



VERSION 10

**BUSH HILL PARK PRIMARY SCHOOL RISK ASSESSMENT –
DURING CORONAVIRUS PANDEMIC (COVID-19)**
Autumn Term 2021

School:			
Headteacher:	Anna Theodosiou	Persons undertaking the assessment:	Headteacher – Anna Theodosiou SBM – Lorraine Shaw
Work Activity being assessed:	COVID-19 Risk Assessment for Schools – Autumn 1 2021	Risk Assessment Number:	11
		VERSION NUMBER	10
Date of assessment:	4 September 2021	Date of next review:	31 December 2021 (or sooner if government advice changes)

SCOPE OF OPERATION, LOCATION AND PERIOD	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken):</p> <ul style="list-style-type: none"> • Early Years, KS1 and KS2 • SEN LSA intervention guidance • Wraparound Club/Extra-Curricular activities • PPA cover guidance • Fire Drills <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak - Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Updated 17 August 2021</p> <p>Separate guidance is available for early years, further education colleges and for special schools.</p> <p>Risk assessment review - what we do This Risk Assessment identifies sensible measures to control the risks in school. It is monitored, updated and reviewed by the Headteacher and SBM, considering any practices and outcomes which have been developed. Consideration is given to the additional risks and control measures for safe operations.</p> <p>Where points are not completed but need to be addressed, they will be placed in the Further Actions Required column with a time frame for completion.</p>	<p>HSE - Coronavirus/working-safely HSE - New and Expectant Mothers HSE - Protecting New and Expectant Mothers at Work HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics HSE - Coronavirus / PPE Face Masks HSE - Supply issues with PPE and working safely during the Coronavirus pandemic HSE - Protect home workers (Coronavirus) HSE - Coronavirus/Working Safely / Protect People HSE - Coronavirus - Legionella Risks HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation NHS - 111 - COVID-19 NHS UK / Coronavirus / Latest NHS Info. NHS / Coronavirus / Testing & Tracing Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers</p>

<p>The guidance from UK GOV is constantly updated and changes frequently so best practice requires us to keep up to date with these guidance notes and update as required.</p> <p>Even though government guidance does not require staff to wear masks, staff may do so if they prefer.</p>	<p>Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy</p> <p>GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK</p> <p>Royal College of Paediatrics and Child Health - COVID-19</p> <p>Chartered Institute of Building Services Engineers (CIBSE) - COVID-19</p>
<p>LOCATION: Bush Hill Park Primary School, Main Avenue, Enfield, EN1 1DS</p>	<p>Chartered Institute of Building Services Engineers (CIBSE) - Emerging from lockdown</p>
<p>WHEN ACTIVITIES TAKE PLACE:</p> <ul style="list-style-type: none"> • Breakfast Club (7.50am start) • Nursery (8.30am – 3.30pm) • Reception-Year 6 (8.45am- 3.15pm) • Afterschool Club (Until 6pm) • Holiday Club (October Holiday Camp 25 October – 29 October 21) • Facility Hire (Weekday, evenings and weekends) <p>Start and end to the school day</p> <ul style="list-style-type: none"> • There will be a soft start to the beginning of the school day from 8.45am to 8.55am. Pupils from Nursery, Year 1, Year 2, Year 5 and Year 6 can access the school site using the gates via Main Avenue or the Green Gate on Ermine Side. Pupils in Years 3 and 4 should access the school site from the Black Gate on Ermine Side which will give pupils direct access to their classrooms. Gates will close promptly at 9am, so if your child arrives after this time, they will need to go to the School Office where they will be marked as late, as registers will have already been taken. • There will be staff in the playgrounds and at the entrances to direct you if you need help locating your child's class. • The end of the school day is at 3.15pm and classes will be escorted to the North Playground where they can be collected from their class collection points. 	<p>Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)</p> <p>GOV.UK - COVID-19 Response: Summer 2021</p> <p>GOV.UK - Government Collections - Coronavirus COVID-19 Guidance</p> <p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p> <p>GOV.UK - Guidance for Schools Coronavirus COVID-19</p> <p>GOV.UK - Publications - Guidance on Shielding and protecting Extremely Vulnerable Persons from COVID-19</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>GOV.UK - Guidance / COVID-19 - Restrictions (what-you-can-and-cannot-do - clinically-vulnerable-people)</p>

NOTES:

It is our duty as an employer and community hub, to protect people from harm. This includes taking **reasonable steps** to protect our staff and others (pupils, visitors, contractors, delivery staff) from coronavirus.

This risk assessment process requires that we:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

This risk assessment is in line with the recommended process using the Health and Safety Executive's (HSE) approach as laid down in their 'Five Steps to Risk Assessment'. This is a step-by-step process for controlling health and safety risks caused by hazards in the workplace-to reduce risks from COVID 19.

Please use this document as a guide of what is expected from us as a school to keep teachers, workers, pupils and others safe. It will be monitored and updated and numbered according to the current version.

The Layout

This risk assessment is laid out in two sections; 'Part 1 – **General Risk Assessment** for School and 'Part 2 – **School Settings**'.

This document model aims to look at and use guidance and advice from authoritative sources, in this case the HSE and UK GOV. (DofE).

Part 1 – General Risk Assessment for School, which takes into account most activities and visitors etc and can also be used for other premises or sites used such as children's centres etc, it is taken from the HSE's general guidance on risk management and example risk assessment for COVID 19. The content in this section is taken directly from the HSE model and points raised are recommended areas to cover in all workplaces.

