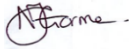
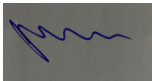


## Significant Findings of Risk Assessment – 001 – 04/01/2022 – V8



Site / Premises: Orchard Mead Academy	Assessment Carried Out By	Assessment Serial Number: <b>001 – 04/01/2022</b>		
Department: Whole School	Name: Nicola Gorman Signature: 	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
<b>Activity / Process:</b> School activities during COVID 19 outbreak <ul style="list-style-type: none"> <li>• <b>During this evolving situation please monitor and follow government guidance given in the web links provided</b></li> <li>• All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>	Responsible Manager / Team Leader etc  Name: Phil Lonergan Signature: 	04/01/2022	26/01/2022	Trust

### Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

<b>General Principles of Control</b>	There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"> <li>• Avoiding contact with those who have symptoms.</li> <li>• Frequent hand cleaning &amp; good Respiratory hygiene practices.</li> <li>• Regular Cleaning of settings.</li> </ul> Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.	The wearing of face masks/coverings in areas of the school where this is not required by Government guidance or legislation is not expected to be a routine control measure, unless specific risks have been identified, or if it is identified as a control measure within the body of this risk assessment. However, the School will support any individual who chooses to wear one in those areas where it is not mandated.  Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance
--------------------------------------	---	--

What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
<b>Catching or Spreading COVID 19</b>	Staff, Pupils, Visitors	<p><b>Ongoing - Rapid Result Tests (Lateral Flow Tests)</b> Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct weekly testing of Staff, and Secondary School age Pupils in order to help detect those who are carrying the Covid 19 virus without displaying symptoms.</p> <p>The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart. <i>Upon initial return to school in January 2022, Secondary aged pupils will be expected to undertake one on-site Lateral Flow Test.</i></p> <p>Pupils aged 12 to 17 are to be supervised by an adult whilst taking the tests, and Pupils aged 11 are to have the tests administered by an adult (Pupils aged 18 may self-administer the tests).</p> <p>The On-Site testing facility will remain in place (although potentially reduced in scale) to permit the testing of those unable to do this test at home.</p> <p>Although encouraged (and consent is required for on-Site testing) this testing is voluntary.</p> <p><b>Lateral Flow Test Results</b> A negative result will allow the tested person to remain in school. A positive result will require the tested person (and their household members) to self-isolate for 10 days and the tested person is encouraged to undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days).</p> <p>The results of the PCR Test determining whether self-isolation is to continue [positive result], or if the person can return to School and the household end self-isolation [negative result].</p>	4	3	12				

	<p>If Covid 19 symptoms are displayed, the person is required to self-isolate for 10 days regardless of any Lateral Flow Test result. Persons displaying symptoms are encouraged to undertake a Covid 19 PCR Test.</p> <p>Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with the school to help with contact tracing.</p> <p><b>Lateral Flow Test Incident Reporting</b> Incidents regarding LFT testing are to be reported as follows.</p> <p>Home testing Clinical Incidents to – <a href="https://coronavirus-yellowcard.mhra.gov.uk">https://coronavirus-yellowcard.mhra.gov.uk</a> &amp; the School Management.</p> <p>Home testing Non Clinical Incidents to - NHS Test &amp; Trace Service Telephone N° 119 &amp; the School Management.</p> <p>It is important that all incidents related to testing are recorded, including void results.</p> <p>Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.</p> <p>Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline.</p> <p>Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on <a href="http://www.Gov.uk">www.Gov.uk</a>. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required. DfE Coronavirus Helpline 0800 0468687. Records of all incidents are kept.</p>							
--	---	--	--	--	--	--	--	--

