3	4	12	<p>All persons must remain in isolation for at least 7 days, but may be up to 10 days until recovered.</p> <p>No person who have been confirmed to have the COVID-19 Virus is permitted to be in any educational setting.</p> <p>Continue to follow current Government guidance.</p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p> <p>Where relevant school employed cleaning staff or external cleaning contractors will be advised of the requirements for a deep clean.</p> <p>If there is a confirmed case, a risk assessment will be undertaken by the Trust Health and Safety Manager and the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting</p>	PHO	Ongoing		3	3	9

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>the patient to provide them with appropriate advice.</p> <p>Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.</p>				<p>will be unnecessary, but this will be a local decision based on various factors such as establishment size and student mixing.</p> <p>Schools to keep a record of all visitors for 21 days and follow Government guidance for test and trace. https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>						
10.COVID-19 transmission via the physical school environment.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned throughout the school day.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, telephones and two way radios. These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p>	4	4	16	<p>The Site manager will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>If a fire door is used to access a room this can be propped open for a short duration while students enter and exit the room but this must be supervised and the prop removed immediately.</p> <p>Site staff must ensure that all fire doors are closed when the securing the site at the end of each day.</p> <p>Antibacterial wipes to be provided in each room used.</p>	MSE	Ongoing		3	4	12

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>The risks from any hazardous substances used for cleaning MUST be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p> <p>Avoid sharing equipment.</p> <p>Staff and students should keep equipment for personal use wherever possible.</p> <p>Ensure indoor spaces used are well ventilated through the day without compromising fire safety and safeguarding.</p> <p>Frequently touched surfaces should be wiped down regularly throughout the day.</p> <p>Doors should be left open wherever possible to minimise contact with handles.</p>		<p>All items not required for the sessions to be removed from all areas used (e.g. books, folders, toys etc.) to enable all surfaces to be sanitised.</p> <p>All used areas thoroughly cleaned at the end/beginning of each day paying particular daily attention to hard surfaces, door handles, table and chairs, including legs etc.</p> <p>All areas to be cleaned before use of a different 'bubble'</p> <p>All used classrooms must have a bin with a lid where possible.</p> <p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via: http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>Students to bring in their own water bottle. –</p> <p>Students to have own equipment which remains with them.</p> <p>If equipment is given to students (e.g. pens, this must be new and the student keeps the pen)</p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via:</p>	PHO				
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>Ensure wipes, tissues, soap, paper towels are freely available.</p> <p>Review the school timetable:</p> <ul style="list-style-type: none"> •Decide which lessons or activities will be delivered •Use timetable and selection of classrooms or other learning environments to reduce movement around school <p>Avoid teaching activities which involve:</p> <ul style="list-style-type: none"> •Gymnastics and contact PE activities. <p>Specific consideration MUST be given to working within D&T and Science.</p> <p>Staff and students to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p> <p>Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.</p>				<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Where it is unavoidable, any communal crockery used MUST be washed in the dishwasher and NOT hand washed.</p> <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p>					
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



