

Risk Assessment Covid-19 (Reopening Schools September 2020)

This example risk assessment is not exhaustive and should be used as a guide for typical COVID-19 risk management considerations and controls.

When managing hazards and risks, the Hierarchy of Controls has been applied (working top down):

- **Elimination**
The hazard, task or activity is physically removed or abandoned (e.g. avoiding contact with anyone with symptoms)
- **Substitution**
Replace a material or process with a less hazardous one
- **Engineering Controls**
Isolate staff, pupils, visitors from the hazard (demarcation, physical barriers)
- **Administrative Controls**
Identify and implement procedures to maximise safe working (management of social distancing, hygiene protocols)
- **Personal Protective Equipment (PPE)**
Only to be considered if measures above would be ineffective to control risks.

The guidance acknowledges that for early years and primary age children it will be difficult for staff to maintain 2 metre distance within their bubbles and this cannot be expected to be maintained and not be possible to achieve. For staff working with older children a 2 metre social distance should be maintained between them and the children, where this is not possible, then 1 metre plus can be used with mitigations.

Having assessed their risk, the school has adopted measures in a way that addresses the risk identified, so it works for the school and is site specific, allowing the delivery of a broad and balanced curriculum, including full educational and care support for those pupils who have SEND. The school has followed the guidance set out in <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A> when completing the risk assessment.

Risk Assessment Covid-19

Activity/Person/Location	Managing COVID-19 risks: Reopening of Schools, September 2020
Principal	Janis Davies
Assessor(s) including employee representative	David Moore
Date of assessment	26th August 2010
Review date	Ongoing

Risk rating applied following implementation of control measures. The aim is to ensure that the risk is as low as reasonably practicable (ALARP)

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?
<p>1. There is a confirmed case of coronavirus in a setting</p>	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community. However, transmission of virus between pupil to pupil and between pupil to staff is negligible.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth 	<p>Protocol in place in line with Guidance for schools and educational settings contains detailed guidance on: cleaning, testing and tracing, PPE and what to do in response to a case being confirmed. The school refers to this guidance and continues to follow measures, along with handwashing, cleaning, and self-isolation to lower the risk of transmission.</p> <p>If there is a confirmed case of coronavirus the young person or staff member will be sent home and advised to self-isolate for 10 days. Their fellow household members should be advised to self-isolate for 14 days. All staff and students will have access to a test if they display symptoms of coronavirus and will be strongly encouraged to get tested in this scenario. Employee refusal to arrange a test will be discussed with the Principal and the employee. Where the child, young person or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</p> <p>Where the young person or staff member tests positive, those who have been in close contact with that person will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the young person or staff member they live with subsequently develops symptoms.</p> <p>If a child with symptoms is awaiting collection, they should be moved to a room away from people. The room will have a window opened for ventilation. If they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. More information on PPE use can be found in the safe</p>	<ul style="list-style-type: none"> • All positive diagnoses to be communicated to Principal. • Parents of the children in the class and staff where the Covid case was confirmed are contacted by: <ul style="list-style-type: none"> ○ At primary: the Head of Primary phase will delegate contacting parents to pick up students where isolation is necessary to staff working from home. ○ At secondary the pastoral team supported by LSC staff will contact the parents • Principal to contact DFe and Director of Public Health LBBDD on course of action if there is a positive case detected within school • School day to be structured around phase bubbles at primary and year group bubbles at secondary to limit transmission. • Secondary phase – teachers must have a seating plan for every class/lesson to facilitate track and trace. Copies kept centrally

<p>Covid-19 Outbreaks on site</p>	<p>spread when a person with the virus coughs or exhales</p> <ul style="list-style-type: none"> • the virus can survive for up to 72 hours out of the body • people can get the virus by breathing in droplets or touching contaminated surfaces then their eyes or mouth • Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death. Children are generally asymptomatic or have mild symptoms and the transmission to other children or adults is low or negligible. 	<p>working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone will either wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>In case of an outbreak (please see definitions below), the school will contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) pauline.starkey@lbbd.gov.uk or PHE (LCRC) on 0300 303 0450 who will:</p> <ul style="list-style-type: none"> • Give advice on suspected coronavirus cases (i.e. before test result back) • Give ongoing support to manage outbreaks <p>If PHE confirm that there is an outbreak in any setting, they will:</p> <ul style="list-style-type: none"> • Run through infection prevention and control check list • Support with communications, if needed • Alert local authority public health team who will provide support. • Establish a multi-agency incident management team (if required). <p>The LA will undertake an outbreak risk assessment to help mitigate the risks. (Please note this is different from the Individual RA and Schools RA already undertaken)</p> <p>Outbreak definition as follows.</p> <p>Cluster definition: Two or more confirmed cases of COVID-19 among students or staff in a school within 14 days OR Increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases).</p> <p>Outbreak definition: Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort* in the school within 14 days. *a cohort might be in a class, year bubble or other defined bubble within the school. This definition aims to distinguish between transmission occurring in the community verses transmission occurring within the education setting.</p>	<ul style="list-style-type: none"> • Apply 2 metre distance rule to inform who is sent home in the event of a positive Covid test. • Add to telephone options ‘Covid’ linked to attendance office. • Red coats to wear a face mask when inside and students are present. • Set-up Covid isolation areas on both sites • PPE to be available near isolation rooms • E-Relocation proforma on secondary site to be redesigned to include Covid referral for redcoats response • Cleaner to be sent to sanitise area where young person was based • Add LA video clip to website for parents (what will happen if there is a confirmed case). • Temperature checks available at secondary site for Covid marshals to use as necessary.
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<p>2. Testing and contact tracing</p>	<p>Staff, Pupils, visitors, contactors (Risk - as set out in section 1)</p>	<p>The NHS Test and Trace programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent test positive.</p> <p>The school will contact the local NHS Test and Trace process Public Health England health protection team as necessary. The school will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>The following categories experiencing symptoms of coronavirus are encouraged to get tested</p> <ul style="list-style-type: none"> • All children and adults England (any age) • In children under 5 the preferred route is via clinical advice and testing • 5-11-year olds can only have the test administered by a parent/guardian • 12-17-year olds can self-administer a test or have their parent/guardian do so on their behalf. <p>How to book a test</p> <ul style="list-style-type: none"> • People can register for a test at www.nhs.uk/coronavirus , after checking their symptoms. • Those who do not have any access to the internet, or who have difficulty with the digital portals, can ring a new 119 service to book their test. People with hearing or speech difficulties can call 18001 119. • Tests for essential workers are prioritised over the tests available for the wider public through the NHS. • If you are an essential worker, or live with an essential worker you can apply via the testing for essential workers link • The list of essential workers is available here. <p>When to apply for a test</p> <p>Apply within the first 3 days of having symptoms. The test is best taken within 5 days of symptoms starting.</p> <p>The school will ask parents and staff to inform them immediately of the results of a test to take appropriate actions as highlighted in section 1 above.</p>	<ul style="list-style-type: none"> • Encourage stakeholders to download the test and trace app.
<p>3.</p>	<p>Staff, Pupils, visitors, contactors</p>	<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the</p>	<ul style="list-style-type: none"> • Confirm and publish ways of working in the event of:

