

# Coronavirus (Covid-19) Pandemic – Schools Operational Risk Assessment V1

On the following pages, you will find an extensive risk assessment which will provide you with some of the tools to enable your school/setting to operate safely as the country moves to Step 4 of the roadmap (effective 19/07/21). Although it is based mainly on the previous 'Opening and Operating Schools' Risk Assessment (V5), it has been renamed, updated and condensed in line with current guidance so will start again from 'Version 1'.

This risk assessment should be read in conjunction with the [Schools coronavirus \(COVID-19\) operational guidance](#), [Actions for early years and childcare providers during the COVID-19 pandemic](#), [SEND and specialist settings: additional COVID-19 operational guidance](#) and [Covid-19: Actions for Out of School settings](#). This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September. The Government's priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

You should have a contingency plan (also known as an outbreak management plan) outlining how you would operate if there were an outbreak in your school or local area. See separate model Outbreak Management Plan for thresholds requiring additional control measures. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible. Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The [contingency framework](#) describes the principles of managing local outbreaks of Covid-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their contingency/outbreak management responsibilities.

In most cases the preparation for continuing education from Step 4 will be undertaken by the Head teacher and senior colleagues. However, relevant bodies (such as the LA, academy trusts or governing bodies, depending on the school type) retain responsibility for key decisions and plans should be confirmed with them; particularly risk assessments of the school opening before pupils and staff return. All staff and Trade Union safety representatives should be consulted on the development of, and any changes to, your risk assessment(s). Ensure all persons understand any safety measures, how usual practice may need to be adapted and the safe ways to work together.

Schools will have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (Covid-19).

As part of planning, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable continuing education - this means making judgments at a school level about how to balance minimising any risks from coronavirus (Covid-19) by maximising control measures with providing a full educational experience for children and young people. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (Covid-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level. Essential controls include:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.

The control measures listed in the following risk assessment are a guide to help and support you. Some of the information can simply be deleted where it does not apply to your setting or where you have devised your own particular control measure to reduce the risks. So, although it may look onerous, much of it is made up of possible practical solutions and measures you will already have considered.

This risk assessment **will be subject to change** as we move forward, but we will highlight any changes to make life easier for you. Please be assured that we continue to be here to support you. If you have any queries, please do not hesitate to get in touch.

Stay safe, keep well and take care.

# Coronavirus (Covid-19) Pandemic – Schools Operational Risk Assessment V1

<b>Activity:</b>	<b>School Operations during Coronavirus (Covid-19) Pandemic</b>			<b>Location:</b>	Hollins Grundy Primary School
<b>Assessor:</b>	SW	<b>Ref No.:</b>		<b>Distribution:</b>	
<b>Date:</b>	Sept 2021	<b>Proposed Review Date:</b>		<b>Signed:</b>	
<b>Individuals at Risk</b>	All employees, pupils, visitors, contractors, members of the public, the people they live with and their other close contacts, in particular, vulnerable children (as classified by DfE or LA guidance or school), vulnerable adults, anyone who is Black, Asian, Minority Ethnic (BAME), young/ inexperienced workers, new/ expectant mothers, anyone experiencing ill-health or who has pre-existing medical conditions, and first aiders/nurses/intimate care providers.				
<b>Risks</b>	Covid-19 or the novel coronavirus (Covid-19) is a new, highly infectious and serious respiratory illness that can cause death, critical illness, and other serious and potentially long-term health complications we are still learning about. The virus can be transmitted by contact with a bodily fluid containing it, most commonly saliva droplets dispersed into the air (aerosols) through talking, coughing, sneezing, and the performance of some healthcare tasks, which are then breathed in by other people nearby or the droplets land on surfaces that others touch, getting into their body when they then touch their face, especially their own mouth, nose and eyes. This may lead to anxiety and other wellbeing issues amongst staff, pupils and parents. Risks arising from lack of building/equipment particularly during periods of partial or full closure. The ability to effectively implement fire and other emergency procedures may be compromised due to reduced staff numbers for example.				
<p>The <a href="#">Schools coronavirus (COVID-19) operational guidance</a> is intended to support schools, both mainstream and alternative provision. Separate guidance is also available for <a href="#">Actions for early years and childcare providers during the COVID-19 pandemic</a>, <a href="#">SEND and specialist settings: additional COVID-19 operational guidance</a> and <a href="#">Covid-19: Actions for Out of School settings</a>.</p> <p>Separate Covid-19 Risk Assessments are available for: Delivering lunch parcels, Home to School Transport (school commissioned) and Home visits.</p>					

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An individual develops Covid-19 symptoms or has a positive test	<ul style="list-style-type: none"> <li>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have <a href="#">COVID-19 symptoms</a> (a new continual cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia) *), have had a positive PCR test result or other reasons requiring them to stay at home due to the risk of them passing on Covid-19 (e.g. they are required to quarantine).</li> <li>If anyone in school develops <a href="#">COVID-19 symptoms</a>, however mild, we will send them home and they should follow public health advice and self-isolate and should <a href="#">arrange to have a test</a>:               <ul style="list-style-type: none"> <li>if a child or member of staff tests negative, then they should stay at home until they feel well and at least 2 more days if they have had <a href="#">diarrhoea or vomiting</a> but can safely return thereafter;</li> <li>if a child or member of staff with symptoms tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least from the day of onset of their symptoms and for the following 10 full days and then return to school only if they do not have a temperature (a cough or anosmia can last for several weeks once the infection has gone). The period of isolation starts from the day they became symptomatic and the following 10 full days. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal;</li> <li>if a child or member of staff is not experiencing symptoms but has tested positive for Covid-19, they must self-isolate starting from the day the test was taken and the next 10 full days. If</li> </ul> </li> </ul>	<p>* In addition, if any staff or pupils test positive for Covid-19, public health <b>may</b> advise us to ask pupils to get tested and isolate with a wider range of symptoms, including: headache, diarrhoea, severe fatigue and sore throat.</p> <p>PHE has advised that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying Covid-19.</p> <p>Anyone with coronavirus (Covid-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital unless advised to do so.</p> <p><b>Schools:</b> Contact the DfE Helpline: 0800 046 8687 &amp; select Option 1 for advice on the action to take in response to a positive case. If, following triage, further expert advice is required the adviser will escalate the school's call to the local health protection team who will provide definitive advice on who must be sent home.</p>	Admin Staff

