

Academy: Hazel Slade Primary Academy		Prepared By: C Leach APT H&S C Completed By: SACamacho	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: 13-01-2021 DFE Restricting attendance during the national lockdown: schools Updated 11-01-2021 R15: 24-02-2021 GOV.UK Actions for schools during the coronavirus outbreak updated 22 February 2021 Effective from 8th March 2021	Manager:		Next Annual Review Date: 3/7/2020 29/8/2020 2/9/2020 18/9/2020 24/9/2020 1/10/2020 8/10/2020 19/10/2020 7/12/2020 14/1/2021 25/2/2021



Нах	zard	Initial risk			Ac	tion plan		Re	esidu	ual risk
Details of hazard	Who is affected and how?	Likelihood	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) on chest or back Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4 HOIH	1. 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. R15 someone in their household or support bubble or childcare bubble has symptoms even if tested negative for COVID-19 d. they or a member of their household or support bubble or childcare bubble have tested positive to a COVID-19 test in the last 10 days even if they do not have	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. Updates to staff via briefing and emails	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	LOW



	symptoms.	On-going weekly
	e. have been contacted by	checks that signs
	NHS Test and Trace within	remain visible and
	the last 10 days	are up to date.
	f. R15 have arrived in England	
	within the last 10 days from	Ensure planning
	anywhere outside the UK,	includes regular
	Ireland, the Channel Islands	talks about new
	or the Isle of Man g. still	golden rules i.e.
	have a high temperature after	social distancing,
	the isolation period has	do not touch
	ended h. they are waiting for	staff, each other,
	COVID-19 PCR test result.	handwashing,
	i. they develop COVID-19	remaining in their
	symptoms within an isolation	bubbles
	period.	SENDCo / Acting
	2.Regular GOV.UK	Principal to liaise
	Coronavirus (COVID-19) and	with parents if
	NHS Test and Trace latest	pupils are
	information briefings to all	struggling
	staff.	
	3.COVID-19 risk assessment	Staff at gate to
	and revisions communicated	remind pupils to
	to staff.	remove masks.
	4.R14 Signs at all entry gates	Encourage all
	and external doors advising	parents to wear
	all persons that they MUST	masks when
	not enter the school, they	entering school
	must stay at home, self-	premises
	isolate and follow PHE Stay	
	at Home guidance and NHS	Parents, visitors,
	Test and Trace process if:	contractors
	a. they currently have	informed re
	a. they currently have	requirement to





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	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			
	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			
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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.
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. Parents advised only
vulnerable children, the
children of critical workers
and nursery class children to
attend school.
20. Visitors and contractors
advised only those carrying
out essential work or
compliance
inspections/maintenance are
allowed to attend the school.
21. R15 COVID-19 rapid
testing programme
information provided to staff.
22. Staff advised to work from
home where possible
23. 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.



Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable.	StaffPupilsSymptomsContinuous cough	4	5	нІВН	1. Where staff are confirmed clinically extremely vulnerable (CEV) the school advise that they should work from home where possible.	Acting Principal to liaise with all extremely clinically vulnerable staff	SC – Acting Princip al	September 2020 Weekly/month ly re evaluate	2	5	HIGH
Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable. Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems Expectant mothers Transmission / Spread of Germs and Novel Coronavirus	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			VERY	2. CEV staff who cannot work from home and choose to attend have their existing COVID 19: Individual Risk Assessment reviewed and action plan updated and agreed 3. Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child does not attend unless a medical professional confirms that shielding is not required. R15 Pupils and staff who are clinically vulnerable or have underlying health conditions to attend school where staff cannot work from home 5. Pupils and staff who are not CEV themselves but who live with someone who is CEV to attend school unless the staff member can work from home 6.R15 Clinically vulnerable pupils and staff are supported to follow good social distancing practices and	prior to return to work and regularly throughout week. On-going monitoring where formal shielding advice has previously been in place to ensure staff remain vigilant and keep school updated re any changes in their health needs. Acting Principal to liaise with staff where formal shielding advice was given Daily / Weekly briefings to remind staff of expectations SENCO / to liaise with parents of	LS – Acting Vice Princip al	Individual Risk Assessments completed as needed and reviewed Reminder updates and staff/parents bulletins sent out w/c1/3/21			
(COVID-19)					increased good hand hygiene practises through increased	children with care plans to update /					



