

Risk assessment – Schools Risk assessment for Full Opening during Covid-19 - OHS CF 015 010/3a

Corporate Health & Safety created this risk assessment on: 28 September 2020 (Corporate Health & Safety Review Date 28 September 2022)

Directorate: Children’s Services
 Service: Education (LBB-run schools)
 Manager Completing Form:

Department: Education, Partnership, Schools and Colleges
 Location: All schools
 Date Completed:

Overall risk rating: 6 (LOW)

Instructions:

1. This applies to all work activities that fall under this particular task.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at ‘Other risks (please detail)’ and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the ‘Additional controls to reduce risk’ column and a revised lower score given.
4. Please communicate this risk assessment to all your staff e.g. via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

Terminology:

- **Activity-** The type of work being undertaken e.g. use of a piece of electrical equipment or machinery.
- **Hazard-** Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures-** Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating-** Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being No Injury and 5 being a fatality.

**Likelihood (L) × Severity (S)
 = Risk Rating (RR):**

	L = 1	L = 2	L = 3	L = 4	L = 5
S = 1	1	2	3	4	5
S = 2	2	4	6	8	10
S = 3	3	6	9	12	15
S = 4	4	8	12	16	20
S = 5	5	10	15	20	25

Possible Likelihood

- 5 Highly likely
- 4 Likely
- 3 Possible
- 2 Unlikely
- 1 Highly unlikely

Possible Severity

- 5 Fatality
- 4 Major injury
- 3 Hospital treatment
- 2 First aid required
- 1 No injury

Rating	Action
15-25 Very High	Work should not be undertaken without reducing risk
10-12 High	As above
8-9 Moderate	Work fine to continue. Additional controls should be considered
4-6 Low	Work fine to continue with existing controls
1-3 Very Low	As above

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
<p>General: Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils</p>	<p>Staff and pupil concerns not taken into account. Concerned about return to work and school</p>	<p>Staff and pupils</p>	<p>This risk assessment should be read in conjunction with the Action Plan that will need to be completed. It is circulated to all schools for dissemination by the school's own internal school consultation and training methods and reassurance will be sought that an Action Plan of all control measures in this risk assessment is completed by each school.</p> <p>Actions Plans for Community Schools must be returned to The Education Team to confirm the school has completed all necessary actions.</p> <p>The government is promoting the return of all school pupils from September. Likewise, nursery settings, breakfast and after school clubs will be encouraged to re-open in full. The following government advice was published on 28 August. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health and safeguarding impacts from being out of school. The</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Weekly staff bulletin, with attachments, sent on Fridays provides staff with details of options being considered or revised and any additional procedures being brought in.</p> <p>Details of the EAP are included within the bulletin to provide staff with access to confidential support that covers a range of issues.</p> <p>Contact with self-isolating staff is maintained and upon their return to work contact is made to discuss their well-being.</p> <p>Staff provided with the opportunity to send in questions and/or queries ahead of planned remote staff meetings.</p> <p>All Year Bubbles have their own zoned classrooms and only change rooms for specialist lessons. Each bubble has its own allocated toilets, servery and outside space. Information regarding the zoned areas has been distributed and displayed around the school.</p> <p>Clear markings have been placed in all rooms showing the correct position for staff whilst providing a 2mtr distance and</p>	<p>1</p>	<p>3</p>	<p>3</p>