<p>Contingency Plan to deal with an outbreak</p>	<p>(Risk - as set out in section 1)</p>	<p>spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>For individuals or bubbles of self-isolating pupils the school will put in place its remote education plans. See guidance on remote education support.</p> <p>To have in place a contingency plan should the school have to close temporarily in the event of a local outbreak. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p> <p>Autumn term curriculum has been mapped and planned for blended home/school learning and remote-only learning.</p> <p>Monitoring of student engagement in the event of remote learning has been revised and will be communicated to all stakeholders within the communication strategy.</p>	<ul style="list-style-type: none"> ○ individual Covid isolation ○ year group ‘bubble’ isolation ○ phase (primary/secondary) isolation ● Initiate communications strategy – staff/students/parents & stakeholders ● Staff update training on revised ways of working with Microsoft Teams. ● Publish expectations of remote-teaching & learning for staff (teachers & support), students and parents ● Launch remote learning curriculum (including live-lessons) with monitoring procedures ● Provide paper-based resources for those without online access (based on information collated in summer term)
<p>4. Communication strategy (communication to parents / guardians)</p>	<p>Staff, Pupils, visitors, contactors (Risk - As set out in section 1)</p>	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> ● Advise parents that the uniform does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal ● Advise parents to limit the amount of equipment their children bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, mobile phones and bags ● Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend ● If parents of pupils with significant risk factors are concerned, they should discuss their concerns with the school and provide re-assurance of the measures they are putting in place to reduce the risk in school ● Inform parents the types of bubble that will be used within the school, this being classroom and phase at primary and year group at secondary ● The risk assessment for reception and office areas should also be advised to parents ● Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact ● Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) ● Those positive with Covid-19 or symptoms - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. ● Parents to be advised to follow guidance below. <p>COVID-19: guidance for households with possible coronavirus infection guidance</p>	<ul style="list-style-type: none"> ● Ensure up to date contact information for parents, mobile and e-mail ● Implement ‘right Start’ programme across the school to reacquaint our young people with our ways of working, expectations and daily routines and habits in response to Covid ● Inform parents and students that PE kit to be worn to school on the days they have PE ● Inform parents of free breakfast (bagel and or cereal bar) available each morning at secondary site ● Advise parents that whilst the school will implement social distancing it cannot guarantee that it will be able to keep their children socially-distanced ● Request parents to telephone or e-mail school and not to arrive unexpected ● Communicate SRS ‘ways of working’ in the event of individual/ bubble/phase isolation including expectations and monitoring of student engagement in remote learning.

<p>5. Shielded and clinically vulnerable groups including those who are pregnant.</p>	<p>Staff, pupils, contractors, visitors (Risk - as set out in section 1)</p>	<p>From 1 August, the government paused shielding unless the transmission of COVID-19 in the community starts to rise significantly.</p> <ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they have been in close contact of someone who has coronavirus (COVID-19) • The majority of the pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. They may need to discuss their care with their health professional before returning to school. The COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable will give more advice. • if rates of the disease rise in LBBB, children (or family members) will be advised to shield during the period where rates remain high and therefore they may be temporarily absent • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education. • Where children are not able to attend school as parents are following clinical and/or public health advice, absence they will not be penalised. • Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. • It remains the case that wider government policy advises those who can work from home to do so. We recognise this is not applicable to most staff, but where a role may be conducive to home working, for example some administrative roles, the school will consider what is feasible and appropriate. • As the school has implemented the full measures in the risk assessment the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. • Advice for those who are clinically vulnerable, including pregnant women, is available. • Pupil local individual SEND care plans and risk assessments reviewed regularly. To include the need for possible close contact and relevant PPE use. • Where closer contact may be necessary appropriate PPE to be worn. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the individual is coughing, spitting. • Risk assessment undertaken with BAME staff members using 'appendix 1' of this document. 	<ul style="list-style-type: none"> • Schools to make it clear with parents that pupils of compulsory school age must be in school unless there is a statutory reason • Ensure remote learning in place for those students unable to return to school because they are self-isolating and communicate expectations to students and parents • Complete audit of staff that are vulnerable and extremely vulnerable • Arrange a risk assessment with occupational health for Vulnerable staff who do not return to work • Produce strategy to allow those that must work from home to comply with clinical/medical strategy to support the workload of those returning to work • Complete risk assessments for SEND students and ensure that provision is in place for them to attend school safely • Complete risk assessment for students with behaviour concerns to ensure it is safe for them to return to school • Complete the risk assessment for all BAME staff based around age 50 and any staff with underlying health issues. (appendix 1) • Complete a risk assessment for all staff aged 60 or above taking into consideration any underlying health issues. • Provide PPE for staff member providing intimate care for SEND pupil. • 5 minute 'early-exit' card given to students who are unable to follow the one-way system at secondary due to medical needs. • All staff to complete risk assessment with any high scores being individually reviewed.
<p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p> <p>SEND pupils</p>	<p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.</p>		

