



**EXAMPLE RISK ASSESSMENT – PRIMARY SCHOOLS
DURING CORONAVIRUS PANDEMIC (COVID-19)**

School:			
Headteacher:	<i>Gail WEIR</i>	Persons undertaking the assessment:	Headteacher/ Senior Leadership Team/ School Business Manager
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus	Risk Assessment Number:	2
Date of assessment:	<i>17.07.2020</i> <i>18.09.2020</i>	Date of next review:	<i>one month or sooner if Government advice changes</i>

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken): <i>facilities/activities relevant to your school</i></p> <p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>	<p>NHS 111 https://111.nhs.uk/covid-19</p> <p>Government guidance: https://www.gov.uk/coronavirus https://www.gov.uk/government/organisations/public-health-england www.gov.uk/government/publications/coronavirus-outbreak-faqs</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>
<p>Specific groups will not be able to attend school following reopening, the advice from DfE is as follows:</p> <ol style="list-style-type: none"> Vulnerable children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. These children should not attend school or childcare, and they should continue to be supported at home as much as possible. If family and social worker and gp is in agreement that child or young person is at higher risk due to family circumstance, child or young person can attend for shorter day in class with no other pupils and staff wearing full ppe 	<p>What parents and carers need to know about schools and other education settings during the coronavirus outbreak</p> <p>www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p>

<p>2. Vulnerable adults Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance should work from home where possible. Clinically vulnerable individuals who cannot work from home, will be offered the safest available on-site roles (staying 2 meters away from others when possible).</p> <p>3. Living with clinically vulnerable person. If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.</p> <p>4. Living with a shielded person, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. As social distancing cannot be adhered to, due to the nature of the children, those individuals are not attending the setting and have been supported to learn or work from home.</p>	<p>https://www.publichealth.hscni.net/news/covid-19-corona-virus</p>
<p>LOCATION:</p> <p><i>Waverley</i></p>	
<p>WHEN DOES THE ACTIVITY TAKE PLACE <i>7:30-6:00 Mon- Fri</i></p>	

Council Risk Assessment Sheet

Activity:	Risk Assessment for Schools in response to Coronavirus	No. of pages:		Page number:	
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What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	CONTROLS What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Drivers coming to your business Drivers going out for your business Visitors	<p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <ul style="list-style-type: none"> - water, soap and drying facilities are available in classrooms and bathrooms - Information on how to wash hands properly is displayed on posters - Hand sanitiser is available around school for the occasions when people can't wash their hands 		

		<ul style="list-style-type: none"> - washing facilities for visiting drivers and visitors is in the main bathrooms -premises team replenish hand washing and sanitising weekly 	<ul style="list-style-type: none"> - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem 	during notices SEPTEMBER
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	<p>Workers</p> <p>Customers</p> <p>Visitors</p> <p>Contractors</p> <p>Drivers coming to your business</p>	<p>areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc are labelled with information about how many people can be in each place</p> <p>areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas , staff are advised to wear a face covering</p> <ul style="list-style-type: none"> - slt regularly request information from staff to help identify where controls cannot be followed or people are not doing what they should - areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc have been given extra cleaning materials -surfaces that are frequently touched but are difficult to clean have been removed 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems 	<p>department heads to monitor each bubble</p> <p>Helene to monitor office staff and contractors</p>

		<p>-communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation</p> <p>- limiting the number of people in rooms so that social distancing rules can be met, -maximum occupancy numbers for meeting rooms are displayed on doors</p> <p>- facilities in communal areas have spaced out tables and chairs in meeting rooms so social distancing rules can be met</p> <p>physical impervious barriers (eg Perspex in reception areas) to reduce contact have been given to music therapist</p> <p>we have increased the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around</p> <p>non-fire doors are open to reduce the amount of contact with doors and also potentially improve workplace ventilation when it is safe to do so</p> <p>- lockers for people to keep personal belongings in so that they aren't left in the open are available</p>		
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		<ul style="list-style-type: none"> - surfaces, such as kitchen sides and tables, in communal areas are clear for people to sit and eat at to make cleaning easier - washing facilities and hand sanitiser are available in accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to departments <p>department team and marshals follow cleaning regimes to make sure high traffic communal areas are kept clean – eg following pupils as they enter school</p>		
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	<ul style="list-style-type: none"> - workers who travel to work together are advised to wear face coverings to prevent the risks of spreading coronavirus 		
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>Workers</p> <p>Customers</p> <p>Visitors</p> <p>Contractors</p> <p>Drivers coming to your business</p> <p>Drivers going out for your business</p>	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <ul style="list-style-type: none"> - surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc are cleaned throughout the day by department teams and premises team and cleaning team 	<ul style="list-style-type: none"> - monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented 	

		<ul style="list-style-type: none"> - Training on how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean has been shared through notices - teams work in department bubbles as much as possible - staff are encouraged to avoid sharing work equipment - cleaning products are replenished by premises team - to reduce the contact of people with surfaces, we will be leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork cleaning products are provided to each class (eg surface wipes, detergents and water etc) - surfaces are kept clear to make it easier to clean and reduce the likelihood of contaminating objects <ul style="list-style-type: none"> - more bins have been provided if someone develops symptoms of coronavirus at work. 		
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		https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings class team or premises team clean area and family room		
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<p>Follow our guidance on stress and mental health</p> <ul style="list-style-type: none"> - Staff have been told that there will be a possibility that they may be affected and they know to talk to their team leaders <p>Staff discuss potential risks during team meeting and feedback to slt via hod mtgs in completing risk assessments so they can help identify potential problems and identify solutions</p> <ul style="list-style-type: none"> - staff receive weekly notices to keep updated on what is happening <p>Fatigue is discussed with employees and they are encouraged to take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>	<p>Further advice and support information and advice shared with workers about mental health and wellbeing</p> <p>occupational health referral if personal stress and anxiety issues are identified</p> <p>employee assistance programme information is shared through notices workers are encouraged to use it to talk through supportive strategies</p>	nominate well being lead - Gary Smith
Contracting or spreading the virus by not social distancing	Workers Customers	places where, under normal circumstances, workers would not be able to maintain social distancing rules have been identified	- arrangements to monitor and supervise to make sure social distancing rules are followed	

	<p>Contractors</p> <p>Delivery drivers to/from your workplace</p> <p>Visitors</p>	<p>too keep people apart in line with social distancing rules in the first instance.</p> <ul style="list-style-type: none"> ➤ we hold meetings virtually rather than face to-face ➤ we have rearranged work areas and tasks to allow people to meet social distancing rules ➤ We are now using empty spaces in the building for additional rest break areas eg meeting room, department kitchens , hall and dining hall ➤ minimising contact at security offices for drivers - one marshall will collect meds from buses <p>where it isn't possible to meet social distancing rules and identify other physical measures to separate people.</p> <ul style="list-style-type: none"> ➤ physical screens in the office <p>- as it isn't possible to meet social distancing rules and physical measures can't be used in class other measures are in place to protect people. including:</p> <ul style="list-style-type: none"> ➤ enhanced cleaning regimes ➤ increased in hand washing ➤ limiting the amount of time people spend on the task (no more than 15 mins face to face without ppe ➤ 'department bubbles consistently work together 	<p>- induction and training to help people to understand what they need to do</p>	
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		<p>➤ improved ventilation : windows and doors open when safe to do so</p> <p>- Signs are displayed around school to remind people to socially distance personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)</p> <p>https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p>		
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	<p>guidance on display screen equipment in our Protect homeworkers page</p> <p>https://www.hse.gov.uk/toolbox/workers/home.htm</p> <p>There is no increased risk for people working at home temporarily</p> <p>- All people working at home using display screen equipment (DSE) are reminded through teachers mtg to put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly</p>	<p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's</p> <p>https://www.hse.gov.uk/toolbox/workers/home.htm</p>	
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	<p>guidance on heating ventilation and air conditioning (HVAC)</p> <p>https://www.cibse.org/coronavirus-covid-19/coronavirus.-sars-cov-2.-covid-19-and-hvac-systems</p>	<p>- maintain air circulation systems in line with manufacturers' recommendations</p>	

https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown		<ul style="list-style-type: none"> - Fresh air is the preferred way of ventilating your workplace staff should open windows and doors (that are not fire doors) when it is safe to do so - heating ventilation and air conditioning (HVAC) systems draw in fresh air where they can be, rather than recirculating air https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems		
<p>Increased risk of infection and complications for vulnerable workers</p>	<p>Workers</p>	<ul style="list-style-type: none"> ➤ Clinically extremely vulnerable https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 <ul style="list-style-type: none"> ➤ People self-isolating ➤ People with symptoms of coronavirus <ul style="list-style-type: none"> - all employees have discussed their personal risks and have identified what slt have given recommendations on what they need to do in each case - If they are coming into work identify ppe is available to protect them through social distancing and hygiene procedures 	<ul style="list-style-type: none"> - Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant 	
<p>Exposure to workplace hazards because it isn't possible to get normal</p>	<p>Workers</p>	<p>guidance on PPE during the outbreak</p>	<p>Put systems in place to keep PPE supplies under review so you can take</p>	

<p>https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</p>		<p>https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p>PPE is needed for protection from coronavirus during bathrooming, eating and if a pupil of staff member becomes ill. (gloves, apron, visor and rpe mask) Staff should wear face coverings in situations where they are meeting people for other bubbles and are unable to remain 2 metres apart.</p> <p>- Where required, ensure that those using RPE are face-fit tested. https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm</p> <p>- Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm</p> <p>(Please note – face coverings are not PPE https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm</p>	<p>action if necessary before you run out</p>	
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SCHOOL SETTINGS				
<i>Preparation of the school before re-opening</i>		<p>Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (eg legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements <p>Posters erected about handwashing and persons with COVID symptoms not to enter the school</p> <p>all pupils have peep which has been updated</p> <p>premises lettings partially closed. Only currently open to weekend lettings. Swimming pool open for training purposes only.</p>	<p>Carry out a formal / recorded full pre-opening premises inspection 23RD SEPTEMBER 2020</p>	

		The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. All trips cancelled. Local walks are allowed with separate risk assessment		
<p>Staff who have a protected characteristic (eg disability, pregnant or new mothers)</p> <p>Use of the building by staff with protected characteristics (eg disability, pregnancy & new mothers, religion)</p>	<p>WHO Staff with protected characteristics</p> <p>HOW Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p><i>all staff have completed risk assessment with recommendations .</i></p> <p><i>all staff are able to exist building</i></p>		
<p>Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms</p>	<p>WHO</p> <ul style="list-style-type: none"> ● Pupils ● Staff ● Visitors to School Premises ● Cleaners ● Contractors ● Drivers ● Vulnerable groups (i.e., 	<p>Anyone with symptoms of COVID-19 should not attend School</p> <p>School staff should access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19</p> <p>Staff/pupils who become symptomatic should self-isolate for 7 days.</p> <p>If a staff member or pupil is a household contact of someone who becomes</p>	<p>weekly Staff Briefings, Internal communication channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or</p>	

	<p>pregnant workers, those with underlying health conditions, elderly etc.</p> <p>HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>symptomatic (the case) the staff member or pupil should self-isolate for 14 days. If the staff member or pupil starts symptoms, they need to self-isolate for 7 days from that date.</p> <p>If staff/pupil develop symptoms whilst at work, inform senior leaders at school and immediately go home. SLT should provide information of a swab test and provide information about returning to work when safe to do so.</p> <p><u>Handwashing</u></p> <ul style="list-style-type: none"> Stringent hand washing should be taking place with soap and water. <p>See hand washing guidance: www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels is recommended. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting:</p>	<p>has a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work</p> <p>Staff, pupils are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Consider making tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p>	
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		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government/Public Health England. https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Social distancing also to be adhered to in Classroom, Corridors, Staff Room, School Canteen, outdoor space etc.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff have been instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned.</p> <p>Staff have been reminded that wearing of gloves is not a substitute for good hand washing.</p>	
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<p>Potential transmission of virus from working within enclosed spaces, including</p> <p>Reception Office Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets</p> <p>Version 2</p>		<p>Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.</p> <p>Enhanced cleaning of school.</p> <p>Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.</p> <p>Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.</p> <p>Teachers are encouraged to work from home during their ppa if it is practical</p> <p>Fixed/standalone sanitiser stations or containers of hand sanitiser have been set up at various locations including entry and exit points.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating.</p> <p>18</p>	<p>Check capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Soap, sanitiser and paper towels are checked and are replenished regularly</p>	<p>10/7/20</p>
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		<p>Avoid touching people, surfaces and objects where possible and regular handwashing.</p> <p>Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards.</p> <p>If possible open windows to ventilate rooms/corridors.</p> <p>Toilets - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Maintain hot water and soap at wash hand basins.</p> <p>Staff to refrain from using hot air dryers and use paper towels instead if possible.</p> <p>Meeting rooms – will have signage with maximum number of occupants to maintain 2 metre distance. External visitors are discouraged from visiting.</p> <p>resources in resource room should be wiped before and after use. Staff should wear a face covering if working in this space with others from other bubbles.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) where possible.</p>		
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		<ul style="list-style-type: none"> • Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses. <p>Hand washing on entering all class rooms to have soap and or sanitiser</p> <p>Classrooms have been rearranged to ensure social distancing.</p> <p>classes do not join together for sessions.</p> <p>If there are any shortages of teachers, then teachings assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>No unnecessary equipment to be brought into school.</p> <p>Adults support pupils to socially distance</p> <p>Activities which can be undertaken outdoors with the pupils are encouraged.</p> <p>Regular cleaning regime of classrooms. Unnecessary items from classroom Have been removed . Remove soft furnishings, soft toys that are hard to clean.</p>		
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		<p>Regular/frequent cleaning of toilets for pupil use.</p> <p>Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.</p> <p>Staff to raise any concerns with the management as soon as possible.</p>		
Potential transmission of virus from pupils presenting challenging behaviours (eg spitting and biting)		<p>pupils with behaviours are challenging : staff to wear ppe if pupil is spitting wash hands after handling</p>		
Potential exposure to Coronavirus – Use of PPE		<p>staff wear ppe when supporting Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p>		
Potential transmission of virus from Welfare office		<p>Staff to adhere to infection control policy.</p> <p>Regular medication protocols are followed.</p> <p>Washing facility and sanitisers available around school</p> <p>Staff frequently wash their hands.</p>		

		<p>close contact with pupils where possible is unavoidable. Staff wear face coverings in these situations</p> <p>Use face mask/gloves where appropriate or close contact is unavoidable.</p>		
Potential transmission of virus from desks, monitors, keyboards and mouse		<p>Clear desk policy will be robustly applied so as to enable effective cleaning</p> <p>Enhanced cleaning regime - including desks every night.</p> <p>Cleaning spray available on each desk to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.</p> <p>Above applies to the ICT suite for pupil use as well.</p>		
Home visits		Home visits have ceased for now. Information about the pupils to be obtained over the phone or other digital/remote means.		
Kitchen Operations/food preparation		<p>When kitchen is operational: Catering staff to wear their usual PPE.</p> <p>Food service to be sent to classes</p>	Online refresher training for all staff including food hygiene for kitchen staff	

		<p>Food hygiene practices in place as per Better Food Guidance and accurate records maintained</p> <p>No staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter.</p> <p>All packaging to be wiped down using approved methods before storage</p> <p>All cooking items, plates, cutlery to be washed at 60 degrees</p> <p>Trolleys/other surfaces to be regularly cleaned.</p> <p>Staff to wash hands frequently.</p> <p>Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise</p>	<p>Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work.</p>	
<p>Potential transmission of virus during lunch/play breaks / food served in the dining hall</p>		<p>No seating in dining hall .</p> <p>Pupils encouraged to dispose of their left-over food in the bins.</p> <p>Pupils will be supervised as normal.</p> <p>Staggered play/break times as normal.</p>		

Handling Deliveries		<p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Wash hands after handling deliveries/packages</p>		
Potential transmission of virus from visitors/parents		<p>Parents to observe social distancing when dropping and picking children from school.</p> <p>Only one parent to pick/drop the children.</p> <p>.</p> <p>Social distancing arrangements put in place with good signage, floor markings etc</p> <p>Only one parent will be allowed in the reception area at any one time.</p> <p>Fixed/standalone sanitiser stations will be set up at various locations including entry and exit points.</p> <p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p>	<p>Where parents wish to discuss any concerns with the teacher, this to be done outdoors maintaining social distance.</p> <p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice social distancing when on school site.</p>	

		<p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation.</p> <p>Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p>		
<p>Potential transmission of virus from contractors attending the school site</p>		<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p> <p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas.</p>	<p>Staff to observe and ask any contractors to leave the building if they have symptoms</p>	

Potential Spread of virus from School Library		Library to be closed for time being. Staff to make use of any digital resources for pupils.		
Accidents, security and other incidents:		In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.		
Potential stress/anxiety caused by COVID-19		Reassurance to staff of measures taken seriously to protect their safety. Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more. Regular communications from Headteacher. Mental Health Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference – https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-he	Regular communication of mental health information should be communicated to all staff.	

		<p>alth-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Regular contact with managers and colleagues</p> <p>One to one supervision meetings with manager Employee Assistance Helpline 08003281437</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/</p>		
<p>Travel between schools or other travel whilst at work</p> <p>Travelling to and from school</p>		<p>Transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p> <p>personal assistant and drivers wear masks and are responsible for cleaning the buses.</p>		