



**BUSH HILL PARK PRIMARY SCHOOL RISK ASSESSMENT –
Updated following Government Guidance in February 2022
DURING CORONAVIRUS PANDEMIC (COVID-19)**

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:	15
		VERSION NUMBER	13
Date of assessment:	11 March 2022	Date of next review:	10 June 2022 (or when 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><u>Schools COVID-19 Operational Guidance February 2022</u></p> <p>Updated following Government Guidance dated February 2022.</p> <p>LIVING WITH COVID Primary age children and staff working in primary school no longer need to carry out asymptomatic testing in school.</p> <p>If we suspect we might be experiencing an outbreak, further guidance on additional testing measures can be found in the contingency framework.</p> <p>Staff and pupils with COVID symptoms should take a PCR and follow government guidance and stay at home. People who test positive are advised to stay at home for the full 5 days and receive 2 negative test results on consecutive days before returning to their school setting.</p> <p>COVID-19 OUTBREAK MANAGEMENT PLAN</p>	<p>HSE - Coronavirus/working-safely</p> <p>HSE - New and Expectant Mothers</p> <p>HSE - Protecting New and Expectant Mothers at Work</p> <p>HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser</p> <p>HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins</p> <p>HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics</p> <p>HSE - Coronavirus / PPE Face Masks</p> <p>HSE - Protect home workers (Coronavirus)</p> <p>HSE - Coronavirus/Working Safely / Protect People</p> <p>HSE - Coronavirus - Legionella Risks</p> <p>HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation</p> <p>NHS - 111 - COVID-19</p> <p>NHS UK / Coronavirus / Latest NHS Info.</p> <p>NHS / Coronavirus / Testing & Tracing</p> <p>Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers</p> <p>Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy</p>

<p>In case of a serious outbreak, the school has an Outbreak Management Plan (see Appendix 1) which will only be initiated in consultation with London Borough of Enfield and/or PHE.</p> <p>Nurseries, primary schools, secondary schools and FE colleges may be advised to re-introduce asymptomatic testing for targeted groups of staff and pupils/ students (in Year 7 and above) in the event of an outbreak, and only if testing measures have been advised or agreed by a Director of Public Health or local Health Protection Team.</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>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>GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK</p> <p>Royal College of Paediatrics and Child Health - COVID-19</p> <p>HSE Coronavirus - Air Conditioning and Ventilation</p> <p>CIBSE - Coronavirus COVID-19</p> <p>GOV.UK - Government Collections - Coronavirus COVID-19 Guidance</p> <p>Schools COVID-19 Operational Guidance February 2022</p> <p>GOV.UK - Guidance for Schools Coronavirus COVID-19</p> <p>GOV.UK Guidance for people previously considered Clinically Extremely Vulnerable from COVID-19</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance</p> <p>GOV.UK Actions for Early Years and Childcare Providers during the COVID-19 Pandemic</p> <p>GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protection Equipment (PPE)</p> <p>COVID-19 People with COVID-19 and their contacts Feb22</p>
<p>Useful Contacts:</p> <p>PHE North East and North Central London Health Protection Team 4th Floor Wellington House, 133-155 Waterloo Road, London, SE1 8UG</p>	<p>GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested</p> <p>GOV.UK / Government / Publication COVID-19- Decontamination in non-healthcare Settings</p>

<p>necl.team@phe.gov.uk Phone: 020 3837 7084 (option 0, then option 2) Urgent out of hours advice for health professionals only: 0151 434 4319 or 020 3837 7084</p>	<p>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) 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</p>
<p>LOCATION: Bush Hill Park Primary School, Main Avenue, Enfield, EN1 1DS</p>	
<p>WHEN DOES THE ACTIVITY 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/Camp (Easter HAF & Holiday Camp 4 April – 14 April 2022) • 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>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.</p> <p>This risk assessment process requires that we:</p>	

- 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.

LEGAL REQUIREMENT

The legal requirement is to reduce risk 'as low as reasonably practicable' (ALARP). You are required to do this using risk assessment and this document provides a model process for this. By so doing you are also meeting with the strong moral obligations to reduce risk in a school environment.

