

<b>Educational Setting</b>	<b>Heltwate School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	A.Brewster, M.Nelson 13/12/21 <b>Note:</b> Despite relaxation of rules by the Government from 13/12/2021, the school is following Local Authority advice not to relax control measures for Covid-19 for the remainder of this term
<b>Review Date</b>	<b>03/01/2022</b>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of awareness of protocols in place and training	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Staff to read and display in their rooms                             <ul style="list-style-type: none"> <li>Covid 19 Flowchart for suspected/confirmed cases.</li> </ul> </li> <li>Briefing to include:                             <ul style="list-style-type: none"> <li>School Operational guidance</li> <li>Risk Assessments and associated procedures/protocols</li> </ul> </li> <li>Online training / videos for staff to complete                             <ul style="list-style-type: none"> <li>COSHH</li> <li><a href="#">Correct use of PPE</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders to ensure protocols in place are being adhered too</li> </ul>	SLT	13/12/2021	
Workforce contracting Covid-19		Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here <a href="https://www.thevaccinators.co.uk/">https://www.thevaccinators.co.uk/</a>				

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		<p>Staff are encouraged to notify the school when they have completed their vaccine course (to enable long term planning)</p> <p>Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online</p> <p>Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance <a href="#">Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic</a></p> <p>New and expectant mothers should have a risk assessment put in place taking measure for Covid-19 in account as outlined in the <a href="#">guidance for pregnant employees</a></p>				
Symptoms of Covid-19	Pupils Staff Visitors	<p>Staff to be aware of the symptoms of Covid-19</p> <ul style="list-style-type: none"> <li>A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature)</li> <li>A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual)</li> </ul>	<ul style="list-style-type: none"> <li>Inform Transport of suspected or confirmed case</li> </ul> <p>Cases are to be reported to both the Local Authority and DfE.</p>	All staff	On going	

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		<ul style="list-style-type: none"> <li>• Loss or change to sense of smell or taste – they cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Adults who are displaying symptoms should self-isolate and get a PCR test. Book via <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or call call 119</p> <p>If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is available.</p> <p>If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. The rest of the household do not need to isolate if they are</p> <ul style="list-style-type: none"> <li>• Under 18 and 6 months or</li> <li>• Double vaccinated or</li> <li>• Part of a COVID Vaccine trial or</li> <li>• Exempt for other reasons</li> </ul> <p>If none of the above apply then household contacts must isolate till test result</p>				

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		<p>At the Headteacehrs discretion the school may ask staff/pupils not to attend school until a negative PCR test result is received.</p> <p>All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>The isolation period includes the day the symptoms started and the next 10 full days</p> <p>If any of the individual’s household members are also present at the setting they will need to be sent home at the same time</p> <p>SLT will support the family/staff member and ensure the outcome of the test in passed to the setting without delay.</p> <p>Pupils displaying symptoms should be moved to a side room, or area in class where 2 metres can be maintained while awaiting collections. If collection time is prolonged, then you are able to use the music room to isolate if required.</p> <p>Consider how the isolation area can be easily cleaned after use.</p>				

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Positive case within the school		<p>Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16<sup>th</sup> August only adults over 18years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take a PCR test</p> <p><b>Omicron Variant</b></p> <p>If a case of Omicron is confirmed by the Education Cell team in school the following actions are required</p> <ul style="list-style-type: none"> <li>• Omicron letter to be sent home to parents (located on staff share, under lettershome\#covid)</li> <li>• Close contacts/Household contacts informed to isolate for 10 days and take a PCR test</li> <li>• Negative PCR test, you will still need to continue to isolate for 10 days.</li> </ul>	<ul style="list-style-type: none"> <li>• If the school has 2 positive cases or more within 10 days that have closely mixed, the school may step up measures to control spread of a potential outbreak. School to revert to contingency planning.</li> </ul>			
Remote Learning		<p>If a pupil is having self isolate, or group sent home, teachers are to provide remote learning on the following day of absence</p> <p>Details can be obtained through the remote learning policy.</p> <p>Teachers to assess whether pupil has access to ICT, if not communicate with Kim to arrange access or alternative arrangements</p>	<ul style="list-style-type: none"> <li>• Webfiltering software to be present on any laptops being sent home for pupils to use.</li> </ul>	Teachers	As required	