Coronavirus can be	communication and	amend in line with			
passed through close	facilities/materials.	Covid information			
contact with persons	7.Pupils are monitored by				
infected by the virus.	staff for good social				
Touching surfaces	distancing and increased				
contaminated with the	hand hygiene practises.				
virus with hands and	8.Monitoring of pupils and				
touching eyes, nose	staff compliance with clinical				
and mouth and eating	advice regarding attending				
with contaminated	school				
hands.	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. Staff instructed not to				
	carry out COVID-19 rapid				
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	carry out COVID-19 rapid testing of other persons. 13 R15.COVID 19: Individual Risk Assessment completed for staff who fall into these groups:- clinically vulnerable, from a Black, Asian or				



					Minority Ethnic origin (BAME) or pregnant. 14. R15 Pregnancy risk carried out for new and expectant mothers						
Travel to and from school 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	HBH	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 possible 4.When the use of shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble unless socially distanced, c. wash hands with soap and water or 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	Liaise with staff who use public transport / car share to ensure guidelines are understood and adhered to – Not applicable to current staff at present	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	MOT



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				
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					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, j. R15 not travel when symptomatic 7. R15 Staff to carry out COVID-19 rapid testing at home twice per week and isolate at home following a positive result and also following a negative result whilst 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	4	4	HIGH	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)	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	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	TOM



	Respiratory infection Breathing difficulties	markings and signs at gueuing locations (school	Allocated members of staff			
E /	Respiratory infection Breathing difficulties Asthma Fatality	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 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 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. R15 Staff to participate in the schools COVID-19 rapid testing programmes.						
Visitors, Parents Delivery drivers Contractors Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough	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	Ensure all main doors / gates have No Entry signs unless by prior appointment Site Manager to ensure all gates and access doors are secured daily	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM



Coronavirus can be	High temperature	school staff if they				
passed through close	(over 37.8 degrees)	a. they currently have	Signs to direct			
contact with persons	Loss of, or change to	Coronavirus (COVID-19)	deliveries	All staff		
infected by the virus.	the sense of smell	symptoms	Catering			
Touching surfaces	(anosmia)	b. they have been in close	Supervisor /			
contaminated with the		contact with persons with	Chartwells			
virus with hands and		symptoms				
touching eyes, nose	Affects	c. R15 someone in their	Review orders to			
and mouth and eating	Mild flu symptoms		double up			
with contaminated	Respiratory infection	household or support or child	deliveries.			
hands.	Breathing difficulties	care bubble has symptoms	Communicate to			
	Asthma	d. they have tested positive	parents that no			
	Fatality	to a COVID-19 test in the last	entry to building			
		10 days	without a prior			
		e. they have been contacted	appointment.			
		by NHS Test and Trace	Office staff to			
		within the last 14 days	produce a record			
		f. R15 have arrived in England	for all visitors /			
		within the last 10 days from	contractors in			
		anywhere outside the UK,	respect of Test			
		Ireland, the Channel Islands	and Trace and			
		or the Isle of Man If any	retain for 21 days.			
		questions are answered yes,				
		access is denied and they	Office to advise			
		are advised that they MUST	visitor / contractor			
		not attend the school, they	/ parent to check			
		must stay at home, self-	in using			
		isolate and follow PHE Stay	COVID19app			
		at Home guidance and NHS	Stock of face			
		_	coverings			
		Test and Trace process.	available on			
		4.School guidance on	reception desk for			
		physical distancing, hygiene,	parents / visitors			
		wearing of face masks/face	and staff to wear			
		coverings/face visors over				



the nose and mouth provided on arrival. 5.On arrival at school name, date, contact number and email address of visitors, contractors and delivery drivers recorded and kept secure for 21 days or when available NHS COVID-19 Test and Trace app QR code used. 6.Hand washing/sanitising on arrival, before and after using attendance recording devices and using toilets. 7.Infared temperature checks 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.	Ensure site and office staff have antibacterial spray for any items delivered and also plenty of hand gel and access to handwashing Parents, visitors, contractors informed re requirement to wear face masks when meeting / visit arranged	
and external areas such as		



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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.	
2.School information sharing	
with contracted catering and	
cleaning services to reduce	
exposure to COVID-19.	
3. Arrange times that	
contractors are on site to	
minimise numbers at any one	
time, when possible outside	
of school hours.	
4.Contractors required to	
wear face masks/face	
coverings/face visors over	
the nose and mouth whilst	
inside the building including	
at the point of work, during	
movement around the	
building and during contact	
with staff. Face visors are	
allowed to be worn by	
persons exempt from wearing	
face masks / face coverings.	
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					5. Only contractors carrying out essential work or compliance inspections / maintenance are allowed to attend the school.						
					Delivery drivers 1. Times arranged so that minimum amount of delivery drivers are on site to at any one time. 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)	Staff Casualty Symptoms Continuous cough	5	4	VERY	Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-	Reminders to staff during briefings Allocate staff member to supervise any	SC – Acting Princip al	September 2020 Weekly/month ly re evaluate	2	4	MEDI