[GOV.UK - COVID-19: Guidance on Protecting People Defined on Medical Grounds as Extremely Vulnerable - GOV.UK](#)

[GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance](#)

[GOV.UK - Government / publications / COVID-19 \(Asymptomatic-testing for staff in Primary Schools and Nurseries \(Rapid Asymptomatic Testing for Staff\)](#)

[GOV.UK - Government / Publications / Coronavirus - COVID-19 \(Asymptomatic testing in Schools and Colleges\)](#)

[GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protective Equipment \(PPE\)](#)

[GOV.UK - Government / Publication Stay-at-Home Guidance](#)

[GOV.UK - NHS Test & Trace - How it works](#)

[GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested](#)

[GOV.UK / Government / Publication COVID-19- Decontamination in non-healthcare Settings](#)

[GOV.UK - Guidance / Contacts PHE Health Protection Teams](#)

[GOV.UK - Coronavirus Test](#)

[GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers](#)

[GOV.UK / Guidance / How to Quarantine \(when-you-arrive-in-England\)](#)

Part 2- School Settings, is as stated and is specifically centred on normal school operation. The information here is sourced from UK GOV documents and the links for these are listed in the main body and on the left of this document.

LEGAL REQUIREMENTS

The legal requirement in a nutshell is to reduce risk 'as low as reasonably practicable' (ALARP). This document provides a model process for this and helps us to meet the strong moral obligations to reduce risk in our school environment.

Contact tracing

- Schools will no longer be expected to undertake contact tracing. This is now being carried out by NHS Test and Trace

Self-isolation

- Staff, pupils, parents and carers **must not** come into school if they have COVID-19 Symptoms.
- If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. You can arrange this online (Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk) or by phone by calling 119.
- Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Self-isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your test was taken. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days.
- If anyone develops COVID-19 symptoms at school, however mild, they will be sent home. They will be taken to a room to self-isolate until collected. **Please therefore ensure that all your emergency contact details are up to date**

[GOV.UK - Extra mental health support for pupils and Teachers](#)

[GOV.UK / Government Publications / COVID-19 for food businesses](#)

[GOV.UK - Government Publications - Health & Safety on Educational Visits](#)

[GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak](#)

[GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation](#)

[GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions](#)

[GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus \(COVID-19\) outbreak](#)

[GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own](#)

Close contacts

Individuals **DO NOT** have to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

This means that all primary aged children should come to school as normal unless they themselves have COVID-19 symptoms or a positive test result. Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Coronavirus Risk Assessment				
Activity:	Risk Assessment for Schools in response to Coronavirus	No. of pages:	43	Page number:
What are the hazards?	Who is at risk and How would they be harmed?	CONTROLS What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
<u>PART 1 – GENERAL RISK ASSESSMENT FOR SCHOOL</u>				
Increased risk of infection due to mutations of the Coronavirus.	All staff, pupils and others may be at greater risk of contracting the virus due to variant strains	<p>The increased chance of infection highlights the importance of adherence to school control measures.</p> <ul style="list-style-type: none"> - Enhanced cleaning continues during the school day in classrooms, toilets, staff rooms, shared outdoor gym equipment, and high touch points across the school site. - Staff can opt to wear a mask or face coverings. - Continued respiratory hygiene, social distancing, hand washing and sanitising. <p>The Government continue to make rapid lateral flow tests available to schools and colleges.</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	- Lateral Flow Device Tests available for staff twice a week, and pupils and their families/bubbles	SLT

Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers	HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser	- SLT to monitor and supervise staff and pupils, to make sure all are following controls	SLT
	Customers	HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins	- Signs in classrooms, toilets, corridors to remind people to wash their hands	KW, BE, RH, PN
	Contractors		- Information and reminders sent to staff about when and where they need to wash their hands	LS
	Drivers coming to your school/centre	- Water, soap and drying facilities at wash stations provided	- Hand washing facilities available in each classroom	PN, BE, RH
	Drivers going out for your school/centre	- Information and posters displayed at entry, in classrooms, staff rooms and toilets on how to wash hands properly	- Information and reminders sent to staff about when and where they can sanitise their hands	LS
	Visitors	- Hand sanitiser provided in offices, classrooms, reception, staff rooms and in corridors for when individuals can't wash their hands - Visiting drivers can use a hand sanitiser by the Lodge	- PPE, hand washing and sanitising stock checked by BE/PN to ensure they are replenished - Remind staff and pupils to moisturise their hands and check that they do not experience dryness and cracking but if they do they must report the problem to Welfare Officer	LS, BE, RH, PN PN, LS

Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers	Areas of congregation, will display signage to remind people to sanitise their hands, and includes:	- Visual reminders across the school site to social distance, including floor markings and wall signs	BE, RH
	Customers	> staff rooms, dinner hall, School Office and corridors		
	Visitors	Government guidance now states “Social distancing measures have now ended in the workplace”	- Monitor and supervise to make sure people are following controls put in place, eg one-way system, hand-washing, social distancing	SLT
	Contractors	Areas and equipment where people will touch the same surfaces, will display signage to remind people to sanitise their hands for touching or using facilities and includes: > Kitchens, kettles, fridges, kettles, water coolers, hot water tap, taps in the toilets, handrails, tables, door handles, light switches, computers, pens, printers > Sofas and chairs in offices, School Office, Main Corridor, staff rooms	- Encourage staff to report near-misses which may help identify where controls cannot be followed or people are not doing what they should	SLT
	Drivers	Communal areas where air movement may be less than in others because there are no windows to open, will display signage to remind people to sanitise their hands regularly, and includes: > Corridors, storage areas, stairwells, computer storage		SLT
		Online Team meetings have increased externally and internally to reduce the number of people visiting school, moving around school and having to leave the premises to visit other schools and organisations.		