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	<p>symptoms develop during this isolation period, then they must restart the 10 day isolation from the day after symptoms developed.</p> <ul style="list-style-type: none"> <li>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</li> <li>The household (including any siblings) should follow the <a href="#">PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> and refer to 'Close Contacts' overleaf.</li> <li>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</li> <li>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</li> </ul> <p><b>Confirmatory PCR tests</b></p> <ul style="list-style-type: none"> <li>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance</a>. They will also need to <a href="#">get a free PCR test</a> to check if they have Covid-19.</li> <li>Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, the result overrides the self-test LFD test result and the staff member/pupil can return to school, as long as the individual doesn't have Covid-19 symptoms.</li> </ul>	<p>A small supply of fluid-resistant surgical face masks should be available</p> <p>Refer to: <a href="#">Secondary schools and colleges document sharing platform</a>, <a href="#">Early years and primary schools document sharing platform</a> and <a href="#">Rapid asymptomatic testing in specialist settings (from Step 4)</a> along with the model risk assessments for: Lateral Flow Device (LFD) testing in Secondary/Special Schools and LFD testing in Primary and maintained nursery schools.</p> <p>Refer to <a href="#">PCR test kits for schools and further education providers</a>. School-held PCR test kits should only be offered in the exceptional circumstance an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere.</p>	
An individual has been identified as a close contact of a positive Covid-19 case	<p><b>Definition of a Close Contact</b></p> <ul style="list-style-type: none"> <li>A contact is a person who has been close to someone who has tested positive for Covid-19. A person can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive</li> </ul>	Refer to: <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a> and <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>	Admin Staff SW

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	<p>test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:</p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as another person who has Covid-19 symptoms or has tested positive for Covid-19;</li> <li>• anyone who has had any of the following types of contact with someone who has tested positive for Covid-19: <ul style="list-style-type: none"> <li>- face-to-face contact including being coughed on or having a face-to-face conversation within 1m</li> <li>- been within 1m for 1 minute or longer without face-to-face contact</li> <li>- been within 2m of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> </li> <li>• A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for Covid-19.</li> </ul> <p><b>Tracing close contacts and isolation</b></p> <ul style="list-style-type: none"> <li>• Close contacts will now be identified via NHS Test and Trace and we will no longer be expected to undertake contact tracing.</li> <li>• NHS Test and Trace will work with the positive case and/or their parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting Covid-19 due to the nature of the close contact. We may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>• Individuals are <b>not</b> required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19, and any of the following apply: <ul style="list-style-type: none"> <li>- they are <b>fully</b> vaccinated (<i>vaccinated with an MHRA approved Covid-19 vaccine in the UK, and at least 14 days have passed since they received the recommended doses of that vaccine</i>);</li> <li>- they are below the age of 18 years 6 months;</li> <li>- they have taken part in or are currently part of an approved Covid-19 vaccine trial;</li> <li>- they are not able to get vaccinated for medical reasons.</li> </ul> </li> <li>• NHS Test and Trace will contact them to let them know that they have been identified as a contact and check whether they are legally required to self-isolate. If they are not legally required to self-isolate, they will be provided with advice on testing and given guidance on preventing the spread of Covid-19. Even if they do not have symptoms, they will be advised to have a <a href="#">PCR test</a> as soon as possible. We will encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend the setting as usual. <i>Children aged 4 and under will not be advised to take a test unless the positive case was someone in their own household.</i></li> <li>• They should not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless they develop any new symptoms of Covid-19, as it is possible for PCR tests to remain positive for some time after Covid-19 infection.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Staff/other adults who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li> <li>• If they develop symptoms at any time, even if these are mild, they must self-isolate immediately, arrange to have a PCR test and follow the <a href="#">guidance for people with COVID-19 symptoms</a>.</li> <li>• Even if they are vaccinated, they can still be infected with Covid-19 and pass it on to others. If they are identified as a contact of someone with Covid-19 but are not required to self-isolate, they can help protect others <b>when not at work/school</b> by following <a href="#">Coronavirus: how to stay safe and help prevent the spread</a>. As well as getting a PCR test, they will be encouraged to follow <a href="#">keeping yourself and others safe</a> by: <ul style="list-style-type: none"> <li>- limiting close contact with other people outside their household, especially in enclosed spaces;</li> <li>- wearing a face covering in enclosed spaces and where they are unable to maintain social distancing unless <a href="#">exempt</a>;</li> <li>- limiting contact with anyone who is clinically extremely vulnerable;</li> <li>- continuing to practice good hand/respiratory hygiene;</li> <li>- taking part in twice weekly LFD testing.</li> </ul> </li> <li>• This advice applies until 10 days after their most recent contact with the person who has tested positive for Covid-19 or while any person in their household with Covid-19 is self-isolating.</li> <li>• 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact (as below).</li> <li>• Those who are contacted by NHS Test and Trace as contacts/household contacts and are still legally required to self-isolate i.e. those over 18 years and 6 months who have not been fully vaccinated (unless unable to get vaccinated for medical reasons), must self-isolate for 10 days from the day after contact with the individual who tested positive.</li> <li>• We will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in our setting or if central government offers our area an enhanced response package, a director of public health might advise us to temporarily reintroduce some control measures.</li> <li>• Local outbreak threshold levels as determined by the <a href="#">contingency framework</a> at which point we may, in consultation with the DsPH, invoke our Outbreak Management Plan are: <ul style="list-style-type: none"> <li>- 5 children, pupils or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period; or</li> <li>- 10% of children, pupils or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period.</li> </ul> </li> <li>• For special schools and settings that operate with 20 or fewer children, pupils, and staff at any one time:</li> </ul>	<p>See model Outbreak Management Plan for details on thresholds requiring additional control measures.</p>	