<p>11. Working in school maintaining 2m distancing where possible.</p>	<p>Staff, students Contamination, infection/illness death</p>	<p>Staff/students who are unwell with symptoms of Coronavirus (Covid-19) should not attend the school.</p> <p>All tasks are to be rearranged to enable them to be done safely.</p> <p>Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance.</p> <p>Consider if the task can be performed differently without having to breach the 2m social distancing rule.</p> <p>Conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task.</p> <p>All equipment to be thoroughly cleaned prior and after using it.</p> <p>Personal Protective Equipment e.g. disposable gloves and face masks to be provided for use by staff and students if required.</p> <p>Avoid skin to skin and face to face contact.</p> <p>Stairs must be used in preference to lifts.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Any health and safety concern to be raised immediately to line management / Trust Health and Safety Manager.</p> <p>Increased ventilation must be provided within enclosed spaces e.g. open doors and windows where possible and does not compromise fire safety and safeguarding.</p> <p>Teaching groups to remain together all session. Please refer to the Wider Re-opening Plan</p> <p>Teaching groups to remain in same classroom all session. Please refer to the Wider Re-opening Plan</p> <p>Limiting the amount of shared resources that are taken home and limit exchange of take-home resources between students and staff.</p> <p>Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Where practical lessons are permitted the risk assessment for the lesson must be amended to include the COVID-19 measures in place.</p> <p>Classrooms to be cleaned thoroughly after each session.</p> <p>One way systems introduced and marked out in areas used.</p> <p>Any fire door which is opened to allow alternative access to students must be closed immediately after use.</p>	<p>PHO</p>			<p>2</p>	<p>4</p>	<p>8</p>
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>Movement around school to be restricted as much as possible.</p> <p>Cleaning teams instructed to deep clean all areas to be used before reopening.</p> <p>Cleaners working throughout the day to ensure all high touch points and toilets are cleaned regularly.</p> <p>Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.</p>				<p>Staff reminded to clean mobile phones and two way radios regularly.</p> <p>Staff and students to report any issues to Site Manager.</p> <p>Accuro Manager/Headteacher to be informed of any issues.</p> <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p>						
12.Students unable to understand recognise the COVID-19 control measures.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach students hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school <p>Consistent reminders and positive reinforcement to students regarding key control measures;</p> <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands 	3	5	15	<p>Consider implications on the behaviour policy and review as necessary.</p> <p>SEND risk assessment to be completed for identified students by J Warren SENCO</p> <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p>	CGN/LG Y	13/07/20	01/09/20	2	4	8

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		Behaviour policy to be implemented where appropriate. Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.										
13.Entering and exiting school	Staff, students Contamination, infection/illness death	Non-essential visitors are not permitted. Introduce additional access points to reduce congestion and enable social distancing. Remove or disable entry systems that require skin contact e.g. fingerprint scanners. Ensure there is space to allow 2m between students waiting to enter/leave school. Do not approach delivery staff, allow packages to be left in a designated area. All contractors used must be free of infection/symptoms, agree to adhere to social distancing guidelines and have a COVID-19 risk assessment for working at the school. Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.	4	4	16	Parents/carers to be informed not to enter school reception. Parents/carers informed not to gather at school gates or reception areas and to maintain social distancing at all times. Parents/carers informed that if a student needs to be accompanied to school only one parent/carer must attend. Information given to parents/carers how to contact Headteacher/teacher/etc. if required. Social distancing tape/screens to be installed in all reception areas. Members of staff to supervise students entering and exiting school each day to ensure social distancing measures are in place. Staff to supervise students to ensure they wear a face covering in specified areas.	PHO	13/07/20	01/09/20	3	4	12

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



<p>14. Large groups congregating making social distancing difficult.</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Arrangements for parents to drop off / collect students to be reviewed to enable social distancing (between parents and children).</p> <p>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Arrangements for break times and lunch times MUST be reviewed to enable social distancing</p> <p>Arrangements for the movement of students around school to be reviewed and managed (e.g. markings on flooring, limit need for movement around building).</p> <p>Consider one-way circulation around the building.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Parents provided with information about changes to student drop off / collection and timetable for the school day. This information to be provided to parents prior to school reoccupation.</p> <p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> • Encourage parents, children and young people to walk or cycle to their education setting where possible. • Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19 • Transport providers follow hygiene rules and try to keep a distance from their passengers. • Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting children and young people with complex needs who need support to access vehicle / fasten seatbelts). <p>Staff welfare and breaks is considered.</p> <p>Arrangements in place to ensure a suitable rest area for employees, while discouraging the use of staff rooms.</p> <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p>	<p>PHO</p>			<p>3</p>	<p>4</p>	<p>12</p>
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		Avoid whole school assemblies. Social distancing must be adhered to. Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.									
15.Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission. Incorrect use of Personal Protective Equipment (PPE)	Employees, students, contractors and visitors may be exposed to COVID-19.	Local supply chains MUST be used to source PPE, cleaning materials and hygiene products. Assurance of a secure supply chain to be in place for essential supplies prior to reopening. Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service. Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely. Suitable and sufficient PPE to be provided to all employees and students who request it. (where PPE can be purchased)	2	4	8	The Site manager will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. The Site Manager will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via: https://www.gov.uk/guidance/local-resilience-forums-contact-details#england All Schools to obtain an initial stock of PPE for use for a symptomatic individual in school. Staff to be trained in the correct use of PPE <ul style="list-style-type: none"> • how to safely remove disposable gloves • correct wearing of face masks • washing hands before and after wearing masks PPE stocks to be closely monitored and new stock ordered as levels reduce. Bins to be provided for students arriving via public transport to safely dispose of face coverings.	MSE	ongoing	1	4	4

