

COVID-19 Risk Assessment for Marjory Kinnon School



Reoccupation March 2021

Reviewed and approved by the Chair of the H&S Committee

This Risk Assessment has these underlying caveats:

A) Safety:

The safety of our staff and pupils is a priority. This Risk Assessment minimises the risk but cannot eliminate the risk of infection. The Government have said it is not safe enough for all pupils to be in school. We are currently in a national lockdown until further notice.

B) Prevention:

1. **Minimise contact** with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2. **Minimise contact** between individuals and maintain social distancing wherever possible.
3. **Hygiene:** Clean hands thoroughly and more often than usual.
4. **Hygiene:** Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. **Hygiene:** Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. **PPE:** Where necessary, wear appropriate PPE. (This applies in specific circumstances. See below).
7. Numbers 1 - 4 must be in place in all settings, all the time.
8. Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.
9. **Lateral Flow Testing:** Will be used for all staff and due to the nature of the SEND needs of pupils, only on the pupils that can tolerate the test.

C) Response To Any Infection:

1. Engage with the NHS Test & Trace process. This will involve going to drive through testing on the day of suspected infection.
2. Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
3. Contain any outbreak by following Local Health Protection Team advice.
4. Numbers 1-3 must be followed in every case where they are relevant.

D) Flexibility:

This Risk Assessment is a guide. At times a number of staff may be required to cross PODS, BIG BUBBLES and BUBBLES. This will be kept to a minimum but for operational/health and safety/premises/medical/staffing/behavioural reasons, it may not be possible. The Risk Assessment is constantly updated in line with guidance from the Government, DfE, Public Health England and Trade Union guidance.

For the full guidance please see: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING & REDUCING RISK				
Consider: Premises work, equipment, specific tasks, etc.	People At Risk	Control By: Guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring, etc.	Possible Outcome/Severity	Likelihood	Risk Rating: High Medium Low	Further Preventative Measures To Control The Risk	Proposed Timescale/Date Completed
Contact with individuals who have COVID-19 symptoms or live with someone who does	Staff, pupils, parents, visitors, contractors	<p><u>To prevent contact with those who have, or may have, COVID-19, the following precautions will apply:</u></p> <p>Due to the vulnerable nature of our pupils, wherever possible, the integrity of staff to pupil ratios must be kept in order to safeguard staff and pupils therefore the Headteacher may need to close bubbles or departments if staff absences due to illness or self-isolation become too high.</p> <p><u>In the event of a lockdown only:</u> Only vulnerable pupils or those children of key workers will be allowed in school following all government or union guidance.</p> <ul style="list-style-type: none"> The school will fully engage with NHS Test & Trace process and ensure that relevant staff understand it and know how to contact our local Public Health England health protection team. Anyone with Coronavirus (COVID-19) symptoms or who has tested positive in the previous 10-days will not be permitted into school. Anyone coming onto the site displaying COVID-19 symptoms, will be sent home. Anyone who becomes unwell in school with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed Coronavirus (COVID-19) infection'. Pupils over 16 with symptoms and the parents of children under 16 with symptoms will be directed not to attend their GP's surgery, walk-in centres or hospitals, but to arrange a COVID-19 test online through the NHS website as soon as they arrive home, with the aim of tests being carried out within 3-days, during which time it will be most effective. Staff that become symptomatic will be asked to remain at home or be sent home depending on where their symptoms are first displayed. As education staff are essential workers, the school will make an employer's referral, by emailing the Employer Referral Portal portalservicedesk@dhsc.gov.uk. Staff will receive a unique invitation code by text, so that they can book a priority test. In the event of a confirmed case within a class as per guidance, the class will be closed and the pupils and class 	Moderate	Possible	Medium		By March 2021