		<p>Non-fire doors can be left open to reduce the amount of contact with doors and also improve ventilation. Please also note that for final fire exit doors (doors that lead to the outside world) there is no requirement to have these closed for purposes of fire precautions.</p> <p>Communal area surfaces, like kitchen surfaces, tables and chairs, must be kept clear for people to sit and eat at to make cleaning easier.</p> <p>Daily cleaning regime in place to make sure high traffic communal areas are kept clean.</p> <p>CEV staff are kept safe at work following HSE published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p>		<p>BE, RH</p> <p>All staff</p> <p>Cleaning Team</p> <p>SLT</p>
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	<ul style="list-style-type: none"> – Groups of workers who live together identified and grouped into work cohorts – Groups of workers who travel to work together identified and grouped into work cohorts 	Year/Achievement Leads to discuss living and working arrangements with staff who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	SLT
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors	<p>Guidance on cleaning and hygiene during the coronavirus outbreak</p> <p>HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser</p>	<p>- Cleaning Team trained and reminded about the following:</p> <ul style="list-style-type: none"> ➢ the products they need to use 	LS, PG

	<p>Contractors</p> <p>Drivers coming to your school/centre</p> <p>Drivers going out for your school/centre.</p>	<p>HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins</p> <p>Enhanced cleaning of school by disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, handrails, light switches, etc. using appropriate cleaning products and methods.</p> <p>Staff trained to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean.</p> <p>Equipment sharing avoided either by allocating personal issue, staff cleaning equipment before and after use (with signs to remind staff), and regular cleaning regimes in between different users.</p> <p>Outdoor gym – is shared between pupils but cleaned in between use by staff carrying out enhanced cleaning during the day.</p> <p>Playground equipment – in the KS1 Playground can only be used once on any day and be under direct staff supervision during lunch/break times, on a rota basis (so different pupils get to use the equipment at some point during a week) with pupils lined up before their turn to use it. All pupils entering and leaving the area must sanitise their hands.</p> <p>Reduction of people touching surfaces by: - using electronic devices</p>	<ul style="list-style-type: none"> ➤ precautions they need to follow ➤ the areas they need to clean <p>- Cleaning stock monitored and replenished earlier than pre-COVID-19</p> <p>- Cleaning Team trained how to put on and remove PPE</p> <p>Pupils sanitise their hands before going out into the playgrounds and sanitise or wash their hands when returning back in to the school building.</p> <p>Number of pupils limited at any one time, each session is limited, an orderly queue is formed outside the play area</p>	<p>BE, RH, PG</p> <p>PN (Welfare Officer)</p> <p>Pupils, all lunch and breaktime staff</p> <p>Pupils, all lunch and breaktime staff</p> <p>All staff</p>
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		<ul style="list-style-type: none"> - leaving doors open where possible - pens on lanyards to reduce the need to share pens - online payments encouraged instead of cash <p>Clear Desk Policy – to keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>More bin liners provided in rooms and emptied more often</p> <p>Lockers provided for staff to store personal belongings and keep personal items out of work areas for staff in key areas, for:</p> <ul style="list-style-type: none"> - Playleaders, Breakfast Club, Teachers and Support Staff in Staff Rooms, Cleaning Team <p>Emergency cleaning procedures for deep cleaning to commence are in place if someone develops symptoms of coronavirus at work</p> <p>GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings</p>		<p>LS, ATh</p> <p>BE, RH, Cleaning Team</p>
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p> <p>Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations</p>	<p>All staff and Workers-anxiety stress or other mental health issues</p>	<p>GOV.UK - Extra mental health support for pupils and Teachers</p> <p>Talk openly with staff about the possibility that they may be affected and if affected, they should:</p> <ul style="list-style-type: none"> - raise concerns with the Headteacher or SBM immediately - self-isolate according to current government guidelines 	<p>Regular contact between SLT/Managers and staff</p> <p>Information and advice shared with staff about mental health and wellbeing</p>	<p>ATh, LS</p> <p>SLT</p> <p>ATh, LS</p>

<p>or other effects from the changes to living and working.</p>		<p>Reassure and remind staff of measures taken to protect their safety</p> <p>All staff to read through risk assessment to help identify potential problems and identify solutions</p> <p>Keep staff updated on what is happening with Team messages, Staff Briefings, notices and posters, and discussions in Team Meetings</p> <p>Ensure staff are not fatigued and take regular breaks and do not work long hours</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/</p> <p>Senior Leadership Team will promote mental health & wellbeing awareness to staff and will offer whatever support they can to help</p>	<p>OH referrals will be considered if personal stress and anxiety issues are identified and beyond the scope of SBM or Headteacher</p> <p>Communicated to All Staff by Teams, posters, Staff Rooms and the backs of toilet doors.</p> <p>Members of SLT to be available on site, by email, phone or Teams and regularly reach out to staff.</p>	<p>SLT</p>
<p>Contracting or spreading the virus by not social distancing</p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Delivery drivers to/from your workplace</p> <p>Visitors</p>	<p>Classrooms – staff are to keep a distance as much as possible</p> <p>Corridors – staff and visitors to follow one-way systems, and wear a face covering/mask if they choose.</p> <p>Offices – should be ventilated where 2 or more people are present</p>	<p>Year Leads to monitor year groups daily to make sure social distancing rules are followed</p> <p>INSET training and regular reminders will provide information, instruction and training to people so they understand what they need to do</p>	<p>ATh</p>

		<p>Online meetings – to be held via Teams as an option</p> <p>The School Office – staff and pupils are not to enter the working area of the School Office where the Administration Team sit</p> <p>Face-to-face meetings – space should be ventilated and staff may wear masks if chosen</p> <p>Other measures to separate people include:</p> <ul style="list-style-type: none"> ➤ using marker tape on the floor ➤ providing full face shields and discreet nose and mouth shields for all staff ➤ one-way systems ➤ having allocated time slots for visitors and parents ➤ rearranging some work areas and tasks ➤ using empty spaces in the building for office space ➤ ➤ reducing meeting times ➤ enhanced cleaning regimes ➤ increasing hand washing ➤ improving ventilation <p>- Display signs are used to remind people to socially distance</p>	<p>Signage is displayed as reminders for employees to keep separate</p> <p>Sanctions will be used for staff not adhering to the rules.</p> <p>ALL STAFF including Playleaders, PPA staff, Cleaners and Wraparound staff should try to keep separate from others as much as possible and sanitise hands regularly.</p>	LS, BE, KW, PN
<p>Teachers working from home and pupils using DSE equipment.</p> <p>Note: This may have ceased or reduced in</p>	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result</p>	<p>If needed, the school uses the “DSE Self-Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”. We follow guidance on display screen equipment in the HSE Protect homeworkers page</p>	<p>HSE - Protect home workers (Coronavirus)</p> <p>Regular breaks of for example 5 mins every hour are encouraged.</p>	