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	<p>during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, will be included and managed as part of the general workplace risk assessment.</p> <ul style="list-style-type: none"> <li>We will follow the <a href="#">Royal College of Obstetricians and Gynaecology (RCOG)</a> guidance and continue to monitor for future updates to it.</li> </ul> <p><b><u>Women less than 28 weeks pregnant with no underlying health conditions:</u></b></p> <ul style="list-style-type: none"> <li>We will conduct a workplace risk assessment with each person (advice may be sought from OH).</li> <li>They will only continue working if the risk assessment advises that it is safe to do so. This means that we will remove or manage any risks. If this cannot be done, they will be offered suitable alternative work or working arrangements (including working from home) or be suspended on normal pay.</li> <li>We will support each person with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment.</li> </ul> <p><b><u>Women who are 28 weeks pregnant and beyond or with underlying health conditions:</u></b></p> <ul style="list-style-type: none"> <li>Women 28 weeks pregnant and beyond or are pregnant and have an underlying health condition should take a more precautionary approach.</li> <li>This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if they contract Covid-19.</li> <li>We will ensure they are able to adhere to any active national guidance on social distancing. For many workers, this may require working flexibly from home in a different capacity.</li> <li>We will consider how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</li> <li>Where adjustments to the work environment and role are not possible and alternative work cannot be found, such persons will be suspended on paid leave.</li> </ul> <p><b><u>Staff who may otherwise be at increased risk from coronavirus</u></b></p> <ul style="list-style-type: none"> <li>Some people may be at comparatively increased risk from coronavirus (Covid-19). Staff who feel they may be at increased risk but who have not been identified as CEV can return to school. We will review their individual risk assessments with them (as above).</li> </ul>	<p><a href="#">vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a></p> <p>Where necessary, we will provide equipment for people to work at home safely and effectively and guidance on how to work safely at home – refer to the <a href="#">HSE: protect home workers</a> Refer to ACAS website.</p> <p>Refer to <a href="#">Schools and COVID-19: guidance for BAME staff and their employers</a> and <a href="#">NHS: information available on who is at higher risk from coronavirus</a></p>	
Inadequate hand and respiratory hygiene leading to spread of Covid-19 virus	<ul style="list-style-type: none"> <li>Frequent and thorough hand cleaning is now regular practice. We will continue to ensure that pupils clean their hands regularly with soap and water or hand sanitiser including before leaving home, on arrival at school, on return from breaks, when they change rooms and before and after handling cleaning chemicals, eating/drinking, using the toilet, sports activities, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</li> <li>Wash with liquid soap &amp; water for a minimum of 20 seconds. Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available or practical. We will continue to ensure there are sufficient hand washing or hand sanitiser 'stations' available throughout school for staff and pupils and at the main entrance and dining hall entrance.</li> <li>We will ensure supervision of hand sanitiser use given the risks around ingestion. Young children and pupils with complex needs will continue to be helped to clean their hands properly - songs and</li> </ul>	<p>We have built these routines into school culture, supported by behaviour expectations.</p> <p><b>Alcohol-based hand gels should not be used in science labs or D&amp;T &amp; Food workshops/lessons. Schools should not make their own gels. Instead of gels, use skin-friendly cleaning wipes that claim to kill 99.99% of bacteria and viruses &amp; are non-alcohol based.</b></p>	SW All staff



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	<p>rhymes will be used to encourage hand washing in early years. Skin friendly skin cleaning wipes can be used as an alternative.</p> <ul style="list-style-type: none"> <li>• Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet.</li> <li>• The 'catch it, bin it, kill it' approach will continue. Everyone will be reminded to sneeze into a tissue or sleeve NEVER into hands and to wash hands immediately after (as above). 'Catch it, bin it, kill it' posters to be displayed in relevant areas.</li> <li>• Used tissues will be put in a bin immediately - all waste bins to be lined (they do <b>NOT</b> need to be double lined) and should be lidded and foot operated where possible and emptied regularly.</li> <li>• As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> <li>• Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them – they will be given more opportunities to wash their hands.</li> <li>• Where it is necessary for first aid to be administered in close proximity, treating any casualty properly should be the first concern. Those administering it should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> </ul>	<p>We will ensure there are enough tissues and bins available to support pupils and staff to follow the 'Catch it, bin it, kill it' routine</p> <p>The <a href="#">e-Bug coronavirus (COVID-19) website</a> contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p> <p>Refer to <a href="#">HSE: First aid during Covid-19</a></p>	
Inadequate ventilation leading to spread of Covid-19 virus	<ul style="list-style-type: none"> <li>• When school is in operation, it is important to ensure the building is well ventilated and a comfortable teaching environment is maintained. We will identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, e.g. school plays. This can be achieved by a variety of measures including: <ul style="list-style-type: none"> <li>- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). We will ensure they are maintained in accordance with the manufacturers' recommendations;</li> <li>- natural ventilation – opening external windows and, in addition, opening internal doors can also assist with creating a throughput of air;</li> <li>- natural ventilation – if necessary external opening doors may also be used (if they are not fire doors and where safe to do so).</li> </ul> </li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: <ul style="list-style-type: none"> <li>- opening high level windows in preference to low level to reduce draughts;</li> <li>- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused);</li> <li>- providing flexibility to allow additional, suitable indoor clothing;</li> <li>- rearranging furniture where possible to avoid direct drafts.</li> </ul> </li> </ul>	<p>Refer to the <a href="#">HSE: Ventilation &amp; air conditioning during the coronavirus (COVID-19) pandemic</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a></p> <p>Government will begin to roll out <a href="#">carbon dioxide monitors</a> to education settings in England over the Autumn term, to quickly identify where ventilation may need to be improved. The programme will provide sufficient monitors to take readings from across indoor spaces, providing reassurance that existing ventilation measures are working, and helping balance the need for good ventilation with keeping classrooms warm.</p>	All Staff



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Inadequate personal protection & PPE & spread of Covid-19 virus	<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>We have reviewed tasks in school which require PPE like first aid, intimate care, cleaning, food preparation etc. and identified where we need extra equipment (like visors where splashing to the eyes is a new significant risk) or more of it (because we change it more often). Where PPE is required, staff have been trained in and must scrupulously follow the guidance <a href="#">how to put PPE on and take it off safely</a> to reduce cross and self-contamination.</li> <li>Most staff will not require PPE beyond what they would normally need for their work.</li> <li>Where a child or young person already has routine intimate care needs that involve the use of PPE, the same PPE will continue to be used.</li> <li>Additional PPE is only needed in a very small number of scenarios, including: <ul style="list-style-type: none"> <li>where an individual child or young person becomes ill with coronavirus (Covid-19) symptoms and only then if close contact is necessary;</li> <li>when performing <a href="#">aerosol generating procedures (AGPs)</a>.</li> </ul> </li> <li>Depending on how close you need be to an individual with Covid-19 symptoms you may need the following PPE: <ul style="list-style-type: none"> <li>fluid-resistant surgical face masks (also known as Type IIR)</li> <li>disposable gloves</li> <li>disposable plastic aprons</li> <li>eye protection (for example, a face visor or goggles)</li> </ul> </li> <li>How much PPE you need to wear when caring for someone with symptoms of Covid-19 depends on how much contact you have: <ul style="list-style-type: none"> <li>A face mask should be worn if you are in face-to-face contact.</li> <li>If physical contact is necessary, then gloves, an apron and a face mask should be worn.</li> <li>Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, e.g. from coughing, spitting or vomiting.</li> </ul> </li> <li>Staff dealing with children with complex medical needs have an increased risk of transmission through aerosols being transferred from the child to the care giver. Staff performing tracheostomy care and other similar procedures will follow the <a href="#">Public Health advice</a> and refer to <a href="#">Use of PPE in education, childcare and children's social care settings including AGPs</a> which specifically covers Aerosol generating procedures (AGPs), and wear the correct PPE which is: <ul style="list-style-type: none"> <li>a FFP2/3 respirator (which must be face fit-tested)</li> <li>gloves</li> <li>a long-sleeved fluid repellent gown</li> <li>eye protection</li> </ul> </li> <li>When changing children, and where the child can understand, ask the child to turn their head to the side during the changing process.</li> </ul> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>The Government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where individuals may come into</li> </ul>	<p>Refer to: <a href="#">Use of PPE in education, childcare and children's social care settings including AGPs</a></p> <p>Ensure adequate bins (lidded and foot operated where possible) and tissues are made available. Ensure school has a stock of rubber gloves and if needed, disposable gloves/aprons/facemasks.</p> <p>Refer to <a href="#">HSE Face Fit Testing Guidance</a></p> <p>A displayed poster which the children can describe may assist with this.</p> <p>Refer to: <a href="#">face coverings including when to wear one, exemptions and how to make your own</a></p>	SW

Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
	<p>contact with people they don't normally meet - this includes public transport and dedicated transport to school or college.</p> <ul style="list-style-type: none"> <li>• Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</li> </ul> <p><b><i>In circumstances where face coverings are recommended</i></b></p> <ul style="list-style-type: none"> <li>• If we have a substantial increase in the number of positive cases in our school, a Director of Public Health might advise us that face coverings should temporarily be worn in communal areas, classrooms or both (by pupils, staff and visitors, unless <a href="#">exempt</a>). Our Outbreak Management Plan covers this possibility.</li> <li>• In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of Covid-19, however, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</li> <li>• Face visors or shields can be worn by those <a href="#">exempt</a> from wearing a face <b>covering but they are not an equivalent alternative in terms of source control of virus transmission</b>. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They will only be used after carrying out a risk assessment for the specific situation and will always be cleaned appropriately.</li> <li>• We will make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, we will discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</li> <li>• No pupil or student will be denied education on the grounds of whether they are, or are not, wearing a face covering.</li> <li>• Children under the age of 3 should not wear face coverings.</li> </ul>	<p>Ensure there is a small supply of face coverings available in school</p> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.</p>	
Inadequate cleaning measures leading to spread of Covid-19 virus	<p><b>Cleaning non-healthcare settings where no-one has symptoms of, or confirmed Covid-19</b></p> <p><b><i>Cleaning and disinfection</i></b></p> <ul style="list-style-type: none"> <li>• We will reduce clutter and remove difficult to clean items to make cleaning easier.</li> <li>• Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li> <li>• As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</li> <li>• When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</li> </ul>	<p>Refer to PHE <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a></p> <p>Carry out inventory check of cleaning products and stock at regular intervals. Ensure contingency plans are in place to respond to any shortages in supply.</p>	All Staff

Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
	<p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>Items should be washed in accordance with the manufacturer's instructions.</li> <li>There is no additional washing requirement above what would normally be carried out.</li> </ul> <p><b>Kitchens and communal canteens</b></p> <ul style="list-style-type: none"> <li>It is very unlikely that Covid-19 is transmitted through food. However, as a matter of <a href="#">good hygiene practice</a>, anyone handling food will wash their hands often with soap and water for at least 20 seconds before doing so.</li> <li>Crockery and eating utensils should not be shared.</li> <li>Clean frequently touched surfaces regularly.</li> <li>Catering staff will continue to follow the Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices in food preparation</a>, <a href="#">Hazard Analysis and Critical Control Point</a> (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)).</li> </ul> <p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li>Clean frequently touched surfaces regularly.</li> <li>Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers.</li> <li>Where cloth towels are used, these should be for individual use and laundered in accordance with washing instructions.</li> </ul> <p><b>Waste</b></p> <ul style="list-style-type: none"> <li>Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for Covid-19 (see below).</li> <li>Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</li> </ul> <p><b>Cleaning after an individual with symptoms of, or confirmed Covid-19 has left the setting or area</b></p> <p><b>Personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed Covid-19 has left the setting is disposable gloves and an apron.</li> <li>Wash hands with soap and water for 20 seconds after all PPE has been removed.</li> <li>If a risk assessment of the setting indicates that a higher level of virus may be present (e.g. where someone unwell has spent the night such as in a hotel room) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) <a href="#">Health Protection Team</a> can advise on this.</li> </ul> <p><b>Cleaning and disinfection</b></p> <ul style="list-style-type: none"> <li>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</li> </ul>	<p>Refer to <a href="#">Coronavirus (Covid-19): Disposing of waste</a></p> <p>Refer to <a href="#">COVID-19: personal protective equipment use for non-aerosol generating procedures</a></p>	

Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
	<ul style="list-style-type: none"> <li>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, door push plates, work surfaces, computer keyboards/mice, telephones, grab rails in corridors/bannisters, stairwells.</li> <li>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. Use one of the options below: <ul style="list-style-type: none"> <li>a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or</li> <li>a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; or</li> <li>if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses.</li> </ul> </li> <li>Avoid mixing cleaning products together as this can create toxic fumes.</li> <li>Avoid creating splashes and spray when cleaning.</li> <li>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</li> <li>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> </ul> <p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely.</li> <li>Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</li> <li>To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.</li> <li>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</li> </ul> <p><b>Waste</b></p> <ul style="list-style-type: none"> <li>Personal waste from individuals with symptoms of Covid-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ul style="list-style-type: none"> <li>should be put in a plastic rubbish bag and tied when full</li> <li>the plastic bag should then be placed in a second bin bag and tied</li> <li>this should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> </li> <li>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If possible, keep an area closed off and secure for 72 hours.</li> <li>If the individual tests negative, this can be disposed of immediately with the normal waste.</li> </ul>		

Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
	<ul style="list-style-type: none"> <li>• If Covid-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</li> <li>• If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ul style="list-style-type: none"> <li>- keep it separate from your other waste</li> <li>- arrange for collection by a specialist contractor as hazardous waste</li> </ul> <p>There will be a charge for this service.</p> </li> <li>• Other household waste can be disposed of as normal.</li> <li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</li> </ul>		
Failure to adequately identify vulnerable pupils/ safeguarding	<ul style="list-style-type: none"> <li>• We will continue to have regard to statutory guidance <a href="#">Keeping Children Safe in Education</a>.</li> <li>• We will review our Child Protection Policy (led by the DSL) to reflect that some children may require remote education due to self-isolation for example.</li> <li>• There is no change to local multi-agency safeguarding arrangements, which remain the responsibility of the three safeguarding partners (local authorities, clinical commissioning groups and chief officers of police). All local safeguarding partners will remain vigilant and responsive to all safeguarding threats and ensure vulnerable children and young people are safe – particularly as some children and young people will be learning remotely due to self-isolation for example.</li> <li>• In particular, vulnerable children and those with a social worker are expected to attend provision (subject to public health advice), given their safeguarding and welfare needs. Where vulnerable children do not attend, we will follow up with the parent/carer, working with the LA/social worker (where applicable) to explore the reasons for absence, discussing their concerns; focus discussions on the welfare of the child ensuring they are able to access appropriate support whilst at home; keep the situation under review and maintain contact.</li> <li>• The DSL (and deputies) will be provided with more time to help provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate.</li> <li>• The DSL will be best placed to co-ordinate multi-agency working within a school, including communication with school nurses.</li> </ul>		SW
Inappropriate arrangements for opening the school to pupil groups	<p><b>Mixing and 'bubbles'</b></p> <ul style="list-style-type: none"> <li>• At Step 4, it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used in school from the autumn term.</li> <li>• As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch.</li> <li>• Our Outbreak Management Plan covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</li> <li>• Any decision to recommend the reintroduction of 'bubbles' will not be taken lightly and will need to take account of the detrimental impact they can have on the delivery of education.</li> </ul>		SW

Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
	<p><b>School meals</b></p> <ul style="list-style-type: none"> <li>We will continue to provide meal options for all pupils who are in school. Meals will be available free of charge to all infant pupils and pupils who are eligible for benefits-related free school meals who are in school. Meals served should meet the school food standards, and where possible a hot meal should be available.</li> <li>We will also continue to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning from home during term time by providing good quality lunch parcels or vouchers.</li> </ul> <p><b>Transport</b></p> <p><u><b>Wider public transport</b></u></p> <ul style="list-style-type: none"> <li>We will continue to encourage children, parents, carers and staff to walk, cycle or scoot to and from the setting, wherever it is possible and safe to do so. Where children, parents, carers and staff need to use public transport, they should follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>.</li> <li>The Government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet - this includes public transport.</li> </ul> <p><b>Other considerations</b></p> <ul style="list-style-type: none"> <li>Pupils with SEND will receive specific help with the changes to routine they are experiencing, so teachers and SENCo's will plan to meet these needs, e.g. using social stories.</li> <li>Where a pupil or student has an EHC plan, the local authority and (if there is health provision) health commissioning body must secure or arrange the provision specified in the plan.</li> <li>At times it may be necessary to conduct some aspects of EHC needs assessments and reviews in different ways, e.g. because children or young people are isolating. It is important that the assessments and reviews continue to ensure that the child or young person, and their parent and carer, is at the centre of the process and can engage with the process in a meaningful way.</li> <li>As well as the duty to secure or arrange provision in an EHC plan, we must meet all the statutory duties relating to EHC needs assessments and annual reviews. It is important that we co-operate in supporting requests about potential placements, providing families with advice and information where requested.</li> <li>Specialists, therapists and other professionals should provide interventions as usual.</li> </ul> <p><b>Wraparound care provision, holiday clubs and extra-curricular activity including out-of-school sports provision</b></p> <ul style="list-style-type: none"> <li>All children may access out-of-school settings, wraparound care and extra-curricular provision; activities may take in groups of any size and it is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</li> <li>Our Outbreak Management Plan covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</li> </ul>	<p>Refer to: <a href="#">Providing school meals during the coronavirus (COVID-19) outbreak</a> and model Delivering Lunch Parcels Risk Assessment</p> <p>Refer to: <a href="#">Dedicated transport to schools and colleges Covid-19 operational guidance</a>,</p> <p>Refer to <a href="#">Supporting pupils and students with SEND</a></p> <p>DfE <a href="#">Supporting Pupils at School with Medical Conditions</a> remains in place</p>	

Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
	<ul style="list-style-type: none"> <li>Our provision will ensure they are following <b>the same</b> protective measures being taken by school during the day and work with school to follow our arrangements.</li> <li>When caring for children: <ul style="list-style-type: none"> <li>under 5 years only - refer to the <a href="#">Actions for Early years and childcare providers</a></li> <li>both under 5 years and aged 5 years and over, in mixed groups together, should follow this guidance.</li> </ul> </li> <li>Where we operate our setting in a shared space, we will have regard to relevant guidance for operators of shared spaces, such as <a href="#">Working safely during Covid-19</a>, <a href="#">Coronavirus: how to stay safe and help prevent the spread</a> and for <a href="#">places of worship</a> and discuss any protective measures with the owner of the space.</li> <li>All sports provision, including competition between settings can be planned and delivered. Refer to 'PESSPA' below.</li> <li>We will follow the same protective measures as listed under 'Music, Dance and Drama' below for these out-of-school activities.</li> </ul> <p><b>Parental Attendance</b></p> <ul style="list-style-type: none"> <li>It is no longer advised that providers limit the attendance of parents and carers at sessions. We will continue to ensure that we have parents' and carers' most up-to-date contact details in case of an emergency.</li> </ul> <p><b>Educational visits &amp; trips</b></p> <ul style="list-style-type: none"> <li>Out-of-school settings and wraparound childcare providers may undertake educational visits in groups of any number and children will no longer need to be kept in consistent groups. Refer to 'Educational Visits' on Page 18 for further details.</li> </ul>	<p>Refer to <a href="#">COVID-19: Actions for Out of School Settings</a></p> <p>The owners of these shared spaces must continue to meet all existing health and safety obligations with regard to ensuring that their premises are safe for providers to hire and to operate from</p>	



Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
		Refer to <a href="#">COVID-19: guidance for supervised toothbrushing programmes in early years &amp; school settings</a>	
Inappropriate arrangements for managing the curriculum	<p><b>Physical Education, School Sport and Physical Activity (PESSPA)</b></p> <ul style="list-style-type: none"> <li>All sports provision, including competition between settings can be planned and delivered whilst following the measures in our system of controls.</li> <li>We will follow the guidance contained in <a href="#">Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators</a>.</li> <li>If delivering sporting or other organised events, more information can be found in <a href="#">COVID-19: Organised events guidance</a>.</li> </ul> <p><b>Science, Art and D&amp;T</b></p> <ul style="list-style-type: none"> <li>For guidance regarding Science and D&amp;T in relation to practical activities during the Covid-19 pandemic, we will follow relevant CLEAPSS guidance. Although specific risk assessments will not be required, our existing curricular risk assessments will be reviewed and where necessary updated to reflect altered practices and CLEAPSS guidance.</li> <li>If we have a substantial increase in the number of positive cases in our school, a Director of Public Health might advise us that additional controls need to be reintroduced. Our Outbreak Management Plan covers this possibility.</li> </ul> <p><b>Music, Dance and Drama</b></p> <ul style="list-style-type: none"> <li>We will continue teaching music, dance and drama as part of the school curriculum.</li> <li>Singing, wind and brass instrument playing can be undertaken in line with performing arts guidance ensuring we provide adequate ventilation and clean more frequently.</li> </ul> <p><b>Performances</b></p> <ul style="list-style-type: none"> <li>If planning indoor or outdoor face-to-face performances, sporting or other organised events in front of a live audience, we will follow the latest advice in the <a href="#">COVID-19: Organised events guidance</a>, which provides details of how to manage audiences as well as carry out performing arts safely.</li> </ul>	<p>Refer to:</p> <ul style="list-style-type: none"> <li><a href="#">Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators</a></li> <li><a href="#">Sport England</a></li> <li><a href="#">Youth Sport Trust</a></li> <li><a href="#">Association for Physical Education (AfPE)</a></li> <li><a href="#">Swim England</a></li> </ul> <p>Refer to: CLEAPSS <a href="#">GL344</a> and <a href="#">GL343</a></p> <p>Refer to CLEAPSS guidance for <b>D&amp;T</b>: <a href="#">GL347</a>, <a href="#">GL348</a>, <a href="#">GL354</a>, <a href="#">GL355</a>, <a href="#">GL360</a>, <a href="#">GL356</a> &amp; <a href="#">GL362</a> and <b>Science</b>: <a href="#">GL336</a>, <a href="#">GL338</a>, <a href="#">GL339</a>, <a href="#">GL345</a>, <a href="#">GL352</a>, <a href="#">GL353</a> &amp; <a href="#">GL362</a></p> <p>Refer to <a href="#">Working safely during COVID-19 in events and attractions including performing arts</a></p>	Teaching staff

Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
Inappropriate arrangements for education recovery	<ul style="list-style-type: none"> <li>There are a number of programmes and activities to support pupils to make up education missed as a result of the pandemic. Further information is available on <a href="#">education recovery support</a>. Specifically, for schools the document includes further information on: <ul style="list-style-type: none"> <li><a href="#">catch-up premium</a></li> <li>recovery premium</li> <li>tutoring (including the <a href="#">National Tutoring Programme</a> and <a href="#">16 to 19 tuition fund</a>)</li> <li>teacher training opportunities</li> <li>curriculum resources</li> <li>specialist settings</li> <li>wider continuous professional development resources, including to support teacher wellbeing and subject-specific teaching</li> </ul> </li> <li>Special schools and other specialist settings should refer to the <a href="#">SEND additional operational guidance</a>.</li> </ul>		
Inadequate contingency plans in place	<p><b>Stepping measures up and down</b></p> <ul style="list-style-type: none"> <li>We have an Outbreak Management Plan outlining what we would do if children, pupils, students or staff test positive for Covid-19, or how we would operate if we were advised to take extra measures to help break chains of transmission. Any measures in schools will only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</li> <li>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</li> <li>We have thought about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead us to consider taking additional action, and the steps we should work through, can be found in the <a href="#">Contingency framework</a>.</li> <li>We will call the LA Public Health Team who will advise if any additional action is required, such as implementing elements of our outbreak management (or contingency) plan.</li> </ul> <p><b>Remote education</b></p> <ul style="list-style-type: none"> <li>Not all people with Covid-19 have symptoms. Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.</li> <li>Schools affected by the <a href="#">Remote Education Temporary Continuity Direction</a> are still required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around coronavirus (Covid-19).</li> <li>We will maintain our capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to Covid-19 travel restrictions, for the period they are abroad.</li> <li>The remote education provided will be equivalent in length to the core teaching pupils would receive in school.</li> <li>We will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</li> </ul>	<p>Refer to the <a href="#">Contingency framework</a> and the Model Outbreak Management Plan.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li><a href="#">Get help with remote education</a></li> <li><a href="#">Keeping children safe online</a></li> <li><a href="#">Adapting teaching practice for remote education</a></li> <li><a href="#">Review your remote education provision</a></li> <li><a href="#">Get help with technology for remote education during coronavirus (Covid-19)</a></li> <li><a href="#">Remote education good practice guide</a></li> <li><a href="#">Support for parents and carers to keep children safe online</a></li> <li><a href="#">Remote education webinars</a></li> <li><a href="#">Safe Remote Learning knowledge base</a> and <a href="#">Live Remote Lessons</a> by SWGfL</li> </ul>	SW

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	<ul style="list-style-type: none"> <li>We will keep in contact with students learning from home and regularly check if they are accessing remote education.</li> <li>For pupils self-isolating who are within the definition of <a href="#">vulnerable</a> - we will notify their social worker (if they have one) and agree the best way to maintain contact and offer support.</li> <li>Our Offer of Remote Education is available to all pupils/parents and is displayed on the school website.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Safeguarding during Remote Learning and Lockdowns</a> by LGfL</li> <li>The National Cyber Security Centre: <a href="#">Video conferencing services: security guidance</a> and <a href="#">Video conferencing services: using them securely</a></li> <li><a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a></li> <li><a href="#">Home Learning Technology Guidance</a></li> <li><a href="#">Keeping children safe in education</a></li> </ul>	
Poor or inappropriate behaviour and attendance	<p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>Our Behaviour policy has been updated with any new rules/policies and will be communicated clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour both in school and online. We will set out clearly the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions.</li> <li>We will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and we will also consider how to build new expectations into our rewards system.</li> <li>It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. We will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.</li> <li>Some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker, previously looked-after children who left care through adoption or special guardianship and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. We will work with local services (such as health and the LA) to ensure the services and support are in place for a smooth return to schools for pupils.</li> <li>The disciplinary powers that schools currently have, including suspension and exclusion, remain in place. Exclusion will only be used as a last resort and must be lawful, reasonable and fair.</li> <li>Where a child with a social worker is at risk of exclusion, their social worker will be informed and involved in relevant conversations.</li> <li>We will, as far as possible, avoid permanently excluding any pupil with an EHC plan, or a looked-after child. Where a looked-after child is at risk of suspension or exclusion, the designated teacher</li> </ul>	<p>Refer to the DfE <a href="#">Checklist for school leaders to support full opening: behaviour and attendance</a></p> <p>Refer to: <a href="#">Changes to the school suspension and permanent exclusion process during the coronavirus (COVID-19) outbreak</a></p>	SW JR

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	<p>should contact the relevant authority's virtual school head as soon as possible to help the school decide how to help the child and avoid exclusion becoming necessary.</p> <ul style="list-style-type: none"> <li>• Where a previously looked-after child is at risk of exclusion, the designated teacher will speak with the child's parent or guardian and seek advice from their virtual school head.</li> <li>• Pre-empting that a pupil may commit a disciplinary offence, and thus not allowing a pupil to attend school, is an unlawful exclusion.</li> <li>• Any disciplinary exclusion of a pupil, even for short periods of time, must be consistent with the relevant legislation. This includes sending a pupil home for poor behaviour, whether or not remote education is provided. 'Informal' or 'unofficial' exclusions, such as sending pupils home 'to cool off' for part of the day are unlawful, regardless of whether they occur with the agreement of parents or carers.</li> <li>• We will be mindful that it is unlawful to punish a child for the actions of their parents and will consider this when applying sanctions.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</li> <li>• Where a child is required to self-isolate or quarantine because of Covid-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of Covid-19 they will be recorded as code I (illness).</li> <li>• For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</li> <li>• We will continue to clearly and consistently communicate the expectations around school attendance to families and any other professionals who work with the family. Any discussions will have a collaborative approach, focusing on the welfare of the child or young person and responding to the concerns of the parent, carer or young person. This conversation is particularly important for children with a social worker.</li> </ul> <p><b>Term time holidays</b></p> <ul style="list-style-type: none"> <li>• As restrictions begin to lift, some families may be looking to take holidays. As usual, parents should plan their holidays around school breaks and not take their children out of school on holiday during term time.</li> <li>• Where a parent wishes to take their child out of school for whatever reason, the onus is on them to apply for a leave of absence and demonstrate why they believe the circumstances are exceptional. Schools make decisions on granting leave of absence but will not normally do so for a holiday.</li> </ul> <p><b>Travel &amp; quarantine</b></p> <ul style="list-style-type: none"> <li>• All pupils travelling to England must adhere to <a href="#">travel legislation</a>, details of which are set out in <a href="#">government travel advice</a>.</li> </ul>	<p>Refer to <a href="#">school attendance guidance</a></p>	

