



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

<b>School:</b>			
<b>Headteacher:</b>	<i>Gail WEIR</i>	<b>Persons undertaking the assessment:</b>	Headteacher/ Senior Leadership Team/ School Business Manager
<b>Work Activity being assessed:</b>	Risk Assessment for Schools in response to Coronavirus	<b>Risk Assessment Number:</b>	<i>4</i>
<b>Date of assessment:</b>	<i>17.07.2020 18.09.2020 15.01.2021 15.02.2021</i>	<b>Date of next review: 15.03.21</b>	<i>one month or sooner if Government advice changes</i>

<b>SCOPE OF OPERATION, LOCATION AND TIME</b>	<b>ASSOCIATED GUIDANCE</b>
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<p><b>SCOPE OF OPERATION (description of tasks being undertaken):</b> <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.</p>	<p>NHS 111 <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p> <p>Government guidance: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p>
<p>Specific groups will not be able to attend school following reopening, the advice from DfE is as follows: all pupils with an EHCp is classes as vulnerable: to enable pupils who wish to attend Waverley is offering 5 days in every 10 for all pupils who it is safe to attend. If the pupil’s parent is a key worker they will be offered days that the parent works, if the pupil is heavily supported through social care they will be offer additional days. All LAC pupils are offered a full time place.</p> <ol style="list-style-type: none"> <li><b>Vulnerable children and young people</b> (0 to 18 years of age) who have been <a href="#">classified as clinically extremely vulnerable due to pre-existing medical conditions</a> 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 health professional is in agreement that a child or young person is at higher risk due to family circumstance, child or young person can attend. (best interest mtg). All professionals should be aware that covid 19 safety guidance can not be adhered to eg keeping 2m apart.</li> <li><b>Clinically Vulnerable adults</b> Clinically vulnerable individuals <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</a> “Clinically vulnerable staff can continue to attend school. While within the setting they should follow the sector-specific measures in this document to minimise the risks of transmission” To reduce the risk to all employees class sizes are limited to 4 pupils per class. Adults are required to wear a surgical mask and follow hand washing and distancing as far as is possible when individual child an dat all other times</li> <li><b>Living with clinically vulnerable person.</b> If a child or a member of staff lives with someone who is clinically vulnerable, they can attend school or childcare setting. To reduce the risk to all employees class sizes are limited to 4 pupils per class. Adults are required to wear a surgical</li> </ol>	<p><a href="http://www.gov.uk/government/publications/coronavirus-outbreak-faq">www.gov.uk/government/publications/coronavirus-outbreak-faq</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf</a></p> <p><a href="#">Guidance for full opening: special schools and other specialist settings</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">What parents and carers need to know about schools and other education settings during the coronavirus outbreak</a></p> <p><a href="http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a></p> <p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p>

<p>mask and follow hand washing and distancing as far as is possible when individual child and at all other times</p> <p><b>4. Living with a shielded person</b>,To reduce the risk to all employees class sizes are limited to 4 pupils per class. Adults are required to wear a surgical mask and follow hand washing and distancing as far as is possible when individual child an dat all other times</p> <p><b>5. Pupils who are not attending school</b> parents who have decided to keep their child at home will have regular contact with staff (at least weekly) to support home learning</p>	<p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavir-us">https://www.publichealth.hscni.net/news/covid-19-coronavir-us</a></p>
<p><b>LOCATION:</b> <i>Waverley mainsite, Waverley@Bell Lane, Waverley@Honiland</i></p>	
<p><b>WHEN DOES THE ACTIVITY TAKE PLACE</b> 8:30-4:30 Mon- Fri</p>	

**Council Risk Assessment Sheet**

<b>Activity:</b>	Risk Assessment for Schools in response to Coronavirus during 3rd National Lockdown	<b>No. of pages:</b>	22	<b>Page number:</b>	
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<b>What are the hazards?</b>	<b>Who is at risk and How would they be harmed?</b> (e.g. staff, public, contractors – trip, slip, fall, assault)	<b>CONTROLS</b>  <b>What is currently done to reduce / control the risk?</b>	<b>What further action do you need to consider to control the risks?</b>  <b>-What more can be done to reduce risk?</b>	<b>Action by whom, by when?</b>
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers  Pupils  Contractors  Drivers coming to your business  Drivers going out for your business  Visitors	Follow the HSE guidance on cleaning, hygiene and hand sanitiser <a href="https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm">https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</a>  - 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  - washing facilities for visiting drivers and visitors is in the main bathrooms  -premises team replenish hand washing and sanitising weekly		

<p>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>	<p>Workers Pupils Visitors Contractors 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"> <li>- st regularly request information from staff to help identify where controls cannot be followed or people are not doing what they should</li> <li>- 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</li> <li>-surfaces that are frequently touched but are difficult to clean have been removed</li> <li>-communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation</li> <li>- 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</li> <li>- facilities in communal areas have spaced out tables and chairs in meeting rooms so social distancing rules can be met</li> </ul> <p>physical impervious barriers (eg Perspex in reception areas) to reduce contact have been given to music therapist</p>		
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Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	– workers who travel to work together are advised not to travel together to prevent the risks of spreading coronavirus		
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers pupils Visitors Contractors	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak <a href="https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm">https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</a></p> <ul style="list-style-type: none"> <li>- 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</li> </ul>	- monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented	

	<p>Drivers coming to your business</p> <p>Drivers going out for your business</p>	<ul style="list-style-type: none"> <li>- 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</li> <li>- teams work in class bubbles as much as possible</li> <li>- staff are encouraged to avoid sharing work equipment</li> <li>- cleaning products are replenished by premises team</li> <li>- 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</li> </ul> <p>cleaning products are provided to each class (eg surface wipes, detergents and water etc)</p> <ul style="list-style-type: none"> <li>- surfaces are kept clear to make it easier to clean and reduce the likelihood of contaminating objects <ul style="list-style-type: none"> <li>- more bins have been provided</li> </ul> </li> </ul> <p>if someone develops symptoms of coronavirus at work.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  class team or premises team clean area and family room</p>		
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Workers</p>	<p>Follow our guidance on stress and mental health</p> <ul style="list-style-type: none"> <li>- Staff have been told that there will be a possibility that they may be affected and they know to talk to their team leaders</li> </ul>	<p>Further advice and support</p>	

		<p>Staff discuss potential risks during team meeting and feedback to sit via hod mtgs in completing risk assessments so they can help identify potential problems and identify solutions</p> <p>- staff receive weekly notices to keep updated on what is happening</p> <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>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>counselling service available</p>	<p>employee assistance programme information is shared through notices workers are encouraged to use it to talk through supportive strategies</p>	
Contracting or spreading the virus by not social distancing	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Delivery drivers to/from your workplace</p> <p>Visitors</p>	<p>places where, under normal circumstances, workers would not be able to maintain social distancing rules have been identified</p> <p>to keep people apart in line with social distancing rules in the first instance.</p> <ul style="list-style-type: none"> <li>➤ we hold meetings virtually rather than face to-face</li> <li>➤ we have rearranged work areas and tasks to allow people to meet social distancing rules</li> <li>➤ We are now using empty spaces in the building for additional rest break areas eg meeting room, department kitchens , hall and dining hall</li> <li>➤ minimising contact at security offices for drivers - one marshall will collect meds from buses</li> </ul> <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"> <li>➤ physical screens in the office</li> </ul>	<p>- arrangements to monitor and supervise to make sure social distancing rules are followed</p> <p>- induction and training to help people to understand what they need to do</p>	



		<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"> <li>➤ enhanced cleaning regimes</li> <li>➤ increased in hand washing</li> <li>➤ limiting the amount of time people spend on the task ( no more than 15 mins face to face without ppe</li> <li>➤ 'department bubbles consistently work together</li> <li>➤ improved ventilation : windows and doors open when safe to do so</li> </ul> <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)  <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p> <p>staff are encouraged to leave the building as soon as the pupils are picked up.</p> <p>class sizes are limited to 4 pupils per class.</p> <p>Staff who can work from home should work from home : staff rotas ensure all teachers have 1 day a week working from home.</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  <a href="https://www.hse.gov.uk/toolbox/workers/home.htm">https://www.hse.gov.uk/toolbox/workers/home.htm</a></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>	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	

			<a href="https://www.hse.gov.uk/toolbox/workers/home.htm">https://www.hse.gov.uk/toolbox/workers/home.htm</a>	
Poor workplace ventilation leading to risks of coronavirus spreading <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a>	Workers Pupils Contractors	guidance on heating ventilation and air conditioning (HVAC) <a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a>  - Fresh air is the preferred way of ventilating the workplace : staff should open windows and 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 <a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a>	- maintain air circulation systems in line with manufacturers' recommendations	
Increased risk of infection and complications for vulnerable workers	Workers	➤ Clinically extremely vulnerable <a href="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">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</a> ➤ People self-isolating ➤ People with symptoms of coronavirus DO NOT ACCESS PREMISES  - 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 ppe is available to protect them through social distancing and hygiene procedures	-	
Exposure to workplace hazards because it isn't possible to get normal	Workers	guidance on PPE during the outbreak  <a href="https://www.hse.gov.uk/coronavirus/ppes-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppes-face-masks/index.htm</a>	Put systems in place to keep PPE supplies under review so you can take action if	

<a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</a>		<p>PPE is needed for protection from coronavirus during bathrooming, eating and if a pupil or staff member becomes ill. ( gloves, apron, visor and rpe mask)</p> <p>Staff should wear surgical masks in situations where they are meeting people for other bubbles and are unable to remain 2 metres apart.</p> <p>Pupils who have aerosol generated procedures (AGP) are currently required to stay at home</p> <p>(Please note – face coverings are not PPE  <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm</a> </p>	<p>necessary before you run out</p>	
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<b>SCHOOL SETTINGS</b>				
<b>SCHOOL ACTIVITIES</b>		<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"> <li>• Usual premises checks</li> <li>• Water treatments/checks (eg legionella)</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Portable Appliance Testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements and testing</li> </ul> <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: letters to complete own risk assessment and provide own ppe</p> <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> <p>Swimming and hydrotherapy pool currently closed</p>		
<p><b>Staff who have a protected characteristic (eg disability, pregnant or new mothers)</b></p> <p><b>Use of the building by staff with protected characteristics (eg disability, pregnancy &amp; new mothers, religion)</b></p>	<p><b>WHO</b> Staff with protected characteristics</p> <p><b>HOW</b> 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 exit building</i></p>		
<p><b>Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms or who are non symptomatic</b></p> <p><b>HOW</b> The virus is spread by droplets from coughs and sneezes and</p>	<p><b>WHO</b> Pupils Staff Visitors to School Premises Cleaners Contractors Drivers Vulnerable groups (i.e., pregnant</p>	<p>Anyone with symptoms of COVID-19 should not attend School</p> <p>Anyone who lives with someone who has symptoms or who has tested positive or who has had a test and is awaiting results: should not attend school/work.</p> <p>If test is negative pupils/ staff can return to work</p> <p>if test is positive individual and household must isolate for 10days</p> <p>School staff should access NHS 111 online which is an online interactive and personal checklist:</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</p>	

<p>droplets picked up from surfaces</p>	<p>workers, those with underlying health conditions, elderly etc.</p>	<p><a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p> <p><b>Staff/pupils who become symptomatic should self-isolate for 10 days.</b></p> <p><b>If a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 10 days. If the staff member or pupil starts symptoms, they need to self-isolate for 10 days from that date.</b></p> <p>If staff/pupil develop symptoms whilst at work, inform senior leaders at school and immediately go home.</p> <p><u>Handwashing</u> Stringent hand washing should be taking place with soap and water.</p> <p>See hand washing guidance: <a href="http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands with disposable paper towels is recommended. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></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. <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p>	<p>carers in a fast-changing situation.</p>	
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		<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>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work 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>Staff have been reminded that wearing of gloves is not a substitute for good hand washing.</p>		
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<p><b>Potential transmission of virus from working within enclosed spaces, including</b></p> <p><b>Reception Office</b>  <b>Classroom</b>  <b>Staff Kitchen areas/Staff rooms</b>  <b>Printers</b>  <b>Meeting rooms</b>  <b>Toilets</b></p> <p>Version 4</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 sanitisers 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>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 - 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>15</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>15.02.21</p>	
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		<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> <p>Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses.</p> <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 . Soft furnishings, soft toys that are hard to clean removed.</p> <p>Regular/frequent cleaning of toilets for pupil use.</p>		
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<b>Potential transmission of virus from pupils presenting challenging behaviours (eg spitting and biting)</b>		<p>pupils with behaviours are challenging : staff to wear ppe if pupil is spitting</p> <p>wash hands after handling</p>		
<b>Potential exposure to Coronavirus – Use of PPE</b>		<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>		
<b>Potential transmission of virus from Welfare office</b>		<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>		
<b>Potential transmission of virus from desks, monitors, keyboards and mouse</b>		<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>		

		Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.  <b>Above applies to the ICT suite for pupil use as well.</b>		
<b>Home visits</b>		Home visits have ceased for now. Information about the pupils to be obtained over the phone or other digital/remote means. If families require resources staff should wear ppe while delivering to the door step: staff must not enter houses		
<b>Kitchen Operations/food preparation</b>		Catering staff to wear their usual PPE.  Food service to be sent to classes  Food hygiene practices in place as per Better Food Guidance and accurate records maintained  No staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter.  All packaging to be wiped down using approved methods before storage  All cooking items, plates, cutlery to be washed at 60 degrees  Trolleys/other surfaces to be regularly cleaned.  Staff to wash hands frequently.  Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise	Online refresher training for all staff including food hygiene for kitchen staff  Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work.	
<b>Potential transmission of virus during lunch/play breaks /</b>		No seating in dining hall all lunches to be served in classrooms.  Pupils encouraged to dispose of their left- over food in the bins.		

<b>food served in the dining hall</b>		Pupils will be supervised as normal.  Staggered play/break times as normal.		
<b>Handling Deliveries</b>		Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery  Wash hands after handling deliveries/packaging		
<b>Potential transmission of virus from visitors/parents</b>		<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>.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 sanitisers 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>Only essential visitors permitted</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>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>	
<b>Potential transmission of virus from</b>		Only essential work to be carried out	Staff to observe and ask any contractors to leave the building	

<b>contractors attending the school site</b>		<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>if they have symptoms</p>	
<b>Potential Spread of virus from School Library</b>		<p>Library to be closed</p> <p>Staff to make use of any digital resources for pupils.</p>		
<b>Accidents, security and other incidents:</b>		<p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>		
<b>Potential stress/anxiety caused by COVID-19</b>		<p>Reassurance to staff of measures taken seriously to protect their safety.</p> <p>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.</p>	<p>Regular communication of mental health information should be communicated to all staff.</p>	

		<p>Regular communications from Headteacher.</p> <p>Mental Health Senior Leadership Team will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference – <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-well-being-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-well-being-aspects-of-coronavirus-covid-19</a></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 &amp; wellbeing support to the Education sector: <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></p>		
<p><b>Travel between schools or other travel whilst at work</b></p> <p><b>Travelling to and from school</b></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> <p>staff to only enter bus if personal assistant requires help</p>		
<p>risk of losing skills</p>	<p><b>pupils at home</b></p>	<p>home learning teams assist families to work on targets via class dojo and google meet sessions.</p> <p>welfare checks carried out by safeguarding leads if required</p> <p>best interest meetings held for pupils who are shielding and have a named social worker</p>		

<p><b>risk a catching or transmitting covid 19 and</b></p>	<p><b>pupils in school</b></p>	<p>best interest meetings held for pupils who are shielding and have a named social worker  pupils whose parents report that they need support are offered a part time placement 5 days in 10 : staff to were PPE when working less than 2 metres distance.  Staff to limit close work were possible.</p>		
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