	<p><b>Secondary School Lateral Flow Test Facility</b></p> <p>A dedicated Covid 19 Rapid Results Test Facility has been set up, the facilities &amp; procedures of which include,</p> <ul style="list-style-type: none"> <li>• Staff are appropriately trained for their roles.</li> <li>• Secure storage for LFD Test Kits at between 2 and 30 Degrees Celsius.</li> <li>• An operational temperature of between 15 and 30 Degrees Celsius is maintained.</li> <li>• A non-porous floor.</li> <li>• Good air flow/ventilation &amp; well lit.</li> <li>• One-way flow or adequate space for social distancing.</li> <li>• Test subjects seating in the Swabbing Area 2m apart from each other.</li> <li>• A Registration desk at the entrance to the facility.</li> <li>• Separate desks for Recording and Processing tests, and a Swabbing Area.</li> <li>• The Swabbing desk and Processing desk are in close proximity to each other [within 1m], with the Recording desk close by.</li> <li>• There is a clear demarcation between the Swabbing area and Processing area, and test subjects are not permitted to enter the Processing area.</li> <li>• Hand sanitising facilities are provided, which are to be used by all persons entering or leaving the test facility.</li> <li>• Facilities &amp; PPE for containing &amp; cleaning up bodily fluids are readily available (<i>Sneezing or vomiting may be expected</i>).</li> <li>• Established NHS Testing protocols are followed in line with the training and guidance provided.</li> <li>• Appropriate PPE is worn - Gloves, Apron, Fluid Resistant Surgical Mask &amp; Eye Protection for Processing Operatives &amp; Cleaners. Fluid Resistant Surgical Masks for All others. Results Recorders will need to wear Gloves if in contact with LFT Devices.</li> <li>• PPE should be replaced between test session, and Sample Processors are to change gloves after each Sample.</li> <li>• General Waste disposal facilities are provided. All Lateral Flow Test waste can now be treated as General waste.</li> </ul>							
--	---	--	--	--	--	--	--	--

		<ul style="list-style-type: none"> <li>• The Swabbing area and Processing area are cleaned between each test, and the testing facility cleaned daily.</li> <li>• Routine 'quality audit' checks are carried out by the Site Supervisor, and records kept.</li> <li>• General School Covid 19 control measures apply to those awaiting test and upon completion of testing.</li> <li>• Where someone has a positive test result, they are to be kept isolated until they can return home to self-isolate, and they are encouraged to then undertake a Confirmatory Covid 19 PCR Test.</li> </ul> <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees, SEN &amp; early years children, along with bins provided for their disposal.</p> <p>All staff, students and visitors should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All staff, students and visitors are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p>							
--	--	---	--	--	--	--	--	--	--

		<p>Ensure frequent hand washing/sanitising is carried out by all staff, students and visitors throughout the day, including before &amp; after eating, after sneezing &amp; coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>For pupils regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, before &amp; after lunch, after using the toilet and when changing rooms (Younger children &amp; SEN pupils may need additional support &amp; encouragement or supervision for this).</p> <p>Clear signage and information is to be displayed reminding all staff, students and visitors of hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide remote learning for pupils where this becomes necessary.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work and be available in school.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Records may be kept of classes, groups, staff, visitors and their close contacts, such that these can be provided to the Local Public Health Team if required.</p>							
--	--	--	--	--	--	--	--	--	--

	<p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Managers/SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p>Face coverings should be worn by pupils (11 years old &amp; above) and by members of Staff, visitors &amp; contractors etc when moving around communal spaces such as school corridors etc.(Face coverings are not required outdoors). (With the standard exceptions for disabilities / breathing difficulties / lip reading etc applying. <i>There may also be valid reasons for not wearing masks during strenuous physical activity</i>).</p> <p>A small stock of spare face masks is held to support this measure. From 04/01/2022 until 26/01/2022 face coverings are also to be worn in Secondary Education Classrooms. This will be reviewed by Government at that date to determine if this practice needs to continue.</p> <p>Notes for face coverings,</p> <ul style="list-style-type: none"> <li>• Wash/sanitise hands before &amp; after donning &amp; doffing face coverings.</li> <li>• Avoid touching the part of the face covering over the mouth &amp; nose.</li> <li>• Change face coverings if these become damp or contaminated, or if the parts covering the mouth &amp; nose have been touched.</li> <li>• Avoid taking off and putting on the face covering a lot in quick succession.</li> </ul> <p><b>Shielding for Clinically Extremely Vulnerable Staff &amp; Clinically Extremely Vulnerable Pupils</b> is paused and these persons are able to return to School if stringent COVID 19 control measures can be implemented, and an individual risk assessment has been carried out.</p>							
--	---	--	--	--	--	--	--	--

		<p>However, if a Pupil is advised by their medical support team to continue shielding, then they should do so, and Clinically Extremely Vulnerable Staff are advised to continue working from home where possible, but where this is not possible, they are able to return to the workplace.</p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p>						
<b>Suspected case whilst on site or Positive PCR Test result</b>	Staff, Pupils, Visitors	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 10 days, and they are encouraged to undertake a PCR Test (<i>A list of the main symptoms is available on the Government &amp; NHS websites</i>).</p> <p>The self-isolation &amp; testing requirements for their household members and contacts will be determined by contact being made from the NHS Test &amp; Trace System following test results from the symptomatic/tested person.</p> <p>Under the NHS Test &amp; Trace system, all staff and students attending the school will have access to a Covid 19 PCR Test <u>if they display COVID 19 symptoms</u> and are encouraged to undertake the test in this scenario.</p> <p>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</p> <p>Where a person tests negative for a COVID 19 PCR Test (within two days of an LFT Test) they can return to school and can end their self-isolation.</p>	4	3	12			