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	<ul style="list-style-type: none"> <li>Those aged 11 to 17 <a href="#">need proof of a negative COVID-19 test</a> to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a Covid-19 travel test on or before day 2 (refer to: <a href="#">Quarantine and testing if you've been in an amber list country</a>).</li> <li>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or self-isolate upon return.</li> </ul>		
Inadequate arrangements in place for managing off-site visits	<ul style="list-style-type: none"> <li>We will continue to undertake full and thorough risk assessments in relation to <b>all</b> educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> <li>Given the likely gap in Covid-19 cancellation insurance, if we are considering booking a new visit, whether domestic or international, we will ensure that any new bookings have adequate financial protection in place.</li> <li>From the start of the autumn term, we can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</li> <li>We will be aware that the <a href="#">travel list</a> (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and we must comply with international travel legislation and will have contingency plans in place to account for these changes.</li> <li>We will speak to either our visit provider, commercial insurance provider, or the Risk Protection Arrangement (RPA) to assess the protection available. If unsure contact organisations such as the <a href="#">British Insurance Brokers' Association (BIBA)</a> or <a href="#">Association of British Insurers (ABI)</a> for independent advice on insurance cover and options.</li> <li>Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational international visits.</li> </ul>	Refer to the <a href="#">health and safety guidance on educational visits</a> and specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>	SW Teaching staff
Inadequate staffing ratios, staff availability and recruitment	<p><b>Ratios and Qualifications</b></p> <ul style="list-style-type: none"> <li>We will undertake an appropriate audit to ensure staffing levels are appropriate.</li> <li>We have contingency plans in place should staff be absent as a result of Covid-19. Our possible approaches to managing a shortfall in staffing include: <ul style="list-style-type: none"> <li>We will ensure that appropriate support is made available for pupils with SEND, e.g. by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</li> <li>Where support staff capacity is available, we will consider using this to support catch-up provision or targeted interventions. TAs may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. Any redeployments will not be at the expense of supporting pupils with SEND. The Head teacher will be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met, and/or specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required.</li> <li>We can continue to engage supply teachers and other supply staff including to deliver face to face education to pupils in school and remote education.</li> </ul> </li> </ul>	For EYFS, refer to <a href="#">Early Years Foundation Stage Framework</a>	SW RE

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	<ul style="list-style-type: none"> <li>- Where it is necessary to use supply staff, peripatetic teachers and volunteers, they will be expected to comply with our arrangements for managing and minimising risk and will be included in our communications, policies and processes for asymptomatic testing including provision of test kits where feasible.</li> <li>• We will ensure we have adequate and appropriate equipment and facilities to give first aid to any employee or pupil who is injured or becomes ill at work; the level of first aid cover provided remains appropriate for our work environment and the level of first aid provision necessary in high-risk settings is fully maintained. We will ensure sufficient Paediatric First Aid Trained staff are available when EYFS children are present on site or on school trips.</li> <li>• Key telephone numbers of all available DSL's/deputies to be displayed in school.</li> <li>• Ensure sufficient competent staff on duty to administer or supervise the administration of medication. Wherever possible, children to self-administer, witnessed by staff.</li> </ul> <p><b>Staff taking leave</b></p> <ul style="list-style-type: none"> <li>• Staff will need to be available to work in school during term time. We will discuss leave arrangements with staff to inform workforce planning taking into account their individual contractual arrangements.</li> <li>• There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to Covid-19 restrictions, and they may need to quarantine on their return.</li> <li>• Where it is not possible to avoid a member of staff having to quarantine during term time, we will consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Recruitment will continue as usual. We will continue to adhere to <a href="#">Keeping children safe in education</a> regarding pre-appointment checks.</li> </ul>	<p>Where it is not possible to have a DSL or Deputy physically in school, arrangements may be made for the DSL to be contactable via phone or video link if working from home. Alternatively, arrangements may be made with another school to use the expertise of their DSL. Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site.</p> <p>The latest guidance on travel/quarantine can be accessed at: <a href="#">Travel abroad from England during coronavirus (COVID-19), Quarantine and testing if you've been in an amber list country, Coronavirus (COVID-19) testing before you travel to England, Booking and staying in a quarantine hotel when you arrive in England, Red, amber and green list rules for entering England</a></p>	
Visiting children in their own homes and contact with Covid-19 virus	<ul style="list-style-type: none"> <li>• Should we have a situation where a child requires a home visit such as in relation to safeguarding concerns or delivery of the EHC Plan to pupils not attending school, we will consider and adhere to guidance issued in <a href="#">Use of PPE in education, childcare and children's social care settings including AGPs</a>.</li> </ul>	Refer to model Covid-19 Home Visits Risk Assessment	SW JR
Visitors & spread of Covid-19 virus	<ul style="list-style-type: none"> <li>• We will ensure that all visitors and key contractors are aware of the school's control measures and ways of working.</li> <li>• As was the case pre-pandemic, access to contractors/external maintenance personnel should be by appointment only and wherever possible, arranged after school, holidays or weekends.</li> <li>• We will: <ul style="list-style-type: none"> <li>- keep a record of all staff working in school, their shift times and dates, and their contact details;</li> </ul> </li> </ul>	Refer to <a href="#">Maintaining records to support NHS Test &amp; Trace</a>	Admin Staff