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>Non contaminated PPE to be disposed in normal waste. Advice sought from Trust Health and Safety Manager if disposal of contaminated PPE is required.</p> <p>PPE must not be shared with students or another member of staff.</p> <p>Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.</p>				<ul style="list-style-type: none"> Designated bin to be labelled as 'PPE/Health waste only' Staff on duty MUST direct students to the designated bin to dispose of PPE Site staff to double bag and dispose of in-line with guidance at the end of gate duty <p>Students to be informed of correct procedure for removing face coverings e.g.</p> <ul style="list-style-type: none"> Do not touch front centre of face covering. Wash hands before wearing and after removing. <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p> <p>All staff/students encouraged to bring their own face covering</p>						
16. Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Ensure touch screens for signing in purposes are disinfected after each use.</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p>	3	4	12	<p>JJY to review and implement adaptations to reception area:</p> <ul style="list-style-type: none"> Cordon taping of the reception area and movement of furniture to maximise social distancing. Reception door will remain accessible via access control only. Clear signage detailing methods of contacting Site Team and Reception ALL STAFF to use the COVID Contractor and Visitor Guidance booklet The Site Manager to conduct contractor induction and maintain a record Lanyards to be bagged, labelled and set aside for 72hrs post box for parent mail based outside of the main reception Accuro staff/cleaning staff regularly clean the touch points Staff not permitted to access the admin building without prior consent unless in case of emergency 	JJY		Ongoing	2	4	8

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.										
17.Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, students, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors MUST not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent)</p>	3	5	15	<p>Clare Stockdale will be responsible for reviewing the fire risk assessment.</p> <p>The Site Manager will be responsible for updating any fire evacuation routes.</p> <p>The Site Manager will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>The Site Manager will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>JJY and SENDCo will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>Notices to be displayed in all used rooms advising on the nearest safest emergency exit and evacuation point.</p> <p>If a fire door is used to access a room this can be propped open for a short duration while students enter and exit the room but this must be supervised and the prop removed immediately.</p> <p>Site staff must ensure that all fire doors are closed when the securing the site at the end of each day.</p> <p>Fire drill to be completed before the end of term and a record maintained in the fire log book.</p>	CS	ongoing		2	4	8

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>will be communicated to all staff via email</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and students.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.</p>				<p>Students and employees to safely assemble in the designated area in bubbles maintaining social distancing wearing a face covering.</p> <p>Please refer to the Wider Re-opening Plan for further details of the COVID amended emergency evacuation routes.</p> <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p>						
18. Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, students and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders/paediatric first aiders available in school.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, student numbers etc. [State name(s) / role(s)] will be responsible for reviewing risk assessment.</p> <p>Specific first aid risk assessment to include</p>	3	3	9	<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/174.htm</p> <p>Advise issued by the HSE will be followed regarding the extension of first aid certification, available at: https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via:</p>	JJY/ABS	ongoing	2	3	6	

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Face masks/visors, gloves and disposable aprons to be provided and readily available.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				<p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Government guidance issued for first responders should be considered during first aid response, available at: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>If staff require face shields while dealing with first aid incidents these must be provided (where stock can be obtained)</p> <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p>						
19.Contact with bodily fluids	Staff Contamination, infection/illness	<p>Staff instructed to cover existing cuts and grazes when dealing with bodily fluids</p> <p>Staff are aware of the procedure for dealing with and disposal of bodily fluids and waste materials</p> <p>Staff to wear appropriate PPE, e.g. gloves, disposable aprons, face masks/visors</p>	4	4	16	<p>Continue to follow current Government guidance. https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p>	JJY/AB S	Ongoing		3	4	12