Coronavirus Risk Assessment

Activity:	Risk Assessment for Schools in response to Coronavirus	No. of pages:	35	Page number:	7
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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?
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>Schools COVID-19 Operational Guidance February 2022</p>	<p>Latest Government advice (21 February) states that staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the following guidance.</p> <p>NHS Get tested for Coronavirus COVID-19</p>	SLT

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		<p>The government advises the following if you are displaying symptoms of COVID-19. You should stay at home and avoid contact with other people if you:</p> <ul style="list-style-type: none"> • have any of the main symptoms of COVID-19 • have tested positive for COVID-19 – this means you have the virus <p>Information: If you have any of the main symptoms of COVID-19, you should also get a PCR test to check if you have COVID-19 on GOV.UK as soon as possible. This is a test that is sent to a lab</p>		
<p>Infection/Contamination through contact with hands</p> <p><i>Getting or spreading coronavirus by not washing hands or not</i></p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p>	<p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser</p> <p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser</p> <p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser.</p>	<p>- SLT to monitor and supervise staff and pupils, to make sure all are following controls</p> <p>- Signs in classrooms, toilets, corridors to remind people to wash their hands</p>	<p>SLT</p> <p>KW, BE, RH, PN</p>

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<p><i>washing them adequately</i></p> <p><i>Areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc</i></p> <p><i>Areas and surfaces that are frequently touched but are difficult to clean</i></p>	<p>Drivers coming to your school/centre</p> <p>Drivers going out for your school/centre</p> <p>Visitors</p>	<p>HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser</p> <p>HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins</p> <ul style="list-style-type: none"> - Water, soap and drying facilities at wash stations provided - Information and posters displayed at entry, in classrooms, staff rooms and toilets on how to wash hands properly - 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 	<ul style="list-style-type: none"> - Information and reminders sent to staff about when and where they need to wash their hands - Hand washing facilities available in each classroom - Information and reminders sent to staff about when and where they can sanitise their hands - 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 	<p>LS</p> <p>PN, BE, RH</p> <p>LS</p> <p>LS, BE, RH, PN</p> <p>PN, LS</p>

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<p>Respirable infection - 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, (e.g., <i>where there are pinch points, narrow corridors, doorways, customer service points, storage areas etc.</i>)</p>	<p>Workers Customers Visitors Contractors Drivers</p> <p>Spreading infection through respiration</p>	<p>Areas of congregation, will display signage to remind people to sanitise their hands, and includes:</p> <ul style="list-style-type: none"> ➤ staff rooms, dinner hall, School Office and corridors <p>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:</p> <ul style="list-style-type: none"> ➤ 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 <p>Communal areas where air movement may be less than in others because there are no windows to open, have limited occupancy, and display signage to remind people to sanitise their hands regularly, and includes:</p> <ul style="list-style-type: none"> ➤ Corridors, storage areas, stairwells, computer storage <p>Online Team meetings have increased externally and internally to reduce the number of people visiting school, moving</p>	<p>- Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems, fire door controls</p> <p>- Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should</p> <p>Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p>	

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		<p>around school and having to leave the premises to visit other schools and organisations.</p> <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>Fire doors, which should normally be closed, can be opened in occupied areas providing staff are briefed to only keep open whilst area/vicinity is in use, and 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>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>		

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		Daily cleaning regime in place to make sure high traffic communal areas are kept clean.		
Stress/Mental health and wellbeing affected through isolation or anxiety about coronavirus 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.	All staff and Workers- anxiety stress or other mental health issues	Follow guidance on stress and mental health GOV.UK - Extra mental health support for pupils and Teachers - Talk openly with staff about the possibility that they may be affected and if affected, they should: - raise concerns with the Headteacher or SBM immediately - self-isolate according to current government guidelines Reassure and remind staff of measures taken to protect their safety All staff to read through risk assessment to help identify potential problems and identify solutions Keep staff updated on what is happening with Team messages, Staff Briefings, notices and posters, and discussions in Team Meetings	Information and advice shared with staff about mental health and wellbeing OH referrals will be considered if personal stress and anxiety issues are identified and beyond the scope of SBM or Headteacher	ATh, LS, SLT ATh, LS

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		<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>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>	SLT
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p> <p>HSE Coronavirus - Air Conditioning and Ventilation and CIBSE - Coronavirus COVID-19</p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Poor ventilation increases how much virus could be in the air and the risk from aerosol transmission</p>	<p>Natural ventilation is the best system - opening windows and doors where possible is the simplest method to improve ventilation.</p> <p>We follow COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning and following the HSE guidance</p> <p>HSE Coronavirus - Air Conditioning and Ventilation</p> <p>-</p>	<p>- for air conditioning maintain air circulation systems in line with manufacturers' recommendations</p> <p>By walking around your building and if you cannot tell easily how an area is ventilated, it may be that it is poorly ventilated.</p> <p>If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc</p>	<p>All staff</p> <p>Teachers, Support Staff, BE, RH</p> <p>All staff</p>

