

St. Aubyns School Risk Assessment – Return To School from January 2021

On 4 January the Government announced that, due to lockdown, schools in England will be required to provide remote learning to all pupils except for; those who are classified as ‘vulnerable’, those whose parents are critical workers and Nursery children, who will continue to attend school. At the time of writing, we have one pupil who is classified as vulnerable. The DSL takes responsibility for arrangements for that pupil.

We must be able to achieve the following controls as defined by the Department of Education before opening the School to some pupils in January 2021 and possibly to all pupils later in the term. This risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable. It will be reviewed regularly by SMT and the Governing Body’s Health & Safety committee. Where actions are implemented, they must be reworded if necessary to show how the controls have been applied, added/amended. The risk rating for each identified hazard must be considered and decided as Low, Medium, or High based on how the School proceeds with the control measures.

This Risk Assessment aims to provide a shared safe approach to inform an Action Plan for the return of pupils to School based on the Government guidance documents:

[Coronavirus \(COVID-19\) Education and childcare](#) From January 2021

[Actions for schools during the coronavirus outbreak](#) (Published 2 July 2020 Last updated 14 January 2021)

[Restricting attendance during the national lockdown: schools January 2021](#)

[What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)

This Risk Assessment builds on the work of the original Risk Assessment for the full return to School in September 2020 (Date of Assessment 7 July 2020) and the many updates to it. The Governing Body’s Health & Safety committee met and approved this latest Risk Assessment on 5 January 2021.

Updated 21 January 2021

Review Date: Ongoing and as guidance changes

System of controls

This is the set of actions we must take. They are grouped into 'prevention' and 'response to any infection'.

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 school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place all the time.

Number 6 must be properly considered and we must put in place measures that suit our particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

PREPARING SCHOOL BUILDING

What are the hazards?	Who & how might someone be harmed?	Factors to consider to control risks	Risk Rating L / M / H	Notes/What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Lack of H & S compliance when school grounds/buildings reopen	Employees, pupils, visitors An employee / visitor injured due to lack of building safety, statutory compliance checks, health and safety checks prior to opening	1 The school site and every room being used should be cleaned as part of the schools cleaning regime prior to return	L	1 Book cleaning	1 MF Everbrite	1 6 Jan 21
		2 Cleaning stock and cleaning regime to be increased as part of the key control measure for enhanced cleaning and sanitising		2 New cleaning schedule established	2 MF, Everbrite	2 6 Jan 21
Someone entering the premises with CV19	Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Anyone who presents with COVID 19 symptoms is not allowed on site. Nurse can be called to assess.	M	1 Signage. Gatekeepers, office staff and Nurses aware	1. MF	1 28/08
		2 Limited and restricted access to School site for Nursery and 'critical worker' parents/carers (collecting pupils only)		2 Remind parents of procedure and timings	2 LB/MS	2 05/01/21
		3 Limited access to visitors (essential ones only). Detailed paperwork required, plus checking into the NHS Covid Track and Trace app using the school QR code available at the main gate and at the school office		3 Signage and paperwork at entrances. Gatekeepers, office staff and Nurses aware	3 MF, gatekeeper, office Staff	3 28/08 & 29/10
		4 Critical worker list and booking in of pupils to be arranged using the DfE guidance Children of critical workers and vulnerable children who can access schools or educational settings Updated 8 January 2021		4 Schedule arranged	4 MS	06/01/21 and ongoing

		4 Staff to be tested for COVID as part of the 'rapid testing' programme. There is a separate Risk Assessment for this.		4 Monitor government changes	4 MF and Nurses ongoing	4 1st tests for staff 7 Jan 21
Physical arrangements - social distancing	Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Where children can be kept socially distant from staff, they should be. Ideally adults should maintain 2 metre distance from each other and from children and where this is not possible avoid close face to face contact and minimising time spent within 1 metre of others. Pupils should be supported to do the same. This is less likely for younger children.	M	1 Remind on site staff	1 LB/HoDs	1 06/01/21 and ongoing
		2 Plan for 'bubbles' to stay apart (2 separate Nursery classes, critical worker groups) to be as small as staffing and pupil numbers will allow. Inform staff and Nursery/critical worker parents		2	2 JB (Nursery) MS (critical workers)	2 15/01/21 06/01/21
		3 EYFS classes and groups to observe correct staff/child ratios. Inform staff and parents		3	3 HS	3 15/07
		4 Set up desks as far apart as possible with pupils facing forward. Rearrange classrooms		4	4 JL	4 28/08
		5 Designate areas for staff breaks that maintain social distancing and hygiene.		5 Remind staff	5 LB	5 06/01/21 and ongoing
		6 Inform parents and staff that briefings and assemblies will be delivered via Teams		6	6 LB	6 06/01/21
		7 No other staff (e.g. maintenance) should visit bubbles unnecessarily whilst children are in them and if they need to go in at other times must clean surfaces that they touch.		7 Remind staff	8 SMT	8 06/01/21 and ongoing
		8 Before and After School Care to be available for children of critical workers in school. Advertise to parents		8	8 HM	8 04/01/21
		Lifts, corridors and stairs		Employees, pupils, visitors	1 Lifts are rarely used – only 1 person in a lift at a time. Signage to be displayed and cleaning products kept in each lift	M