	<p>Where a person tests positive for a COVID 19 PCR Test they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>If an infected person tests negative for Covid 19 using LFT Tests on both days 6 &amp; 7 of their self-isolation, they can then end their self-isolation after a second negative test result (regardless of vaccination status). <i>These persons are however advised to remain cautious (for example by limiting close contacts with vulnerable persons, working from home where possible and not visit crowded or poorly ventilated spaces.</i></p> <p><b>Contacts</b> Fully vaccinated adult contacts and children (5–18 years) who are contacts of the affected person are strongly advised to take a LFT Covid 19 Test for 7 consecutive days (or until 10 days since the last contact with the person who tested positive for COVID-19 if this is earlier) – with the result of their individual LFT Tests determining any self-isolation &amp; PCR Test requirements for themselves. Unvaccinated adult contacts are to self-isolate for 10 days if the affected person has tested positive for Covid 19.</p> <p>Even where the contacts LFD test result is negative, to further reduce the chance of passing COVID-19 on to others, they are strongly advised to:</p> <ul style="list-style-type: none"> <li>• Limit close contact with people outside their household, especially in crowded, enclosed or poorly ventilated spaces.</li> <li>• Work from home if they are able to.</li> <li>• Wear a face covering in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people.</li> <li>• Follow the Government guidance on how to stay safe and help prevent the spread.</li> </ul> <p><b>Household Contacts</b> Those who are not fully vaccinated and are aged 18 years 6 months or over are legally required to stay at home and self-isolate for 10 days. Those who are fully vaccinated or aged under 18 years and 6 months are not legally required to self-isolate. However, they are strongly</p>							
--	---	--	--	--	--	--	--	--

	<p>advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive.</p> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>Parents and Staff are requested to immediately inform the school of Covid 19 PCR Test results.</p> <p>When notified of a positive COVID 19 test result, the school should let the local public health team know by submitting a CRM form. The public health team will let the school know of any cases they are unaware of that have come through our local contact tracing service. The public health team and the school will discuss together any public health measures that should be put in place. This will be dependent on the number and spread of cases but as a minimum all close contacts are asked to get a test.</p> <p>If a person receives a positive Covid 19 PCR Test result or displays symptoms (<i>A list of the main symptoms is available on the Government &amp; NHS websites</i>).</p> <ul style="list-style-type: none"><li>• Notify the Principal immediately.</li><li>• Avoid touching anything.</li><li>• Go home immediately (Children accompanied by their parent, etc).</li><li>• All other persons are to maintain a safe distance from affected individual.</li><li>• If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li><li>• Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal.</li><li>• They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</li></ul>							
--	--	--	--	--	--	--	--	--

		<ul style="list-style-type: none"> <li>• A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</li> </ul> <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves, or unless the affected person later tests positive and they are informed to do so by the Local Public Health Team.</p> <p>They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open, if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room).</p> <p>A separate toilet facility should be used if necessary.</p> <p>Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask &amp; eye protection as necessary).</p> <p>The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.</p> <p>The use of the NHS Covid Pass is only required for specific events where the Government thresholds for attendance is met or exceeded, and if these events are not for education or related activities.</p>							
--	--	--	--	--	--	--	--	--	--

		<p><i>The use of the NHS COVID Pass is required as a condition of entry into -</i></p> <ul style="list-style-type: none"> <li><i>Dancehalls and discotheques,</i></li> <li><i>Other late-night dance venues. These are any other venues that are:</i>  <i>Open between 1am and 5am,</i>  <i>Serve alcohol during this time,</i>  <i>Have a dancefloor or designated space for dancing,</i>  <i>and</i>  <i>Provide music, whether live or recorded, for dancing.</i></li> <li><i>Indoor events with 500 or more unseated attendees.</i></li> <li><i>Outdoor events with 4,000 or more unseated attendees.</i></li> <li><i>Any events with 10,000 or more attendees.</i></li> </ul>						
<b>Travel off site</b>	Staff, Pupils	<p>All persons are to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Travel by coach etc is to be minimised with persons sitting as far apart as possible. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling using Public &amp; Dedicated Transport a face covering is to be worn. Children under the age of 11 years are also not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> <li>Use a vehicle with a bulkhead for segregation.</li> </ul>	3	3	9			