<p>many cases. However, where home working has been decided upon these controls etc. should still be followed.</p>	<p>of using DSE at home for a long period of time</p>	<p>HSE - Protect home workers (Coronavirus)</p> <p>HSE - Coronavirus/Working Safely / Protect People</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks will be assessed</p> <ul style="list-style-type: none"> - Staff working at home using display screen equipment (DSE) have been given guidance and online training provided to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly - For staff working at home longer term, a DSE assessment will be carried out and equipment identified to allow them to work safely at home. For example: <ul style="list-style-type: none"> - Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. 		
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p> <p>Chartered Institute of Building Services Engineers (CIBSE) - Emerging from lockdown</p> <p>Chartered Institute of Building Services</p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p>	<p>We follow guidance on heating ventilation and air conditioning (HVAC) - COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2.</p> <p>Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)</p>	<p>Maintain air circulation systems in line with manufacturers' recommendations</p> <p>Ventilation via open windows will become problematic during the colder winter months but doors will remain open.</p>	<p>All staff</p> <p>Teachers, Support Staff, BE, RH</p>

<p>Engineers (CIBSE) - COVID-19</p>		<p>- Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation) can help</p> <p>All staff are encouraged to wear extra layers during the winter months to accommodate colder weather conditions when windows need to be opened for well-ventilated rooms and spaces.</p> <p>Classrooms - all classrooms to keep the door and at least 1 window open for ventilation to increase air flow.</p> <p>Fire doors should normally be closed; however, where areas are occupied, staff can keep them open whilst the area is in use. SLT will monitor all areas, the Fire Risk Assessment has been amended and staff have been briefed.</p> <p>Offices – a window should be open if more than 1 person is inside and if the conversation is not private the door should be kept open as well</p> <p>Staff Rooms – at least 1 window must be kept open for ventilation at all times for ventilation to increase air flow.</p>	<p>In winter months, higher level windows can be partially opened for natural ventilation so as to not create too much of a draught. Airing rooms frequently in between use is also effective.</p> <p>The Government are supplying CO2 monitors for Schools – date TBC</p>	<p>All staff</p> <p>All staff, BE, RH</p> <p>Office-based staff</p>
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		<p>The Nursery Staff Room - can only accommodate 1 person in at a time and must be ventilated just before each person leaves the room. The extractor fan must be open at all times.</p> <p>School Office – a window or door should be open at all times or the A/C unit should be turned on to increase ventilation and switch heating ventilation and air conditioning (HVAC) systems to draw in fresh air rather than recirculating it</p>		<p>All Nursery Staff</p> <p>School Office Staff and BE and RH</p>
<p>Clinically Extremely Vulnerable (CEV) Staff</p> <p>Previously designated as being at increased risk of infection and complications.</p> <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p>	<p>WHO Staff that are considered CEV</p> <p>HOW Those with underlying health conditions could be factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19.</p>	<p>As restrictions have been eased following the move to Step 4 of the Government's roadmap, they are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance.</p> <p>Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high. It is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.</p>	<p>We have maintained many control measures to best protect vulnerable staff who are at a higher risk of becoming seriously ill if they were to catch COVID-19.</p> <p>Staff perceptions are taken into consideration.</p>	<p>SLT</p> <p>All staff</p>

		For Schools with access to Schools Health & Safety Team Service, they can carry out the Individual COVID-19 Risk Assessment for those at increased risk and for New and Expectant Mothers Briefing.		
<p>Clinically Extremely Vulnerable (CEV) Children</p> <p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p>	Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician	All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.	The school will monitor all Government guidance.	ATh, SLT
Staff with COVID-19 symptoms and potentially spreading to staff and others	Virus could spread to others from those with symptoms	<p>Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.</p> <p>The following link describes when to self-isolate and when not to self-isolate.</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>The NHS advice states: <i>“How long to self-isolate”</i> <i>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</i></p>	<p>Staff who become symptomatic should self-isolate for 10 days.</p> <p>If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate. Please read the explanation from the link where criteria is clearly laid out.</p>	

		<i>You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.</i>	When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)	
<p>Exposure to workplace hazards because it isn't possible to get normal PPE</p> <p>Note: PPE will still need to be used in settings not related to Coronavirus e.g. operating machinery</p> <p>HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics</p> <p>HSE - Coronavirus / PPE Face Masks</p>	<p>Workers that may be in situations where they are at increased risk of exposure and other general precautions are not adequate may require PPE or there may be a requirement for PPE as a control measure in certain settings not relating to Coronavirus.</p>	<p>Follow guidance from the HSE</p> <p>Using PPE at work during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics</p> <p>HSE - Coronavirus / PPE Face Masks</p> <p>Face coverings and masks help control the risk of Coronavirus. However, they are not designated as PPE which is equipment of a higher standard for specified settings. It may be that a PPE standard face mask is required if so, it should meet the requirements of FFP3.</p> <p>Where we have situations where PPE is required, that is not related to Coronavirus, for example for Site Staff, where required, we will ensure that RPE are face-fit tested.</p> <p>HSE - Respiratory Protective Equipment PPE - Fit Testing Basics</p> <p>- Where supplies are difficult to obtain we will follow the HSE guidelines and put in place suitable controls HSE - Supply issues with PPE and working safely during the Coronavirus pandemic</p>	<p>PPE supplies are monitored and stocks refreshed in advance of need.</p>	<p>KW, PN, RH, BE, LS</p>

		<p>(Please note – face coverings are not PPE.</p> <p>PPE is predominately for specified tasks e.g., using machinery.</p> <p>Where it is used for risk reduction in the case of Coronavirus it would be for specific use – in general healthcare settings ordinary face masks are considered adequate.</p>		
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PART 2 – SCHOOL SETTINGS				
What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	CONTROLS What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
Increased risk of infection due to mutations of the Coronavirus.	All staff, pupils and others may be at greater risk of contracting the virus due to variant strains.	All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place. To safeguard the health of the teaching workforce and keep as many staff, pupils and students in school and college as possible, the Government have made <u>rapid lateral flow tests available</u> to schools and colleges. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)	Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.	SLT
Teachers working from home and pupils using DSE equipment. Note: This may have ceased or reduced in many cases. However, where home working has been decided upon	Staff working from home and pupils studying from home. Musculoskeletal disorders as a result of using DSE at home for a long period of time	If needed, the school uses the “DSE Self-Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”. We follow guidance on display screen equipment in the HSE Protect homeworkers page HSE - Protect home workers (Coronavirus)	HSE - Protect home workers (Coronavirus) Regular breaks of for example 5 mins every hour are encouraged.	

