

<b>RISK ASSESSMENT (UK only)</b>	<b>School opening following COVID-19 closure</b>	
<b>Establishment:</b> Cumnor House Boys & Nurseries	<b>Assessment by:</b> Symone Campbell & Daniel Heavens	<b>Date:</b> 06/08/2020 <i>Please refer to review dates at the end of this document</i>
<b>Review Date:</b> <b>In line with latest Government guidance</b>	<b>Approved by:</b> <b>Melissa Jones – Health &amp; Safety Manager Europe</b>	<b>Date:</b> 27/08/20

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local /individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		
<b>Person(s) Displaying Symptoms</b>	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> <li>✓ Parents or member of staff to telephone school office/ <b>Line Manager</b>.</li> <li>✓ <b>Confirmed case will self-isolate for 10 days</b></li> <li>✓ <b>10 days for rest of household – from the day the symptoms started (or the day the test was taken if they did not have symptoms – whether a PCR or LFD test) and the next 10 full days.</b></li> <li>✓ If a bubble has to self-isolate due to being a close contact – then the remainder of that bubble including teaching staff will not be able to come to school for <b>10 days</b>.</li> <li>✓ Anyone displaying symptoms, should not come to school. In such circumstances, they must follow the government guidance on self-isolation <b>and arrange to have a test.</b></li> <li>✓ If a member of staff develops symptoms whilst at work, they should ensure their line manager is informed and return home immediately</li> <li>✓ In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.</li> <li>✓ Continual monitoring of Government Guidance is advised to ensure adherence.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• <b>Line Manager to inform School Covid-19 Coordinator and SLT</b></li> <li>• Staff to go straight to designated isolation room <b>if symptoms develop at school</b></li> <li>• First aider will assist once in full PPE</li> <li>• Staff member to order <b>PCR Test</b></li> <li>• Staff and parents sent information reminding them of procedures.</li> <li>• Public Health education guidance poster displayed around school.</li> <li>• Fogger machine will be operated by the trained maintenance team on how to operate the machine safely.</li> </ul>	Medium

			<ul style="list-style-type: none"> <li>✓ Disinfectant Fogger machine will be used in all areas of use by pupils/staff if suspected Covid 19 case.</li> </ul>				
<b>Child or Staff Member Becoming Unwell at School</b>	Pupils Staff	High	<ul style="list-style-type: none"> <li>✓ Everyone to follow agreed protocol <b>if a pupil or member of staff</b> becomes unwell with Coronavirus symptoms during the day. Details are displayed in medical room.</li> <li>✓ If child or member of staff becomes unwell with other symptoms, staff to follow usual school procedures, looking after and monitoring the child and contacting parent/carers if deemed necessary.</li> <li>✓ In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.</li> <li>✓ School has access to testing kits to provide parents/carers of child displaying symptoms. In addition testing for pupils and staff available from the government testing regime for those who are showing symptoms – staff are encouraged to be tested.</li> <li>✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves.</li> <li>✓ When parents/legal guardian pick up the child, advise them to get the child tested and notify school of the results.</li> <li>✓ Continual monitoring of Government Guidance for changes.</li> <li>✓ Use of the NHS app is not recommended for students <i>younger than 16</i>. However, should a student below the age of 16 use the app and receive a notification that they have been in contact with a positive case, the setting should follow their usual process. <ul style="list-style-type: none"> <li>• No changes to procedure for use of mobile phone for pupils or staff. Please continue to follow usual school policies.</li> </ul> </li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• Procedures established for staff and pupils exhibiting symptoms whilst at school and displayed in Medical Room.</li> <li>• Refer parents to the <b>guidance for households with possible or confirmed coronavirus (COVID-19) infection.</b></li> <li>• Procedures in place to consider potential contact to eliminate further spread.</li> <li>• Isolation room for students and staff if symptoms develop during the day.</li> <li>• Once the child has left the premises, thoroughly disinfect/clean all surfaces and touchpoints they came into contact with (including the bathroom if used). Fogger machine to be used.</li> <li>• Notice to be displayed on door/entrance of area that has been sanitised prohibiting access for a fixed period.</li> <li>• Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities.</li> </ul>	Medium