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			<p>Office of National Statistics suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.</p> <p>Consider specific risk assessment for BAME staff To minimise risk, all elements of the system of control measures in this risk assessment must be put in place and remain until the pandemic ceases. School Leaders must ensure systems are implemented, staff and pupil behaviour supervised and that control measures are followed and any breaches recorded. 'Near miss' incidents must be recorded on an accident/incident form and communicated on My View to Corporate Health and Safety' so that control measures are continually reviewed.</p> <p>As required under health and safety legislation, staff should be consulted on risk assessments and findings published to staff. It is best practice to share the risk assessment also with parents and the HSE requires that for schools who employ more than 50 people, that it is published on the external website.</p> <p>Where a suitable and sufficient risk assessment is in place, LBB Insurance will cover Covid-19 related incidents for Community Schools. A General Covid-19 risk assessment is in place for LBB staff and communicated within each school's</p>			<p>staff are required to adhere to this. Where the design of the room does not allow for 2mtr distancing, protective screens have been installed.</p> <p>Offices and some specialist areas have maximum occupancy displayed on the door.</p> <p>Zoom meetings are regularly held with SLT, HoDs, HoYs and HoSs to discuss any measures, procedures, issues and/or concerns via Zoom.</p> <p>Form time has been retained to allow pastoral contact to remain in place and enable students with concerns to be supported.</p> <p>Two counsellors are employed and based in the school for student support.</p> <p>SENDCo liaises with the Head of SEND at Bexley and the designated lead. Information regarding vulnerable and/or students with additional needs has been received and the IEN team are continuing to work with students and provide a smooth transition into the school.</p> <p>SENDCo continues to liaise/discuss with Key Stage Managers/Safeguarding Lead to identify vulnerable students who may have additional needs.</p> <p>The IEN unit has been arranged for a limited number of students who are particularly vulnerable. The students will be supervised by a selected/ limited</p>			
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			<p>own cascade system. Staff informed of plans (for example safety measures, timetable changes, staggered arrival and departure times and consulted for any concerns). The Council consults with the Unions weekly as well as in meetings with the Local Consultative Group (LCG) to ensure a corporate approach to risk controls, which includes community schools. Other schools should ensure that any appropriate steps have been undertaken consistent with procedures for their own school.</p> <p>Staff have access to a 24-hour Carefirst EAP counselling and advice service where schools have subscribed. School Heads encourage active communication between staff on concerns and ensure staff read all communications and this includes senior leaders and governing bodies. Senior leaders implement working practices promoting a good work-life balance. Staff surveys to be encouraged locally at each school on aspects of working during Covid-19. LBB Senior management 'Restore Group' in place for high level corporate decision making. School Governing Bodies must be involved in overseeing this risk assessment and its implementation.</p> <p>Staff to support pupil wellbeing and direct pupils and their parents to further information and support. The Department for Education, Public Health England and NHS England are hosting a free webinar for school</p>			<p>number of staff with a minimum 2 metre gap maintained between everyone at all times.</p> <p>Use of IEN area is permitted with restrictions in place:</p> <p>Students may only sit at the areas designated</p> <p>Maximum number of people, as indicated on the door, to be adhered to</p> <p>IEN unit must not be used as a corridor to another area and so staff access has been restricted.</p> <p>Students identified with specific needs are able to access IEN at key times.</p> <p>The 2 metre plus distancing rule must be adhered to (in line with guidance to staff).</p> <p>Students within IEN are not permitted to store any items for collection at a later time.</p> <p>SENDCo to provide details of how IEN unit will be managed.</p> <p>Staff and students are regularly reminded they must not attend school if they, or someone in their household, are displaying any of the Covid related symptoms. The school must be informed of this.</p>			
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			<p>and college staff on 9 July to set out how to support returning pupils and students, and a recording will be available to access it online afterwards - see DfE - Supporting pupil and student mental wellbeing for further details.</p> <p>Curriculum focus on wellbeing and time allowed in the timetable for pupils to share their concerns.</p> <p>SEND to contact secondary school Inclusion Manager to discuss pupils transitioning who are vulnerable and/or have additional need.</p> <p><u>Guidance for schools from September 2020:</u> The following 10 control measures must all be met, more details of which are explained below in Activities from page 7:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Where recommended, use of face coverings in schools 3) clean hands thoroughly more often than usual by washing with soap and water for a minimum of 20 seconds or use of alcohol hand gel when soap and water are not available. 			<p>If they are displaying symptoms, staff and students are asked to arrange a test and contact the school with the result as soon as they receive it to enable the school to take appropriate action. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Staff/students must self-isolate for at least 10 days whilst awaiting for the test result and must not have had a high temperature in the last 48 hours. Anyone else in their household must self-isolate for 14 days, from the first day of symptoms or from the date of the test if no symptoms were experienced.</p> <p>In the event of someone testing positive whilst not experiencing symptoms and then they develop symptoms during the isolation period, they must restart the 10 day isolation period from the day symptoms materialised.</p> <p>If your test result is negative you and your household can stop isolating and return to school/work. If the result is positive, the NHS test and trace service will send either a text, email or call with instructions of how to share details of people you have had close recent contact with.</p> <p>If the test result is confirmed as positive, the school will notify PHE London Coronavirus Response Cell (LCRC) as directed, PH Bexley, the LA Single Point of</p>			
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			<p>4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard household products such as detergents and bleach</p> <p>6) minimise contact between individuals and maintain social distancing wherever possible</p> <p>7) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>8) engage with the NHS Test and Trace process</p> <p>9) manage cases/outbreaks in a school setting and promptly report confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>10) contain any outbreak by following local health protection team advice</p>			<p>Contact and the Head of Education/Children's Services.</p> <p>As a precautionary measure, whilst awaiting advice from LCRC, the school will identify close contacts of the person who has tested as positive, using the protocol of close contact as defined in the Government Guidelines, and request they self-isolate. Contact will be made via emailed letter or text to the parent of students who has been requested to self-isolate and relevant staff members will be provided with all of the necessary information at the earliest opportunity.</p> <p>Regular updates will be provided to ensure all are fully aware of the situation and measures that are being carried out.</p> <p>Registers and the Inventory system will be utilise to record and maintain accurate records to assist with the NHS Test and Trace system.</p> <p>Students have a specified servery and break area to enable records to be kept of contacts made outside of lesson time.</p> <p>Following advice from the LCRC, a letter will be sent to the parents of students that should self-isolate.</p> <p>Hand sanitising units have been installed in every classroom, the entrances to all buildings and in all communal areas.</p> <p>In line with CLEAPSS guidance, science laboratories do not have hand-sanitiser,</p>			
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						<p>instead soap, water and paper towels are available in each of the rooms.</p> <p>An additional free standing bottle of sanitiser has been placed on each teacher’s desk along with sanitising wipes and a box of tissues.</p> <p>Nine additional external sinks have been installed in each of the zoned break areas.</p> <p>Additional colour-coded bins (yellow lids) have been distributed across the school and students will be regularly reminded to catch their coughs and sneezes with a tissue or elbow.</p> <p>Tissues have been made available in all rooms and supplies will be monitored by cleaning staff during the ‘end of day’ clean.</p> <p>Signage promoting ‘Catch it, bin it, kill it’, distancing, cleaning surfaces and ‘dos and don’ts’ are displayed in all classrooms and communal areas.</p> <p>Students and staff are required to wear a face covering in all communal areas, including corridors, and when outside if there is any risk of contamination. Appropriate signage has been displayed.</p> <p>Three additional day cleaners have been employed to maintain a regular cleaning regime of the frequently touched surfaces, toilet facilities and any rooms that are required for use by a different bubble to enable a balanced curriculum.</p>			
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							<p>Cleaners will use recommended products such as detergent and bleach and adhere to Covid-19 cleaning methods – one site, one wipe, one direction.</p> <p>Signage is displayed reminding students to maintain the maximum distance they can at all times and to wear a face covering when in all communal areas, including corridors, and when outside if there is any risk of contamination. Staff to reiterate regularly.</p> <p>Staff are aware they must adhere to a 2mtr distance from any other member of the school community at all times.</p> <p>Classrooms have been laid out with a 2 metre distance between the teacher and first student. Students have been seated side-by-side and facing forwards in the majority of areas. Where this has not been possible, a sneeze screen has been installed. Floor markings clearly show the presenting area for teaching staff and additional markings show the placement of the first line of student desks.</p> <p>Students are contained within a year group bubble for years 7 -11 and a separate Key Stage 5 bubble will be formed for years 12 and 13. All bubbles have been allocated classrooms within a specific zoned area of the school.</p> <p>Areas for break and lunch have also been specified, along with the route that must be used. Details have been distributed to all staff.</p>			
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							<p>Years 7 – 9 will be taught in form groups and will remain in their allocated class, only changing rooms for specialist lessons.</p> <p>Years 10 and 11 will be taught in their sets and will only move outside of their allocated zone for specialist lessons.</p> <p>Where it is not possible for specialist rooms to be laid out with students facing forwards, dividing screens have been installed.</p> <p>PPE is available for staff where necessary (visor, mask, gloves, apron).</p> <p>Covid aware staff have been appointed to attend anyone experiencing symptoms during the school day and an email group has been formed to notify them of any member of the community who requires collecting/escorting to an allocated room.</p> <p>Two rooms have been allocated for use in the event a person develops Covid symptoms whilst on the school site.</p> <p>Toilet facilities have been allocated and, following a suspected Covid case, will not be used again until it has been thoroughly sanitised.</p> <p>Touch free thermometers are available along with two temperature checking stations.</p>			
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							<p>Any member of the school community is permitted to wear a face covering should this provide them with additional reassurance.</p> <p>An active log is maintained of all those testing and their result, as well as those required to self-isolate.</p> <p>Procedures are in place to revert to remote learning should the school be advised to partially or fully close by the local health protection team.</p> <p>Staff will be approached on a volunteer basis, in the first instance, to supervise the children of key workers within a designated area of the school.</p> <p>Where the school is required to partially lockdown, a blended approach will take place where year groups are in for two weeks and out for two weeks. Pairings are likely to be 12/13; 10/11; 8/9 and 7.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Guidance points 1, 5, 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographically	Risk of Covid-19 transmission	Staff and children	<p>The return of pupils/staff who are shielding or self-isolating</p> <p>The majority of pupils and staff can return to school in September. A small number of persons will still be unable to attend because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus. Shielding advice for all adults and children who are extremely clinically vulnerable paused on 1 August, subject to a continued decline in the rates of community transmission (R rate) of COVID-19, however schools must consider this on a case by case basis. Read the current advice on shielding (updated 10-8-20). Pregnant staff are in the 'clinically vulnerable' category. They require a personal risk assessment in line with the Management of Health and Safety at Work Regulations 1999 as women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. Strict social distancing of 2 meters from others and hygiene controls must be applied.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a health professional may need to discuss their care before returning to school (usually at their next planned clinical appointment).</p>	2	4	8	<p>In the event a student is unable to attend school because they have to self-isolate in line with public health advice, or because the rates in the local area has increased, remote learning will be made available and regular contact will be made by relevant members of staff on a pastoral basis.</p> <p>In the event the student does not have access to online learning, they should notify the school who will ensure measures of accessing the curriculum are made available.</p> <p>The school is currently updating its computer network to ensure a smooth transition to remote learning is possible in the event of a lockdown.</p> <p>Classrooms have been equipped with cameras and microphones to allow students to participate in timetabled lessons from their home.</p> <p>If a member of staff is clinically extremely vulnerable they are now able to attend work. If they have any concerns they should be raised immediately and will be dealt with on an individual case basis. Where working from home is possible, will be considered.</p>	2	3	6