Someone entering the workplace with CV19	An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	2 Use of stairs to be promoted in a controlled manner and one way where possible. Signage to be installed	2	2 JL	2 28/08 & 07/09
		3 regularly sanitise and wipe all the surfaces that staff may come into contact with i.e. buttons, doors, switches, hand rails etc. install sanitiser units as required	3 Everbrite cleaners will be in school from 9am each day to complete a rolling programme of cleaning these surfaces	3 Everbrite	3 28/08
		4 Regulating use of corridors and staircases, completing floor checks, areas safety checks and recording/reporting any concerns to management	4 Everyone to be on their guard to ensure compliance	4 All staff	4 Ongoing
		5 Leave any internal doors open where possible, installation of Dor gard door restrictors to fire doors that are high use and to high contact doors, but not in higher risk rooms such as plant areas and kitchen areas.	5 Regular check on all of the Dor gard door restrictors to ensure closing operation is tested and replacement of batteries when required	5 JL to re-assess 06/01	5 06/01 and ongoing
		6 Keep one way flow system in corridors and stairs and throughout the buildings where possible. Brief, transitory contact, such as passing in a corridor, is considered low risk. 6a.However, staff and visitors have been asked to wear a face covering or mask when moving about the site. 6b.Pupils in Years 6, 7 & 8 to be advised to wear masks with effect from 02/11/20. Plan routes 6a.advise staff 6b.LB email to parents 23/10/20	6	6 HoDs 6a. by email from HS 6b.LB	6 15/07 6a.HS email 28/09 6b.23/10 & Yr 6 added 3/11
		7 Floor and wall signage. Installed as required	7	7 JL	7 28/08
		8 Government guidance is that doors stay open when more than one person is in a room H &S guidance for Fire doors is that they are closed – have to risk assess each door that is to be open A. Doors to Classrooms accessed from outside can be left open – as they are not protecting an escape route	8 Remind staff 8F. review Dorgard door restrictors and move to high risk doors	8 HoDs 8F. JL	8 06/01/21 and ongoing 8F. 28/10

		<p>B. Reception classrooms also ok to leave open – pupils will be out through the conservatory before there is an issue and each class has a dedicated exit</p> <p>C. Nursery classrooms – ok to leave doors open</p> <p>D. ASC doors – leave open as two escape routes</p> <p>E. Classrooms indoors – if on to an escape route need to be risk assessed</p> <p>F Top corridor seniors – class doors can be left open but fire doors in the corridor have to be kept shut. If that is an issue due to lots of handling they can be propped open to let the class in/out but then have to be closed. Same when pupils leaving, you can prop open but have to close after the last person is out. Insurers suggest that we move a dorguard door retainer unit (If we have any) to the fire doors in corridors.</p> <p>G Year 3 classrooms can be left open</p> <p>H Year 1 and 2 classrooms don't have dorguard door retainers so need to be closed when vacated.</p> <p>I Fire doors in corridors are to be closed when not in use, or on release mechanisms.</p>				
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<p>Office staff exposure</p> <p>Someone entering the workplace/office with CV19</p>	<p>Employees, pupils, visitors and their household</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Office to have a physical barrier to prevent access to anyone other than office staff</p>	<p>M</p>	<p>1</p>	<p>1 – 3 MF</p>	<p>1 - 3 28/08</p>
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		2 For shared areas (more than one staff member) a review of equipment to restrict shared items, touch/contact areas. Telephone headsets – they should only use their own.		2 In the one shared area staff have their own headsets and are socially distant	2 - MF	2 28/08
		3 For shared areas the desk, telephone, keyboard, PC, PC hard drive box and any frequent contact surface should be cleaned between users.		3 Spray cleaner and cloths will be available in the main school office to clean the shared switchboard and computer	3 - MF	3 28/08
Office layout and space	Employees, pupils, visitors and their household	1 Position office furniture to achieve 2 metre social distancing	M	1	1 All managers	1 04/01/21
		2 Managers monitor usage of spaces regularly		2 as 1 above	2 All managers	2 Ongoing
		3 For areas where regular meetings take place, help people maintain social distancing (have outdoor or “teams” meetings when possible)		3 - 5 Inform staff	3 All managers	3 Ongoing
		4 Do not have staff sitting facing each other			3 MF	3 Ongoing
		5 Have a seating plan if necessary and know who is sitting at each location			3 MF	3 28/08
Someone entering the workplace with CV19	An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease					
Circulation of fresh air	Employees, pupils, visitors and their household	1 Keep ventilation systems maintained regularly and adjusting systems where necessary	M	1 The servicing regime for the air conditioning units in school has not been interrupted	1 JL	1 28/08
		2 Premises maintain/monitor ventilation systems		2 This is being done	2 JL	2 28/08
		3 Premises to check service and or adjustments required, so that they do not automatically reduce ventilation levels due to lower than normal occupancy		3 This will be monitored	3 JL	3 28/08
		4 Opening windows and doors frequently to encourage ventilation where possible		4 All staff to be reminded	4 LB	4 06/01/21
		5 Keep the systems operating continuously, i.e. not shutting down at weekends		5 Systems will not be shut down	5 JL	5 28/08
		6 Our air conditioning units are recirculated air so should not be used until UV filter added		6 UV filter to be added and unit not used until this has been completed	6 JL – staff advised	6 awaited 06/01