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		<p>staff will be sent home immediately to arrange an antigen test and told to self-isolate until the result is in. All other procedure in relation to bubbles and exposure will be followed.</p> <ul style="list-style-type: none"> • If specialist staff have had contact with the confirmed case they will be immediately required to take a lateral flow test and daily thereafter for a period of a week. If they have a positive lateral flow test, then they will follow the above protocol of self-isolation and arranging an antigen test. • Tests must be taken within 5-days of symptoms first being shown and the school will remain in daily contact with the symptomatic individual's home to ensure that the test has been arranged/taken and for confirmation of the results. • Individuals must self-isolate for 10-days from the date when their symptoms were first displayed and will not be permitted to return to school within that period, unless their test results are negative. • If they still have a high temperature after 10-days, they will be asked to keep self-isolating until their temperature returns to normal. • Other members of the individual's household (including siblings who may also attend the school) must self-isolate for 14-days from when their family member first becomes symptomatic. They will not be permitted onto the school premises, unless their family member's test results are negative. • If tests have not been taken by the 6th day, there is no point taking a test at all and it will be assumed that the individual has been infected with COVID-19 and they will be required to continue to self-isolate for the full 10-days and their household members for the full 14-days. • If the test results return positive for anyone becoming ill with COVID-19 symptoms whilst at school, their class bubble will be required to self-isolate for 14-days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms. • If a pupil or staff member tests negative, their symptoms are still indicative of another illness, e.g. cold or flu, and they should not return to school until they are well. Fellow household/class members can end their self-isolation. • As part of the national Test & Trace programme, if other cases are detected within the cohort or in the wider setting, 					

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		<p>Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</p> <ul style="list-style-type: none"> It may be necessary for the whole class, year group or school to self-isolate at home as a precautionary measure. If a child or member of staff is awaiting collection after displaying symptoms, they will be moved to a room, with appropriate ventilation, where they can be isolated behind a closed door. The room will have a vision panel and a clear line of sight to ensure child safeguarding. Depending on the age and needs of the child, adult supervision may be required. If it is not possible to isolate them, they will be moved to an area which is at least 2-metres away from other people or temporary screens erected. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this Risk Assessment. If 2-metres cannot be maintained, the member of staff caring for the child while they await collection, must wear appropriate PPE (such as for a very young child or a child with complex needs). Once they have vacated the premises, the area around the person with symptoms must be cleaned with normal household bleach following the COVID-19: cleaning of non-healthcare settings guidance to reduce the risk of passing the infection on to other people. In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk. If a member of staff has helped someone who was unwell with a new, persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will not need to go home unless they develop symptoms themselves (in which case, testing is available) or the child subsequently tests positive. Staff have been advised to wash their hands thoroughly for 20-seconds after any contact with someone who is unwell. However, they will not need to self-isolate, unless they develop COVID-19 symptoms themselves or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test & Trace. In 					

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		<p>both cases daily lateral flow testing will be used to assess if they have contracted the infection.</p> <ul style="list-style-type: none"> No parents to enter the building unless given express permission. Two members of staff to collect pupils from buses at 9am and take pupils to buses at 2.45pm. Parents outside to hand over pupils at entrances at 8.45am. Independent travellers to arrive by 8.45am. All pupils to be taken via designated entrance/exit straight to their POD. 2-metre staged markings at each entrance. Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, mobile phones (teachers to collect mobile phones and lock away). Bags are allowed. There should be labelled resource packs for all pupils – individual wallets with pencil, rubber, sharpener, etc., to be kept at school. No individual stationery to be bought into school. Parents to take temperatures and be alert to any symptoms before children come to school and to be advised that they should NOT send pupils into school even with mild symptoms. Any indications of infection no matter how minor to be considered serious and child to be isolated and returned home. Limited visitors on site - wherever possible, essential personnel and contractors operate after school hours. In the case of an emergency this can change and if this is the case then the RA provided by the contractor would be followed. Meetings with outside school staff should still take place via telephone or video-link etc., wherever possible. All physical reading books to be changed on a weekly basis, wiped down and left for a week before using again. Virtual reading books to be provided for those that can access them. 					
Contact between individuals and groups/ bubbles	Staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> In order to facilitate the delivery of the school timetable, some teachers and support staff will be able to operate across different classes and year groups. An example will be specialist staff who will deliver in the 'home' classroom of the class 	Moderate	Possible	Medium		March 2021

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		<ul style="list-style-type: none"> Where staff need to move between classes and year groups, they will aim to keep their distance from pupils and other staff as much as possible, ideally 2-metres from other adults. We recommend that these staff wear a face mask. The school will be divided into PODs and within we will form consistent groups (bubbles) that will not intermix to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix will also make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. The school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. <p>The school will implement the following bubbles in the following age groups:</p> <p>Early Years POD</p> <ul style="list-style-type: none"> In Early Years, the school will create class size bubbles. It is recognised that the youngest children, cannot socially distance from staff or from each other and therefore the school will place emphasis on maintaining consistent bubbles, over distancing, as a protective measure for these groups. Entry to the school will be via the Early Years entrance. <p>KS1 POD</p> <ul style="list-style-type: none"> At KS1 the school will create 2 to 3 class size bubbles. It is recognised that the youngest children, cannot socially distance from staff or from each other and therefore the school will place emphasis on maintaining consistent bubbles, over distancing, as a protective measure for these groups. Entry to the school will be via the main Primary entrance. 					
		<p>KS2 POD</p> <ul style="list-style-type: none"> At KS2 the school will create 2 or 3 class size bubbles separated by corridor door, within the POD. Entrance to the POD will be via the Primary Playground entrance. <p>Secondary</p>					

