

Academy: Hazel Slade Academy		Prepared By: C Leach APT H&S C Completed By: Sarah Camacho	Date: 01-09-20
Activity Workplace: Novel Coronavirus (COVID-19) Revision: 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. Information Source: GOV.UK R10 SBMAT email 22-09-2020 and Guidance for full opening: schools Updated 1 October 2020 R11 Coronavirus (COVID-19): test kits for schools and FE providers, Updated 7 October 2020.Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Updated 13 October 2020. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, Updated 15 October 2020. COVID-19: cleaning in non-healthcare settings outside the home, Updated 16 October 2020. R12 SBMAT email 06-11-2020 and Guidance Education and childcare settings: New National Restrictions from 5 November 2020 and DFE guidance regarding ventilation. R13 Guidance for the full opening schools: Updated 3-12-2020 and close contact meanings added to last page. R14: 13-01-2020 DFE Restricting attendance during the national lockdown: schools Updated 11-01-2021	Manager:		Next Annual Review Date: 3/7/2020 29/8/2020 2/9/2020 18/9/2020 1/10/2020 1/10/2020 19/10/2020 10/11/2020 7/12/2020 14/1/2021



На	Hazard Initial risk					Ac	tion plan		R	esidu	ıal risk
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
Awareness and understanding Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	1.R14 Staff, pupils, parents, visitors and contractors are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if: a. they currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19 b. have been in close contact with persons confirmed positive c. someone in their household or support bubble has symptoms even if tested negative for COVID-19 d. they or a member of their household or support bubble have tested positive to a	Revised communication to be sent out to update parents re face coverings and 10 days self isolation. Newsletter / Classlist reminders to parents that should not attend if child or anyone in household has symptoms. PHE and Gov UK signs in place around school environment. Ensure signs are up to date referencing 10 days self-isolation.	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	1	4	MOJ



COVID-19 test in the last 1 0 days even if they do not have symptoms. e. have been contacted by NHS Test and Trace within the last 10 days f. have returned to the UK within the last 10 days f. have returned to the UK within the last 10 days from a country without a UK Government travel corridor exemption g. still have a high temperature after the isolation period has ended h. they are waiting for COVID-19 PCR test result. i. they develop COVID-19 symptoms within an isolation period. 2. Regular GOV. UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff. 3. COVID-19 risk assessment and revisions communicated to staff. 4. Ris Signs at all entry gates and external doors advising all persons that they MUST not enter the school, they must stay at home, self-ierde and felicip RHS felicipal to and felicipal per sons that they MUST not enter the school, they must stay at home, self-ierde and felicip RHS else.		
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must stay at home, self-	· ·	
must stay at nome, self-	11	
	isolate and follow PHE Stay	



at Home guidance and NHS Test and Trace process if: a. they currently have at Home guidance and NHS Contractors informed re	
Tool and Trace process in	
a. they currently have miniormed re in the currently have	
Coronavirus (COVID-19) requirement to	
symptoms even if tested wear face masks	
negative for COVID-19 when meeting / visit arranged and	
b. have been in close contact on arrival of the	
with persons confirmed test and trace	
positive c. requirements to	
someone in their household provide contact	
or support bubble who has details AND use of	
symptoms even if tested NHS COVID-19	
negative for COVID-19 app check in	
Triegative for COVID-19 footure	
d. they or a member of their	
household or support bubble Posters re face	
have tested positive to a covering	
COVID-19 test in the last 10 requirements to	
days even if they do not have be created and	
symptoms. placed around	
e. have been contacted by school buildings /	
NHS Test and Trace within site	
the last 10 days	
f have returned to the LIK. Test and Trace	
within the last 10 days from a posters / QR code	
and the second s	
Childred stati	
g. still have a high	
temperature after the	
isolation period has ended	
h. they are waiting for	
COVID-19 PCR test result.	
i. they develop COVID-19	



symptoms within an isolation period. 5. Signs at all entry gates and external doors advising all persons of 2-meter social distancing rule where possible or 1-meter distancing plus using additional measures. 6. Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for social distancing, hygiene, wearing of face masks/ face coverings / face visors, safe removal of face coverings and NHS COVID-19 Test and Trace
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of face masks/ face coverings / face visors, safe removal of face coverings and NHS
/ face visors, safe removal of face coverings and NHS
face coverings and NHS
app where used
7.Latest PHE Coronavirus
(COVID-19) leaflets
distributed to staff.
8.Pupils reminded regularly
to tell a member of staff if
they feel unwell.
9. <u>e-Bug</u> resources to teach
pupils and parents about
hygiene used.
10.Talks given to children
about coronavirus (COVID-
19) including use of teaching
groups, social distancing and



	not to touch staff.
	11. Pupils with SEND
	provided with specific help in
	preparation for changes.
	12.Parents, contractors and
	visitors informed of the
	measures in place to reduce
	transmission of the virus.
	13.Pupils informed of the
	requirements to remove face
	mask / face coverings safely
	on arrival at school.
	14.Arrangements discussed
	for staff and pupils traveling
	overseas. When returning
	from overseas travel the
	latest Government guidance
	on quarantine to be followed.
	15.Behavior policies with
	rules for hygiene and social
	distancing and consequences
	for poor behaviour
	communicated to staff, pupils
	and parents.
	16.Staff informed of the
	requirements to wear face
	masks/face coverings or face
	visors in particular settings.
	17.Parents, visitors and
	contractors informed of the
	requirements to wear
	masks/face coverings or face
	visors in particular settings.
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18.Parents, visitors and
contractors informed on
arrival of the test and trace
requirements to provide
contact details or use of NHS
COVID-19 app check in
feature.
19.R14 Parents advised only
vulnerable children, the
children of critical workers
and nursery class children to
attend school.
20.R14 Visitors and
contractors advised only
those carrying out essential
work or compliance
inspections/maintenance are
allowed to attend the school.
21.R14 Where a schools
COVID-19 rapid testing
programme is in place
information provided to staff.
22.R14 Staff advised to work
from home where possible
23.R14 SLT monitor staff,
pupil, visitor, contractor and
parent adherence to
government COVID-19
guidance and the schools
COVID-19 Risk Assessment
and implement additional
controls, as necessary.
Controls, as necessary.