<p>Contaminated workplace</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, pupils, visitors and their household</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Key areas and touch points form part of the specified cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.)</p> <p>Staff will be responsible for cleaning any keyboard they use. Spray cleaner and paper towels, or where possible, cleaning wipes are issued to all classrooms and work areas.</p>	M	<p>1 2 Everbrite cleaners are on site for the whole of the school day</p>	<p>1 Everbrite and MF</p> <p>HoDs and MF to advise staff</p>	<p>1 28/08</p> <p>02/09</p>
		2 Hand sanitisers placed in the workplace		2 Replenish stocks	2 JL	2 04/01/21
		3 Extra hygiene requirements (handwashing, sanitising etc.) enforced		3 Reminders to all to back up. Signage in place	3 SMT	3 Ongoing
		4 Multi-use handtowels are not used to dry hands		4 N/A	4 N/A	4 N/A
		5 Antibacterial wipes, spray and hand sanitisers will be provided throughout the school for each department		5 N/A	5 JL	5 04/01/21
		6 Confirmed cases of work-related CV-19 to be reported to the DfE and local authority as required by guidance.		6 Inform staff via plan and HS or MS will inform the DfE or Local Authority as required	6 HS & MS	6 15/07 and ongoing
		7 Review any further cleaning regime in light of potential outbreaks, and have this as a contingency plan		7 Will do when required	7 Everbrite and MF	7 Ongoing
		8 Ensure the correct cleaning products are being used for infection control		8	8 Everbrite and MF	8 28/08
<p>Gatherings, emergency evacuation</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, pupils, visitors and their household</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<p>1. Social distancing standards marked out clearly where possible around the buildings/grounds to keep staff/parents/pupils (as required) at least 2 metres apart at all times. Assembly areas to maintain social distancing where possible</p>	L	<p>1 Tape, paint social distance markings, signage</p>	<p>1 JL</p>	<p>1 01/09</p>

	Causing severe infection/disease					
		2. If we have any PEEPS 'personal emergency evacuation plans' these are to be reviewed for each building with the identified evacuation team/ 'buddy' packs should be installed next to the evacuation transfer/meeting location to include surgical face masks for all parties involved in personal evacuation procedure		2 None at present but this will be monitored	2 Nurse & MF(when required)	2 Ongoing
		3. Manage any gathering of people close to the building entrances and disperse groups if necessary, keeping a safe distance themselves, or if pupils come together in large groups		3 Monitor and disperse at drop off and collection	3 SMT	3 Ongoing
		4. Staggered start and end to the School day for each year group to keep numbers of parents pupils manageable at one time. Plan in place to be advised to staff and parents		4	4 MS	4 06/01/21
		5. Emergency evacuations (e.g. Fire) – priority is to get out quickly and safely. Social distancing may be compromised. Inform staff – usual fire drill		5	5 SMT	5 01/09
		6. Drop off/pick up arrangements organised to observe social distancing and avoid crowds. Inform parents		6 Maintenance staff in Bunces Lane (Hi Viz) to control	6 HS & JL	6 15/07 & Ongoing
Provision of first aid in buildings and at break times	Employees, pupils, visitors and their household	1. Review existing first aid needs analysis in line with Health and Safety Executive (HSE) Guidance on First Aid cover and qualifications during COVID-19 e.g.: <ul style="list-style-type: none"> ▪ High risk activities to be suspended or postponed where practical ▪ Extension of first aid certificate renewal date if run out 	M	1 Infection control policy has been updated and approved by governors	1 Nurses	1 Nov 2020
Someone entering the workplace with CV19, giving	An employee / visitor enters the workplace with CV19 and passes it on, applying first aid to	2 It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be		2 The first aid policy has been updated and approved by governors	2 Nurses	2 Nov 2020

first aid to staff/others	staff/pupils in close contact	kept to a minimum e.g. pupils apply cold pack, wipe, plaster to themselves where able to do so.			
	Causing severe infection/disease onto others	3 Those administering first aid should wear PPE appropriate to the circumstances (see First Aid policy), including surgical face masks when working in close contact. Wash hands and ensure the affected area is cleaned upon completion.		3 Ensure sufficient PPE is in school	3 MF, Nurses 3 06/01/21 and ongoing
		4 Only one person being treated in the medical room at a time - allocate another room / area as a waiting/collection area. Pupils are not to be sent to the medical room until the nurse has been telephoned. Pupils will then be sent by appointment with priority being decided by the nurse. Advise staff	4	4 Nurse	4 02/09
		5 Nurse (s) to train staff re procedures	5	5 Nurse	5 02/09
		6 PPE that had been used to deal with a suspected case of COVID-19 needs to be double bagged and stored for 72 hours, we now have a 'waste bin' for this purpose in the Medical Room. It is currently in the bedroom and clearly labelled. There are some small white rubbish bags next to the bin although any bags will do (old carrier bags for example). Inform staff	6	6 Nurse	6 14/09
		7 Lunchtime Supervisors have been issued with a "bumbag" containing basic first aid items in order that they can administer basic first aid as required, being mindful of the required social distancing and the requirement to avoid close contact.	7 MS to remind LTS re use	7 MS	7 07/01/21
Kitchen/staff areas	Employees, pupils, visitors and their household	1 Social distancing in place, signage at appropriate points around the site	M	1 Remind staff	1 LB 1 06/01/21
Someone entering the workplace with CV19	An employee / visitor enters the workplace with	2 Taps/Kettles etc to be cleaned before and after use with appropriate cleaning material/wipes		2 Remind staff to use cleaning products available in kitchen areas	2 MF 2 06/01/21
		3 Staff reminded with signage next to taps NOT to allow their cups to touch the tap		3 Remind staff	3 MF 3 06/01/21