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		<ul style="list-style-type: none"> All KS3 and KS4 parent drop-off pupils will take place at the Secondary Playground entrances and collection from the same point. Parents to congregate in the side playground (next to the playing field). All KS3 & KS4 independent travellers will congregate in the morning on the Secondary Playground and in the afternoon will leave via the main Secondary front entrance. All KS3 & KS4 LA Transport pupils will enter and exit via the main Secondary front entrance. In the Secondary Department, greater emphasis will be placed on distancing as a preventative measure, with an expectation that older pupils will have the understanding and responsibility to follow the school's social distancing rules. Pupils' adherence to the COVID-19 safety measures will be taken seriously and will be closely monitored. Failure to comply will be dealt with through the school's revised Behaviour Policy. <p>Measures within the classroom</p> <ul style="list-style-type: none"> All specialist staff will be required to complete a Risk Assessment to explore how they will maintain social distancing and sharing of equipment when they deliver their lessons. Staff to redesign rooms, remove excess furniture, etc., to allow the pupils in the allocated space. This could include smaller tables and separating tables (especially for Secondary) (see guidance). Staff will try to incorporate less physical methods of moving and comforting pupils. If this is not possible, they will report issues to their line manager. (See behaviour guidance). Pupils to keep own books on desk in trays to minimise moving around the classroom in addition to own learning pack. Wherever possible staff will teach from the front. In Secondary children should sit end-to-end at large tables and each table will be staggered and at least 1-metre from another table. Curriculum planning focuses on independent, individual learning activities. No collaboration or group work or circle time unless social distance is maintained. If possible pupils to only use allocated laptops that were issued during lockdown. 					

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		<ul style="list-style-type: none"> Sensory equipment will be provided on an individual basis and labelled for the child. This will be used only for the child in sensory activities. (See T&L guidance issued to staff). Staff will aim to maintain a 2-metre distance from their pupils, staying at the front of the class, and away from their colleagues where possible. This will be difficult for adults working with young children, but all adults have been asked to do so whenever allowed to reduce the accumulative effect of prolonged contact. Staff have been instructed to avoid close face-to-face contact and minimise time spent within 1-metre of anyone. It will not be possible to maintain distancing when working with many pupils who have complex needs or who need close contact care. Staff will continue to provide the educational and care support to these children as normal. 					
		<ul style="list-style-type: none"> Children that are old enough and have the necessary comprehension, will be supported to maintain distance and not touch staff and their peers where possible. Where possible, classroom seating has been rearranged so that pupils sit side-by-side and facing forwards, rather than face-to-face or side on. <p>Further Measures Throughout the School</p> <ul style="list-style-type: none"> The school will avoid large gatherings such as assemblies or collective worship with more than one group/bubble. These will be delivered remotely. Movement around the school site will be kept to a minimum by keeping children in one consistent classroom whenever possible and having teachers move across classrooms to provide curricular learning, rather than having large numbers of pupils changing rooms at lesson changeover. Break times will be staggered and lunch will follow the arrangements outlined in this Risk Assessment. It is not possible to stagger lunchbreaks sufficiently, for pupils in Secondary so they will have their lunches brought to their classroom. As far as reasonably practicable, the same teacher(s) and support staff will be assigned to each group and these stay the same during the day and on subsequent days. Pupils will sit at the same desk each day if attending on consecutive days. Shared staff spaces have been set up to help ensure staff to distance from each other. Use of these Staff Rooms will be 					

