

Risk Assessment Covid-19 January 2022



MANDEVILLE PRIMARY SCHOOL

Control Measures/Prevention

We must always:

- 1) Ensure good hygiene for everyone.
- 2) Maintain appropriate cleaning regimes, using standard products such as detergents.
- 3) Keep occupied spaces well ventilated.
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.
- 5) We recommend a face mask in communal areas inside the school unless exempt or with good reason
- 6) Wear a face mask or face covering when using public transport

In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

Response to any infection:

We will always:

- Promote and engage with the NHS Test and Trace process.
- Contain any outbreak by following local health protection team advice.

Key Considerations:

[Cleaning / Hygiene protocols](#): Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping our school buildings clean and frequent handwashing reduces the potential for coronavirus to spread and is a critical part of making and keeping your school safe.

[Ventilation](#): Adequate ventilation reduces how much virus is in the air. It helps reduce the risk from aerosol transmission, when someone breathes in small particles (aerosols) in the air after a person with the virus has been in the same enclosed area. The law says employers must make sure there's an adequate supply of fresh air (ventilation) in enclosed areas. This has not changed during the pandemic.

You should be maximising the fresh air in a space and this can be done by:

- [Natural ventilation](#) which relies on passive air flow through windows, doors and air vents that can be fully or partially opened.
- [Mechanical ventilation](#) using fans and ducts to bring in fresh air from outside, or
- a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air.
- Using CO2 monitors in classroom and offices to assure good air quality.

Ventilation must be considered alongside other control measures needed to reduce risks of transmission as part of making your school building safe. A priority for your assessment is to identify and control [poorly ventilated occupied areas](#).

Respiratory hygiene: The 'catch it, bin it, kill it' approach continues to be very important. The following link contains free resources for you, including materials to encourage good hand and respiratory hygiene -[Information about the Coronavirus \(e-bug.eu\)](#)

Use of personal protective equipment (PPE): Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) \(applies until Step 4\) - GOV.UK \(www.gov.uk\)](#).

Revised Risk Assessment with effect from January 2022

Social Distancing – There is no current recommendation on adherence to social distancing

Face Coverings

- Mandatory face coverings remain in place on London transport. We recommend that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college.
- Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained (including the provision of First Aid).
- Government expects and recommends that people wear face coverings in crowded areas, such as public transport.
- We recommend that visitors and contractors continue to be required to wear face coverings in schools.

Bubbles – The Government advice is that bubbles no longer need to be maintained. However, if there is an outbreak in your nursery, school, or college, or if your nursery, school, or college is in an enhanced response area, you might be advised that it is necessary to reintroduce bubbles or to keep groups apart for a temporary period to reduce mixing between groups.

Contact Tracing - Responsibility for contact tracing will be removed from schools and passed to NHS Test and Trace.

Reporting of Cases - School LA reporting is to continue for cases. Parents will be asked to continue to let schools know of cases.

Outbreak - In the event of an outbreak, Directors of Public Health can advise on targeted time limited rules if necessary.

This risk assessment template has been completed taking into full consideration current government guidelines for schools:

[Schools COVID-19 operational guidance](#)

[SEND and specialist settings - additional operational guidance: COVID-19](#)

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](#)

Risk Assessment Covid-19

Activity/Person/Location	Managing COVID-19 risks
School	Mandeville Primary School
Head Teacher	Marc Thompson
Assessor(s) including employee representative	
Date of assessment	13 th January 2022
Review date (Monthly)	February 2022

Key	
	Social Distancing to minimise potential spread of COVID-19
	Hygiene protocols to minimise potential spread of COVID-19
	Additional considerations to manage and control risk