<p>Confirmed cases or potential outbreak in school or in local area (updated to reflect guidance on rapid asymptomatic testing)</p>	<p>Pupils Staff Visitors</p>	<p>High</p>	<ul style="list-style-type: none"> <li>✓ If a pupil or staff member is <b>identified as a close contact</b> of someone who has tested positive for coronavirus (COVID-19) and is asked to self-isolate, parents and other members of the household (including any other children in the same school) do not need to self-isolate unless the child or staff member, who is self-isolating, subsequently develops symptoms.</li> <li>✓ If a pupil or staff member has been a close contact of someone who has tested positive, and subsequently <b>develops symptoms</b> but has a negative test result, they will still need to self-isolate for the full 10 days from the day after contact with the individual who tested positive.</li> <li>✓ If a staff member is isolating because of a positive test result but did <b>not have any symptoms</b> but develops Covid-19 symptoms within their isolation period, they must start a <b>new 10-day isolation period</b> by counting 10 full days from the day following their symptom onset.</li> <li>✓ <b>Confirmed case will self-isolate for 10 days</b> and <b>10 days</b> for rest of household. If a bubble needs to close, the remainder of that year group/class including teaching staff will not be able to come to school for <b>10 days</b> based on advice from Local Health Protection team</li> <li>✓ Anyone <b>displaying symptoms</b>, or is within 10 days of the day when the first member of their household showed symptoms of (Covid-19) should not come to school</li> <li>✓ Swift action must be taken when you become aware that someone who has attended school has tested positive for coronavirus (COVID-19). <ul style="list-style-type: none"> <li>1. Contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• You can contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</li> <li>• Please refer to the DfE poster “What to do if a child is displaying symptoms of coronavirus (COVID-19)” displayed in the medical room.</li> <li>• Optional regular asymptomatic testing is available for staff. Staff with a positive Lateral Flow Device test result will be sent home to self-isolate in line with “stay-at-home guidance”. They will also need to arrange a PCR (Polymerase chain reaction test to confirm the result <b>within 48 hours.</b></li> <li>• If the PCR test result is negative, the staff member and their household can stop isolating as long as: <ul style="list-style-type: none"> <li>• they are well</li> <li>• no-one else in their household has symptoms or has tested positive for COVID-19</li> <li>• they have not been advised to self-isolate by NHS Test and Trace</li> <li>• they have not arrived into the UK from a non-exempt country within the last 10 days.</li> </ul> </li> </ul>	
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			<p>Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <ol style="list-style-type: none"> <li>2. If, following triage, further expert advice is required the adviser will escalate the call to the PHE local health protection team (HPT).</li> <li>3. The advice service (or HPT if escalated) will work with the school to carry out a rapid risk assessment and identify appropriate next steps.</li> <li>4. With support from the advice service or HPT, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to selfisolate for 10 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> <li>5. Notify Ofsted swiftly through the usual notification channels of any confirmed case of coronavirus (either staff member or child). Also notify Ofsted if the setting is advised to close as a result.</li> <li>6. If applicable, ensure access to remote provision for children who are isolating so that they can continue to learn remotely.</li> <li>7. A template letter will be provided to settings, by the advice service or the health protection team, to send to parents, carers and staff if needed.</li> </ol>				
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			8. Settings must not share the names of people with coronavirus (COVID-19) unless essential to protect others.				
<b>Medical Room/Isolation Space/ Hygiene Standards</b>	Pupils Staff Visitors	High	<ul style="list-style-type: none"> <li>✓ Isolation room/area established.</li> <li>✓ While the child is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>✓ Good hygiene measures in place – medical room/isolation space to be cleaned after every use.</li> <li>✓ Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>✓ Suitable and sufficient last resort PPE in place, recommended with suspected cases member of staff treating pupil should wear mask, apron and gloves (and pupil should wear mask). <ul style="list-style-type: none"> <li>1. If there is risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) then eye protection should also be worn.</li> </ul> </li> <li>✓ Procedures established for pro-actively ordering PPE and medical supplies.</li> <li>✓ Only trained staff permitted to provide medical and first aid support.</li> <li>✓ If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• Staff informed of location of Isolation Room clearly and signage installed.</li> <li>• Boys school: <ul style="list-style-type: none"> <li>○ Staff isolation– 4T</li> <li>○ Pupils (boys) isolation- Nest</li> <li>○ Medical room (for severe injuries only – non covid-19 related) has been relocated to classroom 5B</li> <li>○ For general first aid incidents the first aider will be summoned by email to the classroom. This prevents pupils moving around the school.</li> </ul> </li> <li>• Purley Nursery: <ul style="list-style-type: none"> <li>○ Pupil isolation – library</li> <li>○ Medical Room – Mrs Ivy Farrugia’s Office</li> </ul> </li> <li>• South Croydon Nursery <ul style="list-style-type: none"> <li>○ Pupil isolation - changing rooms located next to willows</li> <li>○ Medical room – remains the same</li> </ul> </li> <li>• Additional PPE will be available in all medical and isolation rooms, for those treating staff and pupils with a suspected case only.</li> </ul>	Medium
<b>Accident, Injury or Harm and Medical Needs</b>	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> <li>✓ First Aid contact procedures are known by all staff, with adequate first aid provisions provided</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• First Aid Needs Assessment and First Aid/Medical Room Risk</li> </ul>	Low