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		minimised, whilst still allowing staff to have a break of a reasonable length during the day. <ul style="list-style-type: none"> Groups to access classrooms directly from outside where possible. 					
		<ul style="list-style-type: none"> One-way circulation in the corridors should be maintained to keep groups apart as they move through the building where spaces are accessed by corridors. The number persons using the toilet facilities at one time will be limited to ensure that toilets do not become crowded, each POD will have its designated toilet. Signs and symbols have been used on walls and floors to mark social distancing, circulation routes, good hygiene practice and the location of hand sanitiser. To alleviate space inside, outside space will be used for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. 					
Spread of Coronavirus through Surface contamination	Staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> As part of an enhanced cleaning regime, surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal. As well as having an enhanced cleaning schedule delivered by the school's cleaning staff/contract cleaner the school will adopt a 'clean as you go' policy, in which surfaces such as table tops and resources are cleaned immediately after use. This is the most effective way of controlling the risk and all staff will be required to be part of this process. Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. To enable the 'clean as you go approach' disinfectant spray and disposable cloths or disinfectant wipes will be made available in teaching spaces, offices and resource centres. Spray bottles of disinfectant will be clearly labelled with their contents, health risks and method of use and kept out of the reach of children. Full details on the safe use of cleaning products can be found in the school's COSHH (Control of Substances Hazardous to Health) assessment. For individual and very frequently used equipment, such as pencils and pens, pupils and adults will have their own items and they will not be shared. 	Moderate	Likely	Medium	Children will be encouraged to join in the fun of cleaning wherever possible.	March 2021

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		<ul style="list-style-type: none"> According the Government/DFE guidance, all equipment and resources can now be used. However, the school will reduce clutter and difficult to clean items. Classroom based resources, such as books and games will only be used and shared within bubbles and will be cleaned regularly as with other surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48-hours (72-hours for plastics) between use by different bubbles. Outdoor play equipment will not be used by more than one bubble at a time and all outdoor equipment will be regularly cleaned. Each class to have allocated bucket of play resources for break-times. Pupils will be required to limit the amount of equipment they bring into school each day. Bags will be allowed, but equipment will be limited to lunch boxes, outside clothing, books, stationery and mobile phones. Pupils and teachers will be allowed to take books and other shared resources home, but unnecessary sharing will be avoided, especially where this does not contribute to education and development of pupils. As with all other shared equipment and resources, these items will be cleaned in between use by different people. The school will consider if it is appropriate to keep doors to classrooms, rooms, corridors and outside open to prevent the need for door handling and touch plates being handled (fire safety procedures will be amended to ensure that doors are closed in the event of an evacuation to prevent the spread of fire). 					
Personal hygiene and handwashing regimes	Staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20-seconds with running water and soap and dry them thoroughly using disposable hand towels. Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water, or where running water and soap is not available or impractical to access. Automatic hand sanitiser dispensers are installed in classrooms, communal areas, canteen, entrances and exits. 	Moderate	Possible	Medium		

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		<ul style="list-style-type: none"> Sanitiser has been sourced that contains at least 60-95% alcohol to be effective. As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, when returning from breaks, when changing rooms, before and after eating, after toileting and after sneezing or coughing. Help is provided to pupils who have trouble cleaning their hands independently, e.g. very young children or those with complex needs, especially where hand-sanitiser is used, to prevent hazards such as ingestion. Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) will be provided with skin friendly cleaning wipes or supervised to go to a sink to use soap and water. Enough hand washing facilities are available in the school to allow safe controlled use, without overcrowding. The school has ensured there are sufficient supplies of soap, anti-bacterial gel, disposable towels and cleaning products if needed. Staff, parents and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. 					
General Hygiene standards within the building and grounds.	Staff, pupils, parents, visitors & contractors	<p>For general cleaning where there has been no suspected or confirmed cases of COVID-19, the following cleaning principles will be applied:</p> <p>Cleaning and disinfection</p> <ul style="list-style-type: none"> Appropriately competent cleaning staff will clean after lunch and then at the beginning and end of the school day. Site staff will cover emergency cleaning throughout the day. An increased frequency of cleaning will be carried out using the school's standard detergent and disinfectant products. Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls and electronic devices. When cleaning, specific attention will be paid to bathrooms and kitchens. Cleaning staff will only be required to wear the PPE that they would normally use for cleaning. 	Minor	Possible	Low		March 2021