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symptoms whilst at	High temperature		isolate at home in	child displaying	LS –			
school	(over 37.8 degrees)		accordance with government	symptoms.	Acting	Reminder		
	Loss of, or change to		guidance and arrange a		Vice	updates and		
	the sense of smell		COVID-19 PCR test.	Newsletters ,	Princip	staff/parents		
	(anosmia)		Government supplied home	Classlist and email	al	bulletins sent		
			PCR test kits provided by the	used as a		out w/c1/3/21		
Transmission /	Affects		school in exceptional	reminder to				
Spread of Germs and	Mild flu symptoms		circumstances when a	parents whose	All staff			
Novel Coronavirus	Respiratory infection		symptomatic staff member	children are in				
(COVID-19)	Breathing difficulties		has barriers accessing	school that				
,	Asthma		testing by the usual routes.	contact details				
Coronavirus can be	Fatality		School arrange posting or	are up to date.				
passed through close			remote drop off of test kits to					
contact with persons			maintain 2-meter social	Acting Principal to				
infected by the virus.			distancing.	ensure proforma				
Touching surfaces			2. Pupils at school who	updated daily for				
contaminated with the			develop symptoms of	tracking				
virus with hands and			coronavirus infection	absences				
touching eyes, nose			(COVID-19) are placed in a					
and mouth and eating			safe isolation location and	Ensure timetables				
with contaminated			parents informed to collect	/ PPA / absence				
hands.			the child. Childs household	cover plans are				
nando.			requested to self-isolate at	kept for 21 days				
			home in accordance with					
			government guidance and					
			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-9w HSE guidance – using disposable respirat or adisposable respirat or adiable respira		
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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- 9w HSE guidance – using disposable respirators	latex free disposable gloves,	
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8. Staff instructed on the safe "donning and doffing" of PPE. Putiting on PPE video https://youtu.be/-GncQ ed- 9w Taking off PPE video https://youtu.be/-GncQ ed- 9w HSE guidance – using disposable respirators idisposable-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.		
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10.Staff supervising isolated children remain at least 2 meters from the child.		
children remain at least 2 meters from the child.		
meters from the child.		
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	11. When a 2-meter safe	
distance cannot be	distance cannot be	



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	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.	
	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	
	Tronco racatou piacoc or	



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	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	
	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. Staff who have helped or
staff/pupils that have been in
close proximity to someone
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
R15 or have tested positive to
a LFD test 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
COSCO POSITIO (O)



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. R15 If the school has two			
or more confirmed cases			
within 14 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			
		<u> </u>	



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	
PHE guidance.	
29. 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, , R15	
have arrived in England	
within the last 10 days from	
anywhere outside the UK,	
Ireland, the Channel Islands	
or the Isle of Man, 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 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	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. 5.Supply of disposable tissues available in classrooms, offices, shared spaces. 6.Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces. 7.Covered bin at entrance for disposal of pupil face coverings on arrival and staff, visitor, parent face masks/face coverings on departure. 8.PHE "Wash your hands"	Ensure liquid soap only used for all hand washing. Plastic bags available for storage of face coverings CoSHH assessment for hand sanitiser are available Lidded bins for, all classrooms and bins for toilets (incl staff toilets) Hand sanitiser gel is placed in staff entrance, staffroom, by photocopier Remind staff / visitors / contractors as soon as enter school then wash hands. This includes pupils	SC – Acting Princip al LS – Acting Vice Princip al All staff	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	MOT



signs posted in pupil, staff and visitor toilets. 9."Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas. 10.Support provided for 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.	coming into school. Staff at gate to remind pupils. To remove masks.		
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
on add madic / ladd



					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 / Spread of Germs and Novel Coronavirus (COVID-19) 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) Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality Effects of using hazardous cleaning substances Irritation of skin and respiratory system, 	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 handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti- bacterial products as a minimum twice a day, before or after school and during the day. 4.Bins emptied frequently to suit usage. 5.Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used	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 at the end of a day Staff within each bubble are responsible for ensuring shared resources are cleaned regularly. Plastic tubs are available for reading books – sufficient for 48-hour rotation / Spray them using the antibacterial spray before	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	LOW