	CV19 and passes it onto others	4 Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum		4 Regular reminders to staff re distancing and avoiding close contact	4 LB	4 06/01/21
	Causing severe infection/disease	5 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds		5 Remind staff	5 MF	5 06/01/21
	Causing severe infection/disease	6 Staff not to share cups and cutlery (bring own or use disposables)		6 Remind staff	6 MF	6 06/01/21
		7 Staff to be encourage to go outside during breaks		7 Remind staff	7 LB	7 06/01/21
		8 These areas to have an increased cleaning regimes in place managed and monitored		8 Everbrite cleaners will be in school during the school day for this	8 Everbrite	8 Ongoing
Main Kitchen/Canteen Dining Hall	Employees, pupils, visitors and their household	1 Ensure social distancing is in place for the kitchen and kitchen staff whether they are your own or contract staff	M	1 - 6 Holroyd Howe (HH) have details in their re-mobilisation document given to the School. They will advise their staff accordingly	1 – 6 HH training and implementing	1 - 6 01/09
Someone entering the workplace with CV19	An employee / visitor enters the workplace with CV19 and passes it onto others	2 PPE masks are not required within the kitchen (but can be worn). NB Due to the nature of heat, steam, touching of face/masks increases poor hygiene standards. Staff advised				
	Causing severe infection/disease	3 Social distancing at the servery which is managed and monitored				
		4 Shielding/sneeze screens to be used to protect the kitchen staff serving				
		5 Review contractor covid working risk assessment and shared risk communication to ensure control measures known and achieved. Access point for boxed food.				
		6 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds and frequently during the day				
		7 Communication with Holroyd Howe re covid-19 sickness procedures in place to ensure that the school to be informed of any covid-19 related staff sickness, without delay, including BC plan if the whole kitchen crew have to self- isolate		7 HH to advise MF	7 HH	7 As required

		8 Review the number of kitchen staff required in the kitchen generally and at one time		8	8 HH	8 04/01/21
Toilet areas Someone entering the workplace with CV19	Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Social distancing in place with signage. Signage on all toilet facilities and nearby to re-inforce social distancing and the need to be alert	M	1	1 EH, SL	1 28/08
		2 Staff to stay alert at all single doors access and egress and potential meeting points, therefore proceed with caution and be prepared to take a step back to allow others to keep their distance. Signage added as a reminder		2	2 EH, SL	2 28/08
		3 Washing hands is paramount. Signs in all toilet facilities		3	3 EH, SL	3 28/08
		4 There will be an increased cleaning regime in these areas		4	4 Booked with Everbrite	4 02/09
		5 Control system in place for pupil toilet area, limit to year groups where possible.		5	5 Increased cleaning of toilets used by more than one year group	5 HS
Meeting rooms Someone entering the workplace with CV19	Employees, governors, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Hold meetings online whenever possible. Physical meeting dates and attendance are to be recorded for potential tracking requirements (minutes)	L		1 - 5 SMT	1 - 5 ongoing
		2 'Informal meetings' should be held outside or in well ventilated rooms with doors and windows open, maintaining social distancing				
		3 'Informal meetings' - avoid sharing pens and any other items				
		4 'Informal meetings' - hand sanitiser to be provided in rooms				
		5 'Informal meetings' - all participants to wear masks/face coverings – unless exempt				
Security	Employees, pupils, visitors and their household	1 Maintenance staff will patrol the school grounds in shifts wearing hi-vis jackets to increase security whilst we have more doors open	L	1 Doors in key areas will be left open or have the ability to be kept open to avoid any need to touch handles	1 JL, CW (weekly)	1 ongoing

Someone entering the workplace	An employee / visitor enters the workplace and attacks staff/children	2 Review security in buildings that may still not be in use, external gates that may be used now in addition to normal entrance and exit gates		2 This will be monitored by the caretaker	2 AS, JL, CW (weekly check)	2 ongoing
	Causing severe infection/disease	3 Review individual SEN concerns if the school building is being open with doors open etc. re: pupils leaving the school unauthorised		3 Risk assess any pupils with an EHCP and advise security staff as required	3 CW	3 ongoing. None as of 04/01/21
Accidents, Security incident, emergency	Employees, pupils, visitors and their household	1 It is important to understand and make clear that in the event of any emergency situation, staff do not have to stay socially distant. E.g. in the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate	M	1 All staff to be reminded	1 HoDs	1 04/01/21
Someone entering the workplace/ with CV19	An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	2 Staff involved in emergency situations that may bring them into close contact should ensure that they pay particular attention to sanitation measures immediately afterwards including washing of hands		2 All staff to be reminded	2 HoDs	2 04/01/21
Lettings	Employees, pupils, visitors and their household	1 Lettings are not taking place at this time	N/A	N/A	N/A	N/A
Someone entering the workplace with CV19	An employee / visitor enters the workplace with CV19 and passes it onto others					

INFECTION CONTROL

Hazard Awareness - People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in 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