Resultant Risk Rating	
High	
Medium	x
Low (normal)	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
1. There is a confirmed case of coronavirus in a setting	Staff, pupils, contractors, visitors Possible transmission of the virus between staff to staff, staff to pupil, pupil to pupil and into the wider community. People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in	Protocol in place in line with Schools COVID-19 contains detailed guidance for settings on: cleaning, testing and tracing, PPE and what settings should do in response to a case being confirmed. The schools will refer to this guidance and continue to follow measures, along with handwashing, cleaning, and self-isolation to lower the risk of transmission. From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.	Please consult the relevant guidance to carry out this risk assessment.	HT SLT	

January 2022

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	<p>droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p> <p>Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death. The children are</p>	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons • Current Government guidance states that if close contacts (household members) are below the age of 18 years and 6 months, they do not need to self-isolate. <i>At LEAP schools, all siblings must isolate to limit sibling transmission in school.</i> <p>Children in the class may be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>All staff and students who are attending an education or childcare setting will have access to a PCR test if they display symptoms of coronavirus and are strongly encouraged to get tested in this scenario. Employee refusal to arrange a test will need to be discussed with the manager and the employee. If the child, young person or staff member tests negative, they can return to their setting and the fellow household members (who are not exempt from self-isolation) can end their self-isolation.</p> <p>Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see SEND guidance.</p>			

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	<p>generally asymptomatic or have mild symptoms only and the transmission rate to other children or adults is low or negligible</p>	<p>If a child with symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 1m+ away from other people. Any rooms they use should be cleaned after they have left.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 1m+ cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	<p>Contact Local Public Health Team and LCRC in case of an outbreak. Please visit</p>		

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Covid-19 Outbreaks on site		<p>Child/ young person/ staff member with a positive test result If there is a confirmed case of coronavirus (a child, young person or a staff member with a positive test result) in a setting, they should be sent home and advised to self-isolate for 10 days. Stay at home guidance is available here. Siblings will be sent home to isolate.</p> <p>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>As part of the NHS Test and Trace programme, if other cases are detected within the cohort or in the wider setting, Local Public Health Team has put Outbreak Action Cards and SOPs in various settings as part of the Local Outbreak Management Plan. Further guidance can also be found: Contingency framework: education and childcare settings Please follow these.</p> <p>In case of an outbreak (please see definitions below), contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) They will: Give initial advice when there is a person with confirmed coronavirus in a high-risk setting If PHE confirm that there is an outbreak in any setting, they will still: Support setting to complete an outbreak risk assessment Run through infection prevention and control check list Support with communications, if needed</p>	the council's website to access the Outbreak Action Cards and SOP for your setting		

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		<p>Alert local authority public health team who will provide ongoing support.</p> <p>Establish a multi-agency incident management team (if required)</p> <p>The LA will undertake an outbreak risk assessment to help mitigate the risks. (Please note this is different from the Individual RA and Schools RA already undertaken)</p> <p>Where settings are observing guidance on COVID-19: infection prevention and control (IPC) , which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Outbreak definition as follows:</p> <ul style="list-style-type: none"> • 5 pupils or adults, who are likely to have mixed closely (class), test positive for COVID-19 within a 10-day period; or • 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>End of outbreak</p> <p>No test-confirmed cases with illness onset dates in the last 28 days in that setting.</p> <p>When a setting should consider extra action</p> <p>The thresholds, detailed above, can be used by settings as an indication for when to seek further public health advice, for example when to introduce extra measures. Most education and childcare settings, whichever of these thresholds is reached first:</p> <p>The Contingency framework: education and childcare settings provides further guidance and examples for each sector, but a group will rarely mean a whole setting or year group. Schools should work with their local HPTs to identify any additional measures to put in place.</p>			