			<p>by trained staff. First aid training qualification reviewed in line with HSE extension period</p> <ul style="list-style-type: none"> <li>✓ First Aid should initially be administered in the area of the incident</li> <li>✓ First Aiders providing treatment in the medical room will be required to wear PPE – visor, mask, gloves and apron</li> <li>✓ Cleaning regime established and followed to maintain hygiene standards.</li> <li>✓ Paediatric First Aid Training and First at Work Training provided to relevant staff.</li> <li>✓ Details of contact procedures and all trained staff posted within the Medical Room (and updated routinely, including considerations of staff absences).</li> <li>✓ First Aid kits checked and fully stocked by FA coordinator or another nominated person if not at school.</li> </ul>			<p>Assessment have been reviewed to reflect Covid-19 guidance.</p> <ul style="list-style-type: none"> <li>• These will be displayed in the medical room alongside this RA.</li> </ul>	
<p><b>Vulnerable Persons – increased risk of infection and complications for vulnerable groups (based on guidance published 7<sup>th</sup> Jan 2021)</b></p>	<p>Pupils Staff Visitors Contractors</p>	<p>High</p>	<ul style="list-style-type: none"> <li>✓ Staff who are clinically <b>extremely</b> vulnerable are advised to work from home <b>and not to go into work</b>. Individuals in this group will have been identified through a letter from the NHS <b>or</b> from their GP, and may have been advised to shield in the past.</li> <li>✓ Those children whose doctors have confirmed they are still clinically <b>extremely</b> vulnerable are advised not to attend childcare or nursery during the period this advice is in place.</li> <li>✓ Staff in a vulnerable group or expectant mothers will be assessed individually around their personal risks. To ensure they are protected through social distancing and hygiene procedures</li> <li>✓ Staff from BAME communities to advise their Line Manager of any existing underlying health conditions that may increase the risks for them.</li> <li>✓ Care Plans and RAs continually reviewed and monitored for additional information to ensure this is resourced and considered.</li> <li>✓ Continual monitoring to ensure working practices consider changing Government Guidance.</li> <li>✓ Staff reminded during SLT and staff updates, to report any concerns.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>• Covid-19 Individual Risk Assessment to be completed for staff members who fall under vulnerable person category.</li> <li>• <b>Pregnant colleagues: those in their third trimester should have a 1-2-1 meeting with HR to agree the most suitable arrangement as part of the RA</b></li> <li>• Procedures are in place for Care Plan reviews.</li> <li>• Vulnerable persons feeling anxious about adequate protection may wear a face covering and/or apron, however this will not be provided by the school unless high contact tasks related to their role require PPE to be worn i.e. Early Years staff.</li> </ul>	<p>Medium</p>