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		<p>Laundry</p> <ul style="list-style-type: none"> Laundry items will be washed as they normally would, according to the manufacturer's instructions. <p>Kitchens and communal canteens</p> <ul style="list-style-type: none"> It is considered unlikely that COVID-19 is transmitted by food, but catering staff will be expected to follow the same good hygiene practice and wash their hands regularly with soap and water for at least 20-seconds before handling food. Crockery and eating utensils are not shared and are cleaned in between use in an industrial dishwasher or sterilising sink, guaranteeing sterilisation through temperatures in excess of 70 degrees centigrade. The school's catering contractors will continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (Pre-requisite Programs (PRPs)) and the school will regularly monitor their performance. Lunch tables will be thoroughly cleaned with detergent and disinfectant before each staggered lunch group. <p>Bathrooms/Toilets</p> <ul style="list-style-type: none"> Frequently touched surfaces, such as door handles and push plates, latches, toilet seats and taps, will be regularly cleaned. Suitable hand washing facilities will be made available including running water, liquid soap and paper towels or hand driers and will be regularly monitored and re-stocked. <p>Waste</p> <ul style="list-style-type: none"> Routine waste does not need to be segregated or stored for a period of time unless an individual in the setting shows symptoms of or tests positive for COVID-19 and will be disposed straight away and in the normal way. 					
Standards of cleaning after an individual with symptoms of, or confirmed COVID-19, has left the	Staff, pupils, parents, visitors & contractors	<p>If someone with symptoms of, or confirmed (COVID-19) has been in the school, the following cleaning principles will be applied, as soon as they have vacated the area:</p> <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> As a minimum standard, cleaners will wear disposable gloves and an apron. If a higher level of virus is likely to be present (e.g. where surfaces have been visibly contaminated with body fluids) 	Moderate	Possible	Medium		March 2021

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setting or area		<p>then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The school will contact the local Public Health England (PHE) Health Protection Team to advise on this.</p> <p>Cleaning and disinfection</p> <ul style="list-style-type: none"> • Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal. • All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells. • Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of 'one site, one wipe, in one direction'. • The following cleaning and disinfectant solutions will be used: <ul style="list-style-type: none"> ○ A combined detergent and bleach disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or ○ A household detergent followed by bleach disinfection (1000 ppm av.cl.); or ○ If an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses. • Cleaning products will not be mixed together as this can create toxic fumes. • The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be strictly adhered to. • Cleaners will avoid creating splashes and spray when cleaning. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used. • Cleaners will wash hands regularly with soap and water for 20-seconds, and after removing gloves, aprons and other protection used while cleaning. 					

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		<ul style="list-style-type: none">After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below.					
		<p>Laundry</p> <ul style="list-style-type: none">Items will be washed in accordance with the manufacturer's instructions.The warmest water setting will be used, and items will be allowed to dry completely.Dirty laundry that has been in contact with an unwell person can be washed with other people's items.To minimise the possibility of dispersing virus through the air, dirty laundry will be handled gently and not shaken prior to washing.Any items that are heavily contaminated with body fluids and cannot safely be cleaned by washing should be disposed of, following the methods outlined below.Anything used for transporting laundry will be cleaned and disinfected following the methodology described above. <p>Waste</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) will be:</p> <ul style="list-style-type: none">Put in a plastic rubbish bag and tied when full.Placed in a second bin bag and tied.Put in a suitable and secure place and marked for storage until the individual's test results are known. <ul style="list-style-type: none">Waste will be stored safely and kept away from children.It will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72-hours.If the individual tests negative, waste will be put in with the normal waste.If the individual tests positive for COVID-19, the waste will be stored for at least 72-hours and then put in with the normal waste.If an emergency occurs, in which waste needs to be removed before 72-hours has elapsed, it will be treated as Category B infectious waste and will be kept separate from other waste and collection will be arranged by a specialist hazardous waste contractor.					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING & REDUCING RISK				
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Respiratory hygiene and air quality.	Staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Children and adults are encouraged not to touch their mouth, eyes and nose. Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach. Individual bins (provided to pupils and adults with cold symptoms) are emptied and appropriately cleaned at regular intervals throughout the day. Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin. Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. If pupils or staff have cold symptoms, they will be asked to remain at home, because even though typical cold symptoms such as a runny nose and sneezing are not symptoms of Coronavirus, the spread of other illnesses will lower the immune system and make people more susceptible to catching Coronavirus. If someone has Coronavirus and a common cold at the same time it will make it much easier for them to spread the virus. Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. The school will ensure that mechanical ventilation systems are maintained and running effectively, with recirculated air turned off. Site security protocols will be amended as necessary to allow external doors to be kept open if necessary and fire procedures will be amended to make it the responsibility of staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation. Fans will not be used within the school to provide cooling, because they may disrupt the effectiveness of mechanical ventilation and because they blow horizontally across the room and across peoples' faces, potentially aiding in the distribution of infected respiratory droplet over a greater distance. 	Moderate	Possible	Medium		March 2021
Travelling to and from work/school on public transport	Staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Parents and pupils have been encouraged to walk or cycle to their education setting where possible. Staff have been encouraged to avoid public transport and to use alternative modes of travel where possible. 	Moderate	Possible	High		March 2021