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		<p>The Mandeville Outbreak Management Plan can be found here: Outbreak Management Plan</p> <p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p>			
2. Testing and contact tracing	<p>Staff, Pupils, visitors, contactors</p> <p>(Risk - as set out in section 1)</p>	<p>Daily testing for contacts of Covid-19</p> <p>If you live in the same household as someone with COVID-19 Follow separate guidance if you have had contact with someone who has tested positive for COVID-19 but do not currently live in the same household as them.</p> <p>Anyone who has any of the main symptoms of COVID-19 should stay at home, self-isolate immediately and order a PCR test unless they have already taken an LFD test and the result was positive.</p> <p>If you do not have symptoms of COVID-19 and live in the same household as someone with COVID-19, you are legally required to self-isolate unless you meet any of the following conditions:</p> <ul style="list-style-type: none"> • you are fully vaccinated – fully vaccinated means you have had 2 doses of an approved vaccine such as Pfizer BioNTech, AstraZeneca or Spikevax (formerly Moderna); • you are also fully vaccinated if you have had one dose of the single-dose Janssen vaccine • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons • all sibling of positive cases will be asked to self- isolate <p>If you meet any of these 4 conditions (and are therefore not legally required to self-isolate), follow the guidance further down for contacts who are not legally required to self-isolate.</p>	Parents, visitors and contractors with a		

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			smart phone should download the app.		
3. Contingency Plan to deal with an outbreak	Staff, Pupils, visitors, contactors (Risk - as set out in section 1)	<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>For self-isolating pupils, remote education plans will be put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>The school should maintain capacity to deliver remote learning for the next academic year, including pupils who face challenges to return due to COVID-19 travel restrictions for the period they are abroad. See guidance on remote education support. Full expectations for remote education, support and resources can be found on the Safeguarding - Get Help with Remote Education - GOV.UK.</p> <p>In the event of a local outbreak, the PH health protection team or local authority may advise the school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>			
4. Communication strategy	Staff, Pupils, visitors, contactors	 <p>We recommend that visitors and contractors continue to be required to wear face coverings in schools.</p>			

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(communication to parents/ guardians)	(Risk - As set out in section 1)	<p>If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school.</p> <p>If there is an outbreak in the school, the Director of Public Health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). Those positive with Covid-19 or symptomatic - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. Parents to be advised to follow guidance below</p> <p>COVID-19: guidance for households with possible coronavirus infection - GOV.UK (www.gov.uk)</p>			
5. Shielded and clinically vulnerable Groups including those who are pregnant	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <p>Where parents are concerned about their child's attendance, they should speak to the school about their concerns and discuss the protective measures that have been put in place to reduce the risk. They should also discuss other measures that can be put in place to ensure their children can regularly attend school. Please see link for specific information on: SEND and specialist settings - additional operational guidance: COVID-19.</p> <p>School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school. Please see link: School attendance: guidance for schools</p> <p>Where children and young people with EHC plans are not attending their education setting because they are following public health advice, multi-agency professionals should collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan. This may include face-to-face visits to the home, or virtual support by means of video or telephone calls, or via email.</p>	If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example,		

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SEND pupils		<p>As shielding is paused, some 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 (usually at their next planned clinical appointment).</p> <p>Please read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will immediately offer them access to remote education.</p> <p>As the school is applying the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for pregnant women, is available here. If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach. This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>Previous practices should continue, i.e., Individual Risk Assessment, referral to OH, when necessary.</p> <p>Staff should discuss these matters with line management/Schools HR and undertake a risk assessment.</p> <p>All pregnant women should be offered the COVID-19 vaccine at the same time as the rest of the population, in line with the age group roll out. Please see link for further information: COVID-19 vaccines, pregnancy and breastfeeding (rcog.org.uk)</p>	<p>the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).</p> <p>School leaders should be flexible in how those members of staff are deployed. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>		

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Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups	UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19	<p>Individual SEND care plans and risk assessments (where in place) will be reviewed regularly to include the need for relevant PPE use. Where closer contact may be necessary (for example personal care) appropriate PPE to be worn. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection will also be made available if the individual is coughing or spitting. Staff to follow manufactures instructions on how to use PPE correctly.</p> <p>Individual Health Risk Assessments will be undertaken with BAME / Clinically Vulnerable staff members using the BAME Risk Assessment.</p>			
Important considerations for occupied spaces within the school building.					