Staff/pupils who are	 Staff 	4	5	I	1.R14 Where staff are	Acting Principal to	SC -	September	2	5	_
confirmed clinically	 Pupils 	4	J	古	confirmed clinically extremely	liaise with all	Acting	2020	_	J	GH
vulnerable or				H	vulnerable (CEV) the school	extremely	Princip				<u>O</u>
clinically extremely	Symptoms			Ŧ	advise that they should work	clinically	al	Weekly/month			Ŧ
vulnerable.	Continuous cough				from home where possible.	vulnerable staff		ly re evaluate			
Staff/pupils who live	High temperature			R	2.R14 CEV staff who cannot	prior to return to	LS –				
with someone who	(over 37.8 degrees)				work from home and choose	work and	Acting	Individual Risk			
is confirmed	Loss of, or change to			ш	to attend have their existing	regularly	Vice	Assessments			
clinically vulnerable	the sense of smell			VE	COVID 19: Individual Risk	throughout week.	Princip	completed as			
or clinically	(anosmia)				Assessment reviewed and		al	needed and			
extremely					action plan updated and	On-going		reviewed			
vulnerable.	Affects				agreed	monitoring where					
Staff/pupils who are	Mild flu symptoms				3. _{R14} Where a child has been	formal shielding	All staff				
from Black, Asian	Respiratory infection				confirmed clinically extremely	advice has					
and Minority Ethnic	Breathing difficulties				vulnerable (CEV) the school	previously been in					
(BAME)	Asthma				advise that the child does not	place to ensure					
backgrounds	Fatality				attend unless a medical	staff remain					
					professional confirms that	vigilant and keep					
Long-term					shielding is not required.	school updated re any changes in					
conditions like					4.Pupils and staff who are	their health					
diabetes, cancer and					clinically vulnerable or have	needs.					
chronic lung					underlying health conditions	needs.					
disease. Conditions					to attend school.	Acting Principal					
such as obesity.					5.R14 Pupils and staff who are	to liaise with staff					
Underlying health					not CEV themselves but who	where formal					
problems					live with someone who is	shielding advice					
					CEV to attend school unless	was given					
Expectant mothers					the staff member can work	Daily / Weekly					
·					from home	briefings to					
Transmission /					6.Pupils and staff are	remind staff of					
Spread of Germs and					supported to follow good	expectations					
Novel Coronavirus					social distancing practices	- 1					
(COVID-19)					and increased good hand	SENCO / to liaise					
						with parents of					
Coronavirus can be					hygiene practises through	children with care					
passed through close					increased communication	plans to update /					
passed through blose					and facilities/materials.	1= = = = = = = = = = = = = = = = = = =					



contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.					7.Pupils are monitored by staff for good social distancing and increased hand hygiene practises. 8.Monitoring of pupils and staff compliance with clinical advice regarding attending school 9.Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection. 10.Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. 11.Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks. 12.R14 Staff instructed not to carry out COVID-19 rapid testing of other persons.	amend in line with Covid information					
Travel to and from school Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	StaffPupilsParentsVisitorsContractors Symptoms	4	4	HIGH	1.Staff who can work remotely or from home do so. 2.Non-essential use of public transport avoided when possible. 3.Travel alone using own transport / cycle or walk when	Liaise with staff who use public transport / car share to ensure guidelines are understood and adhered to – Not applicable to	SC – Acting Princip al LS – Acting Vice	September 2020 Weekly/month ly re evaluate	1	4	LOW



	Continuous sough	nagaible	a want staff at	Dringin	1	<u> </u>	
Coronavirus can be	Continuous cough	possible	current staff at present	Princip			
	High temperature (over 37.8 degrees)	4.When the use of shared	present	al			
passed through close contact with persons	Loss of, or change to	transport is unavoidable					
infected by the virus.	the sense of smell	persons are advised to:		All staff			
Touching surfaces	(anosmia)	a. travel with as few people		7 (11 31 (11)			
contaminated with the	(anosinia)	as possible, b. avoid					
virus with hands and	Affects	travelling with persons					
touching eyes, nose	Mild flu symptoms	outside of own household or					
and mouth and eating	Respiratory infection	support bubble unless					
with contaminated	Breathing difficulties	socially distanced, c. wash					
hands.	Asthma	hands with soap and water or					
nanas.	Fatality	hand sanitiser before using					
		transport, d. persons over the					
		age of 11 wear face					
		coverings over the nose and					
		mouth, e. sit as far away from					
		other persons as possible, f.					
		try to face away from other					
		persons, g. open windows to					
		give good ventilation, h. avoid					
		touching anything, i. cough or					
		sneeze into a tissue and put					
		it in a bin, j. wash hands with					
		soap and water or hand					
		sanitiser after using transport,					
		5.Cleaning and disinfecting of					
		shared vehicle interiors					
		carried out on a regular basis					
		using standard cleaning					
		products.					
		6.When the use of public					
		transport is required persons					
		aged 11 and over to use a					



face covering and try to
maintain 2- meter distance or
maintain 1- meter distance
with mitigation, where
possible check in using NHS
COVID-19 app and use
precautions as follows:
a. avoid peak travel where
possible, b. wash or sanitise
your hands during/after using
transport, c. avoid touching
your face, d. cover your
mouth and nose with a tissue
or the inside of your elbow
when coughing or sneezing,
e. travel side by side or
behind other people, rather
than facing them, where
seating arrangements allow,
f. touch as few surfaces as
possible, g. minimise the time
spent close to other people,
where possible, h. avoid loud
talking, shouting or singing,
i. dispose of waste safely,
including items such as used
disposable face coverings.
7.R14 Where established by
the school, staff to carry out
COVID-19 rapid testing at
home and isolate at home
following a positive result and
also a negative result whilst
also a hogalito rodali trimot