What are the hazards?	Who & how might someone be harmed?	Factors to consider to control risks	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Close contact in classrooms	Employees, pupils, visitors and their household An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others Transmission of the virus between staff and children, and into the wider community.	1 Staff and pupils with COVID symptoms will not be allowed on site. All informed.	M	1	1 HS	1 15/07
		2 Review the layout of each room to determine location of seats and tables for maximum social distancing.		2	2 HoDs	2 28/08
		3 Staff are to maintain a safe distance between each other and pupils are to be encouraged to do so whenever possible		3 Remind staff	3 HoDs	3 04/01/21
		4 Markings to help pupils visualize and maintain social distancing		4	4 JL	4 28/08
		5 Rooms keep as well ventilated as possible (opening windows) or via ventilation units.		5 Remind staff	5 SMT	5 Ongoing
		6 Take opportunities for outdoor learning to deliver the curriculum when possible to assist in social distancing as much as possible (transmission outside is less likely).		6 Remind staff	6 SMT	6 Ongoing
Poor Infection control Someone entering the	Employees, pupils, visitors and their household An employee / Pupil /visitor enters the	1 Seating pupils at the same desk each day as much as possible	M	1 – 6 Communicate plan, timetable and RA to parents and staff	1 - 6 HS, MS	1-6 04/01
		2 Pupils use the same room throughout the day as much as possible				
		3 Implement a one-way system when needed				
		4 Lunch breaks organised to keep bubbles apart				

workplace/offices with CV19	workplace with CV19 and passes it onto others	5 Certain rooms (e.g. dining hall, field) can be 'shared' as long as different year groups do not mix and enhanced cleaning regime in place				
		6 Timetable and breaks to plan for 'safest movement' around the school buildings				
	Causing severe infection/disease	7 Pupils in Years 6 - 8 need to wear a face covering or mask when moving around the school,		7 Inform parents	7 HS	7 2/11/20
		8 Dining room - tables and benches should be cleaned between each bubble. Clean hands after eating.		8	8 LTS	8 Ongoing
		9 Dining Hall toilets – Increased cleaning		9	9 Everbrite	9 Ongoing
		10 Promotion of hand cleaning and sanitising		10	10 All staff	10 Ongoing
		11 Provide support for all children to follow the measures. Age appropriate signage, lessons, social stories to support pupils understanding how to follow rules.		11	11 All staff	11 Ongoing
		12 3 assigned staff rooms, and other rooms/offices to ensure there is a limit on the numbers, observing social distancing		12	12 MF	12 01/09
		13 Review use of shared resources to prevent the potential spread by hand contact. Items or areas that are shared materials should be cleaned and disinfected more frequently		13 Remind staff	13 HoDs	13 06/01
		14 Enhanced cleaning of soft toys, and furnishings, that are difficult to clean		14 Remind staff	14 HoDs	14 06/01
		15 Implement thorough cleaning of the rooms at the end of the day, this being supported by enhanced cleaning during the school day		15	15 Everbrite	15 Ongoing
		16 Plan parent drop off and collection, do not engage in close contact with parents/groups, keeping social distancing measures in place		16 Remind parents and staff of procedures	16 LB	16 06/01
		17 Break time snacks/milk handed out by staff (staff sanitise). Routines for collection/distribution established and communicated to staff.		17 Remind staff	17 HoD	17 06/01
		18 No paper notes to/from parents and Nurse		18 Remind parents/staff	18 Nurses	18 06/01/21

		19 BASC arrangements (Critical worker children) – plan rooms, pick up, collection etc		19 Inform relevant staff and parents	19 MS 05/01	19 05/01/21
		<p>20 Staff informed to wear a face covering -or mask when -</p> <ul style="list-style-type: none"> • On gate duty in the mornings (including gate and maintenance staff) • Dismissing children from the playground at the end of the day, as parents are occasionally asking to speak to teachers • On the Senior School corridor) • Handing out trays to pupils at lunchtime • On duty in the Dining Room (including catering staff who are on the pupils side of the hatch) • In staff rooms when you are not eating/drinking (2 metre distancing should also be maintained) • During staff meetings that are held in person (2 metre distancing should also be maintained) • Staff to be asked to wear masks when moving about the school. <p>Staff are allowed to wear masks and/or visors at other times if it makes them feel more comfortable.</p>		20 Remind staff	20 LB	20 06/01/21

<p>Poor Hygiene</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, pupils, visitors and their household</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Enhanced hygiene control required (eg hand sanitising). Pupils will be instructed to wash hands at regular intervals – signage</p>	<p>M</p>		<p>1 Teachers</p>	<p>1 Ongoing</p>
		<p>2 Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p>			<p>2 MF</p>	<p>2 02/09</p>
		<p>3 Clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Cleaners booked to be on site all day. Teachers to have cleaning resources</p>			<p>3 Teachers, TAs and cleaners</p>	<p>3 Ongoing</p>
		<p>4 Normal detergents will remove traces of the Covid-19 virus, it must be ensured that there are sufficient supplies and cleaning staff are available to maintain good infection control.</p>			<p>4 Everbrite and JL</p>	<p>4 28/08</p>
		<p>5 Ensure that all adults and children (frequent reminding/education/signage):</p> <ul style="list-style-type: none"> • Frequently sanitise their hands with soap and water for 20 seconds and dry thoroughly (hand driers can be used) • Use the '24 hour' gel upon arrival at the school, clean hands before and after eating, before and after toileting and after sneezing or coughing 			<p>5 All staff</p>	<p>5 Ongoing</p>