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		<p>Royal College of Paediatrics advice is available COVID-19 - 'shielding' guidance for children and young people. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, continue to offer them access to remote education.</p> <p>If rates of the disease rise in a local geographical area that results in lockdown but this does not result in a whole school closure, children from the area in lockdown may be allowed to temporarily absence until restrictions are lifted. Those pupils must be supported to continue to learn at home.</p> <p><u>Arrangements for those with symptoms</u> Public Health England does not deem it necessary to take the temperature of pupils as this is an unreliable method to identify Covid-19.</p> <p>Staff and children should not attend if they have Symptoms of Covid-19 or are self-isolating due to confirmed cases in their household. Parents must be told to strictly adhere to this. Symptoms include a high temperature, new continuous cough and loss of taste or sense of smell.</p> <p>If someone develops symptoms at school they must be isolated in a separate room and sent home immediately to begin self-isolation and get tested within 3 days of symptoms appearing, and certainly no later than 5 days from onset of symptoms. The person with symptoms must follow the stay at home guidance and it is now law that people are required to self-isolate when instructed to do so by NHS Test and Trace. An NHS Covid-19 app is</p>			<p>Risk assessments will be carried out for any member of staff who is, or becomes pregnant and will be regularly reviewed.</p> <p>The school has registered and downloaded the NHS Covid-19 app and the QR code is displayed throughout the school.</p> <p>Two rooms and one toilet have been allocated in the event a member of the school community becomes unwell with Covid-19 symptoms. The room(S) and toilet will undergo a thorough clean once the person has been collected. Both rooms have a camera installed to allow distance monitoring and regular checking will take place.</p> <p>A procedure is in place to allow for the collection and escorting of the unwell person with 2mtr distancing being adhered to at all times. PPE if available should this be required.</p> <p>Records will be maintained detailing the staff/students/rooms used in the event someone displays symptoms of Covid-19:</p> <p>High temperature (you feel hot to touch on your chest or back A new continuous cough A loss or change to your sense of taste or smell</p> <p>In the event this happens, the person displaying the symptoms must request, at</p>			
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			<p>now available to download on the App Store or Google Play to assist this purpose.</p> <p>Arrangements must be in place for how and where those with symptoms will be isolated from the rest of the school whilst awaiting the transport/lift home. The isolation room should have good ventilation, a closing door and minimal furnishings to allow for ease of cleaning. If the child needs to go to the toilet there should be a separate toilet if possible, which must be cleaned and disinfected using standard cleaning products. The area where the symptomatic person was sitting must be cleaned with normal household bleach. PPE must be worn by staff caring for the child whilst they await collection if a distance of 2 meters cannot be maintained.</p> <p>Staff who closely help the person with symptoms must wear a face mask, gloves and apron if breaking social distancing of 2 meters but they do not need to self-isolate unless they develop symptoms themselves. They must wash their hands thoroughly for 20 seconds after contact with the unwell person and follow decontamination cleaning advice for the room.</p> <p>Test and Trace Schools should actively engage with the government's Test and Trace system and contact LBB's Public Health Response Cell for assistance or</p>			<p>the earliest opportunity and within 3 days, a test under the NHS Test and Trace scheme. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>If in school when the symptoms are developed the staff/student will be escorted to a designated room by a Covid aware colleague and will remain there until they are collected (staff with their own transport may leave the school site). The dedicated toilet facilities will not be put back into use until they have been sanitised.</p> <p>Staff/students are asked to arrange a test and contact the school with the result as soon as they receive it to enable the school to take appropriate action. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>In the event that staff/student display symptoms while at home, they must not attend school.</p> <p>Staff/students must self-isolate for 10 days whilst awaiting for the test result and anyone else in their household must self-isolate for 14 days, from the day symptoms were first displayed. If your test result is negative you and your</p>			
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			<p>if urgent, call 0300 303 0450. There is also a Dfe helpline 0800 0468687.</p> <p>To support Test and Trace, the school should hold records of visitors or parents who actually enter buildings for pick ups/drop offs, for 21 days. This reflects the incubation period for COVID-19 and allows time for testing and tracing. After 21 days, this information should be securely disposed of or deleted. Schools should also keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups. Schools do not need to ask pupils to record who they spent time with that day.</p> <p>Schools must ensure that staff members, pupils and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms and not attend school and let the school know the result of the test when known immediately.</p> <p>The school should not ask for proof of a negative test or other medical evidence before admitting or welcoming back after a period of self-isolation.</p> <p>Actions from test results are explained below.</p> <p>By the autumn term, all schools will be provided with a number of home testing kits for anyone who has developed symptoms.</p> <p>Any action to prevent further infection will be guided by the health protection team who advise who needs to self-</p>			<p>household can stop isolating and return to school/work. If the result is positive, the NHS test and trace service will send either a text, email alert or call with instructions of how to share details of people you have had close recent contact with.</p> <p>If the test result is confirmed as positive, the school will notify London Coronavirus Response Cell (LCRC), the LA Single Point of Contact and the Head of Education/Children’s Services.</p> <p>The school will identify close contacts as a precautionary measure and request they self-isolate. Following advice from the LCRC, a letter will be sent to the parents of students that are self-isolate.</p> <p>Following a potential case of Covid-19, the areas used by the individual will be thoroughly cleaned using the following method:</p> <p>Cleaning staff will wear disposable gloves and apron which will be disposed of after use.</p> <p>All waste will be stored for 72 hours before disposing of with the regular waste.</p> <p>All hard surfaces will be cleaned with warm soapy water using a disposable cloth and then disinfectant will be applied.</p>			
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			<p>isolate from the school. The school must protect the confidentiality of those tested positive.</p> <p>In some cases, a larger number of other children may be asked to self-isolate as a precaution. To support the health protection team, schools must keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. Anyone showing symptoms should request to be tested under the NHS Test and Trace scheme (test guidance).</p> <p>A negative test to the 1st person to show symptoms (known as the 'index case') means that they can return to school if they feel well enough. Other members of the household can stop self-isolating unless they develop symptoms themselves. Class group members/bubbles will only be required to isolate for 14 days if the index case tests positive. The household members of the self-isolating class group or bubble do not need to self-isolate themselves unless the person sent home to self-isolate develops symptoms or tests positive.</p> <p>A positive test ensures rapid action to protect others. Those who are positive must inform the school and follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a</p>			<p>Cleaning staff will adhere to the 'one site, one wipe, one direction' rule.</p> <p>Particular attention is required with frequently touched surfaces such as handrails, door handles, light switches.</p> <p>If an area has been heavily contaminated such as with visible bodily fluids from a person with Covid symptoms, protection for the eyes, nose and mouth must be worn in addition to the gloves and apron.</p> <p>Hands must be regularly washed for 20 seconds and after removing gloves, apron and other protection used while cleaning.</p> <p>Records of all lessons along with seating plans will be recorded and retained.</p> <p>Records of all visitors to the school will be recorded and kept for 21 days. Where possible visitors to the school will be avoided and remote meetings, where appropriate, will be encouraged.</p> <p>Three additional day cleaners have been employed to carryout regular cleaning of frequently touched surfaces and, when not in use, additional cleaning of classrooms and communal areas.</p> <p>Evening cleaners are employed to clean and make ready the school for the next day.</p>			
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			<p>cough or loss of sense of smell/taste. This is because a cough or loss of smell can last for several weeks once the infection has passed.</p> <p>Where a pupil or staff member tests positive, the rest of the class or bubble group should self-isolate and stay at home for 14 days from when the first person in contact with them was symptomatic or tests positive. The other household members (including siblings) of the first person who tests positive must also self isolate for 14 days even if symptoms were not apparent in the first person in the household. If any household member or class/bubble group develops symptoms themselves within any part of the 14 day period, they are advised to get a test and follow the isolation guidance for a further 10 days from the onset of their symptoms. Note: If someone who is self-isolating because they have been in close contact with someone who has tested positive starts to feel unwell and gets a test for coronavirus themselves, and their test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</p> <p>Advice can be sought from the health protection team who will work with the school to find out who has had close contact i.e. face to face with an infected individual for any length of time within 1 metre, including being coughed on or skin to skin contact and</p>				<p>All supplies of hand sanitiser, soap, sanitising wipes and tissues are monitored and replenished by both day and evening cleaners and records are maintained to ensure good use is being applied across the school.</p>			
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			<p>other proximity contacts for more than 15 minutes. Also, they will identify anyone in shared transport.</p> <p>Ofsted have requested that schools provide information on confirmed cases of Covid-19 in their schools.</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance There must be enhanced cleaning of frequently touched surfaces such as doors, hand rails, toilet handles, chairs etc. and shared rooms used by different groups. Where possible, different groups use different toilet blocks. Ensure the school has extra cleaning regimes and appropriate cleaning products. Minimum twice daily. Normal detergents and bleach will remove traces of Covid-19 virus but check manufacturers' instructions so that furniture is not ruined by the products. Ensure sufficient supplies kept in locked cleaners cupboards. Ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Those staff asked to clean must be provided with training to do so and appropriate PPE if not a skin-friendly product.</p>							
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
<p>Guidance Points 2, 3 and 4.</p> <p>Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning.</p>	<p>Risk of Covid-19 transmission</p>	<p>Staff, children, visitors and contractors</p>	<p>Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Electric hand dryers may be used but encourage thorough washing of hands before use of dryers and not to leave hands damp. Review the NHS guidance on hand hygiene Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing. Supervise use of hand sanitisers in young children around the risk of ingestion. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Use of posters on hand hygiene. Small children with complex needs may need support so skin-friendly wipes may be an alternative. Children must be encouraged not to touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Provide tissues in classrooms and lidded bins.</p> <p>The e-Bug coronavirus (COVID-19) website is a free resources for schools to encourage good hygiene.</p> <p>Ensure that covered bins for tissues and disposal masks are emptied throughout the day to avoid being over-filled. Where possible, all spaces should be well ventilated using</p>	2	4	8	<p>All hand dryers have now been reconnected. Students to be regularly reminded that after washing hands for 20 seconds they must then ensure they are completely dry.</p> <p>Additional external hand-washing facilities have been installed in each of the allocated zones (bubbles).</p> <p>Hand sanitiser stations have been installed in all classrooms, communal areas and entrances to buildings with the exception of the science laboratories where soap and water is available (this is in line with CLEAPSS guidance).</p> <p>Additional bottles of hand sanitiser have been placed on the desk of the teacher, along with tissues and sanitising wipes.</p> <p>Signage promoting good hand hygiene, dos and don'ts, catch it bin it kill it, keeping areas/items clean and distancing reminders are displayed in classrooms and throughout the school site.</p> <p>Use of hand sanitiser will be monitored and topped up where use is heavy.</p> <p>Students are reminded to avoid touching their face (or front of the mask if they are</p>	2	3	6