<p>6. Entry to school premises</p>	<p>Staff, pupils, contractors, visitors (Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced • The schools is considering future events, including parents evenings – how they will be managed in terms of COVID-19 arrangements • Pictorial notices to maintain social distancing displayed • Supervision of queues by nominated staff members • Staggered start and end times, including free periods and break time • Controlled entry to building • Staff supervising entry to school to follow social distancing guidelines <ul style="list-style-type: none"> • Staff maintaining distance from pupils and other staff as much as possible • Clean hands thoroughly more often than usual. Hand washing / sanitisation stations at point of entry to school buildings. All people entering the school must sanitise hands prior to entry. • Staff trained on hygiene protocols. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Age appropriate instruction provided to pupils on hand washing methods. • Public Health England does not recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent bubbles, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. • Process in place and communicated for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours • Waste to be stored safely and securely kept away from children. 	<ul style="list-style-type: none"> • Conduct temperature checks when students arrive at primary site (as teachers are unable to maintain 2m distance) • Protocols on safe entry onto site to be disseminated as appropriate • Staff entry to the school site only through the front entrances on both sites. • Staff training on protocols • Advice / instruction on social distancing / hygiene and cleaning practices to be built into 'Right Start' for students • Strict one way system in place on secondary site and 'keep to the left' at primary. • Increase the number of entry points to site • Stagger start and end of day times • Remove or disable entry systems that require skin contact • Staff training on protocols • Advice displayed instruction on social distancing / hygiene and cleaning practices • Sanitisers at all entrances • Ensure sanitisers are of correct standard • Hand sanitising to be completed by all on entry points to buildings. • Ensure soap and paper towels available in all toilets • Electric hand dryers are turned off • Lidded bins to be available around. • No visitors to enter the school other than essential contractors to deal with essential work. • Masks will be used when staff and students are in indoor 'public' areas in the school if 2m social distancing cannot be maintained (i.e. corridors during lesson change over) at secondary. • Masks will be removed in classrooms and will not be required by students in the canteen/at break/lunch times when students are in bubbles.
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7. Reception areas	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to limit attendance at reception • Demarcation in place to maintain safe distancing. No more than two people to be at reception area at a given time • Notices to maintain social distancing displayed • Sanitisation / hand washing protocols to be observed when handling deliveries. • Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance • Hand washing poster displayed • Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements 	<ul style="list-style-type: none"> • Queuing to be minimised where reasonably practicable • Seating to be removed from reception area • Parents to be discouraged from arriving at the school without an appointment • Hand sanitisers to be in situ
8. Corridors / staircases	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> • While passing briefly in the corridor or playground is low risk, the school has introduced a one-way system. Social distancing guidelines in the corridor to be encouraged • There are staggered break times and lunch times (and time for cleaning surfaces in the dining hall between bubbles). • Pictorial notices to maintain social distancing displayed • Increased natural ventilation where possible • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<ul style="list-style-type: none"> • No bell allows for classes to be released at different times to reduce traffic in the corridor • Reschedule contractor visits (unless emergency situation) to times when pupils are not present • Designate Covid Safety Marshalls • Reduce opportunities for students to leave the classroom • One –way systems to be operated on secondary site and 'keep to the left' on primary • No bags/coats in corridor at primary site. • Staff must move to/from classrooms when corridors are clear (either before or immediately after changeover). • Medical students to move between lessons 10 mins early. • Students will be expected to wear masks in corridors and the canteen. Appropriate measures will be taken for those students with medical reasons to not wear a mask. • Staff will be encouraged to wear a mask when in a corridor/indoor area (e.g. on duty) where 2m distance cannot be maintained.

<p>9. Classrooms</p>	<p>Staff, pupils, contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	<p>Social distancing – consider:</p> <ul style="list-style-type: none"> For younger children, there is more emphasis on separating the bubble, rather than social distancing within a bubble and in older children, its more about social distancing from the staff In terms of general guidance - 2 metres social distance is recommended, where possible. For younger children in a bubble, it has been acknowledged that social distance may not be possible to maintain or not possible at all. In older children within a bubble, they should be following the social distancing 2 metre rule ideally or 1 metre plus (i.e with other measures in place) whenever possible. <p>Contacts are reduced as much as possible and will include:</p> <ul style="list-style-type: none"> grouping children together to form a bubble avoiding contact between bubbles arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible moving unnecessary furniture out of classrooms to make more space. Social distancing guidelines to be applied where possible and monitored The bubble are kept apart from other bubbles where possible and older children encouraged to keep their distance within bubbles and not to touch staff and their peers where possible. limit interaction and sharing of social spaces between bubbles as much as possible. when using larger bubbles the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their bubble. approaches of separating bubbles and maintaining distance are not ‘all-or-nothing’ options and will still bring benefits even if implemented partially. At primary the school will keep children in their class bubbles for the majority of the classroom time, but allow mixing into wider bubbles for specialist teaching. At secondary the year group bubble allows for specialist teaching related to prior attainment. Siblings may be in different bubbles. Endeavouring to keep these bubbles at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. teachers and other staff will operate across different classes and year bubbles in order to facilitate the delivery of the school timetable. This will be particularly important at the secondary phase. Where staff need to move between classes and year bubbles, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and 1 metre plus with mitigations. (Again, we recognise this is not likely to be possible with younger children and teachers in primary schools, who can still work across bubbles if that is needed, including on different days 	<ul style="list-style-type: none"> As much as possible keep the same staff with the same pupil group at primary phase. Classroom to be set-up at secondary phase for social distancing between teacher and class. Air-conditioning turned-off where circulates internally Classroom windows to be kept open Door stops to keep doors open to limit transmission through touch Daily reminder to pupils about routines and expectations in the classroom Sanitisers made available to all staff Students to have own equipment and not share. At primary resources to be on each desk at the start of each day Cleaners to be on-each of the sites all day and clean classrooms when children are out break and end of day EYFS play area to be cleaned after each group leaves Lidded bins to be in all classrooms. Students to distribute books in the classroom. Staff to ensure rooms do not contain any personal items, kitchen equipment and have clear surface to ensure cleaners can fully clean every day. Staff/trainee teacher observers in the classroom should sit by the door / within the 2m distance area at the front but distanced from the class teacher.
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10. Lunch times	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Staggered lunch times • Social distancing guidelines to be applied • Children to remain in allocated 'bubbles' as appropriate • Adequate supervision ratios to enforce social distancing guidelines • Utilise outdoor spaces where practicable • One-way systems introduced where reasonably practicable • Hand washing / sanitisation prior to food consumption • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Minimise sharing of items • Items to be washed / sanitised before sharing / re-use by another person • School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) 	<ul style="list-style-type: none"> • Utilise outdoor spaces following the agreed timetable • Strictly adhere to the staggered timings of use of canteen/playground at primary site. • Staff to remain vigilant and stay within designated spaces • Covid Marshalls to support enforcement of safety measures • Designated outdoor areas to minimise contact between bubbles • Pupils to follow protocols if toilet needed during lunch break • Staff on their lunch break also need to follow social distancing guidelines • Students and staff to wear mask when at serving counter