<p>these controls etc. should still be followed.</p>		<p>HSE - Coronavirus/Working Safely / Protect People</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks will be assessed</p> <p>- Staff working at home using display screen equipment (DSE) have been given guidance and online training provided to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</p> <p>- For staff working at home longer term, a DSE assessment will be carried out and equipment identified to allow them to work safely at home. For example:</p> <p>- Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying.</p>		
<p>Preparation of school and ongoing compliance checks</p>	<p>Pupils Staff</p>	<p>Premises and utilities are health and safety checked and the building is compliant (using usual compliance checklist)</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (eg legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services 	<p>Premises inspections and services continue with contractors once they confirm they are symptom free, temperature checks made and hands sanitised on entry.</p>	<p>LS, BE, RH</p>

		<ul style="list-style-type: none"> Any other statutory inspections Insurance covers reopening arrangements <p>Desks have been moved to allow social distancing in each room.</p> <p>Posters erected about handwashing and persons with COVID-19 symptoms not to enter the school.</p> <p>Premises lettings are spaced out to allow cleaning post-let.</p> <p>Signage around the school to remind staff, visitors and pupils to wash their hands, follow the one-way system, stay separate from each other, and 'Do not enter' certain parts of the building</p> <p>Wall mounted hand sanitisers installed in year group corridors and entrances to enable staff, pupils and visitors to keep their hands clean when moving around the school in their assigned areas</p> <p>INSET, Twilight and online training planned for staff to ensure full preparedness</p>	<p>Groups letting school facilities must submit a risk assessment and COVID-19 measures to protect individuals under their supervision. Lettings will be suspended if government guidance changes at any time</p> <p>Clear, laminated and colourful where possible – additions ongoing in response to feedback from staff and parents</p>	<p>All staff</p> <p>BE, RH, LS, PN, KW</p> <p>BE, RH, LS</p> <p>ATh, AN</p>
<p>Clinically Extremely Vulnerable (CEV) Staff</p> <p>Previously designated as being at increased</p>	<p>WHO Staff that are considered CEV HOW Those with underlying health conditions could</p>	<p>As restrictions have been eased following the move to Step 4 of the Government's roadmap, they are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone</p>	<p>We have maintained many control measures to best protect vulnerable staff who are at a higher risk of becoming seriously ill if they were to catch COVID-19.</p>	<p>SLT</p>

<p>risk of infection and complications.</p> <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p>	<p>be factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19.</p>	<p>else. It is important that everyone adheres to this guidance.</p> <p>Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high. It is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.</p> <p>For Schools with access to Schools Health & Safety Team Service, they can carry out the Individual COVID-19 Risk Assessment for those at increased risk and for New and Expectant Mothers Briefing.</p>	<p>Staff perceptions are taken into consideration.</p>	
<p>Clinically Extremely Vulnerable (CEV) Children</p> <p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p>	<p>Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician</p>	<p>All clinically extremely vulnerable (CEV) children and young people should attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p>	<p>Parents are encouraged to get in contact if this is the case so we can provide support, advice, and home learning.</p>	<p>SENCO, AT, SS, Admin Team</p>
<p>Increased risk of infection to and from vulnerable children, SEND or children with disabilities</p>	<p>Staff and Pupils</p> <p>HOW</p>	<p>Whilst following all other mitigation and control measures in this risk assessment, any care/support plans will be reviewed and adjusted to take account of extra measures</p>	<p>SENCO to continue to work closely with Support Staff to ensure any changes needed to care plans are reviewed</p>	<p>AN, PN, LS</p>

	Increased risk of infection due to either physical difficulties or behaviour issues related to children's needs	required relating to the Coronavirus and its spread.	and established for individual children.	
<p>Pregnant workers/new and mothers contracting Corona virus, whilst at work or using public transport.</p> <p>Pregnant workers with defined conditions or at 28 weeks / third trimester or more, may be considered more at risk.</p>	<p>Pregnant workers</p> <p>Infection of COVID 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</p>	<p>Discussion with new or expectant mothers take place before any physical return to the school/workplace or at the earliest opportunity.</p> <p>We will carry out a New and Expectant Mothers Risk Assessment.</p> <p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>	<p>Staff must update Headteacher and SBM if they fall into one of these categories, e.g. they start chemotherapy or are pregnant.</p> <p>is reviewed regularly and action taken to do everything reasonably practicable to protect staff from harm.</p> <p>Regular reviews of the risk assessment, (MINMUM EACH TRIMESTER) will take place and do everything reasonably practicable to protect staff from harm.</p> <p>There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment.</p>	LS, ATh, SLT

<p>For women less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19)</p>	<p><i>PREGNANT STAFF MUST READ:</i> You must first have a workplace risk assessment with your employer.</p> <p><i>Then, you should only continue working if the risk assessment advises that it is safe to do so.</i></p> <p><i>This means that your employer should remove or manage any risks. If this cannot be done, you should be offered suitable alternative work or working arrangements (including working from home) or be suspended on your normal pay.</i></p> <p><i>Your employer should ensure they are able to adhere to any active national guidance on social distancing.</i></p> <p><i>Some higher risk occupations such as those with greater public contact or in healthcare may carry a higher risk of exposure to the virus. In healthcare settings this may include working in specific higher risk areas or higher risk procedures as summarised in the Public Health England publication Guidance on Infection Prevention and Control</i> https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control</p> <p><i>You should be supported by your employer with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment.</i></p> <p><i>If alternative work cannot be found, advice on suspension and pay can be found in HSE guidance.</i></p>
<p>The following recommendations apply for pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus</p>	<p><i>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</i></p> <p><i>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</i></p> <p><i>Your employer should ensure you are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</i></p> <p><i>For many workers, this may require working flexibly from home in a different capacity.</i></p> <p><i>All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</i></p>