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<p>Frequent and thorough hand cleaning is a regular practice. The school will continue to ensure that staff/ visitors and pupils clean their hands regularly. This can be done with soap and water to minimise possible adverse dermatological effects (20 seconds minimum recommended) or with sanitiser.</p> <p>Implementation and maintaining an appropriate cleaning schedule. This will include regular cleaning of areas and equipment (with a particular focus on frequently touched surfaces). PHE has published guidance on the cleaning of non-healthcare settings.</p> <p>Occupied spaces will be kept well ventilated when school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Any poorly ventilated spaces will be identified and steps will be taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example Class Sharing Assemblies, school plays/parents' evenings.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, the school will ensure that they are maintained in accordance with the manufacturers' recommendations. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used.</p> <p>CO2 monitors have been provided to all state-funded education settings from September to help assess whether a space is poorly ventilated.</p> <p>The school will aim to achieve a sensible balance between increased ventilation and a comfortable temperature (thermal comfort) in classrooms and other occupied spaces. The minimum temperature maintained in classrooms and offices should not be below 16°C. To balance the need for increased ventilation while maintaining a comfortable temperature, high level windows will be opened in colder weather in preference to low level to reduce draughts, ventilation will be increased while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, furniture will be rearranged where possible to avoid direct draughts. Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>The 'catch it, bin it, kill it' approach continues to be very important. The following link contains free resources, including materials to encourage good hand and respiratory hygiene -Information about the Coronavirus (e-bug.eu)</p> <p>The recommended use of face masks in communal areas has been reintroduced.</p>					
6.	Staff, pupils, contractors, visitors		Advice/ instruction on recommended		

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
Entry to school premises egress from school premises	(Risk - as set out in section 1)	<p>We will consider well in advance future events, including parents' evenings – how they will be managed in terms of COVID-19 arrangements e.g., maintaining good hygiene and well-ventilated spaces.</p> <p>The recommended use of face masks in communal areas for staff has been reintroduced.</p> <p>All visitors and contractors continue to be required to wear face coverings in schools.</p>  <p>Appropriate disposal of face coverings and hygiene arrangements are in place are in place for staff and pupils who continue to wear face coverings.</p>  <p>Clean hands thoroughly more often than usual. Hand washing/ sanitisation stations (ideally soap and water to minimises possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. (20 seconds minimum recommended for washing with soap and water)</p> <p>Staff trained on hygiene protocols to eliminate cross-infection risks.</p> <p>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p> <p>Age-appropriate instruction provided to pupils on hand washing methods.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE: Put it in a plastic rubbish bag and tie it when full</p>	social distancing of 1m+/ hygiene and cleaning practices		

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		Place the plastic bag in a second bin bag and tie it Put it in a suitable and secure place marked for storage Waste to be stored safely and securely kept away from children.			
7. Reception areas	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <p>The recommended use of face masks in communal areas for staff has been reintroduced. All visitors and contractors must wear face coverings in school. All visitors are limited on school site and only with permission from the Headteacher. Parents should not enter the school building.</p>  <p><u>Enhanced cleaning</u> frequency of regular touched items. Catch it, Bin it, kill it notices displayed. Hand washing poster displayed. Hand sanitiser stations located in reception. Sanitisation/hand washing protocols observed when handling deliveries. Provision of closed top bins available for disposal of face masks and other PPE which may be worn. Face masks are not recyclable at present and should not be placed in recycle bins. Further guidance can be found here https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</p> <p><u>Ventilation</u> is maximised (maintaining <u>thermal comfort</u>) in this space via: <u>Natural ventilation</u> - passive air flow through windows, doors and air vents that can be fully or partially opened <u>Mechanical ventilation</u> - using fans and ducts to bring in fresh air from outside, or</p>			