	<ul style="list-style-type: none"> • Are encouraged not to touch their mouth, eyes, and nose, this may be a repeat reminder needed for many of the younger pupils • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Promoting the 'catch it, bin it, kill it' control in group discussion, internet videos, posters • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through games, songs, and repetition <p>Signage will be in place and verbal reminders will be given throughout the day.</p>				
	6 Ensure that bins for tissues are emptied throughout the day, non-hand touch closed lid bins preferred			6 Everbrite	6 Ongoing
	7 Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units			7 All staff	7 Ongoing
	8 Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation			8 All staff	8 Ongoing
	9 Ensure there are sufficient supplies of soap, anti-bacterial gel, hand towels and cleaning products with stock monitoring and re-ordering procedures set up. Coshh safety data sheet, coshh risk assessment, secure storage of substances away from pupils, staff training/knowledge of substances being used, if school staff are cleaning areas in addition to the cleaning team, consider easy wipes that clean and throw away that are better for coshh control than cleaning sprayed products and bottles of substances/liquid. Supplies in place & re-order schedule prepared. Stored either in the Bursars			9 – 14 MF, Everbrite & Maintenance staff	9 28/08

		office or with the Facilities Manager. Staff to ensure cleaning products in use in teaching areas are securely stored				
		10 Ensure soap and hand towels are regularly topped up at all washing stations. Supplies in place. Monitor throughout the day		10	10 Everbrite cleaner & Maintenance staff	10-14 ongoing
		11 Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Bins will be emptied regularly		11	11. Everbrite cleaners will empty regularly	
		12 Cleaning staff to regularly clean the hand washing facilities.		12	12 Everbrite	
		13 Hand-sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.		13	13. maintenance and office staff daily	
		14 Tissues will be provided for classrooms. Staff to replenish as needed.		14	14 All staff to monitor	
		15 Water fountains are closed (pupils will bring in water bottles)		15 N/A	15 N/A	15 N/A
Inadequate cleaning Someone entering the workplace with CV19	Employees, pupils, visitors and their household An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Formulating a cleaning schedule throughout the school building/s, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly	M	1 revise as required and as circumstances/guidance changes	1 MF/Everbrite	1 Ongoing
		2 Thorough cleaning of rooms at the end of the day, managed and monitored			2 MF/Everbrite	2 Ongoing

		3 Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day, this can be completed by school staff, non-cleaning staff, but a review of the substance, safety data sheet/risk assessment added to the schools coshh file. Staff informed			3 HS	3 02/09
		4 For a deep clean / disinfection (e.g. following a suspected/confirmed case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advise the COVID-19: cleaning of non-healthcare settings guidance			4 Everbrite	4 Ongoing
		5 Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.			5 Everbrite	5 Ongoing
		6 Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.		6 Monitor regularly as advised by MF	6 AS, JL	6 ongoing
		7 Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Arranged for extra cleaners on site all day			7 MF	7 28/08
		8 Only cleaning products supplied by the school / contract cleaners are to be used.			8 Everbrite	8 Ongoing
		9 School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.			9 MF	9 28/08
		10 When cleaning a contaminated area <u>Cleaning staff (trained cleaning staff) to:</u> Wear disposable gloves and apron Wash their hands with soap and water once they remove their gloves and apron Fluid resistant surgical mask if splashing likely			10 Everbrite & MF	10 28/08

		<p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</p> <p>PPE to be double-bagged then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p>				
<p>Exposure due to close contact/PPE concerns</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, pupils visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 PPE is needed:</p> <ul style="list-style-type: none"> - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained - where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>Nurse will advise all staff at inset day so that they are aware of when to use PPE, how to put it on and how to take it off and dispose of it.</p>	M	<p>1A Minimal requirement for personal intimate care and suspected coronavirus cases will be dealt with by the school nurse.</p> <p>1 B Ensure adequate supplies are on hand</p>	<p>1A Nurse</p> <p>1B SL</p>	<p>1A 02/09</p> <p>1B 02/09 and ongoing</p>
		<p>2 If a parent wants a child to wear PPE, staff should monitor it's correct use and inform the Nurse if there is an issue so that the Nurse can inform parents</p>		<p>2 N/A</p>	<p>2 All staff & Nurses</p>	<p>2 Ongoing</p>
		<p>3 Face coverings to be worn by staff & visitors in communal areas outside the classroom or workspace. Staff informed</p>		<p>3 Inform visitors</p>	<p>3 LB, office staff & gatekeeper</p>	<p>3 23/9 and ongoing</p>

		4 Reduce 'close contact' between staff and pupils when possible. Staff informed			4 LB	4 28/9 and ongoing
		5 Encourage parents to wear face coverings when they come onto the school site at 'pick up'.			5 LB	5 25/9

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Individual existing conditions</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, pupils, visitors and their household</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend early years and childcare settings in line with current guidance. This applies at all Local COVID Alert levels. While in school they should follow the measures in this document to minimise the risks of transmission. Some people with particular characteristics may be at comparatively increased risk from coronavirus(COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report (https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes), which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can attend school as long as the system of controls set out in the DfE guidance are in place.</p>	M	1 monitor guidance for any changes	1 LB/MF as required	1 Ongoing
		2 Ensure up to date risk assessments for child(ren) with EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.		2 N/A – we currently have no pupils in these categories	2 N/A	2 N/A