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Consider: Premises work, equipment, specific tasks, etc.	People At Risk	Control By: Guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring, etc.	Possible Outcome/Severity	Likelihood	Risk Rating: High Medium Low	Further Preventative Measures To Control The Risk	Proposed Timescale/Date Completed
		<ul style="list-style-type: none"> Staff, parents and pupils have been advised to observe the mandatory wearing of face coverings/masks when travelling on public transport. They have been advised not to touch their face or mask whilst on public transport and to use hand sanitiser as soon as they exit transport and to follow the Coronavirus (COVID-19): safer travel guidance for passengers. 					
Dedicated School Transport, Including statutory provision	Pupils Staff Visitors Parents contractors	<ul style="list-style-type: none"> Arrangements will be made with transport providers to cater for any changes to start and finish times. Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore, the same social distancing requirements expected of passengers on public transport do not apply to dedicated transport. Specific transport bubbles can be formed, if necessary, that are different from school and other bubbles. Transport providers have shared their COVID-19 safety measures and confirmed their members of staff will not work if they or a member of their household are displaying any symptoms of Coronavirus. The school has checked transport Risk Assessments to ensure every effort has been made to adopt the following principles: <ul style="list-style-type: none"> Where possible, children are grouped to reflect the bubbles that are adopted within school. Use of hand sanitiser upon boarding and/or disembarking. Additional cleaning of vehicles. Organised queuing and boarding where possible. Distancing within vehicles wherever possible. The use of face coverings for children over the age of 11, where appropriate (and safe) to do so, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. The wearing of face masks by transport staff if distancing cannot be maintained. 	Moderate	Possible	High		March 2021
Those that are clinically vulnerable or extremely clinically vulnerable	Staff, pupils, parents, visitors & contractors	Staff who are clinically vulnerable or extremely clinically vulnerable <ul style="list-style-type: none"> Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work as long as they maintain social distancing. 	Moderate	Possible	Medium		March 2021

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Consider: Premises work, equipment, specific tasks, etc.	People At Risk	Control By: Guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring, etc.	Possible Outcome/Severity	Likelihood	Risk Rating: High Medium Low	Further Preventative Measures To Control The Risk	Proposed Timescale/Date Completed
		<ul style="list-style-type: none"> The school will be flexible as it can be given staffing constraints in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. With the full measures outlined in this Risk Assessment applied, the risks to other vulnerable groups, i.e. clinically vulnerable, pregnant staff and those in the BAME community, will be mitigated sufficiently to enable most staff in these categories to return to the workplace. Advice for those who are clinically vulnerable, including pregnant women, has been available. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Individual Risk Assessments will be carried out for all staff in the vulnerable categories to ensure that existing controls are satisfactory to allow them to return to work and to implement additional protective measures if necessary. The Risk Assessment will be completed with the individual to allow any concerns or anxieties they may have to be discussed and to provide reassurance and support. <p>Pupils who are shielding or self-isolating</p> <ul style="list-style-type: none"> As with staff in vulnerable categories, shielding advice has been paused and most pupils will be able to return to school. This is subject to a continued decline in the rates of community transmission of Coronavirus (COVID-19) and the school will monitor updates closely in case this advice changes or there is a local outbreak. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. There may be a limited number of cases where some pupils that are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (i.e. they must remain absent until their next planned clinical appointment). The school will accommodate these situations. 					
		<ul style="list-style-type: none"> If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. 					