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		<p>a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air CO2 monitors in all classrooms and school office to secure good air quality</p> <p> Contractors and delivery companies should have safe systems of work, risk assessment and follow our Covid-19 secure arrangements.</p>			
8. Classrooms	<p>Staff, pupils, contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	<p> All visitors and contractors continue to be required to wear face coverings on site.</p> <p></p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>Increased cleaning frequencies of hard surfaces/ emptying of bins. in place. Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it/ Bin it/ Kill it advice. <u>Enhanced cleaning</u> frequency of regular touched surfaces/ items. Catch it, Bin it, kill it notices displayed. Hand washing poster displayed. Hand sanitiser available for staff / pupil use.</p> <p><u>Ventilation</u> is maximised (maintaining <u>thermal comfort</u>) in this space via: <u>Natural ventilation</u> - passive air flow through windows, doors and air vents that can be fully or partially opened</p>			

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		<p><u>Mechanical ventilation</u> - using fans and ducts to bring in fresh air from outside, or</p> <p>A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air.</p> <p>CO2 monitors installed in all classrooms and school office to identify if a space is poorly ventilated.</p>  <p>Consider the guidance: <u>Covid-19-SEND-risk-assessment-guidance</u>.</p>			
9. Lunch times/Break times	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <p>The school will put in place and maintain an appropriate cleaning schedule. This will include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>Hand washing/ sanitisation to be followed e.g., clean hands thoroughly more often than usual. Hand washing/ sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school (20 seconds minimum recommended for washing with soap and water).</p> <p>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p>  <p>Outdoor spaces utilised where practicable.</p>			