		3 Set up clear, repeated messaging to staff/parents/carers re procedures if pupils or family members have COVID or have symptoms		3	3 Nurse	3 Ongoing
		4 Staff who are clinically extremely vulnerable are advised to work from home and not to go into work. All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. Inform staff that those who are extremely clinically vulnerable should not be in school.		4	4 LB	4 5/11
		5 Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. Advise parents to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.		5	5 Nurse	5 06/01/21
Someone becomes ill within the workplace	Employees, Pupils, Visitors Contracted CV19 by any means Causing severe infection/disease	1 If a child, young person, or staff member develops symptoms compatible with coronavirus the Nurse will take their temperature and call parent (for a child) to explain reasons for suspicions of exposure and ask for the parent to come to school to collect them ASAP. Any member of staff who becomes unwell with suspected coronavirus should go home and arrangements will depend on their condition. Call 999 if they are seriously ill or injured or their life is at risk. Child is sent to the isolation area in the PAC or, if weather permits and the child is able to sit, to the gazebo holding area just outside the medical room, always supervised by the nurse or a competent person appointed by the nurse, adhering to social distancing guidelines. Explain to them that they are safe. If indoors, explain that you will close the door to the isolation room – make sure the blinds are up, so that they can be monitored and the window is open for ventilation.	M	1	1 Nurse	1 As required - amended 4/11

		<p>They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If they need to go to the bathroom whilst waiting for medical assistance, they should use the toilet in the medical facility</p> <p>The isolation area in the PAC or holding area under the gazebo and the toilet will need to be cleaned once they have left. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19)</p>			
		2 School must follow the COVID-19: cleaning of non-healthcare settings guidance Decontamination in non-healthcare settings	2	2 Everbrite cleaners	2 2/09 and ongoing
		3 If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.	3	3	3
		4 If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period	4	4 HS &/or MS	4 ongoing

	<p>starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p> <ul style="list-style-type: none"> - Engage with the NHS Test and Trace process. - Manage confirmed cases of coronavirus (COVID-19) amongst the school community. - Contain any outbreak by following local health protection team advice. <p>Miss Singleton, or in her absence Mr Shute, will contact either the local authority direct or if appropriate the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. They will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required, the adviser will escalate the school's call to the local health protection team</p> <p>If a case of Covid 19 is confirmed in the EYFS setting then we must contact either Ruth Newell on email ruth.newell@redbridge.gov.uk or Tel no 020 8708 8923</p> <p>If you are unable to contact Ruth, please contact: Kelsey Morris @ kelsey.morris@redbridge.gov.uk Tel no: 07407 073 119</p> <p>As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on</p>				
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		infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.				
Visitors Someone entering the workplace/offices with CV19	Employees, staff, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Visitors on site will be kept to a minimum and only be allowed if considered essential (no educational visitors). Remote virtual meetings are encouraged as an alternative if possible. Posters to be displayed at points of entry used by visitors	M		1 EH, SL	1 28/08
		2 Any visitors that have to come into the work place should be informed of the social distancing requirements and told not to come if have any symptoms of COVID-19. On arrival the gatekeeper or office staff will ask visitors and Peri teachers to complete a short questionnaire regarding any symptoms of COVID-19, and ask them to check into the NHS Covid Track and Trace app using the school QR code available at the main gate and at the school office. Information will be given to them before they access the site, covering social distancing and COVID-19 management standards in place. Questions checklist prepared and ready for use. QR code in place at the gatehouse and main office			2 MF, Gatekeeper and office staff	2 July and updated 02/09 and 29/10 06/01/21
		3 Limits on numbers of visitors, bringing in more people raises the risk to others/staff groups. No visits/visitors are to be arranged without the prior consent of SMT.			3 MS	3 Ongoing

		4 No unannounced visitors. Advise gatekeeper and Reception office staff			4 MF	4 02/09
		5 Reception areas altered including not having a shared pen in use or a system of cleaning in between usage. Anyone visiting office to stand if possible in the foyer area maintaining social distancing as per the guidelines and posters in the area. Office staff to monitor and arrange cleaning in between visits as required			5 Office staff	5 02/09
		6 No hand shaking and do not share personal items/property. Staff informed			6 SMT	6 02/09
		7 Peri and external activity provider lessons will take place remotely. Organise timetable activity providers.			7 MS PM	7 18/01
Contractors Someone entering the workplace/offices with CV19	Employees, pupils visitors An employee / visitor enters the work Causing severe infection/disease place with CV19 and passes it onto others Causing severe infection/disease	1 Only necessary contractors to be allowed on site, and approved/authorised by managers. All instances requiring a contractor to attend on site are to be referred to the Bursar for authorisation	M	1	1 JL	1 Ongoing
		2 Contractors to be inducted to the normal health and safety induction processes, including the current COVID-19 risk assessments and social distancing requirement, and promotion of hand cleaning and hygiene		2 Induction form to be completed	2 JL	2 Ongoing

		3 Pre-communicated to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place		3 Maintenance team advised and given the question-set to complete and return to the Bursar	3 MF	3 Ongoing
		4 Normal risk assessment, method statements review, considering your own COVID-19 risk assessment to review if the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements		4 Will continue	4 JL	4 Ongoing
		5 Normal management and monitoring of contractor works, wellbeing on site		5 Will continue	5 JL	5 Ongoing
		6 Reception areas having clear guidance on social distancing, hygiene requirements for visitors coming in			6 MF	6 28/08 & ongoing
		7 Reception and other host staff to be trained on the changes			7 MF	7 02/09
		8 Review of entry and exit areas to consider social distancing, space requirements, further opening of reception areas as part of the risk review			8 MF	8 02/09
		9 Consideration of changing times of contractor works, out of hours, during less busy times.			9 JL	9 ongoing
Face Coverings Someone entering the workplace with CV19	Employees, pupils, visitors and their household Causing severe infection/disease	1 We recommend the wearing of face coverings for staff & visitors in communal areas outside the classroom and for pupils in Years 6 - 8 who are moving around the premises, for example, corridors.	M	1 Remind staff and parents and visitors	1 SMT	1 Ongoing
		2 Encourage parents to wear face coverings when they come on site at 'pick up'		2 Remind staff and parents and visitors	2 SMT	3 Ongoing