<b>Intimate Care and Toileting</b>	Pupils Staff	High	<ul style="list-style-type: none"> <li>✓ Existing Intimate Care Policy standards applied.</li> <li>✓ Additional last resort PPE (visor, mask, apron and gloves) made available within the area of use.</li> <li>✓ Waste management controlled.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• <i>Intimate Care Procedures and Risk Assessment updated with additional PPE requirements included.</i></li> <li>• PPE will be provided and worn by all nursery staff carrying out intimate care and toileting</li> </ul>	Medium
<b>Unplanned visitors (including postal deliveries)</b>	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> <li>✓ Access and egress of visitors controlled and managed by authorised staff only.</li> <li>✓ Access control systems installed and remain active.</li> <li>✓ Enhanced DBS checks in place for all authorised staff.</li> <li>✓ No visitors to be allowed in school during this period unless approved by member of Senior Leadership Team; visitor will then be signed in, escorted and supervised. Visitors should have a pre-arranged appointment.</li> <li>✓ Clear procedure for receiving deliveries, and post arrangements.</li> <li>✓ Visitor waiting areas configured including screens on reception desks, barriers, one-way systems.</li> <li>✓ Compulsory use of hand sanitiser before entering school.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• <i>Face-to-face meetings should be minimised and replaced with virtual meetings where possible</i></li> <li>• Procedure for signing in visitors, consider visitor stickers instead of lanyards. <ul style="list-style-type: none"> <li>○ Green for visitors with enhanced DBS</li> <li>○ Red for visitors without an enhanced DBS.</li> </ul> </li> <li>• Pens should not be shared</li> <li>• Approved visitors entering the building can “check-in” on the NHS app by scanning the QR code displayed on the Reception entrance.</li> <li>• Postal deliveries to be left at the School Office door – to be advised after ringing the intercom buzzer <ul style="list-style-type: none"> <li>○ Signs to display (drop off and collection point) for deliveries.</li> </ul> </li> <li>• Reception area minimised to one person at a time.</li> </ul>	Low
<b>Access/Egress (Security and Safeguarding)</b>	Pupils Staff Contractors Visitors	Medium	<ul style="list-style-type: none"> <li>✓ Signing in and out procedures established.</li> <li>✓ Suitable supervision arrangements will be made in line with number of children and any associated needs.</li> <li>✓ Registration taken twice daily (am and pm) as a minimum.</li> <li>✓ Pupil handover procedure controlled and to the known parent, guardian or carer – in line with School Policy.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• Signage clearly posted clarifying Covid-19 rules for visitors</li> <li>• Only essential works to be carried out by contractors.</li> <li>• Staff Lanyards may be worn but should <i>not be shared</i> with other colleagues</li> <li>• Staff to sign/in out as normal using own pen and sanitise hands</li> </ul>	Low

			<ul style="list-style-type: none"> <li>✓ All usual safeguarding procedures to be followed in line with current safeguarding policies.</li> <li>✓ A member of the Senior Leadership Team will be on site each day.</li> <li>✓ <b>No internal tours during the lockdown period – virtual tours are available via the Admissions Team</b></li> </ul>			<p>immediately and exit following the one way system</p> <ul style="list-style-type: none"> <li>• New Entry and exit points signposted to reduce overlap</li> <li>• One-way system in place where possible for corridors and frequently used areas for crowd control and to maintain social distancing.</li> <li>• Procedures for drop off and collection communicated to parents and staff in “A new year ” brochure</li> <li>• Signage clearly displayed clarifying amended procedures.</li> </ul>	
<b>Emergency Procedures Including Fire and Lockdown</b>	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> <li>✓ In the event of an incident/emergency evacuation, usual procedures will be followed.</li> <li>✓ <b>Fire drill - practice will take place in first week when pupils return</b></li> <li>✓ If a member of the site team not on site at the time, the member of SLT will go to meet the emergency services and reset alarm, once all clear is given and a member of the teaching staff will take the roll call.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• FRA risk assessment reviewed to incorporate reduced staffing levels to ensure sufficient levels of key roles such as fire wardens</li> <li>• <b>Fire Drill make adjustments to allow for social distancing where appropriate</b></li> </ul>	Low
<b>Travel and Transport</b>	Pupils Staff	Medium	<ul style="list-style-type: none"> <li>✓ Third Party transport providers risk management aligned to school standards.</li> <li>✓ Transportation of Students and Staff Risk Assessment reviewed and shared to encompass Covid-19 guidance.</li> <li>✓ <i>Cleaning of the vehicles to be carried out after each use by the driver.</i></li> <li>✓ The same students should use the same vehicles with the same driver each day, morning and evening.</li> <li>✓ Students should be loaded in order to prevent them walking past each other, first on last off. I.e. first student on in the morning to sit at the rear of the bus and so on.</li> <li>✓ Students and Drivers should hand sanitise each time they enter or disembark the vehicle</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• All drivers to wear face masks/ coverings and gloves when transporting pupils and staff</li> <li>• <b>Pupils and staff</b> to wear face coverings. A supply of disposable coverings will be available in the vehicle should a student forget to bring their own</li> <li>• A zip lock bag should be carried by each student to put the covering in once at school</li> <li>• Any student who develops symptoms while at school should not travel home on the service, alternative</li> </ul>	Low