		<ul style="list-style-type: none"> <li>• The driver and the passenger should maintain a distance of 2 metres from each other.</li> <li>• The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so.</li> <li>• The vehicle should be cleaned &amp; disinfected afterwards.</li> <li>• Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE</li> <li>• Handwashing/sanitising before and after transport activities and when disposing of waste.</li> </ul> <p>On dedicated transport,</p> <ul style="list-style-type: none"> <li>• Hands are to be sanitised on boarding &amp; disembarking.</li> <li>• Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day.</li> <li>• Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers.</li> <li>• Children are to be encouraged to carry &amp; use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school.</li> <li>• Ventilation is to be maximised (i.e. opening windows).</li> <li>• The vehicle is to be regularly cleaned.</li> <li>• Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger you should wear a face covering. Children under the age of 11 years are also not required to wear a face covering.</li> </ul> <p>External Visits,</p> <ul style="list-style-type: none"> <li>• The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits.</li> <li>• Any visits planned are to be in accordance with the relevant Government guidance documents.</li> </ul>							
--	--	---	--	--	--	--	--	--	--

<p><b>Contamination during Access to &amp; egress from site</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Any persons who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, are to be regularly cleaned, particularly during peak flow times.</p> <p><b>Visitors</b> All visitors &amp; contractors are to be made aware of site rules.</p> <p>Although not a mandatory requirement for entry, Schools are encouraged to request that parents, visitors &amp; contractors etc take a LFT Test before attending the site.</p> <p><b>Staff</b> Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Hand cleaning facilities or hand sanitiser is available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p>	<p>3</p>	<p>3</p>	<p>9</p>				
<p><b>Contamination within Internal Areas</b></p>	<p>Staff, Pupils, Visitors</p>	<p>All persons are to wash &amp; dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry and regularly thereafter.</li> <li>• Use alcohol-based hand sanitiser.</li> <li>• Wash hands if face is touched.</li> <li>• All hand contact surfaces to be regularly cleaned.</li> </ul>	<p>3</p>	<p>3</p>	<p>9</p>				

	<p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p><b>Equipment, Activities and resources</b></p> <ul style="list-style-type: none"> <li>• Limit the use of shared resources.</li> <li>• Staff &amp; pupils have their own allocated individual frequently used resources such as pens &amp; pencils.</li> <li>• All equipment &amp; resources are to be regularly cleaned (including IT equipment), and equipment &amp; resources that are shared between groups are cleaned between each use.</li> <li>• Pupils should be reminded only to bring essential items into the school.</li> </ul> <p>Singing activities or playing brass or wind instruments is permitted with the following conditions,</p> <ul style="list-style-type: none"> <li>• Voices are not be raised unduly.</li> <li>• Where possible musical instruments should be cleaned by the pupils using them.</li> <li>• Participants are not sharing instruments.</li> <li>• Good levels of ventilation are provided, with preferably the activity being carried out outdoors.</li> <li>• Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person.</li> </ul> <p>For advice on practical school science, D&amp;T, etc. see <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a></p> <p>As an alternative to cleaning between each use, equipment &amp; resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</p> <p>Doors may be propped open to reduce contact points and increase ventilation, provided fire safety, security &amp; safeguarding requirements <b>are not compromised</b>. Fire doors should not be held open – unless by the use of devices that automatically release them in the event of a fire</p>							
--	--	--	--	--	--	--	--	--

	<p>alarm activation. Consider fitting Maglocks (magnetic release devices) to doors where appropriate, but these must operate in a fail-safe way to ensure fire safety is maintained.</p> <p>Ensure occupied rooms are well ventilated, opening windows where possible (The School management may need to give careful consideration to how far to open windows when rooms are occupied &amp; unoccupied for the maintenance of thermal comfort).</p> <p>Centralised ventilation systems that circulate air between different rooms only are to be turned off, and fresh air ventilation selected.</p> <p>Ventilation systems that use a mix of recirculated and fresh air, are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</p> <p>Recirculation units that do not draw in a supply of fresh air can remain in operation as long as there is a supply of outdoor air - This could mean leaving windows and doors open.</p> <p>Areas of poor ventilation should be identified, and measures taken where possible to increase ventilation in these areas. The use of Carbon Dioxide monitors may be useful in identifying areas of poor ventilation. But the manufacturer's instructions for these should be followed to ensure accurate results.</p> <p>Air cleaning &amp; filtration units may be considered in some circumstances where poor ventilation remains an issue.</p> <p>Desk or ceiling fans can be used provided that the area is well ventilated but they should not be used in poorly ventilated Areas.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Hands are to be washed &amp; dried or sanitised after using the lift.</p> <p>Bins are to be provided in each main room to collect used tissues, and are emptied regularly.</p>							
--	--	--	--	--	--	--	--	--