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		<p><u>Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)</u></p> <p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors can help</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>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, and use CO2 monitor devices to check levels. Although CO2 is not a direct measure of exposure it can indicate when ventilation needs to be improved.</p>	<p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air.</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>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 DfE have provided enough CO2 monitors for each classroom and are place on the Class Teacher's desk. These must be monitored during different activities at different times of the day. High recordings must be reported to Site Staff or the SBM immediately.</p>	All staff, BE, RH

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		<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>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>		
Shielding - People previously considered clinically extremely vulnerable (CEV).	Infection to those previous CEV	<p>Most people who were identified as CEV are now well protected after receiving their primary and booster vaccination doses. For most people who were CEV, you are no longer at substantially greater risk than the</p>	They should consider advice from their health professional on whether additional precautions are right for them.	All staff

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<p>Staff may previously have received a letter or email identifying them as someone who is clinically extremely vulnerable (CEV), and they may have been advised to shield during earlier stages of the pandemic.</p> <p>GOV.UK - Guidance for people previously considered clinically extremely vulnerable from COVID-19</p>		<p>general population, and you are advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19), as well as any further advice you may have received from your doctor.</p> <p>The government has said: There is no longer separate guidance for people previously identified as CEV, although we recommend anyone with underlying health conditions takes care to avoid routine coughs, colds and other respiratory viruses.</p>	<p>The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.</p> <p>There remains a smaller number of people who, in spite of vaccination, are at higher risk of serious illness from COVID-19. This is due to a weakened immune system (immunosuppressed) or specific other medical conditions and requires enhanced protections such as those offered by antibody and antiviral treatments, additional vaccinations and potentially other non-clinical interventions. See guidance for people whose immune system means they are at higher risk.</p>	
<p>Children and young people, including those previously considered to be clinically extremely vulnerable (CEV).</p>	<p>According to Government guidance Schools COVID-19 Operational Guidance February 2022</p>	<p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.</p>	<p>If advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.</p>	<p>SENCO, SS, Admin Team, PN</p>

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	Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus.		The Government recommend that all school staff and eligible pupils take up the offer of a vaccine. The school will continue to monitor government guidance.	ATh, LS
Increased risk of infection to and from vulnerable children, SEND or children with disabilities Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting)	Staff and Pupils HOW Increased risk of infection due to either physical difficulties or behaviour issues related to children's needs	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 required relating to the Coronavirus and its spread. Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.	SENCo to continue to work closely with Support Staff to ensure any changes needed to pupil care plans are reviewed and established for individual children as appropriate to support current COVID-19 control measures.	AN, PN, LS

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Staff with COVID-19 symptoms and potentially spreading to staff and others.	Virus could spread to others from those with symptoms	<p>The government advises the following if you are displaying symptoms of COVID-19. You should stay at home and avoid contact with other people if you:</p> <ul style="list-style-type: none"> • have any of the main symptoms of COVID-19 • have tested positive for COVID-19 – this means you have the virus <p>Information: If you have any of the main symptoms of COVID-19, you should also get a PCR test to check if you have COVID-19 on GOV.UK as soon as possible. This is a test that is sent to a lab</p>	<p>Latest Government advice (21 February) states that staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the following guidance.</p> <p>NHS Get tested for Coronavirus COVID-19</p>	All staff
Individuals who have been identified as a close contact of a suspected or confirmed case	All – Irrespective of age or vaccination status	Tracing close contacts and isolation Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.		All staff

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<p>Teachers working from home and pupils using DSE equipment.</p> <p>Note: This may have ceased or reduced in many cases. However, where home working has been decided upon these controls etc. should still be followed.</p>	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>We refer to the Health & Safety Team’s advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet” or DSE Policy Arrangements on The Hub.</p> <p>We follow guidance on display screen equipment in the HSE Protect homeworkers page.</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> <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>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s HSE - Protect home workers (Coronavirus)</p> <p>Regular breaks of for example 5 mins every hour is encouraged.</p>	<p>All staff, LS</p>

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		<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>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>BE, RH, LS, PN, KW</p> <p>BE, RH, LS</p>
Pregnant women at any gestation <u>who are vaccinated</u>	<i>Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned</i>	<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>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>	ATh