					experiencing COVID-19 symptoms.						
Pupils and staff access and egress and moving around the school Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	H9IH	1.Grouping of pupils and staff where teaching requirements allow 2.Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available. 3.Arrangements communicated to parents for drop off and collection procedures to reduce contact between adults/pupils including not gathering at gates or doors. 4.Social distancing (2-meter) markings and signs at queuing locations (school gates, entry and exit doors) 5.Infrared temperature checks of pupils carried out at the start of the day in classrooms". Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at	Continue to communicate staggered start times / drop off & collection areas to parents. Add signs to gates / access points to remind parents of start times / end times. Send text / class list messages to remind parents of staggered start / end times Allocated members of staff to check pupils temperatures on arrival. Staff can check temperatures New signs fitted around school to encourage social distancing	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	1	4	MOT



Llomo guidenes and NILIC
Home guidance and NHS
Test and Trace process.
6.Distancing between staff
and pupils, other staff,
contractors and visitors
maximised by use of signs
and maintaining social
distancing of 2 meters when
possible.
7.Numbers of different
temporary staff including
teaching staff and sports
coaches entering the school
premises minimised.
8.Timetable reviewed to
reduce movement and avoid
contact between teaching
groups during movement
around the building.
9. Accessing rooms from
outside where possible.
10.Entrance, exit and internal
doors held open without
compromising pupil or staff
safety. Fire doors held open
using automatic release
devices that release on the
sounding of the fire alarm.
11.Managing numbers using
toilets to prevent
overcrowding.
12.Staff wear face masks /
face covering over the nose
1855 55751119 5757 875 1855 1855



					and mouth or face visors during movement around school and in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 13.R14 Staff to participate in the schools COVID-19 rapid testing programmes where available.						
Visitors, Parents Delivery drivers Contractors Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	General 1. Secure gates and access doors outside of start and finish times to control access. 2. Separate access and egress doors away from pupil doors. 3. Parents, visitors and contractors are asked by school staff if they a. they currently have Coronavirus (COVID-19) symptoms b. they have been in close contact with persons with symptoms c. someone in their household has symptoms d. they have tested positive to a COVID-19 test in the last 10 days e. they have been contacted	Ensure all main doors / gates have No Entry signs unless by prior appointment Site Mgr to ensure all gates and access doors are secured daily Signs to direct deliveries Catering Supervisor / Chartwells Review orders to double up deliveries. Communicate to parents that no entry to building	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM



by NHS Test and Tra within the last 14 day f. they have returned UK within the last 14 from a country witho Government travel or exemption. If any questions are answered yes, access denied and they are that they MUST not at the school, they mus home, self-isolate an PHE Stay at Home of and NHS Test and T process. 4 School guidence of	appointment. Office staff to produce a record for all visitors / contractors in respect of Test and Trace and retain for 21 days. Ses is advised office to advise visitor / contractor / parent to check in using COVID19app Stock of face coverings
the school, they mus home, self-isolate an PHE Stay at Home g and NHS Test and T	/ parent to check in using COVID19app Stock of face coverings available on reception desk for parents / visitors and staff to wear Ensure site and office staff have antibacterial spray for any items delivered gery / parent to check in using COVID19app / parent to check in using COVID19app Stock of face coverings available on reception desk for parents / visitors and staff to wear
secure for 21 days o available NHS COVI Test and Trace app used. 6.Hand washing/san arrival, before and af	r when access to handwashing QR code Parents, visitors, contractors informed re



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attendance recording devices	wear face masks		\neg		
and using toilets.	when meeting /				
7.Infared temperature checks	visit arranged				
carried out on arrival.					
8.Additional COVID-19					
control measure training					
given to school hosts.					
9.Staff wear face masks /					
face covering over the nose					
and mouth during any					
interaction with parents,					
contractors, visitors in all					
settings indoors, on the door					
and external areas such as					
playgrounds and entry gates.					
Face visors are allowed to be					
worn by staff exempt from					
wearing face masks / face					
coverings.					
10.Supply of individually					
wrapped face masks					
available at reception for					
parents, visitors, and staff to					
wear.					
Contractors					
1.Contractors delivering					
services using school					
facilities, such as catering					
and cleaning asked to					
provide copies of their risk					
assessment for managing					
exposure to COVID-19.					
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				2.Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles. 3.Staff to wear fluid resistant surgical mask and latex free gloves if unable to maintain social distancing from drivers during unloading. 4.Reduced delivery frequencies by ordering larger quantities less often 5.Contactless drop off points for deliveries available 6.Delivery notes left unsigned						
Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	Staff Casualty Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5 4	VERY HIGH	1.R14 Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, selfisolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social	Reminders to staff during briefings Allocate staff member to supervise any child displaying symptoms. Newsletters , Classlist and email used as a reminder to parents whose children are in school that contact details are up to date.	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM



Touching surfaces	distancing.	Acting Principal to	
contaminated with the	2.R14 Pupils at school who	ensure SBMAT	
virus with hands and	develop symptoms of	proforma	
touching eyes, nose	coronavirus infection	updated daily for	
and mouth and eating	(COVID-19) are placed in a	tracking	
with contaminated	safe isolation location and	absences	
hands.	parents informed to collect		
Traines.	the child. Childs household	Ensure timetables	
	requested to self-isolate at	/ PPA / absence	
	home in accordance with	cover plans are	
	government guidance and	kept for 21 days	
	arrange a PCR COVID-19		
	test for the symptomatic child.		
	Government supplied home		
	PCR test kits provided by the		
	school to parents/guardian in		
	exceptional circumstances		
	when a symptomatic child		
	has barriers accessing		
	testing by the usual routes.		
	School arrange posting or		
	remote drop off of test kits to		
	maintain 2-meter social		
	distancing.		
	3.Staff with conditions that		
	mean they are in a clinically		
	vulnerable or clinically		
	extremely vulnerable health		
	group avoid supervising		
	children who have been		
	isolated at school for showing		
	coronavirus infection		
	(COVID-19) symptoms.		
	4.Should staff or children		
	develop coronavirus (COVID-		
	19) symptoms whilst at		



	—
school and experience	
breathing difficulties call an	
ambulance, dial 999 and	
inform the call handler or	
operator that the person has	
coronavirus (COVID-19)	
symptoms.	
5.School isolation locations	
are at least 2 metres away	
from other people and where	
possible in a room or area	
behind a shut door, such as a	
staff office or meeting room.	
6.School isolation locations	
have a window that can be	
opened to provide ventilation.	
7.School isolation locations	
have a supply of disposable	
tissues, a foot operated bin	
with bin bag, anti-bacterial	
wipes, sink with liquid soap	
and disposable hand towels	
or hand sanitiser 60%	
alcohol, face masks with an	
FFP2 or FFP3 rating in	
preference when available	
from suppliers or fluid	
resistant surgical masks,	
latex free disposable gloves,	
disposable aprons, face visor	
or safety goggles	
8.Staff instructed on the safe	
"donning and doffing" of PPE.	
Putting on PPE video	
https://youtu.be/-GncQ_ed-	
9w	



Taking off PPE video
https://youtu.be/-GncQ_ed-
<u>9w</u>
HSE guidance – using
disposable respirators
POE
disposable-respirat
or.pdf
9.Consideration given to
using first aiders to supervise
pupils to reduce numbers of
staff who need access to
PPE.
10.Staff supervising isolated
children remain at least 2
meters from the child.
11. When a 2-meter safe
distance cannot be
maintained staff to wear
FFP2, FFP3 tight-fitting face
mask in preference or fluid
resistant surgical face mask,
face visor or goggles, latex
free gloves and disposable
apron).
12.Users of FFP2, FFP3 tight
fitting face mask should be
face fit tested for compatibility
and during use of the mask
free from facial hair where
the mask seals to the face.



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Fit testing video				
https://youtu.be/iVVITBcN5eA				
13.Isolated children advised				
not to touch people, surfaces				
and objects.				
14.Isolated children advised				
to cover their mouth and				
nose with a disposable tissue				
when they cough or sneeze				
and put the tissue in the bin				
or in a bag or their pocket for				
disposing in a bin later.				
15.If tissues are not				
available, children advised to				
cough and sneeze into the				
crook of their elbow.				
16.Isolated children use a				
separate bathroom if				
available.				
17.Once vacated places of				
isolation, bathrooms and any				
other locations such as				
classrooms or offices used by				
the isolated person will be				
cleaned and disinfected in				
accordance with PHE				
"Decontamination in non-				
healthcare settings guidance"				
using standard cleaning				
products by staff wearing as				
a minimum disposable gloves				
and apron. Additional PPE				
(FFP2, FFP3 tight-fitting face				
<u> </u>	<u> </u>	1	<u> </u>	



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mask in preference or fluid			
resistant surgical face mask			
and face visor or goggles			
worn when a risk assessment			
indicates a higher level of			
virus may be present.			
18.All waste that has been in			
contact with the symptomatic			
person, including used			
tissues and PPE, all PPE			
worn by staff in close contact			
with the person and all cloths			
and mop heads used to			
disinfect areas are put in a			
plastic rubbish bag and tied			
when full. The plastic bag			
then placed in a second bin			
bag and tied. Waste is put in			
a secure safe place and			
marked for storage for at			
least 72 hours before putting			
into usual external household			
waste bin.			
19.Staff are to wash their			
hands thoroughly for 20			
seconds with soap and			
running water or use hand			
sanitiser following removal of			
PPE and after any contact			
with someone who is unwell.			
20. <mark>R14</mark> Staff who have helped			
or staff/pupils that have been			
in close proximity to someone			
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with symptoms should if they				
develop symptoms or if the				
symptomatic person				
subsequently tests positive or				
they have been requested to				
do so by NHS Test and Trace				
must self-isolate at home and				
follow PHE Stay at Home				
guidance and NHS Test and				
Trace process.				
21.School ask parents and				
staff to inform them				
immediately test results are				
known.				
22.Contact made with the				
DfE Helpline on 0800 046				
8687 by the school when				
aware of someone who has				
tested positive for				
coronavirus (COVID-19) has				
attended the school. PHE				
health protection team Test				
and Trace and self-isolation				
requests followed by persons				
who have been in close				
contact.				
23.GOV.UK template letter				
provided on the advice of the				
health protection team is sent				
to parents and staff if				
needed.				
24. <mark>R14</mark> If the school has two or				
more confirmed cases within				
more committed cases within				



10 days, or an overall rise in	
sickness absence where	
coronavirus (COVID-19) is	
suspected, the school follow	
health protection team	
guidance and recommended	
actions.	
25.Plan in place for the	
possibility of a local lockdown	
and continuity of education.	
26.Records kept for 21 days	
of pupils and staff in each	
group, and any close contact	
that takes places between	
children and staff in different	
groups.	
27.Staff or pupils in a class or	
group asked to self-isolate	
are advised to inform the	
school immediately and	
follow guidance for	
households with possible or	
confirmed coronavirus	
(COVID-19) infection if they	
develop symptoms	
themselves within their 14-	
day isolation period.	
28.Careful consideration	
given to refuse a child access	
to school who is showing	
COVID-19 symptoms to avoid	
potential risk to others.	
Decisions made using latest	
Desicions made doing latest	