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			<p>natural ventilation (opening windows) or ventilation units. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Normal personal hygiene and washing of clothes following a day in an educational or childcare setting is sufficient and it is possible for children to wear school uniforms.</p> <p>Pupils do not need to wear face coverings in class as this can have a negative effect on teaching, however schools with children in years 7 and above, where they are NOT under specific local restriction measures, will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot be maintained, such as corridors and communal areas. This does not apply to primary school children however staff in primary schools may wish to wear them outside of classrooms and in staffrooms or when interacting with visitors. Pupils wearing face coverings must be told not to touch the front of their face covering when removing it and wash their hands upon arrival at school and before and after touching their face covering.</p> <p>Special Schools will need to update their own risk assessments with regards to the ability of their children both physically and cognitively to wear face coverings, some of whom</p>			<p>wearing one) and to wash/sanitise their hands regularly and particularly:</p> <p>After using the toilet Before and after handling food After blowing their nose, coughing or sneezing Before and after treating a cut After touching animals</p> <p>Bins with yellow lids to enable easy identification have been allocated to every room for the disposal of tissues, wipes etc. The bins are monitored throughout the day to ensure they do not overflow.</p> <p>Lights to be switched on and windows opened by the first timetabled member of staff, to provide ventilation and to avoid any cross contamination of handles/switches</p> <p>In the areas where the only form of heating is via the air conditioning unit, they have been reactivated however, windows must be opened to ensure a good supply of fresh air and improved ventilation.</p> <p>Fire doors, linked to the fire alarm system, will be opened ahead of students/staff arriving.</p> <p>Signage is displayed around the school buildings reminding staff and students to</p>			
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			<p>may be exempt from wearing them if they: cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties, or rely on lip reading, clear sound or facial expression to communicate.</p> <p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully and pupils reminded to put their re-usable face coverings in plastic bags to take home to wash every evening.</p> <p>A separate face covering to the one used on public transport should be used inside school for certain school areas and kept in a separate bag to the other face covering.</p> <p>Where anyone is having difficulty sourcing face coverings or their own has become soiled, schools should have a small supply to meet such demand but no-one should be excluded for not wearing a face covering. Some individuals are exempt from wearing face coverings and government guidance details this.</p> <p>Teachers and SEND support staff could plan a routine for pupils with SEND to help them understand requirements whilst they are in school, with the aid of pictures and story-telling.</p>			<p>use your arm and not your hands to open doors where possible.</p> <p>Students are to wear their school uniform. The rule will be relaxed to permit students to wear PE kits to school when they have games to avoid use of changing room facilities. In adverse weather conditions, students are to bring their uniform in a bag as, in the event their kit gets wet, changing rooms will be made available for their bubble. Changing facilities will be cleaned/sanitised prior to the next use.</p> <p>Staff must wear business attire.</p> <p>If a student elects to wear a face covering, they must be reminded not to touch the front when removing it and must wash or sanitise their hands immediately.</p> <p>Colour-coded bins (yellow lids), must be used for the disposal of coverings while reusable coverings should be stored safely in a plastic bag.</p> <p>Discussions with students are encouraged to ensure the practicalities of wearing/removing/maintaining a mask safely are understood.</p> <p>Students are responsible for their face mask and its disposal. If they are not disposed of properly, a sanction is likely to be issued. Such masks must be suitable for a school environment and not cause offence.</p>			
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							A webpage on the school website has been created for parents to gain easy access to recommendations and guidance including the Risk Assessment.			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Guidance Point 6. Contact between individual S	Risk of Covid-19 transmission	Staff and children	<p>Schools must reduce the number of contacts and mixing which occurs whilst at school whilst delivering a broad curriculum. This is done by reducing contact between children and staff via fixed groups or 'bubbles' and socially distancing in primary schools where possible.</p> <p>The ability to socially distance depends on the age of the child, the layout of teaching areas and, for secondary schools, the feasibility of keeping groups apart in the curriculum. Therefore, social distancing is the main key control measure for secondary schools. It is recognised that small children in primary schools cannot be expected to always adhere to social distancing, therefore the use of 'bubbles' reduces the risk of mixing. Bubble sizes may be able to increase if the decrease in prevalence of Covid-19 continues. Teachers may need to move across different groups, so teachers socially distancing from the pupils is advised.</p> <p>The layout of teaching staff desks at least 2 meters from the pupils is an important control measure. Where teachers need to move closer to</p>	2	4	8	<p>Year 7 – 11 and KS5 have been allocated their own rooms. All rooms are in a specific area with a designated route to and from it. This, with staggered break, arrival and departure times helps avoid the need for any crossover in corridors etc.</p> <p>Key Stage 3 will be taught predominantly in a single room, only moving when they are timetabled in a specialist room.</p> <p>Teaching staff must maintain 2 metre plus distancing to minimise any cross contamination.</p> <p>Previously planned lessons may be supervised by suitably qualified support staff in specific circumstances, who will also adhere to the 2 metre plus distancing guideline.</p> <p>In the event of equipment failure, the locations will be accessed during the non-occupation of the room. Once the issue has been resolved, all touched areas/equipment will be sanitised. If the issue has to be addressed immediately, the 2 metre plus guidelines will be adhered to.</p>	2	3	6