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	<p><i>about and can vary.</i> Some higher risk occupations such as those with greater public contact may carry a higher risk of exposure to the virus.</p>	<p>Staff have an input and can include advice from their GP or other clinician they are engaged with in place of the occupational health team.</p> <p>We ensure robust measures to mitigate risks and ask staff for feedback and to raise any concerns, so risks can be removed or managed.</p>	<p>Regular reviews of the risk assessment, (MINIMUM 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>	
<p>Pregnant women at any gestation <u>who are unvaccinated or not fully vaccinated</u></p> <p>If the member of staff is pregnant and unvaccinated or not fully vaccinated, the Service should take a more precautionary approach.</p>	<p><i>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.</i></p> <p>Unvaccinated or not fully vaccinated women at any</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>Staff have an input and can include advice from their GP or other clinician they are engaged with in place of the occupational health team.</p> <p>We ensure robust measures to mitigate risks and ask staff for feedback and to raise any concerns, so risks can be removed or managed.</p>	<p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>Regularly review the risk assessment, (MINIMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.</p> <p>Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.</p>	<p>Ath</p> <p>LS, Ath</p>

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	gestation have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.	The member of staff should seriously consider getting the COVID-19 vaccine and completing their vaccination schedule to protect themselves and their baby.	Pregnant staff should only continue working if the risk assessment advises that it is safe to do so. We will ensure pregnant staff are supported and can adhere to any active national guidance on social distancing.	All staff
Pregnant women contracting Coronavirus, whilst using public transport.	Infection of COVID-19 at higher risk in an uncontrolled environment on buses and trains etc	During discussions with pregnant staff, we will consider changes such as staggered start and finish times (as appropriate) to avoid travel at peak times for example, to facilitate more convenient travel.	We will consider requests for other arrangements to be considered, if it meets the needs of the school and offers additional protection to staff members.	ATh, LS
Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements e.g., one-way systems	Staff and pupils HOW Disability might impact on how staff can move around the building or use the adjusted workplace	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. 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	Staff must update Headteacher and SBM if they fall into one of these categories, e.g. they fall ill, start chemotherapy or are pregnant Staff to inform ATh or LS immediately.	All staff All staff

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		employee needs risk assessments when appropriate. Emergency evacuation procedures to be considered as part of their risk assessments.		LS
Potential transmission of virus from Welfare office	Welfare Staff and pupils	Staff to adhere to Infection Control Policy Regular Medication Protocols to be followed Washing facility and sanitisers available in the Welfare Room for PN and Medical Room for First Aiders and ill pupils. Staff to frequently wash their hands. Avoid/reduce close contact with pupils where possible. Only use face mask/gloves where appropriate or close contact is unavoidable.	Available in BHP Teams policy area Medication Protocols maintained by Welfare Officer Posters placed in both areas Soap, water and paper towels available in all classrooms and toilets. Staff Guidance and regular reminders and posters Staff to try where possible to keep separate from others	PN PN, LS, KW ATh, LS
Potential transmission in office/enclosed type areas including: Reception Office Classroom	All	We will as far as possible have designated seating, with staff using their own keyboard and mouse. Where this is not possible staff are advised to sanitise equipment before using them.	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	SLT

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Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets ICT Suite		<p>Operate with Clear Desks to enable effective cleaning.</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>Sanitising equipment is made available to staff in all rooms, including, wipes, tissues, and hand sanitisers.</p> <p>Site Staff continue to carry out their usual health and safety checks (i.e., fire safety 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>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>PG</p> <p>Site Team</p> <p>LS, PG</p> <p>Site Team</p> <p>All staff</p>

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		<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 should be cleaned, or rotated to allow them to be left unused and out of reach for a period of time.</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 	
Kitchen Areas Controlled by Kitchen Staff	Kitchen Staff	School kitchens can continue to operate, but must comply with	Playleaders clean tables and chairs after each child.	LS

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		<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 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 breaktimes and 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>	Timetables are in place to limit too many year groups in the same space at the same time.	<p>Ath, SLT</p> <p>Playleaders</p>

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		<p>Pupils dispose of their own left- over food in the bins provided.</p> <p>Pupils are supervised by Playleaders and other school staff as normal.</p>		
Handling Deliveries	Staff required to deal with deliveries	<p>Royal Mail post and letters and forms dropped off by parents will now be posted 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>Wash hands thoroughly after handling any letters/deliveries/packages</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>	<p>LS, LW</p> <p>Admin Team, KW</p>
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>Where parents wish to discuss any concerns with the teacher, this to be done outdoors where possible</p> <p>Notices displayed in School Office reminding the parents not to send their child to school if they or anyone in the household have symptoms, and email reminders sent out.</p>	KW, ATh