					PHE guidance. 29.R14 Staff and pupils advised to continue to self - isolate after a negative test result if they are unwell, others in their household have symptoms, others in their household have symptoms and they have also received a negative test result, have been advised to self-isolate by NHS Test and Trace, have arrived into the UK from a non-exempt country within the last 10 days, still have a high temperature after the isolation period has ended						
Hand and respiratory hygiene Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects	4	4	HIGH	Provision 1. Hand wash facilities stocked with liquid soap. 2. Hand dryers or disposable paper towels for drying hands 3. Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points 4. Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs.	Ensure liquid soap only used for all hand washing. Plastic bags available for storage of face coverings CoSHH assessment for hand sanitiser are available	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	1	4	LOW



and mouth and eating	Mild flu symptoms	5.Supply of disposable	Lidded bins for, all		
with contaminated	Respiratory infection	tissues available in	classrooms and		
hands.	Breathing difficulties		bins for toilets (incl		
nanus.	Asthma	classrooms, offices, shared	staff toilets)		
	Fatality	spaces.	sidii idiicisj		
	Fatality	6.Bins with lids or remote/foot	Hand sanitiser gel		
		operated lids where available	is placed in staff		
		lined with a bin bag in	entrance,		
		classrooms, offices, shared	staffroom, by		
		spaces.	photocopier		
		7.Covered bin at entrance for	priorecopier		
		disposal of pupil face	Remind staff /		
		coverings on arrival and staff,	visitors /		
		visitor, parent face	contractors as		
		masks/face coverings on	soon as enter		
		II -	school then wash		
		departure .	hands. This		
		8.PHE "Wash your hands"	includes pupils		
		signs posted in pupil, staff	coming into		
		and visitor toilets.	school.		
		9."Catch it, Bin it, Kill it"			
		posters displayed in toilets,	Staff at gate to		
		classrooms and staff areas.	remind pupils. To		
		10.Support provided for	remove masks.		
		pupils who spit uncontrollably			
		or use saliva as a sensory			
		stimulant. Risk assessment			
		carried out and suitable			
		controls implemented.			
		11.COSHH Assessment for			
		hand sanitiser communicated			
		to staff.			
		12.Supply of individual,			
		sealable plastic bags for staff			
		to store face coverings			



between use.
13.Small contingency supply
of face mask/coverings
available for staff and visitor
use.
Practice
1.Staff dispense hand
sanitiser gel to pupils.
2.Skin friendly skin cleaning
wipes used by children with
skin conditions or children
with complex needs.
3.Staff encouraged to wash
or sanitise hands, on arrival,
before and after donning and
removal of face coverings,
using signing in and out
systems, using the toilet,
breaks, sporting activities,
food preparation, eating any
food, including snacks,
before leaving school.
4.Supervision of children to
ensure they wash or sanitise
hands for 20 seconds with
soap and water or hand
sanitiser when they arrive at
school, before and after
removal of face coverings,
breaks, when changing
rooms, eating, using the
toilet.



					5.Staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands. 6.Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands 7.Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands. 8.Face masks / face coverings worn by pupils disposed of in a covered bin on arrival. 9.Pupils face coverings not allowed in school. 10.Staff use individual, sealable plastic bags to store face coverings between use.						
Cleaning Classrooms Shared spaces Offices Staffrooms Meeting rooms Transmission /	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough	4	4	HIGH	General 1. Cleaning schedules reviewed and increased cleaning implemented. 2. Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms. 3. Frequently touched surfaces e.g. handrails, door	COSHH for cleaning sprays and anti-bacterial wipes (if applicable) to be shared with staff - Milton tablets are being used to clean all communal items	SC - Acting Princip al LS - Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	1	4	LOW



Spread of Germs and	High temperature	handles, light switches, work	at the end of a			
Novel Coronavirus	(over 37.8 degrees)	surfaces, remote controls and				
(COVID-19)	Loss of, or change to	electronic devices cleaned	Staff within each	All staff		
,	the sense of smell	and disinfected using	bubble are			
Touching surfaces	(anosmia)	standard cleaning products	responsible for			
contaminated with the		such as detergents or anti-	ensuring shared			
virus with hands and	Effects	bacterial products as a	resources are			
touching eyes, nose	Mild flu symptoms	minimum twice a day, before	cleaned regularly.			
and mouth and eating	Respiratory infection	or after school and during the	District to the same			
with contaminated	Breathing difficulties	day.	Plastic tubs are available for			
hands.	Asthma		reading books –			
	Fatality	4.Bins emptied frequently to	sufficient for 48-			
	Effects of weight	suit usage.	la a como a d'addia da 1			
	Effects of using hazardous cleaning	5.Staff wear latex free gloves	Spray them using			
	substances	when cleaning, disinfecting	the antibacterial			
	Irritation of skin and	surfaces and handling waste	spray before			
	respiratory system,	such as used tissues, used	placing back on			
	damage to eyes and	PPE.	the shelf			
	internal organs	6.Staff using cleaning and				
		disinfecting products read	Hand sanitiser to be used before			
		COSHH Assessments and	and after using			
		follow measures including	photocopier –			
		wearing PPE specified.	ensure			
		7.Staff wash hands	availability.			
		thoroughly after removing				
		used PPE and using cleaning	Antibacterial			
		and disinfecting products.	wipe keyboards			
		8.Cleaning contractor provide				
		COVID-19 Risk Assessment	pens at the end			
		to School Principal.	of a day / or if			
		9.Clutter, rarely used and	there is a staff			
		difficult to clean items	change over			
		removed and stored to make	Reminder to staff			
		cleaning easier.	to ensure all areas			