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		<ul style="list-style-type: none"> If a pupil is unable to attend school because they are complying with clinical and/or Public Health advice, the school have planned for this eventuality and will be able to immediately offer them access to remote education. Where children are not able to attend school as parents are following clinical and/or Public Health advice, absence will not be penalised. <p>Those who are anxious about returning to school</p> <ul style="list-style-type: none"> The school will ensure that support is in place to address the concerns of anyone that is anxious about returning. The school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance, etc). 					
Use of PPE as a protective measure	Staff and pupils	<ul style="list-style-type: none"> Staff will not need to wear eye protection, face coverings or face masks as a preventative measure, except in situations where they would normally wear such items. Guidance is changing and now staff in Upper Secondary and pupils should be encouraged to wear masks in public areas. Changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential for transmission of the virus; they have a lifespan that is quickly exceeded and supplies are in high demand by those in sectors of the community that really need them). Pupils whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way If a pupil becomes unwell with symptoms of Coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if 2-metres cannot be maintained. If contact with the child is necessary, then disposable gloves and a disposable apron should be worn by the supervising adult. 	Moderate	Possible	Medium		March 2021

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		<ul style="list-style-type: none"> If a Risk Assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (e.g. goggles or a face shield) will also be worn. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. When using face masks, staff will be required to adhere to the following practice: <ul style="list-style-type: none"> Cover both your nose and mouth. Do not allow to dangle around the neck when not in use. Do not touch once put on, except when carefully removed before disposal. Change when they become moist or damaged. Wear once and then discard - hands must be cleaned after disposal. 					
Lack of awareness of the preventative measures and plans for reoccupation	Staff, pupils, parents, visitors, contractors	<ul style="list-style-type: none"> This Risk Assessment will be shared and consulted on with staff and staff representatives to ensure it is practicable and has been posted on the school's website for transparency. It will be explicitly communicated to staff, pupils, parents, carers or any visitors (such as suppliers), not to come on site if they are displaying any symptoms of Coronavirus (following the COVID-19: guidance for households with possible Coronavirus infection). Parents have been informed that if their child needs to be accompanied to the education or childcare setting, only one parent should attend and should remain outside. Parents and pupils have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). It has been made explicit to parents 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). Recommendations have been made to parents and pupils on transport to and from school (including avoiding peak times) and they have been referred to Coronavirus (COVID-19): safer travel guidance for passengers. 	Minor	Unlikely	Low		March 2021
		<ul style="list-style-type: none"> Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival 					

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		<p>and departure times), including discussing whether training would be helpful.</p> <ul style="list-style-type: none"> Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies and hygiene suppliers. It has been discussed and agreed with cleaning contractors/ staff the additional cleaning requirements and the additional hours to allow for this. Pupils will be encouraged to learn and practise good social distancing and hygiene habits through games, songs and repetition. 					
Foreign travel during breaks	Staff, pupils, parents, visitors, contractors	<ul style="list-style-type: none"> Staff will need to be available to work in school after holiday periods and half-term breaks. Therefore, the school has discussed leave arrangements with staff to avoid the occurrence of staff being required to be in quarantine following a break. There is still a risk that even where a member of staff's official return date provides sufficient time for quarantine, that their travel arrangements could be disrupted due to factors arising beyond their control in relation to Coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. 	Minor	Possible	Medium	If staff have travelled we will be recommending that they take a test prior to starting but will NOT be requiring it as part of conditions of service	March 2021
		<ul style="list-style-type: none"> If it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to work from home. 					
Outbreaks of COVID-19	Staff, pupils, parents, visitors, contractors	<ul style="list-style-type: none"> If the school has two or more confirmed cases within 14-days, or an overall rise in sickness absence where Coronavirus (COVID-19) is suspected, this may indicate an outbreak and we will work closely with our Local Health Protection Team who will advise if additional action is required. The school will keep their Business Continuity and Emergency Response and Recovery Plans up to date in preparation for outbreaks of COVID-19. Remote education plans will be put in place in the event of another outbreak and an enforced lockdown. In the event of a local outbreak, the PHE Local Health Protection Team or Local Authority will advise if it is necessary to close temporarily to help control transmission. 	Major	Unlikely	Medium		March 2021