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			<p>pupils to communicate, they should avoid face to face contact and try to minimize time spent within 1 metre of anyone. Avoid touching.</p> <p>Classroom desks should be forward-facing so that children do not face each other (sneezing and coughing tends to project mainly forwards). This may mean removing unnecessary furniture from the room or using a larger room/hall spaces to achieve this.</p> <p>Schools should limit interaction of groups in shared areas such as dining halls and avoid assemblies at present. This can be done by reviewing lunch timings for different groups and extending the lunch period where possible. Groups should move around the site at staggered times and where this is not possible, set up 'keep left' or barriers to keep groups that are passing, apart. Consider pinch points in the school that are narrow and whether one-way systems will help reduce risk. The use of staggered start and finish times to and from school is also advised.</p> <p>Limit the amount of shared resources such as books that are taken home and limit exchange of take-home items between children and staff. Class bears should not be used. Limit the bringing of items to school such as lunch boxes, hats, books, stationery and mobile phones.</p>			<p>For individual and very frequently used equipment, such as pens, staff and students should have their own. In the event equipment has to be provided to a student, it must be sanitised first.</p> <p>Books can be shared between a bubble but should be cleaned regularly, along with frequently touched surfaces.</p> <p>Students and teachers can take books home although unnecessary sharing should be avoided. The rules on hand cleaning, cleaning of the resources and the rotation of items (48hrs and 72 for plastics) must be applied.</p> <p>Promotion of online facilities where possible to avoid the cross contamination of stationery items/text books.</p> <p>Specialist classrooms can be used but must be completely cleaned/sanitised before a different group are allowed access. Control of this will be via the timetable.</p> <p>Toilets, lockers, outside space and access to catering have been allocated to each bubble and the directed route must be used by students/staff.</p> <p>Catering is a takeaway service and all foods will be pre-packed. All dining tables have been removed due to the limited space.</p> <p>Assemblies will be held virtually and a timetable has been provided. Use of</p>			
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			<p>Prevent the sharing of stationery and other equipment by staff and children, where possible. Shared staff materials and surfaces, such as files, photocopier keypads and entry buttons, should be cleaned and disinfected more frequently. Practical lessons can go ahead if equipment is cleaned thoroughly between each group. Outdoor play equipment should be cleaned at least twice a day and children encouraged to wash their hands after break time and not put their hands to their mouths at play time. Curriculum activities such as music (singing), drama, playing wind instruments and physical activity where breathing expels more air must be planned if indoors. Large rooms with high ceilings will be preferable over smaller rooms. Ventilate the room. Physical activity should preferably take place outdoors. Instruments must be thoroughly cleaned between each group use and limit the size of the group to allow social distancing. Position those playing instruments or singing back to back or side to side and where possible, use microphones so the voice can be lowered to dispel less air.</p> <p>Reception tell visitors and contractors to socially distance 2 meters apart and follow good hygiene upon entry to building and use of notices to</p>			<p>digital technology will be used to avoid large gatherings.</p> <p>Students of a year group (bubble) will be required to wear a coloured badge, provided by the school. This will allow staff to identify quickly a student in an incorrect area of the school.</p> <p>Staggered start, break and finish times to decrease the amount of students moving at any one time.</p> <p>Students have been allocated their own teaching rooms within a specific zoned area.</p> <p>Staff desks and the position of the teacher when standing at the front of the class is 2 metres from the first student(s) and has been clearly marked out.</p> <p>Student desks have been positioned side-by-side and facing forwards in the majority of classrooms.</p> <p>Where the layout of the class does not allow a forward-facing layout i.e. workshops, a Perspex screen has been installed.</p> <p>Where the layout of a room does not allow for a 2 metre distance when the teacher is presenting i.e. ICT rooms, a sneeze screen has been installed and visors are available should staff wish to wear one. Teaching from the back in these rooms is the recommended method.</p>			
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			<p>remind visitors. A record should be kept of all visitors.</p> <p>Visitors and contractors are by appointment only, and only allowed into the building for essential services.</p> <p>Contractor visits planned so they do not overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in.</p> <p>Revise signing in procedure so that Reception can sign the person in, to avoid the sharing of pens. Consider how visitor passes will be cleaned after each use if they are the variety that hangs around the neck.</p> <p>Supply teachers, visiting teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and children. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Visiting teachers must comply with the site rules for Covid-19 controls and be shown the school risk assessment.</p>		<p>Teachers have been instructed to not move around the room.</p> <p>Staff must maintain a 2 metre distance between themselves and other members of staff and students where possible. If closer contact cannot be avoided, the length of time must be limited and additional measures implemented i.e. face masks.</p> <p>Arrival, break times and departures have been staggered.</p> <p>Catering facilities have been allocated to specific groups and will only offer a takeaway service.</p> <p>Routes for each group/bubble have been specified to avoid any crossover in corridors etc.</p> <p>Entry to the school site has been moved to avoid narrow gateways and to allow students to spread out and maintain distancing.</p> <p>Staff will be allowed access to their departmental office however, the maximum number specified on the door, and the work areas marked out within the room must be adhered to</p> <p>The general staffroom has been divided into three areas; two for departments to work and the third for staff who do not have a base. The photocopier has been relocated next to the staff trays for easy access. An area of flooring has been</p>			
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							<p>marked out beside the photocopiers and only one member of staff should be in that area.</p> <p>Staff and students must provide their own equipment where possible.</p> <p>Plastic boxes have been allocated to staff, upon their request, to help with the movement of their equipment across rooms.</p> <p>Staff to utilise online resources where possible. In the event a text book is required, it must be sanitised and issued to the student for them to retain or rotated for the relevant amount of time (48hrs – 72 for plastics).</p> <p>Any loaned item i.e. pens, rulers etc, must be sanitised before and after use or removed from circulation for 72 hours.</p> <p>Photocopying is to be avoided where possible; scanning is the preferred method. Staff must sanitise the scanner and/or photocopier before and after use.</p> <p>Use of the sports hall is currently restricted to one year group (Year 7). The sports hall floor and walls must be cleaned, along with any equipment not allocated specifically to a bubble, before it can be used in any other capacity. Alternatively, it must remain out of use for 72 hours.</p> <p>Practical lessons may go ahead with careful planning and all equipment and</p>			
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							<p>surfaces must be sanitised prior to use by another group.</p> <p>Risk assessments following the guidance agreed by the specific sporting body, must be completed and adhered to.</p> <p>Music lessons to include theory and playing of specific instruments only with necessary safety measures in place.</p> <p>For specialist rooms where students will be opposite each other, such as workshops, a Perspex screen has been installed.</p> <p>Peripatetic teachers have gradually been introduced back into the school and are working within the current guidelines including the good ventilation, positioning of students and staff member, non-sharing of instruments.</p> <p>Visitors, in general, are not to be invited into the school. This will be kept under review.</p> <p>Where a visit is crucial for the support/well-being of a student, or an educational service is being provided, the visit must be booked in advance, the visitor must be deterred from arriving early. Upon arrival they must book in at main reception where they will be registered on the Inentry system. A badge will be printed which the visitor should retrieve from the printer and place on their clothes. Reception staff will sanitise the printer before and after every</p>			
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						<p>use. Where a room is required for a one-to-one meeting with a student, the room will be laid out with the appropriate distancing measures in place, hand sanitiser and sanitising wipes will be available and the room will be ventilated.</p> <p>The visitor must be met by the relevant member of staff and escorted to the end destination. Where possible, outside routes must be used. Distancing must be in place at all times.</p> <p>At the end of the visit the person must be escorted back to reception to sign out and then to the main entrance.</p> <p>The Site Manager must be notified of any facilities used to ensure they are thoroughly sanitised before the next use.</p> <p>To support Test and Trace, the school will hold records of visitors or parents who actually enter buildings for pick up/drop off, for 21 days as this reflects the incubation period for COVID-19 and allows time for testing and tracing. After 21 days, this information will be securely disposed of or deleted.</p> <p>The school will ensure, with regular reminders, that all staff members, students and parents understand that they will need to be ready and willing to book a test if they are displaying symptoms and must not attend school.</p> <p>The school must be informed of the result of the test immediately it is known.</p>			
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							<p>Supply teachers must adhere to the same procedures as all staff. Upon arrival they must report to reception where they will be signed in and provided with a badge from the Inventory system. They must be met in reception and informed of all procedures they must follow. They will be provided with a copy of the risk assessment.</p> <p>When leaving the school site they must ensure they sign out with reception.</p> <p>All clearance documentation should be emailed to the Operations Manager ahead of their arrival and original documentation should be brought on the day for verification at a safe distance and to avoid unnecessary handling.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Guidance Point 2 and 7: Use of PPE	Incorrect use of PPE putting user at risk of catching Covid-19	Staff, children with special needs	The majority of staff in schools will not require PPE unless it is recommended for a particular task such as to assist children with intimate, special or medical care needs or where social distancing cannot be maintained. A risk assessment for assisting those pupils should be carried out to identify PPE such as gloves, protective mask, goggles and apron that will be required. The following PPE must be provided for first aiders who cannot socially distance from IPs: Goggles, face mask, apron and gloves. Please note these videos on putting on and taking off PPE and the poster guide . Putting on – https://youtu.be/ozY50PPmsvE Taking off – https://youtu.be/ozY50PPmsvE Face coverings should be worn for short periods indoors for use in communal areas of the school such as corridors, where risk of close social contact with people you do not usually get grouped with, occurs or where social distancing cannot be kept, and must be worn on public transport or in shops if over the age of 11.	2	4	8	PPE is available for use if required (apron, gloves, mask, visor, goggles). In the event staff wish to be supplied with PPE, this should be arranged in advance with the Site Manager. For any staff deemed vulnerable, appropriate PPE will be provided and an assessment of their working environment assessed with additional requirements/measures put into place where necessary. Covid aware first colleagues will be allocated their own kit. If/when used, they must request a replacement from the Site Manager. Staff to be aware of the correct methods for the donning and removal of PPE: Put on the plastic apron and tie securely at the back Put on surgical mask and tie at the crown and nape of the neck or place side straps over your ears. Ensure your mouth/chin and nose are covered. Put on eye protection if there is a risk of splashing.	2	3	6