			<ul style="list-style-type: none"> • Aspens to serve food on plate and hand to student with disposable cutlery provided in individual packs
11. Hall / assemblies	<p>Staff, pupils, Contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Bubbles should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one bubble. • General hall use • Social distancing guidelines to be applied for all general activity • Adequate supervision ratios • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 	<ul style="list-style-type: none"> • Suspension of all full assemblies until relaxing of social distancing measures • If required, assemblies only for a number of students which allow for appropriate social distancing • Utilising outdoor spaces for PE in bubble groups • Hall/Sports facilities will not be hired out to third parties in the short term – this will be reviewed in line with national guidance
12. Toilets	<p>Staff, pupils, Contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Specific toilet facilities to be allocated to different groups of children to reduce the number using each • Pictorial notices to maintain social distancing displayed • Children to remain in ‘bubbles’ • Hand washing protocol increased to before and after use of toilet facilities • Hand washing poster displayed in all WCs • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<ul style="list-style-type: none"> • Children are discouraged from going to the toilet during lesson time, but if necessary, at the primary, are escorted by a member of staff from that class. • At the secondary site in the event of an absolute emergency during lesson time students can only use the Lester toilets • Number of children using toilet facilities at a given time to be limited • Toilet hygiene routine re-enforced daily • Consideration given e.g. provision of PPE, for appropriately and safely supporting any children who need assistance
13. Staff Areas • Staff rooms • Meeting rooms • Offices	<p>Staff, contractors, visitors,</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Although the transmission between children to children and children to adults is minimal or negligible, transmission between adult to adult is high. Therefore, all measures such as social distancing at 2 metres have been adopted for adult to adult engagement in the staff. There is frequent hand washing and enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Shared staff spaces are set up to help staff to distance from each other. • Social distancing guidelines are strictly applied in offices • Meetings are conducted using a mix of TEAMS and when in person adhering to social distancing • Increased cleaning frequencies of hard surfaces • Hand washing poster displayed • Minimised sharing of items • Increased natural ventilation 	<ul style="list-style-type: none"> • Staff ‘site induction’ training to include practises for social distancing in communal spaces and using the one-way system • Reporting system in place so staff can report any issues or additional requests with regards to cleaning on a daily basis and in an emergency • Staff to bring own utensils for drinks and eating • Tea/coffee/milk/sugar/stirrer to be in disposable sachets • Frequent cleaning of staff area surfaces touched regularly such as hot water dispenser and taps

		<ul style="list-style-type: none"> • Items to be sanitised before sharing / re-use by another person • Handwashing /sanitisation protocols to be followed 	<ul style="list-style-type: none"> • School meetings to move to remote meetings wherever possible. All staff computers being equipped with camera and microphone • Where possible staff work from a designated work station
14. Libraries	<p>Staff, pupils' contractors, visitors,</p> <p>(Risk - as set out in section 1)</p>	<p>Site specific consideration for the safe use of the library prior to wider opening of the school must be given to allow for social distancing requirements and hygiene protocols which may include:</p> <ul style="list-style-type: none"> • Children to remain in allocated 'bubbles' where possible • limited number on entry • One-way system • PC spacing • Books used to be left to one side for cleaning and re-filing by staff member following hygiene protocols 	<ul style="list-style-type: none"> • Hand sanitisation prior to entry and on egress • PCs sanitised after each use • Increased natural ventilation • Increased cleaning frequencies of hard surfaces / emptying of bins • Minimise sharing / touching of items • Adequate tissues are available to clear up spills and to catch sneezes.
15. Lifts	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Procedure in place for control of access/egress and use of lifts • Single person travel (unless accompanying SEND pupils) • One adult to accompany SEND pupils – use of facemask by accompanying adult 	<ul style="list-style-type: none"> • Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
16. School Kitchens / school meal provision	<p>Staff, pupils, contractors</p> <p>(Risk - as set out in section 1)</p>	<p>Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <ul style="list-style-type: none"> • Social distancing guidelines to be applied • Handwashing /sanitisation protocols to be followed • Increased cleaning frequencies of hard surfaces. • School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). 	<ul style="list-style-type: none"> • Bottled water to be made available on-site for staff • Students sanitise hands on arrival at canteen • No-contact (student-kitchen staff / student-food) is made during the serving of food • Frequent cleaning of biometric 'finger tap' machine • Students and staff to wear a mask when at serving counter • Spens to serve food on plate and hand student disposable cutlery in individual packs
17. Pupil break times	<p>Staff, pupils, visitors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Staggered break times • Social distancing guidelines to be applied as appropriate • Adequate supervision ratios • Rotate indoor / outdoor play to minimise contact as needed • One-way systems introduced where reasonably practicable • Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces • Soft play items removed (early years settings) • Sanitisation upon re-entry to classroom 	<ul style="list-style-type: none"> • Children to remain in 'bubbles' at all times, no mixing of 'bubbles' at any point in the day. • Staggered use of all outdoor areas • Designated outdoor areas to minimise contact between bubbles • Controlled entry/exit of the school building to minimise corridor contact. • Children at primary to have sunscreen applied before coming to school.