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damage to eyes and		PPE.	placing back on			
internal organs		6.Staff using cleaning and	the shelf			
		disinfecting products read				
		COSHH Assessments and	Hand sanitiser to			
			be used before			
		follow measures including	and after using			
		wearing PPE specified.	photocopier –			
		7.Staff wash hands	ensure			
		thoroughly after removing	availability.			
		used PPE and using cleaning	, ,			
		and disinfecting products.	Antibacterial			
		8.Cleaning contractor provide	wipe keyboards			
		COVID-19 Risk Assessment	and whiteboard			
			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	change over			
		cleaning easier.	Reminder to staff			
		10.Water fountains removed	to ensure all areas			
		or covered to prevent use.	are free from			
		<u> </u>	clutter particularly			
		Pupils/staff encouraged to	desks, tops of			
		bring pre-filled water bottles				
		from home.	lockers, shared			
			areas,			
		Classrooms	photocopier			
		Shared spaces				
		1 Decourage auch as healts				
		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 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.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 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	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 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	SC – Acting Princip al LS – Acting Vice Princip al All staff	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	MOT



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 brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags. 13. 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



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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				
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				



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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			
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. Only vulnerable children,			
the children of critical workers			
and nursery class children to			
attend school.			
20. School provision of			
remote education equipment			
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					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 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.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 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 keep 2-meter distance. 7.Use of hot desks and workspaces avoided 8.Meetings / discussions with others held when it is	Any soft furnishings (that can be)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 – staggered lunches ensures that limited staff are needing to use the same space A second room (ICT) has been sectioned off form children use so that this can be used as a second staffroom.	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	MOT



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 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 close proximity. 14. Staff rotation in offices avoided 15. Restrict movement around the school between	Remind office staff to leave screen closed if managing a visitor and wear masks Staff to use on mugs / lidded ups 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 the staffroom after use Anti-bac wipes / spray to be available
the school between	
departments and rooms and use of electronic devices to communicate. 16.Staff wear face masks/ face coverings over the nose	All food to be kept in cupboards / fridge or in a lidded wipe able containers
and mouth in communal areas. Face visors are allowed to be worn by	Ensure all staff are able to access staff meetings



					persons exempt from wearing face masks / face coverings. 17. Staff advised to work from home where possible 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 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.	and Inset days via Teams Continue to remind staff of need to wear face coverings in staff rooms / communal areas / corridors					
Lunch service 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 Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) 	4	4	HIGH	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.	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	SC – Acting Princip al LS – Acting Vice Princip al	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	LOW



virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality		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 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.	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 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				
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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 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 Staff	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.	hands are gelled regularly 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 and pupils adhere to this Staggered break times are in place. Ensure all staff are	SC – Acting Princip al LS – Acting Vice Princip al All staff	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	1	4	TOW
or intimate care to pupils Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	 Staff Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to 	4	4	нын	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	Ensure all staff are reminded how to use PPE. Ensure stocks of PPE is available and kept well stocked	Acting Princip al LS - Acting Vice	September 2020 Weekly/month ly re evaluate Reminder updates and	2	4	MEDIUM



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	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	Ensure contactless thermometer is available in nursery area	Princip al All staff	staff/parents bulletins sent out w/c1/3/21		
		4.Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on 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	Staff		<u> </u>	1.Clinically extremely	Ensure all staff are	SC -	September		4	
Troviding mot did	Casualty	4 4		vulnerable or clinically	reminded how to	Acting	2020	2	4	\geq
Transmission /			U	vulnerable staff advised not	use PPE.	Princip				
Spread of Germs and	Symptoms		主	to provide first aid.		al	Weekly/month			<u></u>
Novel Coronavirus	Continuous cough			2.First aiders wash/sanitise	Ensure stocks of		ly re evaluate			H
(COVID-19)	High temperature			hands before and after	PPE is available	LS –				#
	(over 37.8 degrees)			treating a casualty.	and kept well	Acting				2
Coronavirus can be	Loss of, or change to			3.Disposable gloves,	stocked	Vice	Danis dan			
passed through close	the sense of smell			disposable apron, fluid	Ensure	Princip al	Reminder updates and			
contact with persons	(anosmia)			resistant surgical mask worn	contactless	ai	staff/parents			
infected by the virus.	A # 6 - 4 -			when administering first aid.	thermometer is		bulletins sent			
Touching surfaces contaminated with the	Affects Mild flu symptoms			4.Safety goggles or face visor	available	All staff	out w/c1/3/21			
virus with hands and	Respiratory infection			worn where there is a risk of			, , , , ,			
touching eyes, nose	Breathing difficulties			respiratory droplets splashing						
and mouth and eating	Asthma			into eyes due to repeated						
with contaminated	Fatality			coughing or vomiting.						
hands.				5.First aiders instructed on						
				the safe "donning and						
				doffing" of PPE.						
				Putting on PPE video						
				https://youtu.be/-GncQ ed-						
				9w						
				<u> </u>						
				Taking off PPE video						
				https://youtu.be/-GncQ_ed-						
				<u>9w</u>						
				C M/h a ra va a refa masi in au CDD						
				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. 11. R15 Try to assist at a safe distance from the casualty as much as you can. 12.R15 If the casualty is capable, tell them to do things for you.						
Staff administration of medicines or supervision of pupils who self-administer. Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close	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	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 requirements for staff administering medication are required. 4.Staff in close contact with	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 Reminder updates and staff/parents bulletins sent out w/c1/3/21	2	4	MEDIUM



