

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM 4 th JANUARY 2022			
Location	Ralph Butterfield Primary School			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<ul style="list-style-type: none"> * Contact Between Individuals * Inadequate Cleaning/Sanitising * Spread of Coronavirus to Staff, Governors, Pupils and Families, Visitors and Contractors * Site User Becoming Unwell * Site User Developing Symptoms * Inadequate Hand Washing/Personal Hygiene * Inadequate Personal Protection & PPE * Visitors, Contractors & Spread of Coronavirus * Inadequate Ventilation 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				
Contact Between Individuals				
It is no longer necessary to keep children in consistent groups ('bubbles')	Outbreak management plan covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children advised to not drink water from the water fountains. They should have a water bottle that is refilled from the water coolers or classroom taps (drinking water)	Water fountain water supply has been cut off and 'out of use' signs placed on them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemblies have resumed	Assemblies will be by phase only. All available space will be used. Children will sit in class rows and where possible a distance will be implemented between class rows. The hall will be well ventilated at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings can now take place within the building with no limit on size.	This is inclusive of full staff meetings, Governor meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and meetings with other agencies/colleagues.			
Pupils can mix at breaks and lunchtimes	Reception/KS1 will have separate break times to those children in KS2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	School will continue to work in line with national guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake educational day visits	Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits	Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School is working to resume all before and after-school educational activities and wraparound childcare for pupils	More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces is in place	In addition to daily contracted cleaning schedule, frequently touched surfaces e.g door handles/plates will be additionally cleaned throughout the day by staff members. Additional sanitising of external fixed points will be completed daily by the site manager. Cleaning of non-healthcare settings outside the home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms and work areas will be stocked ready for a response to any ad hoc cleaning requirements.	Cleaning provisions will be set up in each classroom (or office area) and contain the following; 1) Anti-bacterial sprays for general cleaning of desks (if required). 2) Paper towels for use with anti-bacterial sprays,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>which should then be disposed of after use</p> <p>3) Anti-bacterial wipes for general cleaning of touch surfaces (e.g lunchtime clean of door handle)</p> <p>4) Hand sanitiser for added protection but not a replacement for good hand-washing.</p> <p>5) Lidded bin for tissues (pedal bin type). These will have a bin bag inside.</p> <p>6) Boxes of tissues</p> <p>7) Disposable gloves</p> <p>8) (Reception classes) Milton solution for washing equipment (if required).</p>			
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	To be completed as part of the external fixed point clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied frequently and hygienically	<p>Personal waste (e.g tissues) is placed in a lidded bin and disposed of daily.</p> <p>Children/staff are reminded to place tissues in the lidded bin and not the general waste bin.</p> <p>Waste bins are emptied as part of the daily cleaning schedule.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Cleaning supervisor works with school secretary to maintain adequate stocks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff must not share crockery or cutlery	Staff will keep their own crockery and cutlery separate at all times. No crockery/cutlery, either used or unused should be left in the staff room on surfaces or on the draining board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Governors, Pupils and Families, Visitors and Contractors				
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing. School will advise and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	support families with the new processes.			
Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.	Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Identified contacts will be contacted directly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> fully vaccinated adults – people who have had 2 doses of an approved vaccine all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status people who are not able to get vaccinated for medical reasons people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine	Children under 5 years who are identified as close contacts are exempt from selfisolation and do not need to take part in daily testing of close contacts. They are advised to take a PCR test if the positive case is in their household.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.	For further information please see SEND Guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to identify close contacts. School will support NHS Test and Trace processes as requested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:	Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to complete LFT testing for 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons 	days. We will encourage all individuals to complete the 7 days of testing.			
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Up to date Covid-19 absence tracker used alongside school register, to ensure that individuals who should not be in school aren't.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)	Information supplied to all relevant parties. Appropriate poster reminders displayed. Guides provided to staff and access to the Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.	Any decision would need to be carefully considered in light of all the circumstances and current public health advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds	Where applicable, guidance on mandatory certification for events will be followed. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The NHS COVID Pass is not used as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

