

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM SEPTEMBER 2021			
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 * Arrangements for Boarding Schools During Pandemic 			
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	The hall will be well ventilated	<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 and meetings with other agencies/colleagues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Rescheduled visit to Robin wood residential centre taking place in November.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 alongside the centre in line with national guidance.			
Schools can undertake educational day visits	Phases will plan and risk assess visits accordingly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits	Rescheduled visit (Year 6) to Robin wood residential centre taking place in November. School will continue to work alongside the centre in line with national guidance.	<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, which should then be disposed of after use 3) Anti-bacterial wipes for general cleaning of touch surfaces (e.g lunchtime clean of door handle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<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, 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 support families with the new processes.	<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 specifically identifies the individual as being a close contact.	NHS Test and Trace will work with the positive case to identify close contacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	School will support NHS Test and Trace processes as requested.			
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: <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	Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We will encourage all individuals to take a PCR test if advised to do so	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	School will support parents/carers and staff with understanding their legal obligations.	<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"/>
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 director of public health might advise a setting to temporarily reintroduce some control measures		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





because it could indicate transmission is happening in the setting	<ul style="list-style-type: none"> 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 			
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).	<p>Call the DfE Helpline on 0800 046 8687 (option 1)</p> <p>When the threshold is reached, school will review and reinforce the testing, hygiene and ventilation measures they already have in place.</p>	☒	☐	☐
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.	☒	☐	☐
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	Further information is available in the guidance on Supporting pupils with medical conditions at school	☒	☐	☐
<p>CEV colleagues currently undertaking amended duties to enable them to work fully from home can now consider with their manager a return to normal duties on a risk assessment basis with specific factors to be taken into account including:</p> <ul style="list-style-type: none"> ➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role; ➤ they should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid; ➤ continuation of the current amended duties for the time being may be appropriate depending on the risk assessment 	Currently we have no CEV staff on roll	☒	☐	☐

<p>➤ arrangements to be reviewed again towards the end of September when it is anticipated the Covid risk should be reduced.</p>				
<p>We currently advise, due to the increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3rd trimester do not attend a physical workplace. Therefore, from now on pregnant employees in their 3rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28th week of pregnancy</p>	<p>As pregnant women are currently advised not to be vaccinated and there continues to be moderate levels of coronavirus transmission within the community, we have decided to continue to advise those in the 3rd trimester of pregnancy to continue to remain away from workplaces As per NYCC and CYC recommendation</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 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"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice</p>	<p>Symptoms of coronavirus (COVID-19)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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>	<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. If a child is brought to the office who is displaying</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>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>			
<p>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>	<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 would need to use the ladies' toilet situated near the IT suite as an emergency measure until the disabled has been cleaned as above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary</p>	<p>Provided within the first aid room</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The room used by the pupil awaiting collection should be cleaned after they have left</p>	<p>This would be cleaned by the first aider with the product D10 under controlled use of the product following COSHH guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever</p>	<p>When the call is made to request for a child(ren) to be collected, the school office will ascertain the method of</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

possible, be collected by a member of their family or household	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			
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 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	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"/>
Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed	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"/>
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	This will be communicated to staff and parents/carers. Exemptions to isolation are: <ul style="list-style-type: none"> • Double vaccination Under the age of 18 years 6 months	<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"/>

Whilst awaiting the confirmatory PCR result, the individual and close contacts should continue to self-isolate	Unless close contacts are exempt 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 chain reaction (PCR) test to check if they have the virus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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	The school has plentiful handwashing and hand sanitiser stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

that all pupils and staff can clean their hands regularly				
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 Reception 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 in enclosed and crowded spaces where you may come into contact with people you don't normally meet	School will risk assess and plan events, where possible, avoiding crowded enclosed spaces. Where unavoidable, face coverings will be enforced (unless exempt) with all relevant parties appropriately directed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In case of an outbreak in school, a director of public health might advise that face coverings should	This is covered in the Outbreak Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

temporarily be worn in communal areas or classrooms (by pupils, staff, governors and visitors, unless exempt)				
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Staff have been advised, when donning, to: <ul style="list-style-type: none"> • Before touching the mask, at any time, clean your hands with soap and water or an alcohol-based hand sanitiser. • Always inspect your mask for tears or holes; do not use a mask that is damaged or damp/soiled. • Place the mask on your face covering your mouth, nose and chin, making 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>sure that there are no gaps between your face and the mask. Do not cross the straps on a face mask as this can cause gaps on the side of your mask.</p> <ul style="list-style-type: none"> • If applicable, pinch the metal strip so that the mask moulds to the shape of your nose. • Remember, do not touch the front of the mask whilst using it, to avoid the risk of contamination; if you do accidentally touch it then make sure you wash your hands. <p>Doffing</p> <ul style="list-style-type: none"> • do not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom 			
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	Staff advised	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors Contractors & Spread of Coronavirus				
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	Scheduled and carried out accordingly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures				
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"/>
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):	<i>E Clark</i> <i>EMoss</i>
Date:	06.09.21	Review Date:	Weekly as a minimum
Distribution:			

Risk rating	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	Less likely to occur
Insignificant	Minor injury	Remote	

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