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Social Distancing in school	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Staff and pupils to remain in their class and should not be accessing corridors in the school, only to use communal facilities such as toilets/hygiene facilities and to obtain essential resources.</li> <li>Access to classrooms and facilities should use outside routes where possible.</li> <li>Class teacher to identify routes they will use to get around school, using outside routes.</li> <li>Where possible a nominated member of staff should be used to access communal areas.</li> <li>Social distance of 2 metres should be maintained where possible. Especially outside the bubble. (Upper school/lowers or St Georges)_</li> <li>Staff should try to avoid crossing any extended bubble at any time (including movements between St Georges and Main site), exceptions would be for essential work, such as premises work etc and should be kept to a minimum.</li> <li>Use social stories/clear posters to communicate to pupils importance of social distancing and personal hygiene.</li> <li>Rooms not in use to be locked where possible and put out of use. (clean periodically)</li> <li>All visitor access to the school to be restricted. Where external agencies/services are essential, information of protocols in place to be provided</li> <li>Furniture to be arranged to allow pupils/staff to sit 2 metres apart and not facing each other, where possible</li> </ul>	<ul style="list-style-type: none"> <li>Meetings to be conducted virtually where possible, rather than face to face.</li> <li>Where face to face meetings are taking place, plan to for social distancing of 2 metres where feasible.</li> </ul>	Teacher  SBM   DHT  Teacher	13/12/2021	

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		<ul style="list-style-type: none"> <li>Internal phones should be used to communicate across the school, Antibac wipes to be available to wipe handsets.</li> </ul>				
Personal Protective Equipment / clothing		<p><b>Face Masks (see face covering summary sheet)</b></p> <ul style="list-style-type: none"> <li>Staff and pupils to provide their own face coverings (emergency supply available from school if needed)</li> <li>Staff and pupils to be aware of correct process for putting on and removing face covering – <a href="#">click on this link</a></li> <li>For those aged 11 and over facemasks to be worn in communal areas (corridors, toilets etc).</li> <li>Staff to wear facemasks in communal areas at all times, including corridors .</li> <li>Facemasks to be placed in individual sealable plastic bags when not in use</li> <li>Disposable face masks to be placed in general waste black bags.</li> <li>Hands to be washed for 20 seconds before and after use of facemasks</li> <li>PPE used for personal/intimate care should be the same which is routinely used (glove/aprons)</li> <li>Facemasks are available in hygiene areas for staff if required.</li> </ul>	<ul style="list-style-type: none"> <li>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul>	SBM/PO	13/12/2021	

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Classroom Environment / Increased risk of transmission	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Classrooms should be well ventilated, through open windows as much as possible, open doors.</li> <li>Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement and appropriate spacing is possible. Consider changes to seating arrangements to avoid face to face contact</li> <li>Signs/posters to be put on display in class reminding of class rules, i.e wash you hands, catch it, bin it, kill it etc.markers on the floor.</li> <li>Use equipment that is easy to be clean and decontaminate</li> <li>Shared resources to be cleaned regularly</li> <li>Fire exit/routes to remain clear at all times</li> <li>Avoid taking items home and bringing back to school</li> <li>Soap sanitiser and disposable hand towels in each room.</li> </ul>	<ul style="list-style-type: none"> <li>Where teacher shortages exist. Teaching Assistants or other staff may be required to monitor groups under a teacher's supervision.</li> <li>CO2 monitors placed in classrooms to monitor CO2 levels.</li> </ul>	Class Teachers	13/12/2021	
Air conditioning	Pupils Staff	<ul style="list-style-type: none"> <li>Where possible use windows for ventilation</li> <li>HSE guidance states on centralised ventilation systems should not be used.</li> <li>The schools systems are localised to the room, they maybe used if required</li> </ul>	<ul style="list-style-type: none"> <li>HSE guidance on air conditioning</li> <li><a href="https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a">https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a</a></li> </ul>	SBM	13/12/2021	
Shared activity and equipment use.	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Classroom based resources, such as books and games should be cleaned regularly.</li> <li>Resources that are shared between classes or bubbles, such as sport, art and science equipment should be cleaned meticulously.</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor play equipment only to be used by the extended bubble group allocated</li> </ul>	Teacher	13/12/2021	