10.Water fountains removed	are free from		l I	1	
	clutter particularly				
or covered to prevent use.	desks, tops of				
Pupils/staff encouraged to	lockers, shared				
bring pre-filled water bottles	areas,				
from home.	photocopier				
Classrooms					
Shared spaces					
1. Resources, such as books,					
and games cleaned regularly.					
2.Resources that are shared					
between groups cleaned					
meticulously between use by					
different groups or rotated to					
allow them to be left unused					
and out of reach for a period					
of 48 hours (72 hours for					
plastics).					
3.Areas shared by different					
teaching groups cleaned and					
disinfected in between use.					
4.Toilets cleaned and					
disinfected following high					
usage at breaks and lunch					
times.					
5.Thorough cleaning and					
disinfecting of rooms and					
shared spaces at end of the					
day.					
6.Deep clean using					
preventative fogging					
equipment and disinfectant					
solution at the request of the					



					School Principal or SBMAT Management Team. Offices, Staffrooms, Meeting Rooms 1.Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables. 2.Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use. 3.Shared areas cleared of waste and belongings after use.						
Use of learning spaces Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects	4	4	HIGH	1.When circumstances allow teaching group created with fewer pupils than normal class size especially KS1. 2.Pupils remain in their teaching group except for specialist teaching. 3.Staff when possible remain with teaching group to avoid different group contact. 4.Records of pupils and staff in each group, and any close contact that takes places between children and staff in	Share School Opening Action Plan and timetables with staff. Use floor tape to mark 2m space for adult at front of room or ensure tables are marked out in a way that gives a clear space for teachers	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	1	4	LOW



touching eyes, nose and mouth and eating with contaminated hands.	Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality		different groups are made and retained for 21 days. 5.Rooms arranged to maintain social distancing space between pupils and staff where possible. Unecessary furniture removed and classrooms arranged with forward facing desks, pupils are seated side by side. 6.Face to face contact avoided. 7.Staff maintain 2-meter distancing from other adults and pupils when possible. 8.At a distance of less than 2-meters contact time between staff and pupils or other staff is minimised. 9.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors. 10.Pupils and staff provided with own stationery to prevent sharing. 11.Classroom based resources, such as books and games, kept within 1 teaching group when possible. 12.Pupils limited on items	Acting Principal complete simple record of any close contact between children staff and retain for 21 days. Share behaviour rules with parents, and children. Behaviour Rules are to be reinforced weekly / daily with some pupils Ensure children are supervised when filling water bottles in the classroom with the filtered water no one from other bubbles should be accessing other classrooms				
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businest into a dead to	1		1
brought into school to			
essentials such as lunch			
boxes, hats, coats, books,			
stationery, water bottles and			
bags.			
13. <mark>R14</mark> Pupils limited to taking			
home shared resources,			
unnecessary sharing			
avoided. Resources cleaned			
or quarantined for at least 48			
hours (72 hours for plastics)			
before being taken home and			
on return.			
14.Contactless drop off			
points used for issue of			
materials such as stationery			
supplies.			
15.Outside space used for			
education where possible			
following a full and thorough			
risk assessment.			
16.Ventilation in the building			
maximised while a			
comfortable teaching			
environment is maintained.			
Mechanical ventilation			
systems			
a. adjusted to increase the			
ventilation rate wherever			
possible			
b. adjusted to full fresh air			
ventilation unless used to			
ventilate a single room along			
vontilate a single room along	<u> </u>		



	1	 1 1	
with an additional fresh air			
supply.			
Natural ventilation			
a. windows and doors			
opened without			
compromising staff or pupil			
safety.			
b. windows (high level where			
available) and external doors			
opened enough in cooler			
temperatures to provide			
constant background			
ventilation.			
c. windows and external			
doors opened more fully			
when room is unoccupied to			
purge the air in the space.			
d. internal doors (not fire			
resistant doors) opened to			
create a throughput of air.			
Clothing			
a. additional indoor clothing			
worn by pupils and staff in			
cooler temperatures.			
Room layout			
a. furniture where possible			
rearranged to avoid direct			
drafts.			
Heating			
a. heating used as necessary			
to ensure comfort levels are			
maintained in occupied			
spaces			



	Otoff				17. Assemblies, gatherings or use of classrooms and shared spaces by more than 1 group at the same time avoided. 18. Where possible actions taken for behaviour management will not involve touching a pupil. 19. R14 Only vulnerable children, the children of critical workers and nursery class children to attend school. 20. R14 School provision of remote education equipment and learning resources in accordance with Department of Education guidance.						
Use of offices Staffrooms Meeting rooms Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects	4	4	HOIH	General 1.Rooms arranged to maintain 2-meter social distancing space between chairs and tables. 2.Staggered use of to reduce contact with colleagues. 3.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. 4.Small offices and storerooms and cupboards	Any soft furnishings removed from staff rooms. If this will mean no sitting then furniture is cleaned and sprayed through out the day Use tape to mark 2m distancing in staff rooms if needed –	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	1	4	TOW



virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	accessed by one person at a time. 5.Locker rooms, changing areas and toilets avoided when occupied by other persons. 6.Floor tape to mark areas to help staff/visitors/parents to	staggered lunches ensures that limited staff are needing to use the same space A second room (ICT) has been		
		keep 2-meter distance. 7.Use of hot desks and workspaces avoided 8.Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing. 9.Screens used to protect	sectioned off form children use so that this can be used as a second staffroom. Remind office staff to leave screen closed if managing a visitor and wear masks Staff to use on mugs / lidded ups		
		reception staff 10.Contactless drop off points used for deliveries and issue of materials such as stationery supplies 11.Equipment not shared unless unavoidable. 12.Shared equipment cleaned before and after use. 13.Solid screens used to segregate staff who work in	in school. Any utensils used must be placed in the dishwasher – The microwave hot water tap / toaster – to be wiped after use and Acting Principal will continue to wipe down and spray		