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		Fixed/standalone sanitisers station on entry to School Office 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 Parents are encouraged to email or call the school to seek help and advice Late and drop-offs and pick-ups to take place at the School Office door	Update pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation.	Admin Team
Potential transmission of virus from contractors attending the school site	All those that would come into contact with Contractors	Contractors are notified in advance not to attend the premises if they have symptoms and they must wear masks upon entering the building Attendance by contractors notified to BE & RH first in advance and met in car park to be taken directly to work location Contractors to declare if they have symptoms Site manager to ensure area of work is clear before-hand. Any pupils and staff to be notified in advance to leave that area	Contractors and visitors to leave the building if they have symptoms Remote sign-in in advance and Site Supervisors to pre-plan badges for all on-site contractors COVID-19 visitor message sent to all contractors-see addendum in Visitor Policy 2021	

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		Site manager to liaise with and monitor contractors Sanitiser dispensers are set up at various locations including entry and exit points Supervised and limited access to other parts of the building Regular cleaning regime of public/communal areas		
Potential Spread of virus from libraries and book cases	All Library Users and Staff	Staff to make use of any digital resources for pupils Bookcases and books to be cleaned regularly Returned items to be quarantined for 72 hours if cleaning not possible Pupils encouraged to drop the returning items in a collection box/trolley. Returned items to be quarantined for 72 hours.	Pupils to sanitise/wash their hands before and after use of school books	Staff Cleaning Team Staff, pupils

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Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)	<p>Music students and teachers</p> <p>Singing indoors can increase the exhalation of droplets etc and so increases risk of infection</p>	<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>	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>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p> <p>Guidance on Coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators</p>	<p>We will adhere to additional advice from organisations such as:</p> <p>Association for Physical Education afPE Coronavirus Guidance & Support</p> <p>Youth Sport Trust - Coronavirus Support</p> <p>Swim England - Covid Advice</p>	Sports Coaches, Staff
Accidents, security and other incidents:	All	We continue to use our existing emergency plan.	Incident and Management Plan and COVID-19 Addendum	LS

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		<p>Government advice may change and contingency plans/outbreak plans may be introduced temporarily.</p> <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>		
Face Coverings – not wearing Face Coverings can increase the general spread or transmission of coronavirus from pupils and staff	Pupils and staff Contracting and spreading virus	<p>From 20 January, face coverings are no longer advised for pupils, staff and visits in classrooms.</p> <p>From 27 January, face coverings are no longer required for pupils, staff and visitors in communal areas.</p> <p>Further advice from the 27 January should be followed wider advice on face coverings</p>	See Circumstances where people are not able to wear face coverings Page 8 of Schools COVID-19 Operational Guidance February 2022	

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		<p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p> <p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p>		
Travel between schools or other travel whilst at work Travelling to and from school	All travelling staff and pupils exposed to risk of transmission whilst on public transport and dedicated school transport.	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they follow any school procedures and consider measures they may need to take to minimise consider risk.</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>We continue to encourage greater use of walking, cycling or own car rather than public transport if possible Families using public transport should refer to https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	

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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>We refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5.</p>	<p>Staff sent fire drill reminders and Muster Point locations</p> <p>Staff responsibilities sent as reminders and available on Teams</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>Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations, taking hygiene and ventilation guidelines and regulations in place at that time.</p> <p>GOV.UK - Government Publications - Actions for Schools during the</p>	<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 advice on visiting indoor and outdoor venues. We also consult the <u>health and safety guidance on</u></p>	AN, Teaching Staff, Support Staff

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		coronavirus outbreak / Schools Operational Guidance	educational visits when considering visits.	
Extra-Curricular activity	Spread of infection in breakfast or after school club or extra-curricular activity	Pupils attending WRAP, Breakfast Club and After School Clubs are supervised according to this risk assessment and government guidelines: GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance DfE Actions for out-of-school settings Jan22	We will continue to monitor government guidance for latest advice on what more can be done.	AN, ATh
Remote education	Staff, parents and pupils	We will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. We aim to deliver high quality education across this academic year. As far as possible, we aim to provide learning, equivalent in length to the core teaching pupils would receive in school, by working collaboratively with families, putting	If pupils need to self-isolate, and a device is needed, we aim to provide one, subject to availability, using a signed agreement to return the device upon request by the parent/carer.	FS, MS, TC

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		in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.		