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Extra-curricular activities (coaches, tutors)		<ul style="list-style-type: none"> <li>There is to be no extra curricular activities outside of school till further notice.</li> </ul>				
Coaches / Therapist / outside professional services		<ul style="list-style-type: none"> <li>Essential Coaches/tutors are able to attend school</li> <li>Information about systems in place should be communicated</li> <li>Room to be identified to carry out small group work or 1 to 1 sessions</li> </ul>	<ul style="list-style-type: none"> <li>Headteacher to brief coaches on procedures in place around social distancing and maintain hygiene.</li> </ul>	HT	13/12/2021 As required	
Physical activities		<ul style="list-style-type: none"> <li>Timetabled session for access to Sports.</li> <li>Equipment to be thoroughly cleaned between use</li> </ul>				
School trips/ minibuses	Staff Pupils	<ul style="list-style-type: none"> <li>Staff should obtain risk assessments from educational venues on their approach to Covid.</li> <li>Educational visits linked to the curriculum may take place, but must be approved by SLT. Travel should be minimised where possible</li> <li>Any educational visits must be conducted in line with relevant coronavirus secure guidelines and regulations in place at that time.</li> <li>School minibuses are only to be used for travelling for an approved Educational visits, education provision or between site</li> <li>All trips/visits risk assessments must include Covid-19 control measures.</li> </ul>	All educational visits to be approved by Adam or Ally.	Teacher	On going	
School/college visits / Transition days		<ul style="list-style-type: none"> <li>Transitions to be individually risk assessed as required.</li> </ul>				

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Alternative Offsite Education – e.g. work experience/apprenticeship etc.		<ul style="list-style-type: none"> <li>Before pupils attend offsite education venues, staff need to obtain the venues Covid Risk Assessment and policies and share with SLT.</li> <li>Consider whether an additional Risk assessment is required above and beyond the schools and venues risk assessments. i.e travel to venue.</li> <li>Staff to ensure Covid safe protocols and culture are being operated by the venue. Where this is not the case pupils/staff should not attend.</li> </ul>	<ul style="list-style-type: none"> <li>Authorisation from the Headteacher/Deputy before activity takes place.</li> </ul>	Teacher	On going	
Lunchtime Catering facilities	Pupils Staff Contractors	<ul style="list-style-type: none"> <li>Ensure handwashing takes place before and after meal times</li> <li>Some pupils will dine in their classrooms, some groups are timetabled to use the hall and library.</li> <li>School meals to be collected by a nominated staff member from the school kitchen for each class.</li> <li>Plastic trays being used by some pupils</li> <li>Pupils/staff should not share food with others</li> <li>Any shared appliances used, should be cleaned after use.</li> </ul>		DHT	13/12/2021	
Break/Lunch times		<ul style="list-style-type: none"> <li>The school will stagger breaks/lunchtimes to achieve the social distancing.</li> <li>Extended bubbles to only use outdoor spaces and equipment allocated to them</li> </ul>		DHT	13/12/2021	
Behaviour		<ul style="list-style-type: none"> <li>The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others)</li> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out briefing to inform staff and pupils of the changes.</li> </ul>		HT/ AHT	13/12/2021 On going	

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		<p><b>Team teach</b></p> <ul style="list-style-type: none"> <li>De-escalation should be the primary form of behaviour management, physical intervention should be avoided and a dynamic risk assessment at the time of the incident should take place.</li> <li>The use of contingent touch (affection, sympathetic etc) should be avoided.</li> </ul>				
Safeguarding / Home Visits	Staff DSL	<ul style="list-style-type: none"> <li>Staff to read updated safeguarding policies</li> <li>Safeguarding concerns reported following normal school procedure</li> <li>Welfare Manager/Teacher to maintain contact with pupils not in school, report any concerns</li> <li>No routine Home visits. Should be replaced by phone or online video calls.</li> <li>Online safety information sent to parents</li> <li>Video meeting should not take place, unless absolutely necessary, and should be observed by another member of staff.</li> </ul>	<p>Home visits should only take place where</p> <ul style="list-style-type: none"> <li>An assessment deems a home visit necessary due to the risk of harm</li> </ul> <p>To fulfil a mandatory requirement that cannot be postponed or fulfilled another way</p>	Welfare Manager/ DSL	On going	
Communication		<ul style="list-style-type: none"> <li>All staff should read emails at least daily for any updates (including those at home)</li> <li>Weekly briefings to be held for staff to update on changes</li> <li>Meetings/briefings to be conducted through google meet where possible, otherwise social distancing should be maintained</li> <li>Communication with parents via DoJo to keep them up to date with developments.</li> <li>Regular update with Chair of Governors, who will update the board at meetings</li> </ul>	<ul style="list-style-type: none"> <li>Keep upto date with latest information from the Government / LA</li> <li>Network with other schools</li> </ul>	All staff	On going	Y

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Children who are clinically extremely vulnerable contracting Covid-19	Staff/Pupils	All Staff/pupils who are CEV should attend school unless they are one of the very small number under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.		SLT	13/12/2021	
Pupils and staff travelling from abroad	Staff/Pupils	Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return  Pupils and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate <a href="#">list</a> of countries for more information				
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>School to ensure staff are aware of contractual arrangements if travelling aboard during school holidays and being available for start of term.</li> <li>School to consider reduced staff risk assessment to ascertain appropriate action to ensure health and safety of the pupils, this will need to be assessed on a class by class basis as situations arise.</li> <li>Assessment of availability of staff for all activities during the school day has been completed.</li> </ul>	<ul style="list-style-type: none"> <li>groups maybe asked not to come into school if staffing levels become too low to maintain health and safety of the group.</li> <li>Those pupils who cannot attend school should have remote learning in place.</li> </ul>	HT / DHT	Ongoing	

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		<ul style="list-style-type: none"> <li>Supply staff maybe used to cover absences if required and should be briefed on the social distancing measures in place.</li> </ul>				
Student places	Pupils Staff	<ul style="list-style-type: none"> <li>All pupils are expected to be back to school, , unless they are on of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal</li> <li>Pupils with medical needs to have appropriately trained staff in administering medication</li> </ul>	<ul style="list-style-type: none"> <li>Pupils with medical needs, ensure we have staff appropriately trained</li> </ul>	DHT	13/12/2021	
Arrival and collection	Staff Pupils Parents/Escorts	<ul style="list-style-type: none"> <li>Inform parents/transport off 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)</li> <li>Display clear signage at front of school for entering the building – e.g for visitors, deliveries etc</li> <li>Parents/Escort not to gather at entrance gates or doors, or enter the building and to advised wear face masks.</li> </ul> <p>Arrivals</p> <ul style="list-style-type: none"> <li>Pupils collected by group staff from designated entrance</li> <li>Access to class from the outside door, avoid corridors where possible</li> <li>Facemasks to be removed and placed in sealed plastic bag, or disposed of in general waste black bag</li> <li>Pupils to wash hands on arrival</li> </ul>	<ul style="list-style-type: none"> <li>Contractors/deliveries to be scheduled where possible away from pick up and drop off times.</li> <li>Allocate staff member with walkie talkie on collection times</li> </ul>	Teachers /SLT  SBM/PO  Staff	13/12/2021   Ongoing	

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		<p>Collection</p> <ul style="list-style-type: none"> <li>○ Pupils to wash hands before leaving the premises</li> <li>○ Pupils to remain in their holding area</li> <li>○ Walkie talkies to be used to inform which transport has arrived.</li> <li>○ Staff members allocated to collection points with walkie talkie</li> <li>○ Pupils escorted via outside door to transport through their designated entrance</li> </ul>				
Transport	Pupils Staff Transport	<ul style="list-style-type: none"> <li>● Designated drop off/pick up area identified in the main school carpark</li> <li>● Escort to remain on vehicle and staff to collect pupils from vehicle, maintaining social distances of 2m where possible</li> </ul>	<ul style="list-style-type: none"> <li>● Obtain Risk assessments and procedures from Schools transport</li> <li>● Communicate with transport about their procedures and risk assessments for transportation of pupils</li> </ul>	Transport DHT  Transport/DHT  All staff	13/12/2021   Ongoing	
Management and control of visitors	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>● Visitors to wear facemask at all times in school.</li> <li>● Specialist, therapists, clinicians and supply teachers may attend school.</li> </ul>	<ul style="list-style-type: none"> <li>● Emergency contractors to wait outside to be met by SBM/Premise team to escorted</li> </ul>	SBM/Office/PO	On going	

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	Contractors	<ul style="list-style-type: none"> <li>Where visits can happen outside of school hours, they should.</li> <li>Visitors should minimise contact and maintain as much distance from staff/pupils as possible</li> <li>conduct meetings on the phone, or online</li> <li>Hand sanitiser available at school entrance, all visitors in school should be asked to use these before entering the school.</li> <li>Visitors/Staff to sign in using the digital visitor system, sanitise hands before and after using the screen.</li> <li>Visitors complete details for Track and Trace purposes.</li> </ul>				
Administrative areas		<ul style="list-style-type: none"> <li>Offices organised to maintain social distancing while working,</li> <li>No staff to sit at other colleagues desks or to use equipment</li> <li>Staff to avoid coming to the offices unless absolutely necessary, electronic communication should be explored first</li> </ul>	<ul style="list-style-type: none"> <li>Systems communicated to staff to avoid need to visit offices i.e electronic orders</li> </ul>	SBM / SLT	13/12/2021	
School Staffroom		<ul style="list-style-type: none"> <li>Avoid use of staff room where possible, otherwise staff to maintain high levels of personal hygiene.</li> <li>Maintain 2 metre social distance where possible</li> <li>Avoid use of shared equipment such as microwaves, preferable for staff to bring packed lunch which does not need heating</li> <li>Shared equipment to be cleaned after use</li> <li>Staff to wash any pots up after use</li> <li>Staff to consider going off site for lunch</li> </ul>				

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Mental Health		<ul style="list-style-type: none"> <li>Consider including a recovery curriculum including pastoral support to address and equip pupils to respond to issues linked to Covid-19</li> <li>SLT will promote mental health &amp; wellbeing awareness to staff, students and other stakeholders during the Covid-19 outbreak and will offer whatever support they can to help.</li> <li>Access to the Ed-Psych service available for both pupils and staff (bereavement/counselling support)</li> <li>Health Assured service telephone helpline available for staff, details in staff room.</li> <li>School has a staff and pupil Mental First aider available to them in school .</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	HT  Mental Health First Aider	Ongoing	
Governor Meetings	Governors Staff	<ul style="list-style-type: none"> <li>All governor meetings are to be conducted using video conferencing</li> </ul>				
General Hygiene / Infection control		<ul style="list-style-type: none"> <li>All Classrooms have hand washing facilities</li> <li>Gel hand sanitiers to be made available for staff, where washing facilities are not readily available.</li> <li>Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</li> <li>Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette</li> <li>Posters displayed around school</li> </ul>	<ul style="list-style-type: none"> <li>Posters, leaflets and other materials are available for display. Display prominently. <a href="https://www.peterborough.gov.uk/healthcare/public-health/coronavirus/coronavirus-campaign-for-communities#posters-0-0">https://www.peterborough.gov.uk/healthcare/public-health/coronavirus/coronavirus-campaign-for-communities#posters-0-0</a></li> </ul>	PO  Teachers/  PO	On going    13/12/2021	



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		See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>				
Hand Drying	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Hand driers are able to be used across the school site</li> <li>Alternatively Drying of hands with disposable towels.</li> <li>Lidded bins in place</li> </ul>	<ul style="list-style-type: none"> <li>Supervision by staff member to avoid hand towels being put down toilets</li> </ul>	PO  All staff	13/12/2021  On going	
Use of toilets / hygiene facilities	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Only facilities allocated to bubbles to be used (where possible this should be timetabled to reduce meeting other bubbles)</li> <li>Limit toilet use to one pupil at a time and mark social distance queuing outside. Staff to supervise pupils.</li> <li>Staff to ensure thorough handwashing is practiced</li> <li>Staff to wipe down hygiene facilities after use</li> </ul>	<ul style="list-style-type: none"> <li>Staff to wear normal PPE for undertaking personal care (Gloves &amp; aprons etc)</li> </ul>	DHT	13/12/2021  On going	
Cleaning / Cross contamination, control of infection (discreet), including toilets and wash rooms	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>School cleaning has been maintained throughout lockdown, areas not being used have been locked.</li> <li>Mid morning clean to shared facilities and at touch points including:                             <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Lift and hoist controls,</li> </ul> </li> <li>Staff to clean</li> </ul>	<ul style="list-style-type: none"> <li>Person identified as positive with Covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean as outlined in government guidance</li> <li>Ensure the COSHH training has been provide and appropriate PPE is available (i.e gloves)</li> </ul>	SBM/PO  All staff	13/12/2021  Ongoing	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles.</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> <li>● COSHH data sheets made available to staff for products they have been allocated</li> <li>● Chemicals to be stored away out of reach of children at all times</li> <li>● Contract cleaners provide their own cleaning products and PPE.</li> <li>● Resources used to be cleaned at the end of the school day by bubble group staff.</li> </ul>	<ul style="list-style-type: none"> <li>● Contingency for insufficient cleaners</li> </ul> <p>Approach staff for volunteers to help Consider reducing areas of the school used Cancel groups if required</p>			
Waste	Staff Contractors	<ul style="list-style-type: none"> <li>● Bins should be emptied daily.</li> <li>● Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	Waste from possible cases, should be put in a double bag and tied, these should be stored in the garage for 72 hours before disposal (or until a negative result is known)	PO	On going	
Fire Safety	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>● <b>Class groups to keep register of people in their groups – Teacher to ensure everyone is present and raise hand at muster point when all are accounted for.</b></li> <li>● <b>All Staff/Visitors to sign in and out of school using the digital system in reception</b></li> <li>● Follow normal fire procedures for evacuation, keeping distance from other groups where possible</li> <li>● Those with individual evacuation plans, these should be followed</li> </ul>	<ul style="list-style-type: none"> <li>● If key roles in the fire procedure are not in school, allocate cover for these areas</li> </ul>	SBM/PO/HT	13/12/2021	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Staff and pupils to maintain 2m distance from other bubbles at muster points where possible (allotment fence).</li> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> </ul>				
First Aid		<ul style="list-style-type: none"> <li>Staff to read the document <a href="#">CCC &amp; PCC First Aid Requirements</a></li> <li>First Aider to be allocated within the bubble cluster where possible.</li> <li>Each classroom has access to a first aid kit</li> <li>Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>IRIS report to be maintained on all First Aid provided as normal, given as much detail as possible as this may be required for Covid-19 tracking</li> </ul>	<ul style="list-style-type: none"> <li>The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:               <ul style="list-style-type: none"> <li>First Aid at Work</li> <li>Emergency First Aid at Work</li> <li>Paediatric First Aid</li> <li>Emergency Paediatric First Aid</li> </ul> </li> </ul>	First Aiders	Ongoing	
Contractors		<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>		SBM / PO	13/12/2021	
Property Compliance / Insurance		<ul style="list-style-type: none"> <li>School is covered by the Local Authority Employers Liability insurance, providing government guidance is put in place.</li> <li>Statutory compliance checks have been maintained throughout the lockdown period.</li> </ul>		SBM / PO	13/12/2021	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Daily and weekly checks have been maintained through the lockdown period, increasing flushing regimes for little used outlets.</li> <li>Contractors are arranged outside of school hours and are asked to sanitise their hands before entering the building</li> </ul>				
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> <li>Reporting of accidents will be through normal school procedures – using IRIS or Primesafety.net</li> <li>Confirmed cases of Covid should be updated on the the reporting system and reported as possible RIDDOR to the LA.</li> </ul>	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> </ul>	All staff  SBM	On going  On going	

### Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)

### General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)