Hazards & Associated Risks	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Action by who/ when?
	<ul style="list-style-type: none"> <li>- keep these records of visitors and staff for 21 days and provide this information to NHS Test and Trace, if requested.</li> </ul> <p><b>Lettings</b></p> <ul style="list-style-type: none"> <li>• We expect each organiser to have their own Covid-19 risk assessment in place which we are satisfied with. This should include as a minimum the key elements of infection control (not attending or going home if symptomatic or have had a positive test result for example; test and trace; hand/respiratory hygiene; enhanced ventilation and cleaning). Hirers must also comply with our system of controls which will be included within our 'Conditions of Hire'.</li> </ul>		
Lack of wellbeing management for pupils and families	<ul style="list-style-type: none"> <li>• Some pupils may be experiencing a variety of emotions in response to the coronavirus (Covid-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation.</li> <li>• We will offer pastoral support to pupils who are self-isolating, shielding or who are vulnerable.</li> <li>• We will also provide more focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible.</li> <li>• Where there is a concern a child is in need or suffering or likely to suffer from harm, we (generally led by the DSL or deputy) will follow our Child Protection Policy and Part 1 of <a href="#">Keeping children safe in education</a> and consider any referral to statutory services (and the police) as appropriate.</li> </ul>	Refer to <a href="#">Promoting and supporting mental health and wellbeing in schools and colleges</a> and <a href="#">Mental Health and Wellbeing Resources for Teachers &amp; Teaching Staff</a>	PMcC JR/DH
Lack of wellbeing management for staff	<ul style="list-style-type: none"> <li>• We will be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.</li> <li>• We will monitor the wellbeing of people who are working from home or self-isolating and help them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. We will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Where work-related issues present themselves, the HSE's published <a href="#">Stress Management Standards</a> will be followed. We will also review how we can support employees on broader issues, such as bereavement support and general anxiety about the ongoing situation (e.g. by signing up for a formal Employee Assistance Programme providing confidential telephone advice and counselling).</li> </ul>	Refer to <a href="#">extra mental health support for pupils and teachers</a> , NHS <a href="#">Every Mind Matters</a> and DfE <a href="#">School workload reduction toolkit</a>  <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing and the <a href="#">Frontline: Wellbeing toolkit for educators</a> brings together a range of resources and support for staff.	SW
Inadequate communications with and training of staff	<ul style="list-style-type: none"> <li>• We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working amongst staff and explain and agree any changes in working arrangements, including those working from home.</li> <li>• We will ensure all staff are kept up to date with how safety measures are being implemented or updated.</li> <li>• We will ensure ongoing engagement with staff, (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>• We will promote awareness and focus on the importance of mental health at times of uncertainty (see above).</li> </ul>		SW SLT



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Fire emergencies	<ul style="list-style-type: none"> <li>We will regularly review and where necessary, update the existing school Fire Risk Assessment and Fire Safety Management Policy/Evacuation Plan.</li> <li>We will ensure there are sufficient trained staff on duty e.g. sufficient fire wardens to cover the site to enable sweeps of all areas to be carried out and to ensure full evacuation of the building – particularly important if staff are required to self-isolate.</li> <li>We will assess the suitability of Personal Emergency Evacuation Plans (PEEPs) – especially if previous role holders are no longer available to continue e.g., they may be required to self-isolate.</li> <li>The use of portable heaters will be avoided where possible. However, where it is necessary to use these, we will ensure suitable controls are implemented and include within the existing Fire Risk Assessment.</li> <li>Propping open doors by any other means other than proprietary hold open devices triggered by the fire alarm is not permitted.</li> <li>We will consider the closing of windows should the fire alarm activate. Because of the need for increased ventilation in the school during the Covid-19 pandemic, there may not be time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to staff and pupils.</li> </ul>	Refer to advice on <a href="#">Fire safety in new and existing school buildings</a>	SW LMcC
Lack of building/ property maintenance	<p>All routine external and in-house monitoring, testing and inspection will continue as normal including:</p> <ul style="list-style-type: none"> <li>Routine in-house health &amp; safety inspections;</li> <li>External and in-house maintenance of fire safety equipment and systems;</li> <li>Ongoing external and in-house hot and cold water safety (legionella) monitoring, maintenance and testing;</li> <li>In-house monitoring of asbestos containing materials;</li> <li>External and in-house monitoring, testing and maintenance of all other systems and equipment in line with statutory requirements and manufacturer's instructions.</li> </ul>	Refer to <a href="#">CIBSE: emerging from lockdown</a> and <a href="#">HSE: Legionella Risks during the Coronavirus Outbreak</a>	TP

Further Action Required	Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
<p>Settings should review and update their <b>wider</b> risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of Covid-19. This risk assessment must be read and followed in conjunction with other applicable risk assessments for the setting, staff member or pupil, adapted as necessary, and:</p> <ul style="list-style-type: none"> <li><a href="#">Schools coronavirus (COVID-19) operational guidance</a></li> <li><a href="#">Actions for early years and childcare providers during the COVID-19 pandemic</a></li> <li><a href="#">SEND and specialist settings: additional COVID-19 operational guidance</a></li> <li><a href="#">Covid-19: Actions for Out of School settings</a></li> <li><a href="#">Stay at home: guidance for households with possible or confirmed Covid-19 infection</a></li> <li><a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a></li> <li><a href="#">COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable</a></li> <li><a href="#">RCPCH: COVID-19 guidance on CEV children &amp; young people</a></li> <li><a href="#">Coronavirus: how to stay safe and help prevent the spread</a></li> <li><a href="#">Coronavirus (Covid-19) Getting tested</a></li> <li><a href="#">Use of the NHS COVID-19 app in schools and FE colleges</a></li> <li><a href="#">Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners</a></li> <li><a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a></li> <li><a href="#">Coronavirus (COVID-19): test kits for schools and FE providers</a></li> <li><a href="#">Maintaining records of staff, customers and visitors to support NHS Test and Trace</a></li> <li><a href="#">Actions for employers &amp; providers following a COVID-19 related death of a carer or colleague across children's services</a></li> <li><a href="#">Providing School Meals during the Coronavirus Outbreak</a></li> <li><a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a></li> <li><a href="#">Coronavirus Covid-19 safer travel guidance for passengers</a></li> <li><a href="#">Coronavirus Covid-19 Safer transport guidance for operators</a></li> <li><a href="#">Dedicated transport to schools and colleges Covid-19 operational guidance</a></li> <li><a href="#">Use of PPE in education, childcare and children's social care settings including AGPs</a></li> <li><a href="#">COVID-19: personal protective equipment use for non-aerosol generating procedures</a></li> <li><a href="#">HSE Face Fit Testing Guidance</a></li> <li><a href="#">Face coverings: when to wear one, exemptions and how to make your own</a></li> <li><a href="#">Early Years Foundation Stage Statutory Framework</a></li> <li><a href="#">Get help with remote education</a></li> <li><a href="#">Travel abroad from England during coronavirus (COVID-19)</a></li> <li><a href="#">Promoting and supporting mental health and wellbeing in schools and colleges</a></li> <li><a href="#">Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings</a></li> <li><a href="#">Asthma UK COVID-19: Health advice for people with asthma</a></li> <li><a href="#">HSE: Ventilation &amp; air conditioning during the coronavirus (COVID-19) pandemic</a></li> <li><a href="#">Working safely during coronavirus (Covid-19)</a></li> <li><a href="#">Contingency framework: education and childcare settings</a></li> <li><a href="#">Secondary schools and colleges document sharing platform</a></li> <li><a href="#">Early years and primary schools document sharing platform</a></li> <li><a href="#">Rapid asymptomatic testing in specialist settings (from Step 4)</a></li> <li><a href="#">COVID-19 Response - Summer 2021</a></li> </ul>				