		Students can fill up water bottles using the water fountains, however students CANNOT drink from these.						
<b>Contamination in Outdoor Areas</b>	Staff, Pupils	<p>External play equipment if used, should be cleaned after each use.</p> <p>Hand washing &amp; drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from <a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a></p> <p>Sporting activities should prioritise outdoor sports where possible. Only Team Sports where national governing bodies have developed guidance (and have been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted.</p> <p>Where lessons are taken inside or outside, the same ventilation, and hand washing protocols etc should be adopted.</p>	2	3	6			
<b>Allocation of Staff</b>	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> <li>• Authorisation onto the school site will be by the Principal.</li> <li>• All staff medical needs to be discussed with the Head teacher prior to them entering the school.</li> <li>• Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</li> <li>• Cleaning staff rotas should be reviewed to ensure appropriate coverage.</li> </ul>	2	3	6			
<b>Work planning</b>	Staff, Pupils,	<p>Timetables to be reviewed to determine acceptable activities, and the potential for teaching outdoors</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p>	2	3	6			

		<p>The use of shared resources (i.e. stationery &amp; equipment) is to be limited, and each item regularly cleaned as appropriate between change of user.</p> <p>Where SEN pupils are attending School the same principles of control should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>						
<b>Cleaning</b>	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required)</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Rooms or areas shared by different groups are to be cleaned between each group use.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used).</li> <li>• Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces.</li> <li>• Cleaners are to wash &amp; dry their hands after removing the PPE.</li> </ul>	2	3	6			

		<p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>External play equipment is to be cleaned regularly and between each group use.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents &amp; bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> <p>Alternative cleaning &amp; disinfecting methods may be appropriate in some circumstances, but these should only be carried out following control measures developed from a separate risk assessment and in consultation with the product suppliers.</p>							
<b>Deliveries &amp; Waste collection.</b>	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Hands are to be thoroughly washed &amp; dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p>	2	3	6				
<b>Contractors</b>	Staff, Pupils, Contractors	<p>Contractors are to read and comply with signs in reception regarding good hygiene.</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>Repeat the hand washing/sanitising regularly.</li> </ul>	2	3	6				

		<p>Site inductions are to be carried out outside where possible.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with.</p> <p>Contractors &amp; Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>						
<b>Poor hygiene</b>	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing &amp; drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	4	3	12			

<p><b>Canteen use - exposure from large numbers of persons</b></p>	<p>Staff, Pupils</p>	<p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>	<p>3</p>	<p>3</p>	<p>9</p>				
<p><b>Use of Changing facilities, toilets, showers and drying rooms</b></p>	<p>Staff, Pupils</p>	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p>	<p>3</p>	<p>3</p>	<p>9</p>				

		<p>Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).</p> <p>Wash &amp; dry hands after using the facilities.</p>						
<b>Lack of awareness</b>	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	3	3	9			
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Pupils, Visitors, Contractors	<p>Fire safety procedures have been reviewed to take account of staffing levels. This includes a review of PEEP’s and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	3	3	9			
<b>First Aid provision</b>	Staff Pupils, Visitors	<p>First aider numbers &amp; locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained with those suspected or confirmed as being Covid 19 patients when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.</p>	3	3	9			

## Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Transport to school

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Safe working in education childcare and children social care including the use of PPE

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps>

HSE Guidance on alternative cleaning & disinfecting methods using fogging, mists etc

[Disinfecting using fog, mist and other systems during the coronavirus \(COVID-19\) pandemic - HSE news](#)

Grassroots sports guidance for 1<sup>st</sup> April 2021

[Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK \(www.gov.uk\)](#)

Guidance for contacts 14 Dec 21

[Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](#)

Guidance for household contacts 14 Dec 21

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](#)

Guidance for How to stay safe and prevent the spread

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](#)

Guidance for those previously classed as CEV

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

Schools Covid 19 Operational Guidance December 2021

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)



**Scoring Table**

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

**Impact (B)**

**Risk Score**

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

**Risk Scoring Guide**

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly

			frequently and is probable in the current year
		<b>Probable / Likely</b>	<b>4</b> Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
		<b>Possible</b>	<b>3</b> <b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
		<b>Unlikely</b>	<b>2</b> Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		<b>Very Unlikely /Rare</b>	<b>1</b> <b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.