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.	Breathing difficulties Asthma Fatality				the child whilst administering medication wear face visors.	Check all asthma / medication plans / needs for children attending schools					
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. R15 If and when transport restarts for attendance of sports centres and swimming pools 1. Transport arrangements discussed with providers, SBMAT and parents. 2. Reduction in any unnecessary travel on coaches and minibuses for children and staff. 3. Checks carried out with transport providers that they do not work if they or a member of their household are displaying any symptoms of coronavirus or have tested positive in the last 10 days. 4. Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. 5. Thorough clean of vehicle	N/A	SC – Acting Princip al LS – Acting Vice Princip al All staff	September 2020 Weekly/month ly re evaluate	2	4	MEDIUM



interiors before and after use and clean of frequently touch items during use. 6. Pupils and staff to be kept in teaching groups where possible when using transport. 7. Infrared temperature checks of pupils and staff before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process. 8. Organised queuing and boarding 9. Hand washing/use of hand sanitising gel before entering vehicle and again after travel. 10. Distancing within vehicles wherever possible. 11. Staff wear a face visor when working close contact of less than 2 meters with a child/staff cannot be avoided.	
11. Staff wear a face visor when working close contact of less than 2 meters with a	



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 Reminder updates and staff/parents bulletins sent out w/c1/3/21	2	4	MEDIUM
Safely occupying buildings and using equipment that have not been in use for long periods.	 Staff Pupils Visitors Parents Contractors Risk to health and safety from poorly	5	4	VERY		school contextual risk assessment to be completed Site Manager to ensure all statutory Maintenance Checks and H&S	SC – Acting Princip al LS – Acting Vice	September 2020 Weekly/month ly re evaluate Reminder updates and	1	4	LOW



	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			covered to prevent use and their mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth. 4. Fire safety management plans reviewed and checked in line with operational changes. 5. 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	checks are completed Whole school 'fogged' weekly	Princip al All staff	staff/parents bulletins sent out w/c1/3/21			
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 virus with hands and touching eyes, nose and mouth and eating	 Staff Pupils Parents 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 	5	4 VERY HIGH	R15 Educational visits are not allowed until government guidance is reviewed	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 Reminder updates and staff/parents bulletins sent out w/c1/3/21	2	4	MEDIUM



with contaminated hands.	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 assemblies. 8.Clean and disinfect instruments between shared	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 spacepupils 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 the songs/chants which are to be done in an	SC – Acting Princip al LS – Acting Vice Princip al All staff	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	2	4	MEDIUM



1 60		 1	1	
use R15 or left unused for 48	outdoor space,			
hours (72 hours for plastics)	facing forward (if			
between use by different	required)			
individuals				
9.Staff wear a face visor	Refer to all			
when working close contact	guidance			
of less than 2 meters with a	documents			
child cannot be avoided.	before any			
10.Staff that move between	decisions are			
classes and year groups,	made.			
keep their distance from				
pupils and other staff, ideally				
2 metres from other adults.				
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. Schools should not host				



Dhysical activity	Ctoff				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	Organia		Contords			
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 R15 or left unused for 48 hours (72 hours for plastics) between use by different individuals 3. 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	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 All staff	September 2020 Weekly/month ly re evaluate Reminder updates and staff/parents bulletins sent out w/c1/3/21	2	4	MEDIUM



Stress	Staff 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	4	4	HBH	when safe to do so. 10.Additional through ventilation provided in indoor 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. R15 Swimming and water safety lessons when opening up of swimming pools takes place. 1.SBMAT Stress Policy 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 well- being 5.A culture of open communication throughout	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 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	SC – 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
	Dizziness				5.A culture of open	here to support					



Shallow breathing or		those with management and	
hyperventilating		supervisory responsibilities	
		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. 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.	
	1 1		

Close contact means:



R15

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-toface conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

The level of risk is calculated by:	The likelihood	X	The Consequence	9
	1- Very unlikely 2- Unlikely 3- Fairly likely 4- Likely		1- Insignificant2- Minor3- Moderate4- 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