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							<p>Put on disposable gloves</p> <p>When removing: Grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off the second glove and place in disposal bag</p> <p>Cleanse hands with sanitiser or soap and water.</p> <p>Snap the waist ties on the apron and allow it to fold in on itself – place in disposal bag.</p> <p>Cleanse hands with sanitiser or soap and water and then remove your mask.</p> <p>All items should be left for 72 hours before placing alongside the regular waste.</p> <p>Sanitise or wash hands.</p> <p>A video demonstrating the correct procedure for donning and doffing PPE and be found here</p> <p>Click here for a poster guide</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Emergency arrangements for First Aid provision and CPR, Fire procedures	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	<p>Schools must update their First Aid Needs risk assessment (available on BSN).</p> <p>Two-metre social distancing not applicable. First Aiders issued with PPE (goggles, gloves, mask and apron). Do not carry out mouth to mouth resuscitation, only chest compressions.</p> <p>See guidance from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>All emergency personnel must practice good sanitation measures afterwards including washing hands. There is guidance for first responders. Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks. Must socially distance in groups at any assembly points during fire evacuation.</p>	2	4	8	<p>In the event of a non-covid first aid emergency, a qualified first-aider will attend wearing the appropriate PPE.</p> <p>If it is necessary to perform CPR, you should adopt appropriate precautions for infection control.</p> <p>In adults it is recommended that you do not perform rescue breaths, only chest compressions. If there is a perceived risk of infection, first aiders should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation. Early use of a defibrillator significantly increases the person's chance of survival and does not increase risk of infection.</p> <p>In children it is more likely to be caused by a respiratory problem, therefore chest compressions alone are unlikely to be effective. We accept that doing rescue breaths will increase the risk of transmitting the Covid-19 virus, either to the first aider or the student. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. If a decision is made to perform mouth-to-mouth, a face shield must be used and are provided in all first aid kits.</p>	2	3	6