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10. Communal Areas (Halls, Corridors, Staircases)	Staff, pupils, Contractors, Visitors (Risk - as set out in section 1)	<p> All visitors and contractors continue to be required to wear face coverings in schools.</p> <p> Enhanced cleaning frequency of regular touched surfaces/ items. Catch it, Bin it, kill it notices displayed. Hand washing poster displayed. Hand sanitiser available for staff/ pupil use.</p> <p><u>Ventilation</u> is maximised (maintaining <u>thermal comfort</u>) in these spaces via: <u>Natural ventilation</u> - passive air flow through windows, doors and air vents that can be fully or partially opened <u>Mechanical ventilation</u> - using fans and ducts to bring in fresh air from outside, or A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air. CO2 monitors installed in all classrooms and school office to identify if a space is poorly ventilated.</p>			
11. Toilets	Staff, pupils, Contractors, visitors (Risk - as set out in section 1)	<p> All visitors and contractors continue to be required to wear face coverings in schools.</p> <p>Toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
		 <p>Hand washing protocol increased to before and after use of toilet facilities (20 seconds minimum recommended) Hand washing poster displayed in all WCs Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergent. <u>Ventilation</u> is maximised (maintaining <u>thermal comfort</u>) in this space via: <u>Natural ventilation</u> - passive air flow through windows, doors and air vents that can be fully or partially opened <u>Mechanical ventilation</u> - using fans and ducts to bring in fresh air from outside, or A combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air. CO2 monitors installed in all classrooms and school office to identify if a space is poorly ventilated.</p>			
12. Staff Areas including: Staff rooms Meeting rooms Offices	Staff, contractors, visitors, (Risk - as set out in section 1)	 <p>All visitors and contractors continue to be required to wear face coverings in schools.</p>  <p><u>Enhanced cleaning</u> frequency of regular touched surfaces / items. Catch it, Bin it, kill it notices displayed. Hand washing poster displayed. Increased natural ventilation. Hand washing/sanitisation protocols to be followed available for staff/pupil use. Non fire / security doors propped open to minimise touching of surfaces.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
		<p>Increased cleaning frequencies of hard surfaces. Hand washing poster displayed. Increased natural ventilation. Handwashing /sanitisation protocols to be followed.</p> <p><u>Ventilation</u> is maximised (maintaining <u>thermal comfort</u>) in this space via: <u>Natural ventilation</u> - passive air flow through windows, doors and air vents that can be fully or partially opened <u>Mechanical ventilation</u> - using fans and ducts to bring in fresh air from outside, or a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air CO2 monitors installed in all classrooms and school office to identify if a space is poorly ventilated.</p> <p> Conduct meetings where possible via Teams</p>			
13. Lifts	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<p> Safety controls will remain in place for the use of lifts (confined space). This will typically include, restricted numbers allowed to use lifts at any one time and wearing a face covering.</p> <p> Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p></p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
		<p>Protocol in place to restrict number of people using lifts to a minimum.</p> <p>People to wear face coverings when not using lifts on their own.</p>			
14. First Aid	<p>Staff, pupils, visitors</p> <p>(Risk - as set out in section 1)</p>	<p> Adequate numbers of trained staff to administer First Aid. The Inclusion Lead will do a regular check of First aid boxes content and facilities available.</p> <p> Where closer contact may be necessary, First Aider will use PPE to protect themselves and the child or adult. This will include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting.</p> <p>The best way to protect is through rigorous cleaning, personal hygiene and regular hand hygiene.</p> <p>Guidance for first aiders Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery. Please see link: COVID-19: guidance for first responders Preserve life: CPR Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms Ask for help. If a portable defibrillator is available, ask for it</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
		<p>Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation</p> <p>If available, use:</p> <ul style="list-style-type: none"> a fluid-repellent surgical mask disposable gloves eye protection apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p> <p>Contact the Health and Safety team if it is suspected that a staff member at work has been diagnosed as having COVID-19 attributed to an occupational exposure (not societal) to coronavirus (needs to be evidence based).</p> <p>Management and staff must read and follow manufactures instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found here: COVID-19: personal protective equipment use for non-aerosol generating procedures</p>			
15. Transport Arrangements	<p>Staff, pupils, Contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<p> Mandatory face coverings remain in place on London transport.</p> <p>All staff assisting on school transport should wear face masks. The government expects and recommends that face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
		<p>Please follow the link for further information: Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk) and Transport to schools and colleges during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>  <p>The approach to dedicated transport should align as far as possible with a system of controls, it is important to consider:</p> <p>Frequent and thorough hand cleaning should now be regular practice. Pupils, staff and visitors to the school are reminded to clean their hands regularly. This can be done with soap and running water or hand sanitiser.</p> <p>The 'catch it, bin it, kill it' approach continues to be very important. An appropriate cleaning schedule is in place and maintained with a particular focus on frequently touched surfaces.</p> <p>Vehicles will be well ventilated when occupied, particularly by opening windows and ceiling vents. There will be a balance between the need for increased ventilation while maintaining a comfortable temperature.</p>  <p>Discussion between school, local authority and transport provider to confirm suitable safe protocols are in place e.g., avoid overcrowding should be minimised/ cleaning/ hygiene and supervision arrangements.</p> <p>The transportation of special needs children risk assessment reviewed in line with Covid-19 requirements.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