		<ul style="list-style-type: none"> • Water fountains taken out of use – individual beakers to be used • Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<ul style="list-style-type: none"> • Children bring filled water bottles with them to school. • First Aiders have access to PPE if required. • Staff will be encouraged to wear a mask when in a corridor/indoor area (e.g. on duty) where 2m distance cannot be maintained.
18. Music lessons	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<p>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. The school will look to reduce the risk, particularly when pupils are playing instruments or singing by, for example:</p> <ul style="list-style-type: none"> • physical distancing, pupils back-to-back or side-to-side, • use of large spaces for singing and playing of wind instruments • avoiding sharing of instruments, and • ensuring good ventilation. <ul style="list-style-type: none"> • Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Musical luntime and after-school clubs (ensembles) can take place with appropriate mitigations as laid out in the OOSS guidelines: <ul style="list-style-type: none"> ○ Sizes of no more than 15 regardless of mix of instruments or voices ○ Minimum 2m social distancing ○ Good ventilation ○ More than one group may be in the same space but groups must be kept consistent and not mix 	<p>Classroom Lessons</p> <ul style="list-style-type: none"> • Hand sanitiser available in each room • Antibacterial wipes provided in each room, to wipe down musical equipment if used. • All equipment to be wiped down after • Y7 wind MiSST lessons and primary wind instrument lessons to take place in 2 classrooms. • Doors and windows will be kept open <p>Practise Rooms</p> <ul style="list-style-type: none"> • Practise rooms will be out of bounds to all except Y10s & Y11s before/after school. During breaks and lunchtimes only one student allowed per room . • Doors and windows will be kept open with the exception of drum lessons, where the door will remain closed, but the windows open. There will be a 5-minute gap timetabled between each drum lesson with the door propped open. • 2 meters will be observed by peri teachers & students, when singing/wind/brass playing, • Students/staff most not be facing each other. There will be 'student' and 'teacher' zones marked out in the room, which each other must not cross whilst the lesson is taking place. • Paper towels (or anti-bacterial paper), sanitiser, and pedal bins to be provided so brass players can safely dispose of the liquid built up in brass instruments. <p>Ensembles & Performances</p> <ul style="list-style-type: none"> • No 'multi-bubbles' ensembles to take place/face-to-face concerts to take part • Single bubble' KS4 ensembles will take place where possible.

			<ul style="list-style-type: none"> • Display relevant signage across music department inc the practise rooms. • For peripatetic music lessons - circulate CMS Risk Assessment (Primary & Secondary).
19. Physical activity in school	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls:</p> <ul style="list-style-type: none"> • Pupils should be kept in consistent bubbles, • sports equipment thoroughly cleaned between each use by different individual bubbles, • contact sports avoided. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. • The schools has referred to guidance on the phased return of sport and recreation and guidance from Sport England f • Activities where possible will be used, such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	<ul style="list-style-type: none"> • PE staff to have a Covid care pack consisting of sanitisers, gloves, mask and wipes <p>Changing</p> <ul style="list-style-type: none"> • Hand sanitisers at the entrance/exit door. Must be used by all students entering and leaving. • Students attend school in PE kit on the days that they have PE. • Students come to PE in strict bubbles • Student to avoid where possible changing areas by taking bags etc to teaching areas. • Students bring a T shirt in case get wet/dirty • Stay on activities that minimise getting wet/dirty <p>Sports areas/equipment</p> <ul style="list-style-type: none"> • Activities to be more traditional summer activities for. Striking and fielding and athletics more favourably to social distancing. • All equipment cleaned before and after use • 10 minutes allocated at end of lesson to clean equipment. • Same equipment can be used by students who are put in the same bubble • Staff will carry hygiene station in a bag. The supervision of cleaning carried out by teachers. • Staff to set up prior to the lesson to avoid congestion at containers. <p>Clubs</p> <ul style="list-style-type: none"> • Postpone efore school, lunchtime clubs. • Have specific extracurricular evenings to avoid interaction between bubbles • Follow guidance of national sporting governing bodies with regards to “normal” practise.
20. Home time / egress from school premises	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • 2 metre demarcation on school egress where possible or 1 metre plus with mitigations • Pictorial notices to maintain social distancing displayed • Supervision of queues by nominated staff members • Staggered egress times 	<ul style="list-style-type: none"> • Staggered collection times for bubbles • Parents informed of collection protocol and advised to adhere to social distancing guidelines. • Covid Marshalls deployed to supervise

	(Risk - as set out in section 1)	<p>Controlled egress from building Staff supervising egress to follow social distancing guidelines</p> <ul style="list-style-type: none"> • Normal personal hygiene and washing of clothes 	
21. Fire drills / Emergency situations	<p>Staff, pupils, Contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Adequate numbers of trained staff to safely evacuate all personnel on the school premises • Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable • Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation. 	<ul style="list-style-type: none"> • Covid Marshalls/staff deployed to supervise safe exit of the building and appropriate social distancing. • Updated fire drill guidance shared with all staff during site induction • Communications to students and parents regarding swift clearing of the school site and minimal delay in the return from school to home
22. First Aid	<p>Staff, pupils, visitors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • Adequate numbers of trained staff to administer First Aid • Check First aid boxes content and facilities available • Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting • The best way to protect is through rigorous cleaning, personal hygiene and regular hand hygiene. • Where possible, all contact with members of the public should be carried out while maintaining social distancing measures • If not possible, the principles for the Hierarchy of Risk should be applied, using measures such as physical barriers • Where other safe working systems alone may not be feasible or insufficient, as a final measure, use of PPE based on risk assessment • For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) DON'T do rescue breaths. HSE first-aid guidance can be found here. • Please read COVID-19: guidance for first responders • Contact the health and safety team if it is suspected that a staff member at work has been diagnosed as having COVID-19 attributed to an occupational exposure (not societal) to coronavirus (needs to be evidence based) • Management and staff must read and follow manufactures instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found here. 	<ul style="list-style-type: none"> • First Aiders to receive training on return to site, including guidelines for appropriate use of PPE • Parents informed of how a child with suspected Covid symptoms will be cared for on-site until parental collection of the child. • Parents informed of requirement to isolate a child with suspected Covid for at least 7 days and until full recovery. • Testing to be encouraged for the child, family and staff who have been in contact with a child with suspected Covid.
23. Transport Arrangements	<p>Staff, pupils, Contractors, visitors</p>	<p>The approach to dedicated transport should align as far as possible with a system of controls, it is important to consider:</p> <ul style="list-style-type: none"> • How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • Use of hand sanitiser upon boarding and/or disembarking 	<ul style="list-style-type: none"> • School minibus will not be used during the period of social distancing unless in an emergency situation.