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Educational Visits	Staff, pupils, parents, visitors, contractors	<ul style="list-style-type: none"> The school will not organise any domestic (UK) overnight and overseas educational visits until the DFE advises that it is safe to do so Coronavirus: travel guidance for educational settings. Any trips will be carried out in accordance with all current council trip planning and Risk Assessment measures in place. Specific protective measures in respect of COVID-19 will remain in place, e.g. keeping children within their consistent group/bubble, enhanced handwashing and respiratory hygiene, and the COVID-secure measures in place at the destination. The school will also make use of outdoor spaces in the local area to support delivery of the curriculum. 	Minor	Possible	Low		March 2021
School Uniform	Pupils and parents	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. The school will return to its standard uniform policy in the autumn term. The school will monitor pupil non-compliance in line with their revised Behaviour Policy, but will be mindful of the fact that some families may be experiencing financial pressures and will approach the matter on a case by case basis. 	Minor	Unlikely	Low		
Extra-curricular provision	Staff, pupils, parents, visitors, contractors	<ul style="list-style-type: none"> The school will resume breakfast and after-school provision, where possible, as this will aid the wider running of the school when returning to full capacity. The school will consult the guidance produced for holiday childcare, available at Protective measures for out-of-school settings during the Coronavirus (COVID-19) outbreak for support in planning extra-curricular provision. Parents using childcare providers or out of school activities for their children, have been encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place. Parents have been directed to follow guidance for parents and carers of children attending out-of-school settings during the Coronavirus (COVID-19) outbreak. 	Moderate	Possible	Medium		March 2021
Specific curriculum	Staff and pupils	Music There may be an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass	Moderate	Possible	Medium		March 20212

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related hazards		<p>instruments or shouting, even when individuals are at a distance, because droplets will travel further.</p> <ul style="list-style-type: none"> The school will consider implementing the following controls to reduce the risk: <ul style="list-style-type: none"> Increasing physical distancing. Playing outside wherever possible. Limiting group sizes to no more than 15. Positioning pupils back-to-back or side-to-side. Avoiding sharing of instruments. Ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. The Music Department Risk Assessment will be reviewed to explore preventative measures further and provide greater detail on the COVID-19 controls. External music providers, e.g. peripatetic teachers and the music service will be asked to review their own Risk Assessments in respect of COVID-19 and consult on them with the school. <p>Physical Activity</p> <ul style="list-style-type: none"> Pupils will be kept in consistent groups. Sports equipment will be thoroughly cleaned between each use by different individual groups. Contact sports will be avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. (This is particularly important in a sports setting because of the way in which people breathe during exercise). External facilities will also be used in line with Government guidance, as will travel to and from such facilities. The school uses the following sources of advice: <ul style="list-style-type: none"> Guidance on the phased return of sport and recreation. Guidance from Sport England on grassroots sport. Association for Physical Education. Youth Sports Trust. The school encourages activities such as active miles, making break times and lessons active and active travel to 					

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		<p>help enable pupils to be physically active while encouraging physical distancing.</p> <ul style="list-style-type: none"> The PE Department Risk Assessment will be reviewed to explore preventative measures further and provide greater detail on the COVID-19 controls. The school will continue to work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. External providers will be asked to review their own Risk Assessments in respect of COVID-19 and consult on them with the school. 					
Pupil Behaviour	Staff, pupils, parents, visitors, contractors	<ul style="list-style-type: none"> Behaviour and a breakdown of discipline can have a direct and adverse effect on safety and health and the school has therefore updated its Behaviour Policy with new rules, setting clear, reasonable and proportionate expectations of pupil behaviour considering COVID-19. The guidelines at Behaviour and discipline in schools has been referred to in preparation of the Policy. The school will communicate these new rules clearly to staff, pupils and parents prior to the beginning of the autumn term, setting out clearly the consequences for poor behaviour, deliberate breaking of the rules and how those rules will be enforced, what sanctions will be in place, and how good behaviour will be rewarded. 	Moderate	Likely	Medium		March 2021
Staff behaviour	Staff	<ul style="list-style-type: none"> Staff will be expected to have engaged with and support this Risk Assessment and plan. Wherever possible staff will avoid congregating at key places in the school e.g. Reprographics Rooms. Staff will be reminded of personal responsibility to adhere to government guidance. 	Minor	Possible	Low		March 2021
Staff recruitment and cover		<ul style="list-style-type: none"> Wherever possible the use of daily supply staff will be avoided and cover provided by internal cover pool. If a member of supply staff is needed, they will be required to perform a lateral flow test before their start time. If staff need to visit school prior to recruitment then the same applies. If staff need a trial in the school as part of recruitment, the same applies. 	Moderate	Likely	Medium		

COVID-19 Health & Safety Action Plan

RA Ref:		Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
Contact with individuals who have COVID-19 symptoms or live with someone who does.		The school will implement the mass lateral testing regime as soon as is possible. This will mean all staff will be tested on a weekly basis and selected students (those that have been exposed to COVID within the community) on a daily basis.	Jan- Mar 2021h	SLT	
Additional Comments					