	<i>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</i>			
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p> <p>Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p>	<p>All staff and Workers- anxiety stress or other mental health issues.</p>	<p>Guidance on stress and mental health GOV.UK - Extra mental health support for pupils and Teachers</p> <ul style="list-style-type: none"> - We hold regular keep in touch meetings/calls with people working at home to talk about any work issues - We talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - We involve workers in completing risk assessments so they can help identify potential problems and identify solutions - We keep workers updated on what is happening so they feel involved and reassured - We discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 	<ul style="list-style-type: none"> - We share information and advice with workers about mental health and wellbeing - We consider an occupational health referral if personal stress and anxiety issues are identified <p>We promote The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/</p>	<p>LS, ATh</p>
<p>Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19</p>	<p>Staff and pupils</p> <p>HOW Disability might impact on how staff can move</p>	<p>Staff identified with protected characteristics consulted with orally to discuss how adjustments in school will impact on them or might pose a new or different risk to them.</p>	<p>Staff must update Headteacher and SBM if they fall into one of these categories, e.g. they fall ill,</p>	<p>All staff</p>

arrangements e.g., one-way systems	around the building or use the adjusted workplace	<p>SBM to discuss and consider staff needs and if particular measures or reasonable adjustments in the school need to be put in place to take account of duties under the equalities legislation by carrying out employee needs risk assessments when appropriate.</p> <p>Emergency evacuation procedures to be considered as part of their risk assessments.</p>	<p>start chemotherapy or are pregnant</p> <p>Individual staff risk assessments updated and under regular review</p> <p>Staff to inform ATh or LS immediately.</p>	<p>LS</p> <p>LS</p>
Staff with COVID-19 symptoms and potentially spreading to staff and others	Virus could spread to others from those with symptoms	<p>Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.</p> <p>The following link describes when to self-isolate and when not to self-isolate. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>The NHS advice states:</p> <p>“How long to self-isolate</p> <p>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</p>	<p>If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate. Please read the explanation from the link where criteria is clearly laid out.</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p>	<p>ATh, LS, KW</p>

		<p>You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.</p> <p>Read more about how long to self-isolate."</p>		
Getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Staff</p> <p>Pupils</p> <p>Contractors</p> <p>Visitors</p> <p>Drivers</p>	<p>We follow HSE guidance on cleaning, hygiene and hand sanitiser HSE - Handwashing-using hand sanitiser - Coronavirus</p> <p>Water, soap and drying facilities are available across the school site</p> <p>Hands should be washed for 20 secs with soap and running water, or use had sanitiser where this is not readily available</p> <p>Information on how to wash hands properly displayed on posters in toilets, staff rooms and classrooms</p> <p>Staff will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p> <p>Staff and pupils must avoid touching others, surfaces and objects where possible and wash their hands regularly</p> <p>Staff and pupils to cough and sneeze into a tissue and dispose of immediately into the bin and wash hands afterwards.</p>	<p>Guidance to be monitored by SLT to make sure pupils and staff are following controls</p> <p>Staff must and pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Washing and sanitising stock will be monitored and replenished in advance of need</p> <p>Staff must and pupils will be reminded to check their skin for dryness and cracking and to report the problem</p> <p>Staff must and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it</p>	<p>SLT</p> <p>All staff</p> <p>BE, RH, SBM, PN, LW</p> <p>All staff</p> <p>PN, LS</p>

			and to avoid touching face, eyes, nose or mouth with unclean hands - tissues are available throughout the school in classrooms and offices	
<p>Potential transmission of virus from working within enclosed spaces, including</p> <p>Reception Office Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets</p>	Staff in enclosed areas could be exposed to Coronavirus	<p>Where there are Staff and Pupil Individual Risk Assessments these should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.</p> <p>The Government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</p> <p>Our 'Outbreak Contingency Plan details what we will do in the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Enhanced cleaning of school – Cleaning Team briefed and instructed to frequently clean and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.</p> <p>Site Staff continue to carry out their usual health and safety checks (i.e., fire safety</p>	<p>SLT to monitor and supervise to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems Cleaning regime timetabled each day</p> <p>Soap, sanitiser and paper towels are stocked and checked by Site and Cleaning Team</p> <p>Staff in offices to sanitise their own desk and keyboards with supplied resources</p> <p>Cleaning Team aware of:</p> <ul style="list-style-type: none"> > the products they need to use > precautions they need to follow > the areas they need to clean and how often 	<p>SLT</p> <p>PG</p> <p>LS, PG</p>