			<ul style="list-style-type: none"> <li>✓ Daily fogging of vehicles at the end of each day</li> <li>✓ Parents must be reminded that if students or a member of their household is displaying symptoms, they must not board a home to school service.</li> <li>✓ Records of who has travelled on the school bus must be kept by the school including the seating plan so that in the event of a passenger, chaperone or driver testing positive the information can quickly and accurately supplied to any agency requiring it for Track and Trace purposes.</li> <li>✓</li> </ul>			arrangements should be made for the return journey home.	
<b>H&amp;S Training No Longer in Date or Expired (No changes from previous guidance. Reviewed HSE guidance 8<sup>th</sup> Jan 2021 – next review 29<sup>th</sup> Jan 2021)</b>	Pupils Staff	Medium	<ul style="list-style-type: none"> <li>✓ Specific training undertaken for staff with key roles.</li> <li>✓ Training matrix provided to clarify current training levels, and routinely monitored and updated.</li> <li>✓ FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</li> <li>✓ If first aiders are unable to access annual refresher training face to face during the coronavirus (COVID-19) pandemic, HSE supports the use of online refresher training to keep their skills up to date. <ul style="list-style-type: none"> <li>• HSE still strongly recommends that the practical elements of actual FAW, EFAW and requalification courses are delivered face to face</li> </ul> </li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• Routine checks in place</li> <li>• Staff with expired certificates are booked on to EFAW or FAW requalification courses at the earliest opportunity</li> </ul>	low
<b>Cross Contamination - getting or spreading covid 19 by not washing hands or not washing them adequately</b>	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> <li>✓ Posters displayed in School to ensure staff follow guidance for themselves and pupils regarding: <ol style="list-style-type: none"> <li>1. Social distancing</li> <li>2. handwashing,</li> <li>3. temperature monitoring</li> <li>4. <b>what to do if anyone becomes unwell with a new, continuous cough or a high temperature, in an education setting</b></li> </ol> </li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• Areas sectioned off to reduce contact with non-designated bubble groups.</li> <li>• Covid-19 posters are displayed frequently and monitoring in place to ensure staff, pupils and visitors adhere.</li> </ul>	Medium

			<ul style="list-style-type: none"> <li>✓ Sufficient soap and paper towels for handwashing and spare stock on site – hand dryers put out of use.</li> <li>✓ Staff and pupils reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</li> <li>✓ Suitable and sufficient rubbish bins shall be provided for hand towels with regular removal and disposal.</li> <li>✓ <b>Regular breaks shall be allowed to wash hands, with time factored into activities. Pupils to wash hands every time they change rooms</b></li> <li>✓ Hand Sanitizer – alcohol content 60% or above. Located at entry and exit points and supervised areas only. No touch type preferable.</li> <li>✓ Hand sanitiser provided in classrooms where hand washing facilities are not close by</li> <li>✓ <b>Bubbles</b> are not mixed during day.</li> <li>✓ Same teacher and other staff assigned to each group.</li> </ul>			<ul style="list-style-type: none"> <li>• Thermometers will be available in the staff isolation room for staff self-checks.</li> <li>• Parents are advised to check their child’s temperature prior to coming to school and follow guidance to not send child in if temperature is 38° or above.</li> <li>• Drinking water fountains taken out of use. However, water will be provided throughout the day.</li> <li>• Staff and pupils advised to wear a clean set of clothing daily</li> </ul>	
<b>General Cleaning - getting covid-19 by not cleaning surfaces, equipment and workstations</b>	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> <li>✓ Usual school cleaning protocols will be followed during this period, with additional cleaning tasks/frequency as agreed at a meeting between school and cleaning contractor.</li> <li>✓ Full deep clean of premises to be arranged in the event of confirmed Coronavirus case(s) <b>in line with risk assessment from Local Health Protection Team</b></li> <li>✓ COSHH assessments for existing and new cleaning products reviewed and in place</li> <li>✓ Increased cleaning to frequently touched surfaces such as handrails, handles, toilets, washing areas, telephones and all equipment.</li> <li>✓ Bins for tissues emptied during day.</li> <li>✓ <b>Signage around school to inform staff &amp; pupils what they need to do to keep school clean and sanitised.</b></li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• Deep cleaning scheduled for all schools prior to opening</li> <li>• Areas of the school not in use during this period will be locked/shut to reduce the number of areas to be cleaned.</li> <li>• School is in receipt of third-party cleaning contractor’s new risk assessments for new way of working and support of schools plans for opening.</li> <li>• Allocation of 4 hours of cleaning per day, per site has been allocated during the day to focus on high risk areas.</li> <li>• Staff have been advised to clean desk areas regularly. Cleaning materials have been provided</li> </ul>	Low