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							<p>Should you give mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. All first-aiders must familiarise themselves with correct use of PPE and sanitation measures (for additional information click here).</p> <p>Number of available first aiders on site daily to be monitored. This must be both covid-aware first colleagues and qualified first-aiders.</p> <p>The fire assembly point remains on the main school field and provides ample space for social distancing to be maintained between year groups (bubbles).</p> <p>Markers to enable clear identification of areas for each year group are displayed.</p> <p>Walk through fire drills have taken place for each bubble to ensure all are aware of the correct procedure.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Use of public transport or use of school coaches/ Mini busses	Risk of Covid-19 transmission	Children, accompanying staff and 3 rd party drivers of transport	<p>Encourage staff and the parents with their children to walk or cycle to school where possible and encourage staggered start times to take account of peak travel and limits on number of passengers allowed on public transport.</p> <p>Reduce any unnecessary travel on public transport where possible. Applying the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Ensure that transport arrangements cater for any changes to start and finish times.</p> <p>Ensure transport provided by the school or 3rd parties is Covid-safe and keep groups of passengers in their usual bubbles. Socially distance within vehicles where possible and ask children to wash hands before boarding and when disembarking. Ventilate the vehicle with fresh air. Children over the age of 11 are encouraged to wear face coverings on dedicated transport. Avoid unnecessary school trips.</p> <p>When transporting children with complex needs who need support to access the vehicle or fasten seatbelts, PPE may be required.</p>	2	4	8	<p>Parents are regularly encouraged to send their child to school by foot, cycle or to drop them part of the way to the school if the distance is too great.</p> <p>Arrangements have been made with Hall Place for parents to pick up or drop off their child in the Hall Place car park.</p> <p>The school start and end times have been staggered to try to limit the amount of people arriving or leaving at one time.</p> <p>Where use of public transport cannot be avoided, students are reminded they must wear a face covering and to remain within their allocated groups where possible.</p> <p>Students must also maintain social distancing during their journey.</p> <p>School trips are not currently allowed but will be reviewed at a later date.</p> <p>Should the need arise to use one of the school vehicles, it will be sanitised ahead of use and staff/students will be required to wear a face covering and sanitise their hands before boarding and after alighting from the vehicle. Rows/seats will be left empty to ensure a 2mtr distance is maintained between the driver and</p>	2	3	6

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			<p>Assessment of the availability of school transport, including transport for pupils with special needs is required.</p>			<p>passengers. If necessary, an additional member of staff will be required to monitor all procedures/behaviours. After use the vehicle will be sanitised.</p> <p>A dedicated coach service will regularly pick up the same students daily. The following measures will be enforced:</p> <p>Students will be required to follow safety procedures when travelling on public or school transport.</p> <p>Masks must be worn.</p> <p>Hands must be sanitised before and after boarding/alighting from transport.</p> <p>When using the dedicated coach service, students must, where possible, remain in their year group bubble and parents are asked to remind their child of this.</p> <p>Masks should be removed without touching the front and disposed of in the allocated bins upon arrival to the school site or placed securely within a plastic bag if they are reusable.</p> <p>Hands must be sanitised after removing the mask.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Behaviour policy and attendance expectation. Anxiety about return to school.	Risk of Covid-19 transmission	Staff and children	<p>Behavior policies must be updated to include the importance of not breaking the rules on Covid-19 controls and communicated to parents. Examples are deliberately breaking respiratory hygiene by sneezing across the room, making deliberate contact with other pupils or not following one-way systems. Parents must be told the importance of the behaviour policy to discuss it with their children.</p> <p>All children are expected to return to school unless a medical professional has advised against this or if geographical lock downs or bubble group isolations occur, in which case please continue to support home working.</p>	1	4	4	<p>The Behaviour Policy has been updated to include the new procedures that students must follow and the consequences of not doing so. It clearly explains what is expected of everyone and emphasises the importance of adhering to rules to ensure all are kept safe.</p> <p>Reassurance must be provided to all students but in particular, those who are experiencing anxiety regarding the return to full-time education. It may be necessary to provide additional methods to students who were previously shielding or self-isolating or those from a BAME background.</p> <p>Students will be provided with the opportunity to raise any issues they are experiencing during form time, and methods/measures that will assist them in their return to school.</p> <p>Students will be provided with access to school counsellors if it is felt this will be of benefit to them.</p>	1	3	3

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Behaviour policy and attendance expectation. Anxiety about return to school (continued)	Risk of Covid-19 transmission	Staff and children	Schools must discuss concerns of any staff or pupils who are anxious about the return to school (for example if previously shielded or from the BAME group). The risk assessment should be discussed and reassurances given that risk is as low as reasonably practicable. Support can be sought from the Head Teacher and the Education Team at London Borough of Bexley if in any doubt. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	1	4	4	<p>Staff: Head continues to discuss with staff any concerns and obstructions to a full return to work and will adjust and reassure accordingly.</p> <p>Students: Key Stage Manager and/or Head of Year to discuss concerns/obstructions with parents and student to reassure and get a full return to school.</p> <p>If the need to remove a student from a lesson should arise, an area has been dedicated and provides the ability to maintain a minimum 2 metre distance between all parties. If necessary, appropriate PPE will be provided.</p>	1	3	3

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Communi- -cation to parents	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	<p>Refer to Government publication on what parents and carers need to know</p> <p>Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child.</p> <p>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Ensure parents and older children who may travel alone are aware of recommendations on transport to and</p>	1	4	4	<p>Full details of the revised arrangements have been provided to parents.</p> <p>Parents are provided with an opportunity to raise questions, queries or concerns, possibly through regular surveys.</p> <p>Communication with parents will be via telephone and meetings, where possible, will be online to restrict/manage the number of people on the school site.</p> <p>Parents will be asked to drop their child away from the immediate area of the school and permit them to walk the last part of the journey to avoid unnecessary congestion and, if collecting at the end of the school day, the same location is used.</p> <p>The school has also arranged with Hall Place for parents to use their car park as a drop off/pick up point.</p> <p>Parents will not be permitted on the school site without invitation.</p> <p>All entry and exit to/from the school site will be via the West Gate (closest to Knoll Road) for years 7 – 11. Staff and Sixth</p>	1	3	3

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			<p>from education or childcare settings (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed.</p> <p>Any parents who need to attend the school during the day to administer medication to their child, must be isolated from the other children and consider use of a separate room to administer. Any arrangements would need to be agreed beforehand.</p> <p>Encourage surveys to parents to collect in any concerns. Set up an email address which is monitored for parent concerns and consultation.</p>				<p>Form students will use the East Gate to prevent the crossing of any bubbles.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Incident reporting procedures	Risk of Covid-19 transmission during incidents where social distancing is not met by accident or deliberately	Staff and children	<p>Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR. The Corporate Health and Safety team can assist with RIDDOR-reporting.</p> <p>For Community Schools, please report Covid-19 incidents on 'My View' so that Bexley Borough can investigate.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 and is not themselves displaying any symptoms, should undertake a test and trace test within 5 days as per for government guidance and await the results before returning to school.</p> <p>School informs parents of any contact-related incidents between children or between children and staff and parents asked to monitor their child for symptoms. School head asks staff to monitor their own health for symptoms.</p>	2	4	8	<p>Riddor reporting will be logged using the Handsam system.</p> <p>Any member of staff who believe they have been exposed to Covid-19 should arrange to be tested and the school notified of the result at the earliest opportunity.</p> <p>They must not return to school until they have received their test results. If negative, they may return to work. If positive they must continue to isolate.</p> <p>If it is believed a student has been exposed to Covid-19, the school will contact the parent and ask them to monitor their child and arrange for them to be tested.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.</p>	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Skin checks	Risk of dry or cracked skin from repeated handwashing/application of gels	Staff and children	Staff and children encouraged to check skin for dryness or cracking and report it. Staff encouraged to use moisturisers frequently after hand washing.	1	4	4	Staff and students should monitor their hands for dryness or cracking and are encouraged to use moisturiser. Staff and students are expected to provide their own moisturiser.	1	2	2

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	R
Re-opening classroom s/ teaching areas	Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death Lifts not meeting LOLER requirements resulting in a serious injury or death Risk of poor site welfare provision affecting staff and children's wellbeing	Staff, children, visitors and contractors	<p>Review arrangements for routine maintenance of any part of the premises which has not yet opened in particular for gas supply, water hygiene, kitchen equipment and fire-fighting equipment and warning systems.</p> <p>Ensure any contractors visiting the school are Covid-19 Secure and you may ask for a copy of their Covid-19 risk assessment.</p> <p>Establish supplies with cleaning and catering contractors and the enhanced cleaning regime may include additional hours. All ventilation systems to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Where possible, occupied room windows should be open. If you are unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor</p> <p>In all schools, a member of staff should be identified with responsibility for managing premises. In cases of</p>	1	4	4	<p>All routine maintenance procedures have been performed regularly throughout lockdown.</p> <p>Planned and annual maintenance has been scheduled throughout the summer break and will continue at the usual intervals throughout the academic year. Unless unavoidable, all contractor visits will take place during school breaks.</p> <p>Contractors will only be permitted to work outside of school hours (unless the works are essential/emergency) and with the exception of roof works which are scheduled to complete in November 2020.</p> <p>Contractors will be required to make available their Covid-19 risk assessment along with relevant documentation.</p> <p>A deep clean of the kitchen was performed and a meeting has taken place with the catering contractors to clarify the schools requirements.</p> <p>The catering service continues to be monitored and adapted as necessary.</p>	1	3	3

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			<p>staff illness, cover arrangements should be put in place as soon as possible. More detailed information on maintenance arrangements can be found in good estate management for schools, in the section on maintenance checks and testing.</p>			<p>The catering contractor has provided the school with their Risk Assessment.</p> <p>Cleaning is in-house and the hours have been increased along with all cleaning materials. Three additional day cleaners have been employed to allow for continuous cover throughout the day.</p> <p>All air conditioning units remained off during the summer months. Where the units are the only form of heating, they have now been reinstated and may be used providing windows are open for ventilation.</p>			
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Notes:

Follow the general principles of prevention for health and safety:

Can the risk be avoided or removed?

If not, what precautions can be taken to reduce the risk, so far as is reasonably practicable? Evaluate that risk in a risk assessment.

Can the risk be combated at source? i.e. can safer equipment be purchased?

Has the work been adapted to the individual? (work design and its potential effect on health)

Has advantage been made of technical safety improvements?

Can the dangerous be replaced by a less dangerous method or equipment, without creating any fresh hazards?

Is there an overall coherent prevention policy on technology, organisation of work, conditions, relationships and other work environmental factors?

Has priority been given to collective protection measures to all staff over individual measures?>

Has adequate information, instruction and training been given? Is there supervision?