		<p>Drivers and passenger assistants will be required to use personal protective equipment (PPE) on home to school transport. For further guidance, please see link: SEND and specialist settings: additional COVID-19 operational guidance</p> <p>For children with complex medical needs such as tracheostomies, please refer to the following guidance:</p> <p>The use of personal protective equipment (PPE) in education, childcare and children’s social care settings, including for aerosol generating procedures (AGPs) - GOV.UK (www.gov.uk)</p>			
16. School Trips	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<p> The school will undertake a full and thorough risk assessment in relation to educational visits. Please see following links: Health and safety on educational visits - GOV.UK (www.gov.uk). Specialist advice is available from: The OEAPNG https://oeapng.info .</p> <p>School has observed and followed current guidance on educational visits.</p> <p>The school has undertaken a full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, the school has considered what control measures need to be used and is aware of wider advice on visiting indoor and outdoor venues.</p>			
17. Fire	Staff, pupils, contractors, visitors	<p></p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
	Smoke inhalation, exposure to heat	<p>Fire risk assessment and Emergency Evacuation Plans revised to consider areas which may not be in use and changes of use to the building.</p> <p>Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary.</p> <p>Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.</p> <p>Fire Assembly points arranged and monitored.</p>			
18. Behaviour of pupils / staff	<p>Staff, pupils, contractors, visitors</p> <p>(Risk – as set out in section 1)</p>	<p> Review of the school’s pupil behaviour policy to ensure that they cover COVID-19 risk related incidents (to include individual risk assessment of children with known challenging behaviour).</p> <p>Designated spaces in place for pupils displaying ACEs/Trauma/anxiety</p> <p>Provision in place for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements and deliberately cough or spit at pupils or staff, putting them at risk.</p> <p>Policy reviewed in line with current Government guidance considering staff also. Guidance is available here.</p>			
19. COSHH Cleaning / Sanitisation products	<p>Pupils due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products/ or access to the cleaning/</p>	<p> COSHH risk assessment updated to include all newly introduced cleaning products</p> <p>Training provided to all staff members required to use cleaning products (in consultation with the schools cleaning provider)</p> <p>Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</p> <p>Strict instruction to staff / cleaning provider to always keep any cleaning / sanitisation products stored / secure and out of reach of children</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
	sanitising product by children	<p>The school has worked with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place.</p> <p>Walk-through disinfecting systems and cleaning premises using fog, mist or UV treatment</p> <p>The HSE and public health bodies have agreed joint <u>advice for duty holders</u> considering using walk-through spraying or misting disinfecting systems. Walk-through disinfecting systems are not recommended under any circumstances, as this could be harmful and does not reduce the spread of COVID-19, this view is supported by the World Health Organisation.</p> <p>Fog, mist, vapour or UV (ultraviolet) treatments may be suitable options to help control the spread of COVID-19, as long as this has been considered as part of a COVID-19 Risk Assessment and users are competent, properly trained and follow the correct procedures. Any service believing, they may need to use such a system, must discuss this with the health and safety team prior to purchase and use.</p>			
20. Dealing with / clearing up with Body Fluids	Staff, pupils, visitors (Risk - as set out in section 1)	 <p>Where clearing up of body fluids is required, the staff member must wear full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield.</p> <p>PPE and waste disposal protocols to be followed (double bag waste). Handwashing protocols to be followed. Protocol in place to respond to emergency cleaning requirements and increased cleaning requests.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
21. Equalities and Mental Wellbeing	Staff, pupils Mental wellbeing could be affected by C-19 pandemic	<p> Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. The school will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <p>All employers have a duty of care to their employees, and this extends to their mental health. The school has mechanisms to support staff wellbeing. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. You can access useful links and sources of support on Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK (www.gov.uk)</p> <p>Schools' mental wellbeing and support mechanisms for staff and pupils reviewed.</p> <p>The school has a Single Equalities policy to protect their employees, and others, from harm and continue to assess health and safety risks and considers how to meet equalities duties in the usual way.</p>			
22. Staff taking leave	Staff, pupils, parents	<p> Staff may want to travel during school holidays, which may involve travelling abroad. Please check here for latest advice: https://www.gov.uk/guidance/travel-advice-novel-coronavirus.</p> <p>The government has set a requirement for people returning from some countries to quarantine on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Person responsible	Resultant Risk Rating
Pupils taking leave		<p>There is a risk that where staff travel abroad, their return 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.</p> <p>Staff should adjust travel plans to ensure they can quarantine and return to work on time.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, school management will consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p> <p>We will follow (or adapt) the above guidance in relation to pupils. The school will adapt/amend the Attendance Policy to make the appropriate decision.</p>			

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g., following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

Disclaimer. Template correct at the time of development, although any links referred to internal/external should be checked regularly as official advice is likely to be updated as the situation continues to develop