	(Risk - as set out in section 1)	<ul style="list-style-type: none"> • Additional cleaning of vehicles • Organised queuing and boarding where possible • Distancing within vehicles wherever possible, accepting this may not be possible for local site arrangements • The use of face coverings for children over the age of 11, where they are likely to come into very close contact with people outside of their bubble or who they do not normally meet • Discussion between school and transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. 	<ul style="list-style-type: none"> • In an emergency use of the minibus all social distancing and hygiene guidelines will be adhered to. • 16+ transport provided by external company following Covid guidelines. • Inform travel assistance companies (used by SEND students) if a student becomes Covid-related unwell/isolating.
24. School Trips	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> • We will not take pupils on domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. • In the autumn term, the schools will consider arranging non-overnight domestic educational visits for the spring or summer term. These will be in line with protective measures, such as keeping children within their consistent bubble, and the COVID-secure measures in place at the destination. • As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. • As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits. • In order to minimise social distancing and hygiene risk through conducting visits with pupils out of school and to provide a full educational experience, schools through their risk assessment can develop COVID-19 hygiene and social distancing programmes that will allow them to bring in specialist subject teachers to deliver bespoke education to pupils. 	No action required - all trips suspended until spring term at earliest
25. Reoccupation of areas which have not been in use during lockdown.	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards (undertaken with the schools Trade Union Health and Safety Representative)</p> <ul style="list-style-type: none"> • Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including: • Maintenance checks of plant and equipment undertaken – including school kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained • Gas systems maintained • Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be 	<ul style="list-style-type: none"> • The school site has been operational throughout the period of 'closure' therefore routine H&S inspections will be carried out as well as thorough reviews of social distancing measures put in place to facilitate wider opening. • Where possible, to temporarily raise the hot water temperature (prior to wider re-occupation which will provide a disinfection of the system. • Air-conditioning to be turned off where necessary. • Water fountains to be de-activated

		<p>run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period</p> <ul style="list-style-type: none"> • Electrical equipment and systems maintained • Electrical gate systems maintained • Lifts and lifting equipment/hoists maintained • Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply • Asbestos management arrangements in place • Boiler room plant inspected / maintained • Play and PE equipment to still receive scheduled inspection (even though taken out of use) • Fume cupboards maintenance up to date (Secondary schools only) • Identify and remedy possible vermin infestations 	
26. Fire	Staff, pupils, contractors, visitors Smoke inhalation, exposure to heat	<ul style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit door 	<ul style="list-style-type: none"> • At primary existing area to be used and bubbles kept two metres apart
27. Behaviour of pupils / staff	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> • Review of the behaviour policy to ensure that they cover COVID-19 risk related incidents (to include individual risk assessment of children with known challenging behaviour) • Non-compliance (designated space for de-escalation/cooling-off period with social distancing measures in place). • School to monitor staff in relation to keeping to strict social distancing guidelines. The staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times • Training in place to reinforce expectations of staff behaviours, including adult to adult interactions 	<ul style="list-style-type: none"> • Induction-Right Start for both staff and students • Risk assessment completed for students whose behaviour may in itself cause a hazard. In these cases the risk assessment would inform actions to be taken. • Anyone who through aggressive behaviour breaks social distancing will be sanctioned and a risk assessment completed. • Enhanced staff presence around the school sites to monitor and maintain safe practices of social distancing
28. Behaviour of parents / visitors / contractors (Violence and aggression)	Staff, pupils, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> • Review of the school's violence and aggression policy to ensure that it covers COVID-19 risk related incidents. • Make provision that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to adhere to arrangements of social distancing or deliberately expose school occupants to risk • Consider cooling off designated areas for parents/visitors • For observed incidents outside the school regarding Covid-19 related antisocial behaviour contact 101 unless emergency dial 999 • Schools police officer regularly patrolling areas before and after school 	<ul style="list-style-type: none"> • Induction-Right Start for both staff and students • Risk assessment completed for students whose behaviour may in itself cause a hazard. • Anyone who through aggressive behaviour breaks social distancing will be sanctioned and a risk assessment completed

29. COSHH Cleaning / Sanitisation products	Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children	<ul style="list-style-type: none"> • COSHH risk assessment updated to include all newly introduced cleaning products • Training provided to all staff members required to use cleaning products (in consultation with the schools cleaning provider) • Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. • Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<ul style="list-style-type: none"> • All used areas of the school to be deep cleaned at the end of each day • Additional all-day cleaners to be on both sites • Check that Covid 19 recommended cleaning products being used
30. Dealing with / clearing up with Body Fluids	Staff, pupils, visitors (Risk - as set out in section 1)	<ul style="list-style-type: none"> • Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed ○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests 	<ul style="list-style-type: none"> • Communicate to cleaning company the need for double waste bags • Staff induction of use of PPE and procedures and processes
31. Equalities and Mental Wellbeing	Staff, pupils Mental wellbeing could be affected by C-19 pandemic	<ul style="list-style-type: none"> • Schools mental wellbeing and support mechanisms for staff and pupils reviewed • Regard given to work-life balance and wellbeing. • All employers have a duty of care to their employees, and this extends to their mental health. 	<ul style="list-style-type: none"> • Structures in place for students and staff to be able to access health and wellbeing team • KIT meetings established for staff who are anxious • Additional induction for pupils who are anxious and or have SEND needs
32. Staff taking leave	Staff, pupils, parents	Staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and will be working hard to prepare for all pupils to return from the start of the autumn term. Many staff will want to take a holiday over the summer period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK . Staff and students will need to be available to work in school from the start of the autumn term.	<ul style="list-style-type: none"> • Remind staff of the expectation to be available to work following any holiday.
33. Business Continuity	Staff, pupils, Closure of premises	Schools Business Continuity Plan reviewed to include COVID-19 related risks	Audit of additional costs due to closure
34. Travel Plan	Staff, pupils	<ul style="list-style-type: none"> • School Travel Plan developed in line with Coronavirus (COVID-19): safer travel guidance for passengers 	

	(Risk - as set out in section 1)	<ul style="list-style-type: none">• Parents should be encouraged where possible to walk or cycle their children to school rather than using any form of transport. This will encourage healthy lifestyle; help reduce pollution and avoid overcrowding at car parks and help maintain social distancing.• Car parking availability to be reviewed	
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Appendix 1

Employees in the increased risk groups for Covid-19

Protecting our staff – returning to work and Health Risk Assessments

This document explains how to carry out an initial health risk assessment to enable an early review of risks, mitigation and controls for employees in vulnerable groups who work in front line roles.

It builds in, where appropriate, a role for Occupational Health to support the employee and manager in agreeing and implementing recommendations.

Protecting front line staff

In response to the Covid-19 pandemic, we have been advised to:

- Think creatively about how to enable social distancing at work, such as:
 - changing the layout of workplaces
 - adjusting shift patterns
 - staggering commute times
 - control measures for reducing risks such as virtual contact with residents as opposed to home visits where this is possible.
- Putting in place Personal Protective Equipment (and guidance for use for specific roles) as required by risk assessments.
- Ensuring that key workers are aware of testing arrangements and supported for a safe return to work.

Responding to these issues

In response, we have:

- Undertaken risk assessments for many roles and staff groups, taking into account the need for Covid-19 secure workplaces.
- Applied Government and Public Health England (PHE) guidance which help staff work safely; ensure staff feel supported in their work and protect local services.
- Advised staff in specific groups which are potentially more vulnerable to practice robust social distancing measures.
- Closely followed all relevant Government and PHE guidance about social distancing, self-isolation and shield and protect arrangements
- Ensured that employees in clinically vulnerable or extremely vulnerable groups have adhered to these arrangements.

The following section explains about the different vulnerable groups, and the action that should be taken for each of them.

Clinically Extremely Vulnerable

Individuals identified as being clinically extremely vulnerable (those with serious underlying health conditions), which puts them at the greatest risk of severe illness from coronavirus and who are advised by the NHS that they should not work outside the home, must rigorously follow shielding measures in order to keep themselves safe. The employee will have received a letter from the NHS confirming this. GP fit notes are not valid confirmation for this status. Any queries please contact your HR Adviser or Occupational Health provider.

Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

- If they can work from home they will continue to do so. In some cases, work can be reorganised to facilitate this.
- In other situations, some staff will be unable to work from home. They are expected to stay at home on full pay. A letter setting out these arrangements should be provided and they will be kept under review pending Government and PHE guidance. Alternative work may be explored, subject to a skills review and retraining.

Clinically Vulnerable

Employees who are at higher risk (people with some pre-existing conditions, aged 70 (regardless of medical condition, or pregnant), as set out in the [Staying at home and away from others \(social distancing\) guidance](#) are advised to take extra care in observing social distancing and should work from home where possible.

If individuals are clinically vulnerable (but not clinically extremely vulnerable) and due to the nature of their role, unable to work from home, a health risk assessment will be completed and if needed arrangements made for a referral to Occupational Health.

- Occupational Health will call the employee, review the risk assessment and advise on whether the person can work, work with restrictions, or should remain at home.
- Employees who are unable to work and are at home will be provided with a letter to confirm their arrangements.

BAME Employees

Emerging UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are also being disproportionately affected by Covid-19. PHE have been asked by the Department for Health & Social Care (DHSC) to investigate this. In advance of this work, this health risk assessment has been produced to assist in making appropriate arrangements.

The school should identify any existing underlying health conditions that may increase the risks for BAME employees undertaking their frontline roles, in any capacity. Some research points to risk factors relating to over 55 or with other health vulnerabilities. Until the review by PHE has been concluded and more evidence is available, we are recommending that the health risk assessment is undertaken with all BAME employees in front line roles.

Health Risk Assessment

In undertaking a health risk assessment, the standard hierarchy of risk management should be followed.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down) as set out below.

Elimination

The hazard, task or activity is physically removed or abandoned

Substitution

Replace a material or process with a less hazardous

Engineering Controls

Isolate staff, pupils, visitors from the hazard

Administrative Controls

Identify and implement procedures to maximise safe working

Personal Protective Equipment (PPE)

Only to be considered if measures above would be ineffective to control risks

It is not unreasonable for managers to ask their staff about the presence of any underlying health condition, subject to this being dealt with sensitively and confidentiality.

The line manager should undertake an initial assessment with the employee of:

- The issues and potential risk factors and how mitigation can be enabled in the way in which the work is undertaken. This includes safe systems of work, social distancing, hygiene measures and the use of appropriate personal protective equipment (PPE)
- Any temporary or alternative working arrangements that can be put in place to enable the key elements of the job role to be done.

Appendix B has been developed to support managers with this assessment.

CONFIDENTIAL. Health Risk Assessment tool for staff during the COVID-19 pandemic (appendix B)

Mild Risk Score: 1-7	Moderate Risk Score: 8-11	High Risk Score: 12 or above
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	1	2	3	4	5 High Risk	Row score
Age	40-49	50-59	60-69		70 +	
Ethnicity	White/Chinese Mixed origin	Indian	Pakistani Middle East	Bangladeshi Black		
	*BAME Other: Any staff that do not fall into one of the categories above, score according to other ethnicities above.					
Gender	Female	Male				
Obesity (BMI) kg/m2	Over 23 (exclude white/ Chinese/ mixed)		Over 30 (white/Chinese/ mixed)	Over 27.5 (exclude white/ Chinese/ mixed)	Over 40 (All groups)	
	Body Mass Index (or BMI) is calculated as weight (in kilograms) divided by the square of your height (in metres) or BMI = Kg/M2 . For measuring BMI a weighing scale to measure weight and a scale to measure the height will be required. If height is in centimetres, convert into metres by dividing by 100.					
Pregnancy		Under 28 wks			Over 28 wks	
Medical Conditions	Each of the conditions below to be considered. Some of the conditions will be the same as the shielding category but will be 'severe' in the shielding category and 'mild' or 'moderate' for this score card. Medical conditions in each category should be assessed individually. <ul style="list-style-type: none"> Respiratory problems (Asthma (taking daily inhaled steroid)/COPD/Bronchiectasis) Heart Problems (Heart Failure, Angina, History of Heart Attack) Chronic Kidney Disease (stage 3 and above) Chronic Liver Disease including Hepatitis Chronic Neurological Conditions (Parkinson's, Motor Neurone Disease, History of Stroke (CVA), Multiple Sclerosis, Cerebral Palsy) Diabetes (Type 1 or 2) Reduced Immune Response - AIDS/HIV, regular oral steroids Hypertension (on one or more anti-hypertensive medication) Ongoing inflammatory bowel conditions (Crohn's, Ulcerative Colitis) 					
	1 condition			2 conditions	3+ conditions	

This is a guide, do not apply this prescriptively, as individual risks and circumstances will vary. OH referrals to be used:

- when an employee is at high-risk and additional advice is required around what can be accommodated. Shielding employees do not need to be referred as national guidance exists for this group.
- when a risk assessment has been completed but is inconclusive.

Mild	Continue working as normal but following controls set out within the risk assessment and safety precautions (i.e. cleaning down all work/school areas before and after use, ensure where possible social distancing both during work and during breaks)
Moderate	Follow controls within risk assessment and safety precautions. Consider other adjustments, where possible. The focus is to support staff to attend work where possible.
High	Follow controls within risk assessment and safety precautions. No direct contacts. Lone working or working in separate office with minimal movement within the building. Working from home, where possible

Appendix: B

Evidence:

Age

An analysis of survival among people with confirmed COVID-19 by sex, age group, ethnicity, deprivation and region, shows that, compared with people under 40, the probability of death was about three times higher among those aged 40 to 49, nine times higher among those aged 50 to 59, twenty-seven times higher among those aged 60 to 69, fifty times higher among those aged 70 to 79 and seventy times higher among those aged 80 and over. These are the largest disparities by far found in this analysis

Ethnicity

An analysis of survival among confirmed COVID-19 cases shows that, after accounting for the effect of sex, age, deprivation and region, people of Bangladeshi ethnicity had around twice the risk of death when compared to people of White British ethnicity. People of Chinese, Indian, Pakistani, Other Asian, Caribbean, and Other Black ethnicity had between 10 and 50% higher risk of death when compared to White British. ONS analysis showed that, when taking age into account, Black males were 4.2 times more likely to die from a COVID-19-related death than White males (16). The risk was also increased for people of Bangladeshi and Pakistani, Indian and Mixed ethnic groups.

The relationship between ethnicity and health is complex and likely to be the result of a combination of factors. Firstly, people of BAME communities are likely to be at increased risk of acquiring the infection. This is because BAME people are more likely to live in urban areas (18), in overcrowded households (19), in deprived areas (20), and have jobs that expose them to higher risks (21). People of BAME groups are also more likely than people of White British ethnicity to be born abroad (22), which means they may face additional barriers in accessing services that are created by, for example, cultural and language differences.

Secondly, people of BAME communities are also likely to be at an increased risk of poorer outcomes once they acquire the infection. For example, some co-morbidities which increase the risk of poorer outcomes from COVID-19 are more common among certain ethnic groups. People of Bangladeshi and Pakistani background have higher rates of cardiovascular disease than people from White British ethnicity (23), and people of Black Caribbean and Black African ethnicity have higher rates of hypertension compared with other ethnic groups (24). Data from the National Diabetes Audit suggests that type II diabetes prevalence is higher in people from BAME communities (25).

Gender:

The analysis showed that working age males diagnosed with COVID-19 were twice as likely to die than females. For older adults (65 and over) the disparity remains significant but is much lower, with males in this age group having approximately 50% higher risk of death when compared to females

Obesity:

A study using data from over 400,000 patients aged 40 to 69 from UK Biobank linked to COVID-19 test data from PHE found that higher BMI was associated with a positive COVID-19 diagnosis (43). Compared with non-overweight people (BMI < 25 kg/m²), the odds ratios were 1.26 (confidence interval of 1.01-1.56) for those who were overweight, 1.37 (1.06-1.76) for those in obese class I and 2.04 (1.50-2.77) for those in obese classes II and III combined².

Although many score cards available refer to obesity above a BMI of 30, data available is clear for the BAME community this risk increases with a BMI of 23, with further significant risk with a BMI of 27.5 and above.

Pregnancy:

Existing guidance identifies that pregnant women over 28 weeks should be regarded as at increased risk and recommended to stay at home. For pregnant women with underlying health conditions at any stage of pregnancy a more precautionary approach is required, and ethnicity should be included in the consideration and discussion between healthcare staff and managers. Where pregnancy is under 28 weeks gestation working in a public/pupil facing environment should be on the basis that the risk assessment supports this.

Medical conditions:

Emerging evidence suggests that certain conditions: hypertension, cardiovascular disease, diabetes, and chronic kidney disease are especially important risk factors, and these risk factors are increased in those of BAME population. Obesity has now also emerged as an independent risk factor for COVID-19 hospitalisation in the UK setting.

CONFIDENTIAL. Health Risk proforma during the COVID-19 pandemic

General Information			
Employee Name:		Job title:	
Risk assessment completed by:		Job title	
Date of assessment:	st July 2020		

Risk assessment score:	
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To be completed if risk assessment score is 8 or above		
Aspects	Current Position	Additional action to reduce risk
Can work be done at home?		
Could <i>alternative</i> work be undertaken at home or elsewhere in the school?		
Can face to face interactions be limited and move to virtual working?		
If they can't, will they be able to work at 2m social distancing		
Have arrangements been made for remote working?		
What arrangements are in place / will be put into place to ensure regular contact / wellbeing?		

Can work times be adjusted to reduce the use of public transport, especially at peak times.		
Can work times within the school be staggered to reduce interactions within the setting?		
Can the school/classroom layout be adjusted to allow for 2-metre social distancing for the adults within the setting and outside of the class bubble.		
Is Personal Protective Equipment readily available (including hand sanitiser for mobile working) where a need is identified?		
Is there a need for an OH referral.		
Other considerations:		

Employee signature <i>(can be an electronic signature of reference to e-mail confirmation)</i>		Date	
Print Name			
Signature of person leading risk assessment <i>(can be an electronic signature of reference to e-mail confirmation)</i>		Date	
Print Name			