director of public health might advise a setting to temporarily reintroduce some control measures				
The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting	Whichever of these thresholds is reached first: <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school recognises that, whichever of the above thresholds is reached first indicates a potential outbreak. The school will seek Public Health advice (via DfE Helpline).	Call the DfE Helpline on 0800 046 8687 (option 1) When the threshold is reached, school will review and reinforce the testing, hygiene and ventilation measures they already have in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All settings should seek public health advice (DfE Helpline) if a pupil, student, child or staff member is admitted to hospital with COVID-19.	Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and young people previously considered CEV should attend their school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 13 December office workers who can work from home should do so	Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual risk assessments for colleagues formally considered to be CEV are undertaken and reviewed	Coronavirus: how to stay safe and help prevent the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>regularly. The risk assessment will take into account specific factors, including:</p> <ul style="list-style-type: none"> ➤ ensuring the working environment is as Covid-safe as possible ➤ taking into account individual vaccination status ➤ the risk of coming into contact with Covid cases as part of their role; <p>Those considered to be CEV should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid.</p>	<p>spread - GOV.UK (www.gov.uk)</p>			
<p>Pregnant women should follow the latest government guidance and avoid anyone who has symptoms of coronavirus. Pregnant women should be particularly attentive to social distancing. Pregnant colleagues should follow the same guidance as for previously defined CEV colleagues and an individual covid risk assessment should be completed and regularly reviewed in addition to the New and Expectant Mother (NEM) workplace risk assessment. The risk assessment will take into account specific factors, including:</p> <ul style="list-style-type: none"> ➤ ensuring the working environment is as Covid-safe as possible ➤ taking into account individual vaccination status ➤ the risk of coming into contact with Covid cases as part of their role; <p>Those considered to be CEV should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid.</p>	<p>Coronavirus (COVID-19): advice for pregnant employees</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All employers have a duty of care to their employees, and this extends to their mental health. Extra systems are in place to support staff wellbeing, with additional measures having been discussed with staff.</p>	<p>Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme</p> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Site User Becoming Unwell				
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	Symptoms of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible	<p>The first aid room will be used in these circumstances with other non-covid related first aid taking place in the school office. In the instance of the first aider operating from the school office. First aid supplies will be used from the portable first aid kits (red rucksacks) and ice packs in the staff room.</p> <p>If a child is brought to the office who is displaying symptoms the child will be isolated as follows:</p> <p>The plastic coated bench will be used in all cases to reduce the risk of spread.</p> <p>The window will remain open at all times.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	<p>If the event arose, the disabled toilet would be used, as it is a single use toilet and is adjacent to the first aid room and holding bay in the office.</p> <p>This would be cleaned by the first aider with the product D10 under controlled use of the product following COSHH guidance.</p> <p>There are vulnerable children who may need to use this toilet as the children need assistance with toileting and it is equipped for such. If necessary, the toilet will be cleaned by the teaching assistant accompanying the child.</p> <p>Should a child displaying COVID symptoms needs to use the facilities, male staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	would need to use the ladies' toilet situated near the IT suite as an emergency measure until the disabled has been cleaned as above.			
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary	Provided within the first aid room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room used by the pupil awaiting collection should be cleaned after they have left	This would be cleaned by the first aider with the product D10 under controlled use of the product following COSHH guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection	Stay at home guidance for households with possible coronavirus-covid-19 infection			
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household	When the call is made to request for a child(ren) to be collected, the school office will ascertain the method of transport and advice against using public transport. If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit				
Staff should undertake twice weekly home tests	Tests will be provided to all staff taking part in the testing process with reporting systems explained and in operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection . They will also need to get a free PCR test to check if they have COVID-19		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 11 th January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test	Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed			
Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate	Guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

chain reaction (PCR) test to check if they have the virus				
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do	When to self-isolate and what to do - Coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature	<p>It is crucial that people isolating with COVID-19 wait until they have received 2 negative rapid lateral flow tests on 2 consecutive days to reduce the chance of still being infectious.</p> <p>For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>The default self-isolation period continues to be 10 days, and you may only leave self-isolation early if you have taken 2 rapid lateral flow tests and do not have a temperature in line with guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including; <ul style="list-style-type: none"> when they arrive at the school when they return from breaks when they change rooms before and after eating 	Regular handwashing will take place at the times mentioned. Hand sanitiser will be used where hand washing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Adequate time allocated for hand washing within the timetables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	Opportunities provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	Included in child's care plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	Support provided by 1:1 TAs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	N/A at this time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Length of time encouraged. Hand sanitiser used when hand washing not possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	The school has plentiful handwashing and hand sanitiser stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	All hand sanitisation is completed under adult supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	New starters will be supported to learn the routines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are worn when moving around the premises, outside of classrooms, such as in corridors and communal areas in all settings by staff, governors and visitors unless they are exempt	School will risk assess and plan events, where possible, avoiding crowded enclosed spaces. Face coverings will be enforced (unless exempt) with all relevant parties appropriately directed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults working in multiple classrooms, giving in class support, should wear a face covering unless they are exempt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn	Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are mindful and respectful of such circumstances where people may not be able to wear a face covering	This includes; • people who cannot put on, wear or remove a face covering because of a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>physical or mental illness or impairment, or disability</p> <ul style="list-style-type: none"> • people for whom putting on, wearing or removing a face covering will cause severe distress • people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid the risk of harm or injury to yourself or others • people are also permitted to remove a face covering in order to take medication 			
<p>School has a small contingency supply of face coverings available for people who:</p> <ul style="list-style-type: none"> • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe <p>have forgotten their face covering</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission</p>	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools or in public places</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission</p>	<p>When donning a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose <p>avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</p> <p>When removing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully in a household waste bin and do not recycle • once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. • if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	hand sanitiser once removed			
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	Staff advised and suggested to consider bringing a spare face covering to wear if their face covering becomes damp during the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors Contractors & Spread of Coronavirus				
School strongly encourages parents and other visitors to take a lateral flow device (LFD) test before entering the school		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key contractors are made aware of the school's control measures and ways of working	Visitors guide provided to all contractors, alongside school Covid-19 guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance is explained to visitors and contractors on or before arrival	Visitors guide provided to all visitors, alongside school Covid-19 guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Requested as part of authorisation to work scheme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	Scheduled and carried out accordingly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	If necessary external opening doors may be used provided this doesn't compromise safeguarding measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co2 monitors used and monitored to detect areas of poor ventilation. Monitors are placed in spaces which are densely occupied for one hour or more, Monitors are rotated around school, with them being used for a full day in one area before being moved to another.	Monitors are to be placed: <ul style="list-style-type: none"> At head height when individuals are seated Away from windows At least 0.5m from occupants Readings are to be checked at multiple times throughout the day, however are not to cause a disruption to learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>All readings should be allowed to 'settle' for 5 minutes before any action is taken:</p> <ul style="list-style-type: none"> • A reading below 800ppm (parts per million) implies the areas is well ventilated. • A consistent value over 800ppm should be seen as an early indicator to improve ventilation in the area. • A consistent value of 1500ppm in an occupied space is an indication of poor ventilation and action should be taken to improve the ventilation. (although there is no need to stop utilising the area). 			
Where Co2 monitor readings are consistently high for at least 1 week (1500ppm or higher) the school has either bid for air cleaning units (HEPA filtration) or purchased units to improve ventilation	RP175.01 How to apply for a DfE funded air cleaning unit.pdf - Google Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	A comfortable teaching environment should be maintained. Children should not need to wear outdoor coats within the classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	Opened more fully during breaks to purge the air in the space)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
Outbreak Management Plan to be created and reviewed in accordance with national guidance.	Liz Clark	Ongoing		
All actions will be revisited where a risk is further identified by any staff member.	Liz Clark	As they occur		
Periodic checks on the actions of identified hazards to promote continuity.	Emma Moss	As they occur		
Regularly review the risk assessment – it is a working document.	All Staff	Ongoing daily		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	Liz Clark (Headteacher) Emma Moss (SBM)	Signature(s):	E Clark EMoss	
Date:	11.01.22	Review Date:	Weekly as a minimum	
Distribution: Staff, Parents/Carers, Governors, Local Authority				

Action

HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	Less likely to occur

POTENTIAL OUTCOME		LIKELIHOOD				
Catastrophic						
Major						
Moderate						
Minor						
Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely