

Coronavirus (COVID-19): risk assessment for pupils and staff at school

Name of school

Status: Roadmap Step 4

Assessment conducted by: G.B	Job title: CEO	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 10 th August 2021	Review interval: Monthly	Date of next review:

Related documents
Infection Control Policy, First Aid Policy, Business Continuity Plan, SEND Policy, COSHH Policy, Administering Medication Policy, Data Protection Policies, Security Policy, Behavioural Policy, Staff Code of Conduct, Whistleblowing, Disciplinary Policy, Safeguarding Policy.
Reference guidance
<u>DfE: Schools coronavirus (COVID-19) operational guidance (July 2021)</u>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease (COVID-19). Schools need to ensure this risk assessment reflects local arrangements.

Governing Bodies and Trust Board should be involved in the decision making processes

Designated safeguarding leads (DSLs)

The optimal scenario for any school is to have at least one trained DSL and/or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the Trust recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children’s social workers where they require access to children in need and/or to carry out statutory assessments at the school or college. Schools should consider training more staff to the appropriate level if they feel DSL provision is a risk.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

Please note the term “pupils” refers to those attending school.

Contingency planning

Contingency plans will be explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include for key roles/responsibilities, such as:

- Staff involved and trained in personal care
- PI trained staff
- First Aiders / Paediatric First Aiders
- Site management

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline/R eview Date	Risk rating following action H/M/L
Awareness of policies and procedures	H	Staff <ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained All staff, pupils and volunteers are aware of and have access to all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy First Aid Policy Intimate Care Policy SEND Policy Whistleblowing Code of Conduct Safeguarding Policy Behaviour Policy IT Acceptable Use and Social Media Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE: Schools coronavirus (COVID-19) operational guidance (July 2021) The relevant staff receive any necessary training/refresher training that helps minimise the spread of infection, e.g. infection control. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS 	Y	Headteacher New members of staff to complete relevant training (RM/ES)	XX.XX.XX	M

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		<ul style="list-style-type: none"> - Department of Health and Social Care - PHE - The school's local health protection team (HPT) <ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions <p>Parents/carers, pupils and visitors</p> <ul style="list-style-type: none"> • Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any measures that will still be in place including permanent changes where necessary. • School communication platforms and signage are/is installed wherever necessary as a reminder • The latest risk assessments are made publicly available, e.g., on school website • The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. • Contractors undertaking statutory testing, maintenance and repair work are permitted on site. They are advised to arrive and leave site avoiding pupil pick up and drop off times and the number and duration of face to face contacts with adults is limited as far as possible. • Amendments to, or return to 'norm', Fire Evacuation processes are circulated • Paediatric first aid trained staff are on the premises at all times. Where this is not possible arrangements are made to reduce the risk posed by their absence <p>Trade Union</p>				

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		<ul style="list-style-type: none"> The completed risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. 				
Preventing symptomatic persons attending school		<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</p> <ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that undertake an LFD test and the test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows. <p><i>Note: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.</i></p> <ul style="list-style-type: none"> Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see 				

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		below)				
Outbreak management		<ul style="list-style-type: none"> If the school has several confirmed (PCR) cases within 14 days, the school may have an outbreak: The school will contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1 for advice. School management are familiar with the DfE's contingency framework It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities. The school's outbreak management plan considers the measures that may be necessary in school at the request of the organisations above. <ul style="list-style-type: none"> Attendance restrictions: If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend. Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) 				

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		<ul style="list-style-type: none"> ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: <ul style="list-style-type: none"> – Residential educational visits – Open days – Transition or taster days – Parental attendance in settings ○ Performances in settings ● Appropriate staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. It must be noted, that the school must consider operational factors when making decision on this ● Sharing of desks are avoided where possible. Where not possible, workstations are cleaned in between use. 				
Persons becoming symptomatic school		<ul style="list-style-type: none"> ● If anyone in the school becomes unwell with: <ul style="list-style-type: none"> ○ a new, continuous cough ○ or a high temperature ○ or has a loss of, or change in, their normal sense of taste or smell (anosmia) ● they must: <ul style="list-style-type: none"> ○ be sent to the school's isolation room (Attendance Office), home contacted for immediate collection and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. ○ Their self-isolation may end with a negative PCR test (but not a negative LFD test) ○ PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a 				

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		<p>risk of fluids entering the eye from, for example, coughing, spitting or vomiting.</p> <ul style="list-style-type: none"> If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 				
Test and Trace (managing positive cases)		<ul style="list-style-type: none"> The latest NHS/PHE test and trace information has been shared with staff and parents. Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 and have not received both vaccinations (applies from 16th August 2021). Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) the school will: <ul style="list-style-type: none"> Consider outdoor learning Consider individuals' risk of secondary transmission within the classroom. This will depend on: <ul style="list-style-type: none"> The health category of staff and pupils in the class Staff vaccination status Whether the staff can socially distance from pupils Ventilation within the classroom. They may need to be relocated elsewhere within the school. Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible: COVID-19: cleaning of non-healthcare settings 				

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		<p>guidance.</p> <ul style="list-style-type: none"> ○ The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. ● The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to access a test. ● Staff and parent telephone numbers are checked for accuracy. ● Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. 				
Lateral Flow Testing (LFT) – Staff		<ul style="list-style-type: none"> ● School staff have been appointed with responsibility for: <ul style="list-style-type: none"> ○ communicating with stakeholders ○ ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log' ○ reporting incidents and carry out risk management ○ storing and reporting any required data ○ reordering tests when required ● The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. ● Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. ● The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Sunday night/Monday morning or, if part time, the day before/morning you are due to return to the workplace) ● Staff are reminded that: <ul style="list-style-type: none"> ○ A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. ○ A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand 				

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		<p>hygiene outside the workplace.</p> <ul style="list-style-type: none"> The testing programme does not replace current (PCR) testing policy for those with symptoms. Appropriate action is taken in the event of: <ul style="list-style-type: none"> A negative test result A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) Two void test results Necessary records of testing are kept. 				
Vaccination		<ul style="list-style-type: none"> The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. Non-double vaccinated staff close contacts will still need to self-isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and identifying individuals who may be at higher risk. <p>Vaccination poster: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/</p>				
Preventing persons who are at a higher risk of carrying the virus attending school		<ul style="list-style-type: none"> Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory 				

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		<p>attendance (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice.</p> <ul style="list-style-type: none"> Records are kept of such visits 				
Hygiene practice - General	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils to wash their hands Pupils wash their hands with soap at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sporting activities If they change rooms Before eating After sneezing or coughing After using the toilet Before leaving home Early Years – after using wheeled bikes, trikes and other large, movable toys Additional alcohol-based sanitiser or skin friendly wipes may be used where schools deem necessary, i.e. when soap and water is not practical. Soap and water remains the preferred choice. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Where possible pedal bins should be used for waste disposal purposes. Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins. 				M

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		<ul style="list-style-type: none"> Identified pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary/possible, e.g. to avoid risks of ingestion. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Enhanced cleaning to be undertaken where required PPE equipment is purchased and stock levels monitored. Staff are aware of PPE requirements via government guidance and infection control policy Staff responsible for 1 to 1 care have access to necessary PPE where pupils are present in school. Individual 'vulnerable' pupil risk assessments to be carried out 				
Hygiene practice – Classrooms/Teaching Spaces/Breakfast/Afterschool and Higher 'Traffic' areas		<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Pupils clean their hands after they have coughed or sneezed. Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place. Age appropriate hygiene signage is prevalent around school and in key areas, e.g. toilet areas Regular cleaning of surfaces throughout the day is maintained and checked. Where different groups of pupils/staff user the same space these areas should be cleaned more regularly. Pinch points, such as doorways, coat pegs etc are demarcated clearly to avoid/restrict congestion. Corridors and central areas are marked with desired circulation routes made clear. 				

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		<ul style="list-style-type: none"> • Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. Touch points are cleaned more regularly using sanitizing chemicals • Limit number of different groups of pupils using the toileting facilities where possible • Markings are present in foyer/reception. Office staff keep glass screens closed at all times due to exchanges with non-consistent groups of individuals. • Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. • Teaching/support staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. • Teachers continue to wash or sanitise their hands before and after handling pupils' books. • Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 				
Ventilation		<ul style="list-style-type: none"> • Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> ○ Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). ○ Opening internal doors (note that this also has the benefit of reducing touch points). 				

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		<ul style="list-style-type: none"> ○ Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. ● To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) ○ Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. ● Rearranging furniture where possible to avoid direct drafts. ● Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 				
PPE		<ul style="list-style-type: none"> ● Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. ● Training and instruction have been provided for the putting on, removing and disposal of PPE. ● Risk assessments in place for medical procedures have been reviewed in light of the pandemic and in particular noting whether any additional PPE is necessary. 				
Face coverings in school		<ul style="list-style-type: none"> ● A process is in place for removing face coverings if pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. ● Face coverings may (only) be worn in school by: 				

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		<ul style="list-style-type: none"> Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. Visitors 				
Ill health		<p>Clinically Extremely Vulnerable (CEV) staff</p> <ul style="list-style-type: none"> Risk assessments have been completed for all CEV staff who have been double vaccinated. <p>All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school.</p> <ul style="list-style-type: none"> Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 				
Reducing the number of persons on site including	H	<ul style="list-style-type: none"> The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. Meetings are held virtually rather than physically where there is no detrimental effect. Parents will remain uninvited to celebration assemblies to minimise the congregation of groups of adults indoors. 				M

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breakfast and afterschool clubs		<ul style="list-style-type: none"> Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is taken into consideration. Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. 				
Poor management of infectious diseases	M	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's/staff's symptoms or lack of compliance with social distancing protocols. Link to Whistleblowing, Code of Conduct and Disciplinary policy The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. An allocated individual monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus. Liaison with Trust Facilities and Operations Director. 				L
Curriculum		Sport <ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. Contact sports are avoided. The school only provides team sports on the list available at return to recreational team sport framework. Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals. Competitions between different schools: 				

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		<p>The school refers to guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance.</p> <p>Music, dance and drama</p> <ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. <p>If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation.</p> <p>Collective Worship/Assemblies</p> <ul style="list-style-type: none"> A reduced number of assemblies will take place with the whole school and bubbles no longer need to be in place. Ventilation will be ensured before, during and after the event (See ventilation section above) School leaders may choose to move to online delivery of assemblies where there is an increase in COVID-19 cases across the school. <p>Library</p> <ul style="list-style-type: none"> In school library usage will be dictated by whole school timetable No classes will mix in the library Ventilation will be maintained in library room After school library club will be year group invitation only. Parents will not be permitted to enter the library room. <p>D&T room</p> <ul style="list-style-type: none"> In school D&T usage will be dictated by whole school timetable. No classes will mix in the D&T room. Ventilation will be maintained in the room. 				

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		<ul style="list-style-type: none"> Specialised equipment in the room. 				
Welfare, Health and Safety concerns/support	M	<p>SEND pupils</p> <ul style="list-style-type: none"> Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. <p>Mental Health/Wellbing</p> <ul style="list-style-type: none"> Where staff, pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pastoral or use of external support mechanisms, e.g. counselling may be deemed appropriate 				L
Partial school closures and remote education	H	<ul style="list-style-type: none"> The school communicates with parents via letter/Dojo regarding any updates to school procedures which are affected by the coronavirus pandemic. Pupils continuing education at school are informed of any changes (e.g. infection control measures) and how to maintain good levels of personal hygiene. Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. 				M

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		<ul style="list-style-type: none"> • The remote education provided is equivalent in length to the core teaching pupils would receive in school. • The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. • The school conducts its best endeavours to ensure all pupils have access to school work and the necessary reading materials at home, prior to any form of school closure. • Pupils receiving remote education assigned work to complete to a timeframe set by their teacher. • Relevant policies are adhered to at all times, even while working remotely. Policies are reviewed in line with COVID-19. • High profile pupils are risk assessed individually • The headteacher works with the IT technicians to ensure that all technology used is accessible to all staff – alternative arrangements are put in place where required. • The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. • The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy 				

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Vacant premises	L	<ul style="list-style-type: none"> Access to the school is restricted – additional security is arranged and put in place if required. Site team remain on-call in case of an emergency or if access to the school is required. External signage is visible to show that the school is closed and that access is restricted. Valuable school property and equipment is identified and reasonable measures are in place to ensure security. The site manager ensures the school premises is safe to return to before school activity resumes. Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business. The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 				L
Emergencies	M	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. <p>Undertaking CPR / and First Aid</p> <ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm 				L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline/R eview Date	Risk rating following action H/M/L
		"It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands"				
Incident reporting		<ul style="list-style-type: none"> A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. https://notifications.hse.gov.uk/riddorforms/Disease				

Are there any other foreseeable hazards associated with Covid-19?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Hazards	List any additional control measures required	Residual Risk rating

ASSESSED BY (Print name)	SIGNED	DATE
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