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		when dealing with bodily fluids.										
20.Poor hygiene	Staff, students Contamination, infection/illness death	All staff /students to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS. Avoid touching face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Ensure the hand washing facilities are cleaned regularly and soap and sanitiser levels are checked. Ensure suitable and sufficient rubbish bins for hand towels with regular removal and disposal are provided. Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.	4	4	16	All used areas of the school are to be cleaned at regular intervals during the day. Schools will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.	PHO/M SE	Ongoing		3	4	12

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



21. Staff experience violence, verbal abuse and aggression from parents / students / visitors / contractors / members of the public.	Staff and students may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	Adequate supervision and awareness of student behaviours at all times. Staff received Coping with Risky Behaviours (CRB) training as necessary. Awareness of safeguarding students reporting procedures and designated safeguarding officer. Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.	2	4	8	All incidents where staff experience violence, verbal abuse or aggression MUST be reported on Every as "physical violence" or "verbal abuse or threat".	CGN/LG Y	13/07/20	ongoing	2	4	8
22. Statutory compliance checks not completed.	Staff, students, visitors, Contractors Serious injury, death	Site Manager performing compliance checks and recording via Every. Site Managers to complete Reopening checklist with copy to be held by Trust Health and Safety Manager	2	5	10	Trust Health and Safety Manager to ensure all required compliance checks have been made by Site Manager	CS		5 March 2021	1	5	5
23. Travel	Staff, students Contamination, infection/illness death	Use of public transport to be avoided. School minibus must be used at a maximum of half capacity. Antibacterial wipes and hand sanitiser to be available in all Trust vehicles.	3	4	12	Inform parents/carers of public transport recommendations. Staff advised to avoid public transport where possible. Staff and students advised to follow Government guidance and wear face coverings when using public transport. https://www.gov.uk/government/news/face-coverings-to-become-mandatory-on-public-transport?utm_source=40ae1908-c5b3-458a-9077-52bee4d260ea&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate	RMY		ongoing	2	4	8

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



						<p>All staff and students must wear face coverings at all times when travelling on public transport or the school minibus.</p> <p>Bins to be provided for students arriving via public transport to safely dispose of face coverings.</p> <p>Bins to be provided for students arriving via public transport to safely dispose of face coverings.</p> <ul style="list-style-type: none"> Designated bin to be labelled as 'PPE/Clinical waste only' Staff on duty MUST direct students to the designated bin to dispose of PPE Site staff to double bag and dispose of in-line with guidance at the end of gate duty <p>Students to be informed of correct procedure for removing face coverings e.g.</p> <ul style="list-style-type: none"> Do not touch front centre of face covering. Wash hands before wearing and after removing. <p>School specific plans for dedicated school transport e.g.</p> <p>Bubbles</p> <p>Use of hand sanitiser</p> <p>Additional cleaning of vehicles</p> <p>Organisation of queuing and boarding</p> <p>Face coverings</p>						
24.Use of Changing facilities, showers and drying rooms	Staff, students Contamination, infection/illness death	The use of changing rooms and showers is not permitted.	1	4	4	No plans to use changing rooms and showers in the foreseeable future.	PHO			1	4	4

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



25.School canteen	Staff, students Contamination, infection/illness death	<p>All staff and students to adhere to 2m social distancing guidance where possible.</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken contactless wherever possible and Crockery, eating utensils, cups etc. should not be used</p> <p>Staff and students asked to bring pre-prepared meals and refillable drinking bottles from home.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Students must sit 2 metres apart from each other whilst eating and avoid all contact.</p> <p>Tables must be cleaned between each use.</p> <p>All rubbish must be put straight in the bin and not left for someone else to clear up.</p> <p>Wearing of face coverings in classrooms, social areas, corridors & queuing in food halls. Unless exempt.</p>	3	4	12	<p>Catering company to perform deep clean of kitchen areas and to ensure all equipment is in good working order before reopening.</p> <p>School specific plans for break and lunch times including:</p> <p>Areas used Group allocation Cleaning</p> <p>Catering company to forward reopening plans</p> <p>School caterers must comply with the 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</p> <p>PHO/Headteacher and CSN/Senior Assistant Headteacher to organise break and lunch arrangements</p> <p>School plans for break and lunch times including: Rolling Break and Lunch implemented so only year groups mix with each other Extra venue added to facilitate rolling break and lunch arrangements</p> <p>At break and lunch years 9,10 and 11 will be in year groups bubbles Year 7,8 will be in year group bubbles but also zoned into half year group bubbles Eating areas to be cleaned at each changeover Dining tables and spaces rearranged so that students do not face each other and that social distancing can be implemented where possible.</p>	Pete Tompson	05.03.2021		2	4	8
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



