

DURANTS RISK ASSESSMENT FOR COVID-19 –Schools – V19

Notes about this model Risk Assessment

Many of the government links and guidance documents now take you to menus where you select a range of other links. Where we have been able to, we have provided direct links to the relevant documents and attempted to provide a concise description of requirements. Please note there may well be other documents (links) associated with the links we have provided.

There are a number of changes in the risk assessment and some measures which are no longer in the Government guidance and are left in for your consideration.

We have produced two versions of the risk assessments:

- **The model risk generic assessment will show where amendments have taken place (yellow for insertion and red for deletion). Reading through that version will enable you to see where we have made changes.**
- **This model risk assessment does not show amendments highlighted. You can use this version as is but should amend for your local arrangements in your school.**

If you wish to amend yourself to be in line with guidance more appropriate to your specific situations you should do so.

You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.



**EXAMPLE RISK ASSESSMENT – PRIMARY SCHOOLS
DURING CORONAVIRUS PANDEMIC (COVID-19) following changes
to Government Guidance as at November 2021 (following Prime
Minister announcement 27 November 2021).**

School:			
Headteacher:	<i>Rachel Carli</i>	Persons undertaking the assessment:	Headteacher/ Senior Leadership Team/ School Business Manager
Work Activity being assessed:	COVID-19 Risk Assessment for Schools	Risk Assessment Number:	<i>Insert</i>
		VERSION NUMBER	<i>19</i>
Date of assessment:	<i>01.09.2021</i>	Date of next review:	<i>November 2021</i>

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SCOPE OF OPERATION, LOCATION AND PERIOD	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken): <i>facilities/activities relevant to your school</i></p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Updated November 2021 (following Prime Minister announcement 27 November 2021).</p> <p>Separate guidance is available for early years, further education colleges and for special schools.</p> <p>What you should do</p> <p>The current Risk Assessment must be updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed.</p> <p>Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school’s specific settings should be deleted.</p>	<p>HSE - Coronavirus/working-safely HSE - New and Expectant Mothers HSE - Protecting New and Expectant Mothers at Work HSE - New and Expectant Mothers HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics HSE - Coronavirus / PPE Face Masks HSE - Supply issues with PPE and working safely during the Coronavirus pandemic HSE - Protect home workers (Coronavirus) HSE - Coronavirus/Working Safely / Protect People HSE - Coronavirus - Legionella Risks HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation NHS - 111 - COVID-19</p>

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<p>Reference should be made to the various guidance documents available from GOV.UK as on the right-hand side of this document.</p> <p>The guidance from UK GOV is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required.</p> <p>Please note that when using this model template comments on hazards and control measures can be amended, deleted or added to depending on the individual school setting.</p> <p>It is a model that you can use as is or use to verify if you are using another preferred format.</p>	<p>NHS UK / Coronavirus / Latest NHS Info. NHS / Coronavirus / Testing & Tracing Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK Royal College of Paediatrics and Child Health - COVID-19 GOV.UK - COVID-19 Response: Summer 2021 GOV.UK - COVID-19 - Response Spring 2021 HSE Coronavirus - Air Conditioning and Ventilation CIBSE - Coronavirus COVID-19 GOV.UK Schools Operational Guidance COVID-19 GOV.UK Guidance for people previously considered Clinically Extremely Vulnerable from COVID-19 GOV.UK - Government Collections - Coronavirus COVID-19 Guidance GOV.UK - Guidance for Schools Coronavirus COVID-19 Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk) https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance</p>
<p>Useful Contacts:</p> <p>PHE North East and North Central London Health Protection Team</p> <p>4th Floor Wellington House, 133-155 Waterloo Road, London, SE1 8UG necl.team@phe.gov.uk</p> <p>Phone: 020 3837 7084 (option 0, then option 2)</p> <p>Urgent out of hours advice for health professionals only: 0151 434 4319 or 020 3837 7084</p>	

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<p>LOCATION:</p> <p><i>Name of school</i></p> <hr/> <p>WHEN DOES THE ACTIVITY TAKE PLACE <i>(early hours, during normal hours, after 6pm or at weekends)</i></p> <p><i>Add in any other hours/days</i></p> <p>NOTES:</p> <p>As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others (pupils, visitors, contractors, delivery staff) from coronavirus. This is a COVID-19 model risk assessment and it'll help you manage risk and protect people. Applying the risk assessment process for COVID 19 requires that you must:</p> <ul style="list-style-type: none"> •identify what work activity or situations might cause transmission of the virus •think about who could be at risk •decide how likely it is that someone could be exposed •act to remove the activity or situation, or if this isn't possible, control the risk <p>This model risk assessment is designed to fulfil those requirements and is in line with the recommended process using the Health and Safety Executive's (HSE) approach as laid down in their 'Five Steps to Risk Assessment' This is a step-by-step process</p>	<p>GOV.UK - Government / publications / COVID-19 (Asymptomatic-testing for staff in Primary Schools and Nurseries (Rapid Asymptomatic Testing for Staff))</p> <p>GOV.UK - Government / Publications / Coronavirus - COVID-19 (Asymptomatic testing in Schools and Colleges)</p> <p>GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protective Equipment (PPE)</p> <p>GOV.UK - Government / Publication Stay-at-Home Guidance</p> <p>GOV.UK - NHS Test & Trace - How it works</p> <p>GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested</p> <p>GOV.UK / Government / Publication COVID-19- Decontamination in non-healthcare Settings</p> <p>GOV.UK - Guidance / Contacts PHE Health Protection Teams</p> <p>GOV.UK - Coronavirus Test</p> <p>GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers</p> <p>GOV.UK / Guidance / How to Quarantine (when-you-arrive-in-England)</p> <p>GOV.UK - Extra mental health support for pupils and Teachers</p> <p>GOV.UK / Government Publications / COVID-19 for food businesses</p> <p>GOV.UK - Government Publications - Health & Safety on Educational Visits</p>
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for controlling health and safety risks caused by hazards in the workplace- in this to reduce risks from COVID 19.

You can use this document to help you make sure you have covered what you need to do to keep teachers, workers, pupils and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

The Layout

This risk assessment is laid out in two sections; ‘Part 1 – **General Risk Assessment** for School and ‘Part 2 – **School Settings**’.

This document model aims to look at and use guidance and advice from authoritative sources, in this case the HSE and UK GOV. (DofE).

Part 1 – General Risk Assessment for School, which takes into account most activities and visitors etc and can also be used for other premises or sites used such as children’s centres etc, it is taken from the HSE’s general guidance on risk management and example risk assessment for COVID 19. The content in this section is taken directly from the HSE model and points raised are recommended areas to cover in all workplaces. By checking through this it will enable you to; make sure you are looking at areas or groups that may not be necessarily covered in a straightforward school risk assessment, provide assessment for non-school activity e.g. building work etc, and can be used to consider if it can be applied to your school

[GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak](#)

[GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation](#)

[GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions](#)

[GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus \(COVID-19\) outbreak](#)

[Face coverings in education](#)

[GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own](#)

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setting.

Part 2- School Settings, is as stated and is specifically centred on normal school operation. The information here is sourced from UK GOV documents and the links for these are listed in the main body and on the left of this document.

LEGAL REQUIREMENT

The legal requirement in a nutshell is to reduce risk 'as low as reasonably practicable' (ALARP). You are required to do this using risk assessment and this document provides a model process for this. By so doing you are also meeting with the strong moral obligations to reduce risk in a school environment.

REMEMBER;

THIS DOCUMENT IS THERE TO BE USED AS A MODEL AND SHOULD BE ADAPTED FOR YOUR SCHOOL SETTING AND ITS NEEDS.

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Coronavirus Risk Assessment				
Activity:	Risk Assessment for Schools in response to Coronavirus	No. of pages:		Page number:
What are the hazards?	Who is at risk and How would they be harmed?	CONTROLS What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
<u>PART 1 – GENERAL RISK ASSESSMENT FOR SCHOOL</u>				
	as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.	GOV.UK Rapid Asymptomatic Coronavirus (COVID-19) testing for staff in primary schools, school based nurseries and maintained nursery schools	All schools and colleges should offer regular twice weekly testing to their staff – participation in testing is strongly encouraged. Lateral flow devices are provided to schools, should offer staff (who are on-site) access to 2 rapid results tests every week. This will help identify staff who are carrying the virus without displaying symptoms, reducing the risk of	Senior Leadership Team.

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			transmission.	
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Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers Customers Visitors Contractors Drivers	<p>Careful monitoring and procedures for:</p> <ul style="list-style-type: none"> • ➤ areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation- ➤ In addition please note that for final fire exit doors (doors that lead to the outside world) there is no requirement to have these closed for purposes of fire precautions. ➤ areas where there are pinch points meaning people can't meet the social 	<p>- Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems, fire door controls</p> <p>- Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should</p> <p>Government guidance now states</p>	

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		<p>distancing rules, e.g. narrow corridors, doorways, customer service points, storage areas</p> <ul style="list-style-type: none"> ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc ➤ areas and surfaces that are frequently touched but are difficult to clean ➤ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation <p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> ➤ limiting the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms ➤ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met ➤ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact ➤ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of 	<p>“Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.”</p> <p>Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p>	
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		<p>people moving around</p> <ul style="list-style-type: none"> ➤ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ➤ provide lockers for people to keep personal belongings in so that they aren't left in the open ➤ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➤ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens ➤ put signs up to remind people to wash and sanitise hands and not touch their faces ➤ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 		
<p>Mental health and wellbeing affected through isolation or anxiety about</p>	<p>All staff and Workers- anxiety stress or other mental health</p>	<p>Follow guidance on stress and mental health GOV.UK - Extra mental health support for pupils and Teachers</p>	<p>Further advice and support - Share information and</p>	

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<p>coronavirus</p> <p>Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p>	<p>issues</p>	<ul style="list-style-type: none"> - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 	<p>advice with workers about mental health and wellbeing</p> <ul style="list-style-type: none"> - Consider an occupational health referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies 	
<p>Teachers working from home and pupils using DSE equipment.</p> <p>Note: This may have ceased or reduced in many cases.</p>	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at</p>	<p>For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self-Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”.</p>	<p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s</p>	

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<p>However, where home working has been decided upon these controls etc. should still be followed.</p>	<p>home for a long period of time</p>	<p>Follow guidance on display screen equipment in the HSE Protect homeworkers page</p> <p>HSE - Protect home workers (Coronavirus)</p> <p>HSE - Coronavirus/Working Safely / Protect People</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p> <ul style="list-style-type: none"> - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly - For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home - Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. 	<p>HSE - Protect home workers (Coronavirus)</p> <p>It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.</p>	
<p>Poor workplace ventilation leading to risks of coronavirus</p>	<p>Workers Customers</p>	<p>Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2.</p>	<p>- maintain air circulation systems in line with manufacturers’</p>	

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<p>spreading</p> <p>Respirable infection - Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas, (e.g., where there are pinch points, narrow corridors, doorways, customer service points, storage areas etc.)</p>	<p>Contractors</p>	<ul style="list-style-type: none"> - Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation) can help - If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air 	<p>recommendations</p> <p>The Government are looking at supplying CO2 monitors for Schools. Once there is clarity on the provision and further advice on their use is available, we will update Schools further.</p>	
<p>Clinically Extremely Vulnerable (CEV) Children</p>	<p>Parents or guardians for children that are clinically extremely</p>	<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and</p>	<p>Please monitor all Government guidance.</p>	

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<p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p>	<p>vulnerable will have received a letter and advice from a doctor/clinician</p>	<p>young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p>		
<p>Staff with COVID-19 symptoms and potentially spreading to staff and others</p>	<p>Virus could spread to others from those with symptoms</p>	<p>Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.</p> <p>The following link describes when to self-isolate and when not to self-isolate.</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>The NHS advice states:</p> <p><i>“How long to self-isolate</i></p> <p><i>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</i></p>	<p>Staff who become symptomatic should self-isolate for 10 days.</p> <p>If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate.</p> <p>Please read the explanation from the link where criteria is clearly laid out.</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p>	

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		<p><i>You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.</i></p> <p><i>Read more about how long to self-isolate.”</i></p>		
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<u>PART 2 – SCHOOL SETTINGS</u>				
What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	CONTROLS What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
<p>Teachers working from home and pupils using DSE equipment.</p> <p>Note: This may have ceased or reduced in many cases. However, where home working has been decided upon these controls etc. should still be followed.</p>	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”.</p> <p>Follow guidance on display screen equipment in the HSE Protect homeworkers page</p> <p>HSE - Protect home workers (Coronavirus)</p> <p>HSE - Coronavirus/Working Safely / Protect People</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p>	<p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s HSE - Protect home workers (Coronavirus)</p> <p>It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.</p>	

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		<ul style="list-style-type: none"> - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly - For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home - Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. 		
Preparation of school and ongoing compliance checks	Pupils Staff	<p>Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (e.g. legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services 	<p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time.</p>	

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		<ul style="list-style-type: none"> Any other statutory inspections Insurance covers reopening arrangements <p>Moving desks to be side to side and front facing, and if possible, allow social distancing</p> <p>Posters erected about handwashing and persons with COVID symptoms not to enter the school</p> <p>Review evacuation routes and signage</p> <p>Consideration given to premises lettings and approach in place.</p>		
<p>Shielding - People previously considered clinically extremely vulnerable (CEV).</p> <p>These will not be advised to shield in the future or follow specific national guidance.</p> <p>GOV.UK - Guidance for people previously considered clinically</p>	<p>The government will continue to assess the situation and the risks posed by COVID-19 and, based on clinical advice, will respond accordingly to keep the most vulnerable safe.</p>	<p>As a minimum, previously CEV staff should continue to follow the same guidance on staying safe and preventing the spread of COVID-19. Those with a health condition should consider, alongside any advice from their clinician, if additional precautions are right for them. Guidance says for formerly CEV they should include:</p> <ul style="list-style-type: none"> considering whether you and those you are meeting have been vaccinated – you might want to wait until 14 days after everyone’s second 	<p>They should consider advice from their health professional on whether additional precautions are right for them.</p> <p>The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.</p>	

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<p>extremely vulnerable from COVID-19</p>		<p>dose of a COVID-19 vaccine before being in close contact with others</p> <ul style="list-style-type: none"> • considering continuing to practice social distancing if that feels right for you and your friends • asking friends and family to take a rapid lateral flow antigen test before visiting you • asking home visitors to wear face coverings <p>avoiding crowded spaces</p>		
<p>Children and young people, including those previously considered to be clinically extremely vulnerable (CEV).</p>	<p>According to Government guidance GOV.UK Schools Operational Guidance Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus.</p>	<p>The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the Shielded Patient List. The chief executive of the UK Health Security Agency and head of NHS Test and Trace has written to parents of these children to inform them. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.</p>	<p>If advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.</p> <p>The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.</p>	
<p>Clinically Extremely Vulnerable (CEV)</p>	<p>Parents or guardians for children that are</p>	<p>All clinically extremely vulnerable (CEV) children and young people should attend</p>	<p>Please monitor all Government guidance.</p>	

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<p>Children</p> <p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p>	<p>clinically extremely vulnerable will have received a letter and advice from a doctor/clinician</p>	<p>their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p>		
<p>Increased risk of infection to and from vulnerable children, SEND or children with disabilities</p>	<p>Staff and Pupils</p> <p>HOW</p> <p>Increased risk of infection due to either physical difficulties or behaviour issues related to children’s needs</p>	<p>Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.</p>	<p>Review relevant support/care/other plans relating to individual children.</p>	
<p>Pregnant women at any gestation <u>who are vaccinated</u></p>	<p>Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary. Some higher risk occupations such as</p>	<p>A pregnant worker’s risk assessment must first be carried out with your employee and Occupational Health. The risk assessment process can be found in the New and Expectant Mother’s briefing V10 available on The Hub. Where the employee prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are engaged with in place</p>	<p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>Regularly review the risk assessment, (MINIMUM EACH TRIMESTER) and do everything reasonably</p>	<p>Headteacher</p>

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	<p>those with greater public contact may carry a higher risk of exposure to the virus.</p>	<p>of the occupational health team. Discussion with the pregnant worker must take place before any physical return to the workplace.</p> <p>In the workplace ensure robust measures to mitigate risks. There must be a COVID-19 risk assessment and control measures in place for the service/team.</p> <p>Consultation on the general COVID-19 risk assessments should take place for the service/team and its arrangements. Risks should be removed or managed. If this cannot be done, staff should be offered suitable alternative work or working arrangements (including working from home) or be suspended on normal pay.</p>	<p>practicable to protect the worker from harm.</p> <p>Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.</p> <p>The member of staff should only continue working if the risk assessment advises that it is safe to do so. The employer should ensure that the member of staff is able to adhere to any active national guidance on social distancing.</p>	
<p>Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements e.g., one-way systems</p>	<p>Staff and pupils</p> <p>HOW Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>Headteachers/Managers to discuss with and consider needs of staff on how the adjustments in the school will impact on them or might pose a new or different risk to them.</p> <p>Considering whether you need to put in place any particular measures or reasonable</p>	<p>Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant</p>	

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		<p>adjustments to take account of duties under the equalities legislation. Carry out or employee needs risk assessments if appropriate.</p> <p>Please consider evacuation procedure for such staff that might be needed in an emergency.</p>		
<p>Staff with COVID-19 symptoms a(<u>not relating to the Omicron variant</u>) and potentially spreading to staff and others</p>	<p>Virus could spread to others from those with symptoms</p> <p>Isolation rules are unchanged for non-Omicron variants of COVID-19.</p>	<p>Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant.</p> <p>The following link describes when to self-isolate and when not to self-isolate. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>The NHS advice states: “How long to self-isolate</p>	<p>If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate. Please read the explanation from the link where criteria is clearly laid out.</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p>	

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		<p>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</p> <p>You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.</p> <p>Read more about how long to self-isolate.”</p>		
<p>Individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant</p>	<p>All – Irrespective of age or vaccination status</p>	<p><i>Individuals should be contacted directly by NHS Test and Trace and will be contacted directly and required to self-isolate immediately and asked to book a PCR test PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</i></p>	<p>Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19</p>	

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		<p><i>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, Government Guidance recommends that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Pupils in these schools should also wear a face covering when travelling on public transport and dedicated transport to and from school. It is not advised that pupils and staff wear face coverings in classrooms.</i></p> <p><i>See Circumstances where people are not able to wear face coverings: for exceptions to this. Face coverings do not need to be worn when outdoors.</i></p>		
Getting or spreading	Staff	Put in place monitoring and supervision to make sure		

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<p>coronavirus by not washing hands or not washing them adequately</p>	<p>Pupils Contractors Visitors Drivers</p>	<p>pupils and staff are following controls</p> <ul style="list-style-type: none"> - Put signs up to remind people to wash their hands - Provide information to your workers about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem 	
<p>Potential transmission of virus from working within enclosed spaces,</p>	<p>Staff in enclosed areas could be exposed to Coronavirus</p>	<p>Where there are Staff and Pupil Individual Risk Assessments these should be</p>	<p>Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene</p>

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<p>including</p> <p>Reception Office Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets</p>		<p>reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.</p> <p>Minimising contact – as much as possible endeavour to group pupils into a grouping ('bubble') of one full class size and keep each 'bubble' separate. If in primary schools it is not possible to deliver the full range of subjects or logistically possible, then a full year group might need to form a 'bubble'.</p> <p>The Government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may</p>	<p>procedures, washing hands, following one-way systems</p> <p>Put in place monitoring and supervision to make sure people are following controls, e.g. are implementing the cleaning regimes implemented</p> <p>Contact cleaning company to discuss cleaning regime.</p> <p>Check capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Ensure that soap, sanitiser and paper towels are checked and are replenished regularly</p> <p>Provide information telling people who needs to clean and when</p> <p>Provide instruction and training to people who need to clean. Include information on:</p> <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean and how often <p>Identify how you are going to replenish cleaning products</p>
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		<p>become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Consider Classrooms – desks placed side to side and front facing</p> <p>Enhanced and regular cleaning of school/ classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings, soft toys that are hard to clean. Regular cleaning of outdoor play equipment.</p> <p>Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.</p> <p>Consider limiting the number of people in rooms so that e.g. stagger breaks, have maximum occupancy numbers for meeting rooms</p>	<p>Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.</p> <p>Consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Consider use of shared staff spaces to help distance staff. Minimise use of staff rooms but ensure sufficient rest breaks for staff.</p> <p>Printers - social distancing if possible, Cleaning wipes available at printers for touch points.</p> <p>No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.</p> <p>Passing briefly in the corridor or playground is low risk, but avoid creating busy corridors, entrances and exits where possible.</p>
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		<p>Reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc</p> <p>Where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact</p> <p>Fixed/standalone sanitiser stations or containers of hand sanitiser will be set up at various locations including entry and exit points.</p> <p>If possible open windows to ventilate rooms/corridors.</p> <p>Toilets Maintain hot water and soap at wash hand basins.</p> <p>Consider reducing face to face meetings where possible and use other digital/remote means.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) where possible.</p>	
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		<p>Access classroom via outside door if possible, using one-way system.</p> <p>Hand washing on entering all classrooms to have soap and sanitiser. Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.</p> <p>Resources that are shared between classes or, such as sports, art and science equipment should be cleaned frequently and meticulously</p>		
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Workers Customers Contractors</p>	<p>Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2.</p> <p>Follow HSE guidance on heating ventilation and air conditioning (HVAC) HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation</p> <p>Identify if you need additional ventilation to increase air flow in all or parts of the school</p>	<p>- maintain air circulation systems in line with manufacturers' recommendations</p> <p>The Government are looking at supplying CO2 monitors for Schools. Once there is clarity on the provision and further advice on their use is available, we will update Schools further.</p>	

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		<p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation)</p> <p>If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p> <p><u>Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)</u></p>		
<p>Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting)</p>	<p>Staff and other pupils</p>	<p>Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.</p>	<p>Carryout individual pupil risk assessment where appropriate to support Covid 19 control measures.</p>	

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<p>Potential transmission of virus from Welfare office</p>	<p>Welfare Staff and pupils</p>	<p>Staff to adhere to infection control policy.</p> <p>Regular medication protocols to be followed.</p> <p>Washing facility and sanitisers available in the welfare room.</p> <p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Use face mask/gloves where appropriate or close contact is unavoidable.</p>		
<p>Potential transmission of virus from desks, monitors, keyboards and mouse</p>	<p>All</p>	<p>Desks to be located 2 metres apart if possible.</p> <p>If appropriate, staff to be provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available) or clean between use by different users.</p> <p>Clear desk policy will be robustly applied so as to enable effective cleaning</p> <p>Enhanced cleaning regime - including desks every night.</p>		

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		<p>Cleaning wipes available on each desk to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils or use a sanitiser if not near a wash hand basin.</p> <p>Above applies to the ICT suite for pupil use as well.</p>		
Kitchen Operations/food preparation	Kitchen Staff	<p>School kitchens can continue to operate, but must comply with GOV.UK / Government Publications / COVID-19 for food businesses</p>	<p>Online refresher training for all staff including food hygiene for kitchen staff</p> <p>Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work.</p>	
Potential transmission of virus during lunch/play breaks / food served in the dining hall	Staff and pupils	<p>Consider staggering lunch breaks for pupils and limiting the number of pupils in the dining hall.</p> <p>Where possible pupils to queue and collect lunch and eat it outdoors. Seek to maintain separation in dining hall if possible.</p>		

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		<p>Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements.</p> <p>Pupils encouraged to dispose of their left- over food in the bins.</p> <p>Bins provided at various location in the dining hall.</p> <p>Pupils will be supervised as normal.</p>		
Handling Deliveries	Staff required to deal with deliveries	<p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Wash hands after handling deliveries/packageing.</p>		
Potential transmission of virus from visitors/parents	All those that would come into contact with Visitors	<p>Parents to observe social distancing when dropping and picking children from school.</p> <p>Where possible, only one parent to</p>	Where parents wish to discuss any concerns with the teacher, this to be done outdoors where possible	

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		<p>pick/drop the children.</p> <p>Consider - staggered school start and finish timings to avoid crowding by the school gates.</p> <p>Parents visiting reception office to wait outside.</p> <p>Consider distancing arrangements are put in place with good signage, floor markings etc</p> <p>Parent will be allowed into the school by appointment.</p> <p>Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p>	<p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms</p> <p>Update pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation.</p>	
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<p>Potential transmission of virus from contractors attending the school site</p>	<p>All those that would come into contact with Contractors</p>	<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p> <p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas.</p>	<p>Staff to observe and ask any contractors to leave the building if they have symptoms</p>	
<p>Potential Spread of virus from School Library</p>	<p>All Library Users and Staff</p>	<p>Staff to make use of any digital resources for pupils.</p>		

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		<p>Once operational only limited number of pupils can attend the library at any one time.</p> <p>Online reservation/book catalogue available to help pupils to reserve books.</p> <p>Pupils encouraged to drop the returning items in a collection box/trolley.</p> <p>Consider returned items to be quarantined for 72 hours.</p>		
Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)	<p>Music students and teachers</p> <p>Singing indoors can increase the exhalation of droplets etc and so increases risk of infection</p>	<p>Consider</p> <ul style="list-style-type: none"> - ensuring good ventilation. - physical distancing and playing outside wherever possible - limiting group sizes to no more than 15 - positioning pupils back-to-back or side-to-side - avoiding sharing of instruments and - Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 	FOLLOWING LATEST GOVERNMENT GUIDANCE (CURRENTLY NOT AVAILABLE)	
Physical education, sport	Pupils and	You have the flexibility to decide how		

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<p>and physical activity (enhanced risk via exhalation during exercise)</p>	<p>teachers</p>	<p>physical education, sport and physical activity will be provided while following the measures in your system of controls.</p> <p>Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)</p> <p>You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents 		
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		<ul style="list-style-type: none"> using changing rooms safely 		
Accidents, security and other incidents:	All	<p>In an emergency, for example, an accident or fire, people do not have to stay apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands.</p>		
Potential stress/anxiety caused by COVID-19	Staff can be affected by stressors more than is usual due to COVID-19 crisis.	<p>Reassurance to staff of measures taken seriously to protect their safety.</p> <p>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more. The incidence of covid-19 is lower than it was.</p> <p>Regular communications from Headteacher.</p> <p>Mental Health Senior Leadership Team will promote mental health & wellbeing awareness to staff and will offer whatever support they</p>	<p>Regular communication of mental health information should be communicated to all staff.</p> <p>Consider use of Occupational Health Service or equivalent.</p>	

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		<p>can to help.</p> <p>Regular contact with managers and colleagues</p> <p>One to one supervision meetings with manager</p> <p>Insert school's own arrangements for access to Employee assistance line/occupational health service.</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector.</p> <p>Insert school's own arrangements for any access to computer- based training on coronavirus, stress etc (e.g. through schools SLA)</p> <p>Signpost to any online guidance regarding bereavement during the coronavirus period</p>		
<p>Face Coverings – not wearing Face Coverings can increase the general spread or transmission of coronavirus from pupils and staff</p>	<p>Pupils and staff</p> <p>Contracting and spreading virus</p>	<p><i>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, Government Guidance recommends that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of</i></p>		

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		<p><i>classrooms, such as in corridors and communal areas. This is a temporary measure. Pupils in these schools should also wear a face covering when travelling on public transport and dedicated transport to and from school. It is not advised that pupils and staff wear face coverings in classrooms.</i></p> <p><i>See Circumstances where people are not able to wear face coverings: for exceptions to this. Face coverings do not need to be worn when outdoors.</i></p> <p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p>		
<p>Travel between schools or other travel whilst at work</p> <p>Travelling to and from school</p> <p>Note: This practise may vary greatly or not apply to all schools.</p>	<p>All travelling staff and pupils exposed to risk of transmission whilst on public transport and dedicated school transport.</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they follow any school procedures and consider measures they may need to take to minimise consider risk.</p> <p>Government guidance states that Face coverings will be compulsory on public transport unless individuals are exempt from doing so.</p>	<p>Encourage greater use of walking, cycling or own car rather than public transport if possible. Families using public transport should refer to the</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	

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Fire Evacuation Procedures during the COVID-19 Pandemic	<p>All occupiers of school buildings.</p> <p>Evacuations require movements of large amounts of people which may compromise social distancing etc.</p>	<p>Generally, review procedures consider lower frequency of fire drills, zonal evacuation for drills etc. For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5</p>	Review procedures	
Educational visits during the COVID-19 Pandemic	<p>Pupils, staff and others can pass on or pick</p>	<p>Educational day visits</p> <p>Any educational day visits must be</p>	Schools should undertake full and thorough risk assessments in relation to	

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	up infection	conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Refer to Government guidance on the link below as situations might change.	all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.	
Extra-Curricular activity	Spread of infection in breakfast or after school club or extra-curricular activity	This is a complex area that changes quite a lot and direct reference should be made to the Government guidance. GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance	Monitor Government guidance for latest advice on what more can be done.	