		<p>checks, regular flushing regime) to ensure the building remains safe.</p> <p>Pupils and staff to sanitise hands on entering all classrooms - pupils reminded to clean/wash their hands frequently throughout the day. Hot water, soap, extra paper towels and waste facilities are available at all times.</p> <p>Outdoor activities to be planned, weather and topic permitting.</p> <p>We have continued to limit the number of people in rooms and have kept staggered break times and lunch times.</p> <p>School dinner tables have continued to be arranged so pupils all face in one direction and not face-to-face.</p> <p>Regular cleaning regime of classrooms and outdoor play equipment established in rotas</p> <p>Windows in all rooms are opened to keep the school site ventilated.</p> <p>Staff are encouraged to speak back-to-back or side-to-side working (rather than face-to-face) where possible.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or</p>	<p>Pupils reminded by staff regularly and using posters</p> <p>Safety signage in place by printers reminding staff to sanitise before and after use</p> <p>Cleaning regime in place and monitored</p> <p>Risks will increase with the onset of winter and colder weather</p> <p>Precautionary measures encouraged, no face-to-face</p>	<p>All staff</p>
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		rotated to allow them to be left unused and out of reach for a period of time.	within 2m and only up to 1 min	
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	<p>We follow HSE guidance on heating ventilation and air conditioning (HVAC) HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation</p> <p>Windows and doors in classrooms and offices to be kept open to provide ventilation</p> <p>Colder months will reduce window ventilation but doors must remain open with more than 1 person</p> <p>Fans will be used if possible.</p> <p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation)</p> <p>Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)</p>	<p>- Maintain air circulation systems in line with manufacturers' recommendations</p> <p>The Government are looking at supplying CO2 monitors for Schools. Delivery dates TBC</p> <p>Air circulation systems will be maintained in line with manufacturers' recommendations</p> <p>Colder months will reduce window ventilation but doors must remain open with more than 1 person</p> <p>All Staff Rooms; KS2, Community Room, the Nursery, and the Training Room must be ventilated with at least 1 window open at all times</p>	<p>BE, RH, LS</p> <p>DfE</p> <p>All staff</p>

		Fire doors should normally be closed; however, where areas are occupied, staff can keep them open whilst the area is in use.		
Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting)	Staff and other pupils	<p>Pupils (Vulnerable and Keyworker children) risk assessed and measures put in place to manage behaviour</p> <p>Staff involved in any intervention with pupils requiring more hands-on care must follow the following guidance:</p> <ul style="list-style-type: none"> • Use a reasonable sized room with ventilation • Hand sanitiser and wipes are available to sanitise the room before and after each child/session. • Sanitise hands before crossing areas to collect the children and take them to your intervention room ensuring they sanitise their hands prior to and after working with them as well any additional adult present adult. <p>New pupils will be risk assessed to put measures in place to manage behaviour or recommend PPE if needed</p>	<p>Pupil Risk Assessments carried out with ECHPs and challenging behaviours in consultation with parents.</p> <p>Confirm if PPE potentially required and make available to staff.</p>	<p>ATh, AN, Class Teachers, SEN</p>
Potential transmission of virus from Welfare office	Welfare Staff and pupils	<p>Staff to adhere to Infection Control Policy</p> <p>Regular Medication Protocols to be followed</p> <p>Washing facility and sanitisers available in the Welfare Room for PN and Medical Room for First Aiders and ill pupils.</p>	<p>Available in BHP Teams policy area</p> <p>Medication Protocols maintained by Welfare Officer</p> <p>Posters placed in both areas</p>	<p>PN</p> <p>PN, LS, KW</p>

		<p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Only use face mask/gloves where appropriate or close contact is unavoidable</p>	<p>Soap, water and paper towels available in all classrooms and toilets.</p> <p>Staff Guidance and regular reminders and posters</p> <p>Staff to try where possible to keep separate from others</p>	ATh, LS
Potential transmission of virus from desks, monitors, keyboards and mouse	All	<p>Desks checked for adequate spacing and staff seats adjusted to accommodate back-to-back or side-on-side safe working practices</p> <p>Clear desk policy must be followed to enable effective cleaning by Cleaning Team</p> <p>Enhanced cleaning regime - including desks and furniture each day</p> <p>Cleaning wipes available in each room to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils, or use of hand sanitiser if not near a wash hand basin</p> <p>Above applies to the ICT suite for pupil use.</p>	Staff Guidance and regular reminders	ATh, LS
Kitchen Operations/food preparation	Kitchen Staff	School kitchens can continue to operate, but must comply with	Playleaders clean tables and chairs after each child.	LS

		<p>GOV.UK / Government Publications / COVID-19 for food businesses</p> <p>All packaging to be wiped down using approved methods before storage</p> <p>All cooking items, plates, cutlery to be washed at 60 degrees</p> <p>Trolleys/other surfaces to be regularly cleaned</p> <p>Kitchen Staff to wash hands frequently and sanitise hands before entering the school kitchen</p> <p>Kitchen Staff need to take responsibility for following H&S guidance and for reporting any issues or concerns as they arise</p>	<p>Online refresher training for all staff including food hygiene for kitchen staff</p> <p>Consistent monitoring of staff absence because of COVID-19 symptoms/contact to ensure prompt return to work.</p>	Enfield LA
Potential transmission of virus during lunch/play breaks / food served in the dining hall	Staff and pupils	<p>Staggered lunch breaks are continuing for all pupils and with cleaning between use</p> <p>Separate entry and exits to the dining hall where possible with one way in and out with queuing arrangements</p> <p>All breaktimes are staggered within year groups and different year groups use different areas of the school with assigned playgrounds and space</p>	<p>Timetables are in place to limit too many year groups in the same space at the same time</p>	<p>ATh, SLT</p> <p>Playleaders</p>
Handling Deliveries	Staff required to deal with deliveries	Royal Mail post and letters and forms dropped off by parents will now be posted	Wash hands thoroughly after handling any letters/deliveries/package	LS, LW

		<p>into an external post box installed to the left of the door to reception.</p> <p>Parent to post forms etc into the black post box to the left of the School Office and must not enter the building unnecessarily.</p>	<p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Signage on the school gate and reminders sent by email</p>	Admin Team, KW
Potential transmission of virus from visitors/parents	All those that would come into contact with Visitors	<p>Parents can now enter the school site when dropping off and picking up children from school but they should try to keep separate from others when doing so as much as possible.</p> <p>Notices displayed in Reception/School Office reminding parents not to send their child to school if they or anyone in the household have symptoms</p> <p>Visitors to the School Office are asked to help keep the school community safe by wearing face coverings/masks.</p> <p>Fixed/standalone sanitisers station on entry to School Office</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room</p> <p>Parents are encouraged to email or call the school to seek help and advice</p>	<p>Communicated to parents and carers in a welcome, rules and expectations letter, posters and reminders</p> <p>Reminders sent to parents by text and email</p>	<p>KW, ATh</p> <p>ATh, Admin Team</p>