						Please refer to the Wider Re-opening document for further information						
						Staff to supervise students to ensure they wear a face covering in specified areas.						
26. Educational Visits	Staff, students Contamination, infection/illness	Educational visits are not permitted until further notice.	1	4	4	The Trust will follow Government guidance regarding educational visits. Overnight stays and overseas visits are currently prohibited. Day visit risk assessments to include measures required for social distancing and checks that external provider premises are COVID secure Headteacher to approve all visits	CS	Ongoing		1	4	4
27. Physical Education	Staff and Students Contamination, infection/illness	All equipment used in year group bubbles only and labelled accordingly where it is needed. All equipment collected and returned to same point after each lesson.	3	4	12	Individual / Small working groups of students used wherever possible. In the event of wet weather all lessons will be brought into an appropriate sized indoor area. (Sports Hall/Gym)	LGN	Ongoing		1	4	4
28. Music Lessons	Staff and Students Contamination, infection/illness	Use of Keyboard permissible	3	4	12	All equipment in bubble All equipment cleaned before and after by use of wipes Individual keyboard used where possible.	ETY	Ongoing		1	4	4
29. Lateral Flow Testing	Staff, students, visitors, contractors Contamination, infection/illness death	All students who have consent will take three COVID-19 tests as they return to the classroom from the 8 March at existing school testing facilities. After the initial programme of three tests in school, students will be provided	3	4	12	If a positive result is received from a LFD test carried out at home a PCR test should be rearranged to confirm the result within 48 hours. Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance.	PHO	Ongoing		2	4	8

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>with 2 rapid tests to use each week at home. Students under 18 should perform the tests with adult supervision.</p> <p>All employees will be provided with 2 tests to use each week at home.</p> <p>Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Staff and students should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p>				<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</p> <p>JJY/ABS will be responsible for maintain the staff and student results register.</p> <p>Guidance for using a home test kit can be found https://www.gov.uk/government/publications/testing-for-coronavirus-at-home?utm_medium=email&utm_campaign=govuk-notifications&utm_source=21a03358-fc09-4d81-bb6f-253a065236aa&utm_content=immediately</p> <p>All permanent contractors should be included in the testing process e.g. Mellors and Accuro.</p> <p>All controls must be followed as outlined in the school specific Covid-19 Lateral flow testing risk assessment.</p>						
30. Wearing of face coverings	<p>Staff, students, visitors, contractors</p> <p>Contamination, infection/illness death</p>	<p>The Government recommends that face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by students when outdoors on the premises.</p>	2	5	10	<p>This additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until 17 May 2021. As with all measures, we will keep it under review and update guidance at that point.</p> <p>No student should be denied education on the grounds that they are not wearing a face covering.</p> <p>Where a face covering becomes damp, it should not be worn, and the face covering</p>	PHO			1	5	5

COVID -19 Wider Reopening 8 March 2021

Risk Assessment



		<p>It is now recommend that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>				<p>should be replaced carefully. Staff and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day. You should instruct students to:</p> <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a general waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom <p>Staff to supervise students to ensure they wear a face covering in specified areas.</p>						
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COVID -19 Wider Reopening 8 March 2021

Risk Assessment



Appendix 1: Guidance

To determine if your control measures are adequate, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. An approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.

Risk	Impact				
	Negligible (1)	Minor (2)	Moderate (3)	Severe (4)	Catastrophic (5)
Likelihood					
Common occurrence (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Foreseeable (3)	3	6	9	12	15
Occasional incident (2)	2	4	6	8	10
Freak event (1)	1	2	3	4	5

Key to Risk Management Action Level	Tolerable	Low Priority	Medium Priority	High Priority
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COVID -19 Wider Reopening 8 March 2021 Risk Assessment



Appendix 2: Sharing and responsibilities

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

COVID -19 Wider Reopening 8 March 2021

Risk Assessment