		<p>3 The following guidance is applicable and should be followed;</p> <ul style="list-style-type: none"> • Washing hands thoroughly with soap and water for 20 seconds or use of hand sanitiser before putting a face covering on and after removing it • Avoid touching your face or face covering as you can contaminate them with germs from your hands • Change face covering if it becomes damp • safe storage of them in individual, sealable plastic bags between use • Continue to wash hands regularly • Change and wash face covering daily • If not washable they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again. <p>Practise social distancing wherever possible</p>		3 Remind staff and parents and visitors	3 SMT	3 Ongoing
<p>Work related travel</p> <p>Being in close proximity of people infected with CV19 and/or increased time spent in this environment</p>	<p>Employees, visitors</p> <p>An employee catches the virus travelling</p> <p>Causing severe infection/disease</p>	<p>1 Minimise non-essential travel, considering and preferring to have remote options. No trips planned & some staff working from home when possible</p>	M		1 MS	1 ongoing
		<p>2 Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face. Vehicular gate has a hand sanitiser dispenser for use before/after using the entry keypad.</p>			2 MF	2 21/05 & reminded 23/10

		Maintenance staff advised not to travel together in school transport				
		3 Cleaning regime programme for cleaning of school vehicles before use, after use, recording the schedule of cleaning. Spray cleaner and paper towels or wipes to be left in vehicles so that staff can clean as required before and after use			3 JL	3 26/05 & reminder 23/10
		4 Avoid public transport wherever possible. Staff informed			4 HS	4 15/07
		5 Follow government advice for face coverings on public transport Staff informed			5 HS	5 15/07
		6 There will be no off site activities Staff informed			6 HS	6 15/07
Change management /communication/training	Employees, pupils, visitors and their household	1 Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic	M	1 Regular updates will be provided for staff	1 SMT	1 Ongoing
Someone entering the workplace with CV19	An employee / visitor enters the workplace with CV19 and passes it onto others					
	Causing stress and anxiety					
		2 Providing early information instruction before any changes to working practices Advice notice provided detailing changes to the school day and arrangements for re-opening generally		2	2 LB	2 Ongoing
		3 Keeping all risk assessments/changes in risk updated as government guidance is updated often		3 Record versions and changes	3 MS, MF	3 Ongoing

		4 Full guidance to staff on changes to work environment and procedures in advance of any physical changes		4	4 SMT	4 Ongoing
		5 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Council guidelines and resources: <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ Information posters displayed at key points and throughout premises ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) Posters and guidance to be displayed as discussed in various sections above		5	5 SMT	5 Ongoing
		6 Additional consideration given to those employees who may be deemed to be at increased risk in the planning of work activities		6	6 SMT	6 Ongoing
		7 Employees to adhere to the 2m rule at work sites wherever possible and help train and change behaviour of pupils		7 Monitor	7 All staff	7 Ongoing
		8 Follow signage of egress and access to premises		8	8	8 Ongoing
		9 Government guidance on trace and track measures and clear guidance to managers and staff on actions required and support available		9 Information will be provided when available	9 MF	9 Ongoing

Stress and anxiety concerning returning to work Someone entering the workplace with CV19	Employees, pupils, visitors and their household An employee catches COVID-19 or concern of catching virus causing stress and anxiety affecting the body causing illness and sick ness	1 Identify staff with stress or anxiety and complete a follow up stress risk assessment	M	1 Monitor staff for signs of anxiety and refer to HR for a stress risk assessment	1 HoDs, KP	1 ongoing	
		2 Communicate with staff by sharing risk assessments, plans etc This COVID RA is shared on website and in staff documents		2		2 MF & MS	2 updated as required
		3 Ongoing clear communication between individuals / teams /homeworkers and Managers is clear: <ul style="list-style-type: none"> • Agreed work activities • Scheduled calls / contact time • Wellbeing and Health (includes stress risk assessment) 		3 SMT, weekly department meetings		3 SMT	3 Ongoing
		4 Individual stress risk assessments to be completed following guidance if significant risks being identified and evidence of work related stress		4 N/A		4 Managers, KP (as required)	4 Ongoing
		5 Pupils to be monitored and any showing signs of anxiety to be referred to class teacher, HoDs, CW, MS,				5 Teachers/TAs	5 ongoing
		6 Remind staff of Employee Assistance Programme		6		6. MF Half termly	6 ongoing
Safeguarding	Pupils	1 Our safeguarding policy and procedures will continue to apply. Addendums will be added when necessary	M	1 Inform staff re addendums when applicable	1 MS	1 Ongoing	
		2 Pastoral care will continue. Live lessons for remote learners will enable teachers to check up on pupils. Additional contact		2		2 Teachers	2 Ongoing

		home will be made for pupils whose attendance, input etc is a concern.			
		3 Pupils who receive learning support will continue to do so based on discussion with parents		3 Programme to be established in consultation with parents	3 CW/TAs, Librarians 3 18/01 ongoing
		4 Pupils who receive counselling will continue to do so remotely		4 Programme to be established in consultation with parents	4 CW 4 ongoing

Overall Residual Risk (L / M / H):	MEDIUM
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended