

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Belgrave St. Bartholomew's Academy					Prepared By: C Leach Completed By: G.Barlow			Date: 27-01-2022			
Activity Workplace: Novel Coronavirus (COVID-19) Revision: 20 02-12-2021. Schools COVID-19 operational guidance Updated 10 January 2022					Manager: K.Deaville			Next Annual Review Date: Reviewed in line with government and Trust guidance			
Hazard		Initial risk			What controls are already in place	Action plan			Residual risk		
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H		Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
<p>Awareness and understanding</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) on chest or back Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms</p>	4	4	HIGH	<p>1. R21 Staff, pupils, parents, visitors and contractors are advised through verbal and written communication including signs that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if:</p> <p>a. they currently have Coronavirus (COVID-19) symptoms and whilst awaiting a PCR test result b. they have tested positive for</p>	<p>1/13. Office staff to follow script and explain measures to all visitors/contractors.</p> <p>2. Expectations for self-isolation shared with staff.</p> <p>4. Quarantine expectations shared with parents.</p>	<p>Office staff</p> <p>SLT</p> <p>SLT</p>	<p>On going</p> <p>On going</p> <p>Oct 2021</p>	1	4	LOW

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<p>with contaminated hands.</p>	<p>Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>COVID-19 using a LFD test or PCR test c. they are in their self-isolation period</p> <p>2. R21 Staff and pupils who live in the same household as someone with COVID-19 or are confirmed by NHS Test and Trace as a close contact of someone with COVID-19 are advised they are not required to self-isolate and all staff and pupils age 5 or over are to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts only applies to all contacts who are at least one of the following points a to d:</p> <p>a. fully vaccinated adults (2 jabs) b. aged 5 to 18 years and 6 months, regardless of their vaccination status. Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contact They are advised to take a PCR test if the positive case is in their household c.</p>	<p>10. E-Bug resources used in Aut 1 to replace PSHE objectives.</p> <p>2. Expectations shared with parents via Class Dojo.</p>	<p>Class Teachers</p> <p>SLT</p>	<p>Autumn 1</p> <p>On going</p>			
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				<p>currently part of or have taken part in an approved COVID-19 vaccine trial d. unable to get vaccinated for medical reasons</p> <p>3. Staff who are not fully vaccinated (2 jabs) except for medical reasons or are not currently part of or have taken part in an approved COVID-19 vaccine trial advised when contacted by NHS Test and Trace and informed they have been in close contact with a positive COVID-19 case and advised to take a PCR test, they must self-isolate immediately and take a PCR test and inform the school that they have been identified as a close contact and the result of the PCR test.</p> <p>4. Staff and pupils advised they must self-isolate in accordance with latest guidance if they have been in a country or territory on the red list in the prescribed number of days before they arrived in England.</p>						
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				<p>4A. R21 Staff who are fully vaccinated/pupils who travel from a non-red list country or territory (the rest of the world) advised they must get a LFD or PCR test before the end of day 2 after arrival until the 11th of February and self-isolate after receiving a positive test result. Positive test results should be confirmed by a PCR test. The isolation period and number of LFD tests to be taken is dependent on vaccination status. Check what COVID-19 tests you need to take and the quarantine rules for travel to England www.gov.uk/guidance/red-list-of-countries-and-territories</p> <p>5. Regular GOV.UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff.</p> <p>6. COVID-19 risk assessment and revisions communicated to staff.</p> <p>7. Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor</p>						
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				<p>areas, entrances, classrooms and toilets for vaccinations, hygiene, cleaning, ventilation, testing, self-isolation and disclosure of confirmed cases</p> <p>8. Latest PHE Coronavirus (COVID-19) leaflets distributed to staff.</p> <p>9. Pupils reminded regularly to tell a member of staff if they feel unwell.</p> <p>10. e-Bug resources to teach pupils and parents about hygiene used.</p> <p>11. Talks given to children about coronavirus (COVID-19) including hygiene</p> <p>12. Pupils with SEND provided with specific help in preparation for changes.</p> <p>13. Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus.</p> <p>14. Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school.</p>						
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				<p>15. R21 Arrangements discussed with staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed.</p> <p>16. Behaviour policies with rules for hygiene and consequences for poor behaviour communicated to staff, pupils and parents.</p> <p>17. Staff informed of the recommendation to wear face masks/face coverings or face visors when exempt from wearing face coverings in particular settings.</p> <p>18. R21 Parents, visitors and contractors informed they must wear masks/face coverings or face visors when exempt from wearing face coverings in particular settings.</p> <p>19. SLT monitor staff, pupil, visitor, contractor and parent adherence to government COVID-19 guidance and the schools COVID-19 Risk Assessment and implement</p>						
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				<p>additional controls, as necessary.</p> <p>20. Parents and other visitors informed of requirement to take a Lateral Flow Device (LFD) test before entering the school.</p> <p>21. Parents advised of the SEND guidance and additional support for SEND pupil close contact LFD/PCR test swabbing.</p>							
<p>Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds</p>	<ul style="list-style-type: none"> Staff Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms</p>	4	5	VERY HIGH	<p>1. COVID 19: Individual Risk Assessment completed for staff who fall into these groups: - previously identified as clinically extremely vulnerable, from a Black, Asian or Minority Ethnic origin (BAME) or pregnant.</p> <p>2. Previously identified CEV staff have their existing COVID 19: Individual Risk Assessment reviewed, and action plan updated and agreed as guidance changes.</p> <p>3. Where a child has previously been confirmed clinically extremely vulnerable (CEV), the school advise that the child should</p>	<p>1. Individual risk assessments reviewed and updated if required when Rev.18 shared</p> <p>5. Hand hygiene and hand washing timetabled in the school day.</p> <p>11. Pregnant staff moved to lower risk working and 28 review completed.</p>	<p>GB/Staff</p> <p>Staff</p> <p>Pregnant staff/SLT</p>	<p>On going</p> <p>On going</p> <p>On going</p>	2	5	HIGH

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<p>Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>attend unless a medical professional confirms that shielding is required.</p> <p>4. Pupils and staff are supported to follow increased good hand hygiene practises through increased communication and facilities/materials.</p> <p>5. Pupils are monitored by staff for increased hand hygiene practises.</p> <p>6. Monitoring of pupils and staff compliance with clinical advice regarding attending school</p> <p>7. Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection.</p> <p>8. Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms.</p> <p>9. Concerns discussed with SLT when shown by staff, pupils, and parents especially for pupils and staff with significant risks.</p>						
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					<p>10. Staff instructed not to carry out COVID-19 rapid testing of other persons.</p> <p>11. Pregnancy risk assessment carried out for new and expectant mothers. 3rd trimester expectant mothers to follow government guidance.</p> <p>12. Pregnant and unvaccinated or not fully vaccinated staff should take a more precautionary approach. Pregnancy risk assessments must consider additional precautions to be taken such as redeployment or home working where possible.</p> <p>13. R21 Staff/pupils who test positive for coronavirus on an LFD test should get a confirmatory PCR test if they have been advised to do so.</p>						
<p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough</p>	4	4	HIGH	<p>1. Non-essential use of public transport avoided when possible.</p> <p>2. Travel alone using own transport / cycle or walk when possible</p> <p>3. R21 When the use of</p>	<p>1. Staff encouraged to avoid public transport. Where possible.</p>	All staff	On going	1	4	LOW

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<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 are recommended to wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport.</p> <p>4. Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products.</p> <p>5. R21 When the use of public transport is required persons aged 11 and over are recommended to use a face</p>					
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					<p>covering and try to maintain 2- meter distance or maintain 1- meter distance with mitigation, where possible check in using NHS COVID-19 app and use precautions as follows:</p> <p>a. avoid peak travel where possible, b. wash or sanitise your hands during/after using transport, c. avoid touching your face, d. cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing, e. travel side by side or behind other people, rather than facing them, where seating arrangements allow, f. touch as few surfaces as possible, g. minimise the time spent close to other people, where possible, h. avoid loud talking, shouting or singing, i. dispose of waste safely, including items such as used disposable face coverings, j. not travel when symptomatic</p>						
<p>Pupils and staff access and egress and moving around the school</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors 	4	4	HIGH	<p>1. Infrared temperature checks of pupils and staff carried out where they feel unwell or show symptoms. Testers wear a fluid resistant</p>	<p>3. GB to ensure LFT are stocked in school. Staff to report positive LFT to SLT.</p>	Weekly	On going	1	4	LOW

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<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>surgical mask and disposable latex free gloves whilst testing. Pupils and staff with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>2. R21 Recommended staff to wear face masks / face covering or visors when exempt from wearing a face covering, over the nose and mouth in crowded and enclosed spaces when in contact with people who they do not normally meet.</p> <p>3. Staff to participate in the schools COVID-19 Lateral Flow Device rapid testing programs.</p>						
<p>Visitors, Parents Delivery drivers Contractors</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees)</p>	4	4	HIGH	<p>General</p> <p>1. Parents, visitors and maintenance/service contractors before being given permission to enter the school building are recommended to obtain a negative LFD or PCR COVID-19 test result within the 24-hour period prior to</p>	<p>1/2- Script shared with office staff.</p> <p>3. Visitors informed of hand hygiene expectations</p> <p>7. Surgical face masks available</p>	<p>Office Staff</p> <p>Office Staff</p> <p>GB</p>	<p>Aut 1- on going</p> <p>Aut 1</p> <p>On going</p>	2	4	MEDIUM

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<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>their attendance.</p> <p>2. School guidance on hygiene, the requirement to wear face masks / face coverings / face visors when exempt from wearing face coverings over the nose and mouth provided on arrival.</p> <p>3. Hand washing/sanitising requested on arrival, before and after using attendance recording devices and using toilets.</p> <p>4. Infrared temperature checks carried out on arrival.</p> <p>5. Additional COVID-19 control measure training given to school hosts.</p> <p>6. R21 Staff recommended to wear face masks / face covering / face visors over the nose and mouth during any interaction with parents, contractors, visitors in crowded or enclosed spaces.</p> <p>7. Supply of individually wrapped face masks available at reception for parents, visitors, and staff to wear.</p>	<p>for staff and visitors in main office.</p> <p>Contractors 3. Office staff to encourage visitors and contractors to wear masks when on site and working indoors</p>	<p>Office Staff</p>	<p>On going</p>			
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				<p>8. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Contractors</p> <p>1. Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</p> <p>2. School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.</p> <p>3. R21 Contractors must wear face masks/face coverings/face visors when exempt from wearing face coverings over the nose and mouth whilst inside the building in crowded or enclosed spaces during contact with staff and pupils</p> <p>Visitors/Parents</p> <p>1. Meetings held when it is necessary and remote contact cannot be used. Meetings held either off-site, outdoors or in open spaces</p>						
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				<p>with good ventilation with open windows for short durations with the least amount of people.</p> <p>2. Access to the school allowed by prior appointment only.</p> <p>3. Numbers limited and access to building controlled.</p> <p>4. R21 Visitors and parents must wear face masks/face coverings/face visors when exempt from wearing face coverings over the nose and mouth whilst inside the building in crowded or enclosed spaces during contact with staff and pupils</p> <p>5. Gatherings of parents/guardians in the school building i.e. concerts, parents' evenings to be avoided.</p> <p>Delivery drivers</p> <p>1. Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles.</p> <p>2. Staff recommended to wear face masks / face coverings / face visors when exempt from wearing face</p>						
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				<p>coverings over the nose and mouth if unable to maintain social distancing from drivers during unloading.</p> <p>3. Reduced delivery frequencies by ordering larger quantities less often</p> <p>4. Contactless drop off points for deliveries available</p> <p>5. Delivery notes left unsigned</p>							
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<p>Asymptomatic staff</p> <p>Staff, pupils showing Coronavirus infection (COVID-19) symptoms whilst at school.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> Staff Casualty <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<p>1. R21 Staff to carry out COVID-19 Lateral Flow Device rapid testing at home twice per week, 3 or 4 days apart and isolate at home following a positive result.</p> <p>2. Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p>3. Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits.</p> <p>4. Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a</p>	<p>1. Staff to continue completing LFT tests Sunday and Wednesday.</p> <p>2. Parents of children showing any of the main symptoms will be asked to get a PCR test before returning to school.</p> <p>7. Staff isolating with any symptomatic pupils to ensure good ventilation, wearing a mask and maintaining 2m distance.</p> <p>16. Staff to enforce catch it, bin it, kill it message when children sneeze or blow nose.</p> <p>19. Staff to wear full PPE before disinfecting isolation areas.</p>	<p>All staff</p> <p>Teachers/Parents</p> <p>Staff</p> <p>Teachers/SLT</p> <p>All Staff</p>	<p>On going (weekly)</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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				<p>safe isolation location and parents informed to collect the child.</p> <p>4A. R21 Households including siblings should follow PHE stay at home and NHS Test and Trace guidance for households. Household members who do not have symptoms or have not tested positive and who are fully vaccinated (2 jabs) or aged under 5 years, will not be required to self-isolate if they live in the same household as someone with COVID-19, irrespective of vaccination status and age providing persons aged over 5 take a LFD test every day for 7 days and unless they have a positive test result when they must isolate. Children under 5 are advised to take a PCR test if there is a positive case in their household.</p> <p>4B.Government supplied home PCR test kits provided by the school to parents/guardian in exceptional circumstances when a symptomatic child has barriers accessing testing by the usual routes.</p>	<p>23. Parents top inform main office of negative/positive PCR tests which will be logged on CPOMS.</p>	<p>Parents</p>	<p>On going</p>			
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				<p>School arrange posting or remote drop off of test kits</p> <p>5. Staff with conditions that mean they have previously been placed in a clinically vulnerable or clinically extremely vulnerable health group to avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms.</p> <p>6. Should staff or children develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and inform the call handler or operator that the person has coronavirus (COVID-19) symptoms.</p> <p>7. School isolation locations are at least 2 metres away from other people and where possible in a room or area behind a shut door, such as a staff office or meeting room.</p> <p>8. School isolation locations to have a window that can be opened to provide ventilation.</p>							
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				<p>9. School isolation locations to have a supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating in preference when available from suppliers or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>10. Staff instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>HSE guidance – using disposable respirators</p>  <p>disposable-respirator.pdf</p> <p>11. Consideration given to using first aiders to supervise pupils to reduce numbers of</p>					
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				<p>staff who need access to PPE.</p> <p>12. Staff supervising isolated children remain at least 2 meters from the child.</p> <p>13. R21 When a 2-meter safe distance cannot be maintained staff to wear FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask for face to face contact, face visor or goggles if the isolated person is coughing, sneezing, vomiting or spitting, latex free gloves and disposable apron if physical contact is necessary.</p> <p>14. Users of FFP2, FFP3 tight fitting face mask should be face fit tested for compatibility and during use of the mask free from facial hair where the mask seals to the face. Fit testing video https://youtu.be/iVVITBcN5eA</p> <p>15. Isolated children advised not to touch people, surfaces and objects.</p>						
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				<p>16. Isolated children advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later.</p> <p>17. If tissues are not available, children advised to cough and sneeze into the crook of their elbow.</p> <p>18. Isolated children use a separate bathroom if available.</p> <p>19. Once vacated places of isolation, bathrooms and any other locations such as classrooms or offices used by the person showing COVID-19 symptoms will be cleaned and disinfected in accordance with PHE "Decontamination in non-healthcare settings guidance" using standard cleaning products by staff wearing as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask in preference or fluid</p>						
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				<p>resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present.</p> <p>20. All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste is put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin.</p> <p>21. Staff are to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following removal of PPE and after any contact with someone who is unwell.</p> <p>22. R21 Staff who have been in close proximity to someone with symptoms or confirmed</p>						
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				<p>a close contact by NHS Test and Trace MUST self-isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process if: a. they develop symptoms b. if the symptomatic person subsequently tests positive, unless the staff who have been in close proximity are fully vaccinated (2 jabs) and take a LFD test every day for 7 days and do not receive a positive test result. c. they have been requested to do so by NHS Test and Trace, unless staff who have been in close proximity are fully vaccinated (2 jabs) and take a LFD test every day for 7 days and do not receive a positive test result. d. they have tested positive to an LFD test or a PCR test.</p> <p>23. School ask parents and staff to inform them immediately PCR and LFD positive test results are known.</p> <p>24. Parents requested to report positive PCR and LFD</p>						
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				<p>test results to NHS Online reporting tool.</p> <p>25. R21 Contact made with the DfE Helpline on 0800 046 8687 selecting option 1 by the school when they are concerned about transmission in the setting and are considering additional measures. PHE health protection team Test and Trace and self-isolation requests followed by persons who have been in close contact.</p> <p>26. GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed.</p> <p>27. Record's kept of confirmed cases in children and staff attending the school and contact/close mixing with other cases to monitor for thresholds suggesting a possible outbreak or in-school transmission.</p> <p>28. The school will seek advice and support from the health protection team when</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>either 5 pupils/staff or 10% of pupils/staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period. (See page 46 for examples of close mixing).</p> <p>29. Schools seek public health advice if a staff member or pupil is admitted to hospital with Covid-19. This can be via the DfE Helpline on 0800 046 8687 and select option 1 or by contacting the local public health team.</p> <p>30. Plan in place for the possibility of an outbreak, reviewing and reinforcing testing, hygiene and ventilation measures and continuity of education.</p> <p>31. School provision of remote education equipment and learning resources in accordance with Department of Education guidance.</p> <p>32. R21 Following a positive PCR or LFD test result all adults and pupils must isolate for a minimum of 5 days.</p>					
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				<p>Before returning to school from the start of day 6, negative lateral flow test results 24 hours apart on days five and six of the isolation period and a normal body temperature or 37.8 degrees Celsius or lower must be achieved.</p> <p>33. R21 People should only end their self-isolation period before 10 days if both tests are negative and they do not have a high temperature.</p>							
<p>Hand and respiratory hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat,</p>	4	4	HIGH	<p>Provision</p> <p>1. Hand wash facilities stocked with liquid soap.</p> <p>2. Hand dryers or disposable paper towels for drying hands</p> <p>3. Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points</p> <p>4. Skin friendly skin cleaning wipes for children with skin</p>	<p>1 Site manager to ensure hand washing/sanitising products are fully stocked. Class teachers to request when they need more.</p> <p>12. Sealable plastic bags available in the main office for individual face masks.</p> <p>7. Reminders to children to avoid</p>	<p>BM</p> <p>GB</p> <p>All staff</p>	<p>Weekly</p> <p>Half termly</p> <p>On going</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>with contaminated hands.</p>	<p>muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>conditions and children with complex needs.</p> <p>5. Supply of disposable tissues available in classrooms, offices, shared spaces.</p> <p>6. Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces.</p> <p>7. Covered bin at entrance for disposal of face coverings</p> <p>8. PHE "Wash your hands" signs posted in pupil, staff and visitor toilets.</p> <p>9. "Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas.</p> <p>10. Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.</p> <p>11. COSHH Assessment for hand sanitiser communicated to staff.</p>	<p>touching their face, mouth and nose.</p>					
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>12. Supply of individual, sealable plastic bags for staff to store face coverings between use.</p> <p>13. Small contingency supply of face mask / coverings available for staff and visitor optional use.</p> <p>In Practice</p> <p>1. Staff dispense hand sanitiser gel to pupils.</p> <p>2. Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs.</p> <p>3. Staff encouraged to wash or sanitise hands, on arrival, before and after donning and removal of face coverings, using signing in and out systems, using the toilet, before breaks, before and after sporting activities, before food preparation, after using shared equipment, before eating any food including snacks, before leaving school.</p> <p>4. Supervision of children to ensure they wash or sanitise</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>hands for 20 seconds with soap and water or hand sanitiser when they arrive at school, before and after removal of face coverings, before and after breaks, when using changing rooms, before eating, after using shared equipment, before and after using the toilet.</p> <p>5. Staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands.</p> <p>6. Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands</p> <p>7. Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands.</p> <p>8. Face masks / face coverings worn by pupils disposed of in a covered bin on arrival.</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>9. Pupils face coverings not allowed in school.</p> <p>10. Staff use individual, sealable plastic bags to store face coverings between each use.</p> <p>11. Users of face coverings should follow safe use guidance:</p> <ul style="list-style-type: none"> a. wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on and removing a face covering and once removed b. avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus c. change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose d. avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination 						
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				<p>e. only handle the straps, ties or clips</p> <p>f. does not give it to someone else to use</p> <p>g. if single-use, dispose of it carefully in a household waste bin and do not recycle</p> <p>h. once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</p> <p>i. if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>Cleaning Classrooms Shared spaces Offices Staffrooms Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> <p>Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<p>General</p> <ol style="list-style-type: none"> 1. Cleaning schedules reviewed and increased cleaning implemented. 2. Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms. 3. Frequently touched surfaces e.g., handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a minimum twice a day, before or after school and during the day. 4. Bins emptied frequently to suit usage. 5. Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE. 6. Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified. 7. Staff wash hands thoroughly after removing 	<ol style="list-style-type: none"> 2. Sprays and cleaning products to be stored safely and out of reach of children. 5. Stock of gloves available in main office. 8. Chartwell's Risk assessment seen and monitored by site manager/Principal 10. Water fountains cleaned by TA after break and dinner. Communicated by JC. <ol style="list-style-type: none"> 1. Home reading books to continue to be quarantined. 2. Toilet cleaning rota clear and shared with staff. <ol style="list-style-type: none"> 1. Office staff have appropriate cleaning products to maintain cleaning of 	<p>All staff</p> <p>GB</p> <p>BM/KD</p> <p>JC</p> <p>CT/Chil dren</p> <p>JC</p> <p>Office Staff/B M</p>	<p>On going</p> <p>Half termly</p> <p>Aut 1</p> <p>On going</p> <p>On going</p> <p>Aut 1</p> <p>On going</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>used PPE and using cleaning and disinfecting products.</p> <p>8. Cleaning contractor provide COVID-19 Risk Assessment to School Principal.</p> <p>9. Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier.</p> <p>10. Water fountains cleaned regularly and after heavy use at break and lunch times.</p> <p>Classrooms Shared spaces</p> <p>1. Resources, such as books, and games cleaned regularly.</p> <p>2. Toilets cleaned and disinfected following high usage at breaks and lunch times.</p> <p>3. Thorough cleaning and disinfecting of rooms and shared spaces at end of the day.</p> <p>4. Deep clean using preventative fogging equipment and disinfectant solution at the request of the School Principal or SBMAT Management Team.</p>	<p>keyboards and working spaces. Report to site manager when depleted.</p>				
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>Offices, Staffrooms, Meeting Rooms</p> <p>1. Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables.</p> <p>2. Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use.</p> <p>3. Shared areas cleared of waste and belongings after use.</p>							
<p>Use of occupied spaces</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath,</p>	4	4	HIGH	<p>1. Pupils and staff provided with own stationery to prevent sharing.</p> <p>2. Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags.</p> <p>3. Resources cleaned before being taken home and on return.</p> <p>4. Contactless drop off points used for issue of materials such as stationery supplies.</p>	<p>1. All staff to avoid sharing stationary</p> <p>5. Staff encouraged to use outdoor learning space</p> <p>7. SLT weekly walk rounds to monitor ventilation.</p> <p>10. Pupils allowed to wear coats and jackets when windows open for ventilation.</p>	<p>All staff</p> <p>Class Teachers</p> <p>SLT</p> <p>Pupils</p>	<p>On going</p> <p>On going</p> <p>Weekly</p> <p>On going</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



	<p>tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>5. Outside space used for education where possible following a full and thorough risk assessment.</p> <p>6. Use of increased space areas when possible.</p> <p>7. Ventilation in the building maximised while a comfortable environment is maintained.</p> <p>8. Poorly ventilated spaces identified through the use of state funded CO2 monitors and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p> <p>9. Mechanical ventilation systems a. adjusted to increase the ventilation rate wherever possible b. adjusted to full fresh air ventilation unless used to ventilate a single room along with an additional fresh air supply.</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>10. Natural ventilation a. windows and doors opened without compromising staff or pupil safety. b. windows (high level where available) and external doors opened enough in cooler temperatures to provide constant background ventilation. c. windows and external doors opened more fully when room is unoccupied to purge the air in the space. d. internal doors (not fire resistant doors) opened to create a throughput of air.</p> <p>11. Clothing - additional indoor clothing worn by pupils and staff in cooler temperatures.</p> <p>12. Room layout - furniture where possible rearranged to avoid direct drafts.</p> <p>13. Heating - used as necessary to ensure comfort levels are maintained in occupied spaces</p> <p>14. Where possible actions taken for behaviour</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



					management will not involve touching a pupil. 15. Use of air purification units considered in teaching areas with consistently high CO2 readings of 1,500 particles per million (ppm) or higher for at least one week while the room is occupied and where increasing ventilation such as opening of windows and doors is not possible. Option to purchase units or obtain from DfE to be explored.						
<p>Use of Offices Staffrooms Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath,</p>	4	4	HIGH	<p>General</p> <p>1. Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.</p> <p>2. Small offices and storerooms and cupboards accessed by one person at a time.</p> <p>3. Locker rooms, changing areas and toilets avoided when occupied by other persons.</p>	<p>1.Windows to be open to encourage good ventilation in classroom.</p> <p>9.Staff encouraged to wear masks in communal areas.</p>	<p>All staff</p> <p>All staff</p>	<p>On going</p> <p>On going</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>with contaminated hands.</p>	<p>tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>4. Use of hot desks and workspaces avoided</p> <p>5. Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows and for short durations.</p> <p>6. Screens used to protect reception staff</p> <p>7. Shared equipment cleaned before and after use.</p> <p>8. Restrict movement around the school between departments and rooms and use of electronic devices to communicate.</p> <p>9. R21 Staff recommended to wear face masks / face coverings / face visors when exempt from wearing face coverings over the nose and mouth in crowded and enclosed spaces when meeting with parents, contractors, and visitors</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



					<p>10. Poorly ventilated spaces identified through the use of state funded CO2 monitors and steps taken to improve fresh air flow in these areas.</p> <p>Staffrooms</p> <p>1. Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use.</p> <p>2. Staff place own food waste and wrappers in waste bins provided.</p> <p>3. Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.</p>						
<p>Lunch service</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to</p>	4	4	HIGH	<p>1. Pupils wash hands before eating.</p> <p>2. Plates and cutlery thoroughly washed at 70°C between each use.</p> <p>3. Tables regularly cleaned / disinfected by staff</p> <p>4. Staff wash hands for at least 20 seconds with soap and water before serving food and before/after</p>	1. Timetabled handwashing before lunch for all pupils.	JC	Aut 1	1	4	LOW

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<p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>cleaning down</p> <p>5. Catering contractor provide COVID-19 Risk Assessment to School Principal.</p> <p>6. Staff recommended to wear face masks/ face coverings / face visors when exempt from wearing face coverings over the nose and mouth encouraged in communal areas.</p> <p>7. Water fountains cleaned regularly and after heavy use at break and lunch times.</p>							
<p>Break time</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath,</p>	4	4	HIGH	<p>1. Play equipment cleaned regularly</p> <p>2. Water fountains cleaned regularly and after heavy use at break and lunch times.</p> <p>3. Pupils wash hands before and after break time</p>	<p>1. Staff to wipe down play equipment after break and dinner time.</p>	JC	Aut 1		1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



	tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma • Fatality										
<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Formally identified clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care</p> <p>2. PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles.</p> <p>3. Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w</p>	<p>1.CEV staff and CV staff risk assessments updated to avoid close or intimate care.</p> <p>2. PPE available in main school office.</p> <p>7. Full PPE to be worn when completing intimate care/first aid.</p>	<p>GB</p> <p>GB</p> <p>All staff (exc CEV/C V)</p>	<p>On going</p> <p>On going</p> <p>On going</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>4. Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances.</p> <p>5. Hand washing or sanitising by staff and pupils receiving support before and after care is provided.</p> <p>6. Temperature check of staff and pupil before providing care.</p> <p>7. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</p>							
<p>Providing first aid</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and</p>	<ul style="list-style-type: none"> Staff Casualty <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat,</p>	4	4	HIGH	<p>1. Formally identified clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid.</p> <p>2. First aiders wash/sanitise hands before and after treating a casualty.</p> <p>3. Disposable gloves, disposable apron, fluid</p>	No further action required.			2	4	MEDIUM

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<p>touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>resistant surgical mask worn when administering first aid.</p> <p>4. Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting.</p> <p>5. First aiders instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>6. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</p> <p>7. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>8. In an emergency 999 to be called and the emergency services advised if the injured</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>person is showing COVID-19 symptoms.</p> <p>9. Assessment of First Aid requirements reviewed.</p> <p>10. If the casualty is capable, tell them to do things for you.</p>							
<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> Staff Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Review medication plans to assess if additional PPE requirements for staff administering medication are required.</p> <p>2. Staff in close contact with the child whilst administering medication are recommended to wear face mask / visor.</p> <p>3. Staff to wash/sanitise hands before and after administering medication to each pupil.</p> <p>4. Medication packaging and equipment used to administer medication cleaned / disinfected after use.</p>	1. Communicate to all staff.	All staff	Aut 1	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>Transport of pupils and staff using school minibus and coach travel.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Vehicle drivers <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Transport arrangements discussed with providers, SBMAT and parents.</p> <p>2. R21 Checks carried out with transport providers that drivers do not work if they are displaying any symptoms of coronavirus or have tested positive in the last 10 days and cannot show 2 negative LFD test result or have been requested to self-isolate by NHS Test and Trace</p> <p>3. Checks carried out to ensure transport providers, as far as possible, follow hygiene/cleaning rules.</p> <p>4. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use.</p> <p>5. Infrared temperature checks of pupils and staff who feel unwell or show symptoms before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance</p>	<p>7. Hand washing/sanitising before and after use of minibus.</p> <p>9.Driver windows and passenger windows open when driving minibus to encourage through ventilation.</p>	All staff Drivers	On going On going	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				and NHS Test and Trace process. 6. Organised queuing and boarding 7. Hand washing/use of hand sanitising gel before entering vehicle and again after travel. 8. Through ventilation of fresh air (from outside the vehicle) maximised by opening windows and ceiling vents.							
<p>Availability of Equipment and PPE</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties</p>	5	4	VERY HIGH	<p>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.</p> <p>2. Latex free gloves available in classrooms and isolation locations and first aid rooms.</p> <p>3. Face masks with an FFP2 or FFP3 rating available in isolation rooms.</p> <p>4. Fluid resistant surgical mask available in first aid rooms and classrooms.</p>	<p>1.Replenished by siter manager. Class teachers to report when running low on sanitiser.</p> <p>6.Disposable aprons available in main school office.</p>	<p>BM</p> <p>GB</p>	<p>Weekly</p> <p>Half termly</p>	2	4	MEDIUM

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	Asthma Fatality			<p>5. Face visors or safety goggles available in isolation locations and first aid rooms.</p> <p>6. Disposable aprons available in isolation locations and first aid rooms.</p> <p>7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.</p>						
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<p>Safely occupying buildings and using equipment that have not been in use for long periods.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment</p>	5	4	<p>VERY HIGH</p>	<ol style="list-style-type: none"> 1. Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2. Valid test, inspection and maintenance of systems and equipment in place. 3. Water fountains mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth. 4. Fire safety management plans reviewed and checked in line with operational changes. 5. Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. 6. Ongoing fire drills carried out. 	Completed by site manager.	BM	On going	1	4	<p>LOW</p>
<p>Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Main symptoms</p>	5	4	<p>VERY HIGH</p>	<ol style="list-style-type: none"> 1. COVID-secure measures in place at the destination. 2. Full and thorough risk assessments prior to the trip. 	<p>1. Covid measures identified on visit risk assessments.</p> <p>4. Covid cover explored with</p>	Staff Booking visit	<p>On going</p> <p>On going</p>	2	4	<p>MEDIUM</p>

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<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>3. Obtain and follow wider advice on visiting indoor and outdoor venues. Outdoor Education Advisory Panel (OEAP).</p> <p>4. Ensure that any new bookings have adequate financial insurance protection in place.</p>	venue before booking.	Staff booking visit				
<p>Music, dance and drama</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p>	5	4	VERY HIGH	<p>1. Use of outside space wherever possible</p> <p>2. Ensuring good ventilation and adequately sized rooms are used</p> <p>3. Clean and disinfect instruments between shared use</p>	<p>6. Scripts to be uploaded to iPad to reduce sharing</p> <p>8. Music lead to remain up to date on government performance guidance.</p>	Staff teaching music CS	On going On going	2	4	MEDIUM

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<p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>4. Close contact demonstrating partnering work avoided.</p> <p>5. Increased handwashing before and after handling equipment</p> <p>6. Limited handling of music scores and scripts</p> <p>7. Hired equipment cleaned before and after use.</p> <p>8. Latest advice in the DCMS performing arts guidance</p> <p>9. Peripatetic teaching staff across multiple groups or individuals advised to follow self-isolation guidance when they have COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended</p>					
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<p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<ol style="list-style-type: none"> 1. Sports equipment thoroughly cleaned regularly 2. Outdoor sports prioritised where possible 3. Large indoor spaces used where outdoor space is not available. 4. Cleaning/disinfecting of indoor space regularly. 5. Hand washing/sanitising before and after activity. 6. Work with external coaches when safe to do so. 7. Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 8. Cross-school competitions to be risk assessed prior to the event with consideration given to the prevalence of COVID-19 in the schools participating. 	<p>6. BeeActive staff informed of safety measures and hand sanitising expectations.</p> <p>8. Careful consideration given before commitment to cross school comps- communication with host schools before committing</p>	<p>BeeActive</p> <p>Visit lead</p>	<p>Sept 21</p> <p>On going</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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					9. Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers, and facility operators to be followed.						
Stress	<ul style="list-style-type: none"> • Staff • Pupils 				<p>1. SBMAT Stress Policy communicated to all staff.</p> <p>2. Awareness about all types of stress and its causes raised through discussions, literature, and training.</p> <p>3. Changes to work-related practices to reduce the factors which may lead to stress in the workplace.</p> <p>4. Opportunities for staff and employees to maintain and promote their health and well-being</p> <p>5. A culture of open communication throughout the organisation</p> <p>6. Good management and team building practices for those with management and supervisory responsibilities</p> <p>7. Supportive environment in which issues and concerns can be raised and dealt with appropriately</p>	5. Mental health leads to promote open conversations about stress and workload.	BH/JC	On going			
	<p>Symptoms</p> <p>Anxiety</p> <p>Excessive drinking</p> <p>Overeating</p> <p>Sleeping poorly</p> <p>Shaking, chills or hot flushes</p> <p>A tingling sensation in your arms or legs</p> <p>Headaches</p> <p>Muscle tension</p> <p>Dizziness</p> <p>High blood pressure</p> <p>Indigestion</p> <p>Constipation or diarrhea</p> <p>Shallow breathing or hyperventilating</p> <p>Affects</p> <p>Poor emotional and physical wellbeing</p>	4	4	HIGH					2	3	MEDIUM

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				<p>8. Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations</p> <p>9. Appropriate training interventions to help alleviate the stress</p> <p>10. Assist and advise staff suffering from work-related stress</p> <p>11. Internal and external sources of assistance for staff with clearly identified work-related stress issues</p> <p>12. Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme.</p>						
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Close contact means:

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)

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- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

Examples of close mixing:

- A form group or subject class
- A friendship group mixing at break times
- Sports team
- A group in an after-school activity
- A private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- Staff and children taking part in the same class or activity session together
- Children who have slept in the same room or dormitory together

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

Risk rating:

1 – 4	Low (acceptable)	No further action required
5 – 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.

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17 - 25

Very High (unacceptable)

Do not undertake the activity. Implement immediate improvements

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