close proximity. 14.Staff rotation in offices avoided 15.Restrict movement around the school between departments and rooms and use of electronic devices to communicate. 16.Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings. 17.R14 Staff advised to work from home where possible	and Inset days via Teams
Staffrooms 1.Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use. 2.Staff remain 2-metres apart from each other whilst eating. 3.Staff place own food waste	Continue to remind staff of need to wear face coverings in staff rooms / communal areas / corridors
and wrappers in waste bins provided. 4.Wash plates cutlery, before and after use, use a disposable paper towel or	



					allow to air dry and put away after use.						
Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	H9IH	1.Lunch times staggered for different teaching groups. 2.Pupils wash hands in their teaching groups before eating. 3.Pupils remain in teaching groups and maintain 2-meter social distancing between others when possible. 4.Teaching groups kept apart through distancing. 5. Plates and cutlery thoroughly washed at 70°C between use. 6.Pupils que in their groups at the food servery. 7.Tables cleaned / disinfected by staff between groups 8.Staff wear disposable latex free gloves when serving food and cleaning down 9.Catering contractor provide COVID-19 Risk Assessment to School Principal. 10.Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by staff	All children to eat in allocated zones in the hall / classroom at their allocated times. Pupils can not be early/late going for lunch. Tables and seats in the hall are cleaned and spray cleaned before groups sit and use Windows and doors are kept open in the hall during the lunch time slot The hall is in zones for tables and use and no bubble will cross paths Kitchen staff are aware of dietary information and staff with in EY	SC – Acting Princip al LS – Acting Vice Princip al All staff	September 2020 Weekly/month ly re evaluate	1	4	LOW



					exempt from wearing face masks / face coverings. 11.Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.	setting deliver the food to the children they do not come up to the hatch. KS1 meals are preordered. Note PPE. Catering RA to be completed / received. Inform staff of need to wear face coverings whilst in the dining hall and to ensure hands are gelled regularly					
Break time Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating	 Staff Pupils Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms 	4	4	HIGH	1.Breaks staggered in teaching groups to limit numbers in corridors and circulation routes 2.Play equipment cleaned between use by different teaching groups. 3.Segregated group areas using barriers/fencing to avoid groups mixing. 4.Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.	No fixed outdoor equipment to be used. Any other equipment to be allocated to individual group and either left for 48 hours (72 hours' plastics) or thoroughly cleaned after use. Segregate play areas are in place	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	1	4	LOW



with contaminated hands.	Respiratory infection Breathing difficulties Asthma • Fatality					and pupils adhere to this Staggered break times are in place.					
Providing personal or intimate care to pupils Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Staff Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-meter social distancing from pupils. 2.PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. 3.Staff providing personal or intimate care instructed on the safe "donning and doffing" of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w 4.Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on	Ensure all staff are reminded how to use PPE. Ensure stocks of PPE is available and kept well stocked Ensure contactless thermometer is available in nursery area	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM



					individual circumstances. 5.Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6.Temprature check of staff and pupil before providing care.						
					7.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.						
Providing first aid Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Staff Casualty Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	1.Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid. 2.First aiders wash/sanitise hands before and after treating a casualty. 3.Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid. 4.Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5.First aiders instructed on the safe "donning and doffing" of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-gw	Ensure all staff are reminded how to use PPE. Ensure stocks of PPE is available and kept well stocked Ensure contactless thermometer is available	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDICM



					Taking off PPE video https://youtu.be/-GncQ ed- 9w 6.When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 7.If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 8.In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms. 9.Staff and parents advised not visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms. 10.Assessment of First Aid requirements reviewed.						
Staff administration of medicines or supervision of pupils who selfadminister. Transmission /	 Staff Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to 	4	4	HIGH	1.Temprature check of staff and pupil before providing administer medication. 2.Supervising staff maintain 2m social distance from pupil and other staff assisting. 3.Review medication plans to assess if additional PPE	Ensure all staff are reminded how to use PPE. Ensure stocks of PPE is available and kept well stocked	SC – Acting Princip al LS – Acting Vice	September 2020 Weekly/month ly re evaluate	2	4	MEDIOM



Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				requirements for staff administering medication are required. 4.Staff in close contact with the child whilst administering medication wear face visors.	Ensure contactless thermometer is available Check all asthma / medication plans / needs for children attending schools	Princip al All staff				
Transport of pupils and staff using school minibus and coach travel. Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Vehicle drivers Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	HIGH	1.R14 The use of school transport to carry passengers is not allowed during national lockdown.	N/A	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM



Availability of Equipment and PPE Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Staff Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5	4	VERY HIGH	1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points. 2. Latex free gloves available in classrooms and isolation locations and first aid rooms. 3. Face masks with an FFP2 or FFP3 rating available in isolation rooms. 4. Fluid resistant surgical mask available in first aid rooms and classrooms. 5. Face visors or safety goggles available in isolation locations and first aid rooms. 6. Disposable aprons available in isolation locations and first aid rooms. 7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.	Ensure all staff are reminded how to use PPE. Ensure stocks of PPE is available and kept well stocked Ensure contactless thermometer is available Masks are available and bags to put these in, visors given to staff who have requested them	SC – Acting Princip al LS – Acting Vice Princip al All staff	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM
R14 Safely occupying buildings and using equipment that have not been in use for long periods.	StaffPupilsVisitorsParentsContractors	5	4	VER	1.Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2.Valid test, inspection and	School contextual risk assessment to be completed Site Manager to ensure all	SC – Acting Princip al	September 2020 Weekly/month ly re evaluate	1	4	LOW



	Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment			maintenance of systems and equipment in place. 3.Water fountains removed or covered to prevent use and their mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth. 4.R14 Fire safety management plans reviewed and checked in line with operational changes. 5.R14 Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. 6.R14 Ongoing fire drills carried out with adjustments made for social distancing between pupil groups and staff	statutory Maintenance Checks and H&S checks are completed Whole school 'fogged' weekly	LS – Acting Vice Princip al				
Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the	 Staff Pupils Parents Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) 	5 4	VERY HIGH	1.R14 Educational visits are not allowed during national lockdown.	These are currently not taking place and will be reintroduced when safe to do so under government guidance and strict focused risk assessments.	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM



virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality										
Music, dance and drama Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5	4	VERY HIGH	1.Keeping groups separate (in bubbles) as well as through maintaining social distance between individuals. 2.Playing outside wherever possible 3.Limiting group sizes to suit the space, airflow and 2-meter social distancing when singing, wind and brass instrument playing 4.Positioning pupils when possible seated and positioned back-to-back or side-to-side so that air from instruments does not blow into another person. 5.Avoiding sharing of instruments and identifying designated users through name labels on instruments. 6.Ensuring good ventilation and adequately sized rooms are used . 7.Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school	Note no singing during class assemblies due to size of class bubbles Where instruments used, individual users to be identified Singing for nativities (if required) to be conducted in an outdoor space-pupils all in a line facing the same direction no adults in front of the children. Adults to wear masks and visors if songs are being chanted. The nativity is to be recorded in two parts the acting and then	SC – Acting Princip al LS – Acting Vice Princip al All staff	September 2020 Weekly/month ly re evaluate	2	4	MEDICM



1.12	I	ı		—
assemblies.	the songs/chants			
8.Clean and disinfect	which are to be			
instruments between shared	done in an			
use.	outdoor space,			
9.Staff wear a face visor	facing forward (if			
when working close contact	required)			
of less than 2 meters with a				
child cannot be avoided.	Refer to all			
10.Staff that move between	guidance			
classes and year groups,	documents			
keep their distance from	before any			
pupils and other staff, ideally	decisions are			
2 metres from other adults.	made.			
11.Background or				
accompanying music lowered				
to avoid raising of voices.				
Microphones used when				
available Sharing of				
microphones avoided.				
12.Demonstrating partnering				
work avoided.				
13.Increased handwashing				
before and after handling				
equipment				
14.Limited handling of music				
scores and scripts				
15.Hired equipment cleaned				
before and after use.				
16.Latest advice in				
the DCMS performing				
arts guidance, followed by				
schools in local restrictions				
tiers 1 and 2 when planning				
indoor and outdoor face to				
face performance.				
17.R14 Schools should not				



					host performances with audiences. 18.Peripatetic teaching across multiple groups or individuals limited and in accordance with social distancing and staff advised to follow self-isolation guidance when they have COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended						
Physical activity Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	5	4	VERY HIGH	1.Pupils kept in consistent groups 2.Sports equipment thoroughly cleaned between each use by different individual groups 3.Contact sports avoided. 4.Outdoor sports prioritised where possible 5.Large indoor spaces used where outdoor space is not available. 6.Maximising distancing between pupils. 7.Cleaning/disinfecting of indoor space regularly. 8.Hand washing/sanitising before and after activity. 9.Work with external coaches when safe to do so. 10.Additional through ventilation provided in indoor	Organise sessions outside as first priority. Ensure class teachers are aware of timetable so PE days can be communicated to parents – to support arriving in the academy in PE kit. Ensure when hall used space is adequately ventilated Ensure any items used are antibacterial sprayed and	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM



Stress	• Staff	4	4		spaces by opening of windows and doors and using fresh air ventilation systems when available. 11.Only team sports on the list return to recreational team sport framework are provided following a specific COVID-19 risk assessment. 12.R14 Swimming and water safety lessons are not allowed under national lockdown. 13.Competitions between different schools are not allowed.	cleaned or removed for 48/72 hours before being put back into general use. Hand gel in the PE store cupboard so items are not touched before hands are cleaned. No pupils allowed in the PE cupboard to prevent cross contamination. Wellbeing checks	SC -		2	3	
	Pupils Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea	4	4	HIGH	communicated to all staff. 2.Awareness about all types of stress and its causes raised through discussions, literature and training. 3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace. 4.Opportunities for staff and employees to maintain and promote their health and wellbeing 5.A culture of open communication throughout the organisation 6.Good management and team building practices for	on staff and pupils conducted Open policy of discussion with the Acting Principal and referrals to support services can be made. Regular reminders that we are all here to support each other Regular reminders of team work	Acting Princip al LS – Acting Vice Princip al	Staff reviews and conversations took place form September on RA from November 2020 Weekly/month ly re evaluate	2	3	MEDIUM



Shallow breathing or	those with management and
hyperventilating	supervisory responsibilities
A.55. 1	7.Supportive environment in
Affects	which issues and concerns
Poor emotional and	can be raised and dealt with
physical wellbeing	appropriately
	8.Guidance for managers to
	assist in the sensitive
	management of staff likely to
	encounter stressful situations
	9.Appropriate training
	interventions to help alleviate
	the stress
	10.Assist and advise staff
	suffering from work-related
	stress
	11.Internal and external
	sources of assistance for
	staff with clearly identified
	work-related stress issues
	12.R14 Access to a free
	helpline for school staff and
	targeted support for mental
	health and wellbeing
	available at The Education
	Support Partnership and
	Wellbeing for Education
	Return programme.

Close contact means:

• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)



- proximity contacts extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The level of risk is calculated by:	The likelihood	X	The Consequence	e
	1- Very unlikely 2- Unlikely 3- Fairly likely 4- Likely		1- Insignificant 2- Minor 3- Moderate 4- Major	(no injury) (minor injury needing first aid) (up to 3 days absence) (more than 3 days absence)
	5- Very likely		5- Catastrophic	(death)

Risk rating:

1 – 4	Low (acceptable)	No further action required
5 – 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
17 - 25	Very High (unacceptable)	Do not undertake the activity. Implement immediate improvements