		Late and drop-offs and pick-ups to take place at the School Office door		
Potential transmission of virus from contractors attending the school site	All those that would come into contact with Contractors	<p>Contractors are notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to BE & RH first in advance and met in car park to be taken directly to work location</p> <p>Contractors to declare if they have symptoms</p> <p>Site manager to ensure area of work is clear before-hand. Any pupils and staff to be notified in advance to leave that area</p> <p>Site manager to liaise with and monitor contractors</p> <p>Sanitiser dispensers are set up at various locations including entry and exit points</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas</p>	<p>Contractors and visitors to leave the building if they have symptoms</p> <p>Remote sign-in in advance and Site Supervisors to pre-plan badges for all on-site contractors</p> <p>COVID-19 visitor message sent to all contractors-see addendum in Visitor Policy 2021</p>	BE, RH
Potential Spread of virus from book cases	All Library Users and Staff	<p>Staff to make use of any digital resources for pupils</p> <p>Bookcases and books to be cleaned regularly</p>		Class Teachers, Support Staff &

		Returned items to be quarantined for 72 hours if cleaning not possible	Pupils to sanitise/wash their hands before and after use of school books	Cleaning Team (where possible)
Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)	Music students and teachers	<p>Distancing and playing outside wherever possible to be used, limiting group sizes, if possible, or positioning pupils back-to-back or distanced as much as possible, avoiding sharing of instruments, and ensuring good ventilation to disperse exhalation of droplets.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies</p> <p>Singing indoors is not recommended as it increases the exhalation of droplets etc.</p>	Each classroom should be assessed in its own right for available space and ventilation capacity by staff.	All staff
Physical education, sport and physical activity (enhanced risk via exhalation during exercise)	Pupils and teachers	<p>We have carefully considered measures in our system of controls</p> <p>Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)</p> <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing</p>	Staff to use face shields between classes and social distance as much as possible	Sports Coaches, Staff

		<p>between pupils and enhanced cleaning and handwashing</p> <p>Guidance includes:</p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents • using changing rooms safely 		
Accidents, security and other incidents:	All	<p>In an emergency, for example, an accident or fire, staff, visitors and pupils are advised to calmly leave the building, and if they can leave at speed socially distanced, to do so, but if not, just focus on leaving the building safely and as quickly as possible</p> <p>Staff involved in the provision of assistance to others (eg PEEPS) should pay particular attention to sanitation measures immediately afterwards, including washing hands</p>	Incident and Management Plan and COVID-19 Addendum	LS
Potential stress/anxiety caused by COVID-19	Staff can be affected by stressors more than is	Reassurance to staff of measures taken seriously to protect their safety	Regular communication of mental health information, Education Employee Support	LS, KW

	<p>usual due to COVID-19 crisis.</p>	<p>Communication of message that for most people COVID-19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more. The incidence of covid-19 is lower than it was.</p> <p>Regular communications from Headteacher and SBM</p> <p><u>Mental Health</u> Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference – https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Regular contact with managers and colleagues</p> <p>One to one supervision meetings to continue at a social distance or remotely with managers</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/</p>	<p>should be communicated to all staff</p> <p>Internal channels, phone calls and Teams meetings</p> <p>Members of SLT to be available on site, by email, phone or Teams and regularly reach out to staff</p> <p>Communicated to Staff</p>	<p>ATh, LS</p> <p>SLT</p> <p>LS</p>
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<p>Face Coverings and General spread or transmission of coronavirus from pupils and staff</p> <p>Note: No pupil should be denied education on the grounds that they are not wearing a face covering</p>	<p>Pupils and staff</p> <p>Contracting and spreading virus</p>	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Staff members who choose to wear a mask may do so if they feel they cannot safely distance from others.</p>	<p>We will follow government guidance if we have a substantial increase in the number of positive cases in our school (see the section on "Stepping measures up and down in the link Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	
<p>Travel between schools or other travel whilst at work</p> <p>Note: This practise may vary greatly or not apply to all schools.</p> <p>Travelling to and from school</p>	<p>All travelling staff and pupils</p> <p>All</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>		

		<p>Encourage greater use of walking, cycling or own car rather than public transport if possible</p> <p>Families using public transport should refer to the</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>		
Fire Evacuation Procedures during the COVID-19 Pandemic	<p>All occupiers of school buildings.</p> <p>Evacuations require movements of large amounts of people which may compromise social distancing etc.</p>	<p>Fire drill COVID-19 addendum</p> <ul style="list-style-type: none"> • Drills can be held just two times per academic year • A section or Year group can be singled out for evacuation drills rather than the whole school at the same time • Staff can wear masks • One-way systems in schools should be abandoned during drills • If staff hear the fire alarm and have not been told there will be a drill, they must evacuate quickly and safely to their specific Muster Point 	<p>Staff sent fire drill reminders and Muster Point locations</p> <p>Staff responsibilities sent as reminders and available on Teams</p> <p>COVID-19 addendum for fire drills sent to all staff on 11/12/2020 using Teams and adjustments made to the Health & Safety Policy and Incident Management Plan</p> <p>Procedures under regular review and checks made</p>	LS, BE, RC
Educational visits during the COVID-19 Pandemic	Pupils, staff and others can pass on or pick up infection	<p>Educational day visits</p> <p>Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their</p>	We undertake a full and robust risk assessment before every visit to ensure they can be undertaken safely. As part of this risk assessment, we consider which control measures need to be used and follow wider	AN, Teaching Staff

		<p>consistent groups and the COVID-secure measures in place at the destination.</p> <p>Refer to Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits</p>	<p>advice on visiting indoor and outdoor venues. We also consult the health and safety guidance on educational visits when considering visits.</p>	
Extra-Curricular activity	Spread of infection in breakfast or after school club or extra-curricular activity	<p>Pupils attending WRAP, Breakfast Club and After School Clubs are supervised within one bubble.</p> <p>Government guidance:</p> <p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p>	<p>We will continue to monitor government guidance for latest advice on what more can be done.</p>	AN, ATh