<p><b>Social Distancing is Difficult to Achieve</b></p>	<p>Pupils Staff Visitors</p>	<p>High</p>	<ul style="list-style-type: none"> <li>✓ Safe working operations to encompass 2m minimum distance where possible <b>or 1m with extra precautions.</b></li> <li>✓ Briefings to take place adopting the 2m social distancing ahead of any overlapping task to restrict the need for communication during the short duration close proximity working (and to prevent face to face working).</li> <li>✓ Lifts to not be used or if required controlled access given.</li> <li>✓ Where interaction is required for combined tasks, individual risk management: Elimination, Time, Distance and Shielding.</li> <li>✓ <b>Avoiding large gathering such as assemblies with more than one year group</b></li> <li>✓ It is not mandatory for staff to wear face coverings in the classroom. However, in situations where social distancing between adults in settings is not possible (<b>for example when moving around in corridors and communal areas</b>), face coverings should be worn by adults and pupils in year 7 and above outside of classrooms.</li> </ul>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> <li>• PPE must be worn for all tasks which do not allow adequate two metre social distancing i.e. Manual handling tasks or intimate care of pupils</li> <li>• Numbers will be limited in all offices and staff areas – signage on doors to confirm number of people allowed to enter.</li> <li>• Break times and lunch time will be staggered.</li> <li>• Use of markers or signage, furniture to be reduced in classrooms, closure of cubicles in toilet areas, one in one out system.</li> <li>• Back to back working put in place where possible in shared offices.</li> <li>• Signs on door with a maximum limit of staff and pupils.</li> <li>• Hand Sanitizer available around school site including classrooms, offices where washing facilities not available.</li> <li>• All adults and Year 7 and 8 pupils are required to wear a face covering <b>in all</b> communal areas. I.e when entering the corridor, staff room, dining room or an office outside of your bubble group.</li> </ul>	<p>Medium</p>
<p><b>Use of suitable classrooms and areas including room layout, teaching equipment etc adhering to social distancing guidance for schools published by PHE/DFE</b></p>	<p>Pupils Staff</p>	<p>High</p>	<ul style="list-style-type: none"> <li>✓ <b>Side to side seating and facing forwards rather than face to face or side on</b></li> <li>✓ Minimised overcrowding in corridors with different timetable for different year groups, installation of barriers where appropriate, or floor markings, one-way circulations where possible.</li> <li>✓ Staircases with one-way circulation such as up and down staircases only, pupils stay in</li> </ul>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Suitable space between desks and pupils to be spaced out (as far as possible keeping a minimum of 1 metres apart)</li> <li>• Removal of soft furnishings, soft toys and toys that are hard to clean</li> </ul>	<p>Medium</p>

			<p>classrooms for most of day to reduce need to move around vertically.</p> <ul style="list-style-type: none"> <li>✓ Visual inspection of classroom by staff prior to each daily use.</li> <li>✓ Pupils encouraged to be self-sufficient at their own desk every day – own pencil case and water bottle</li> <li>✓ <b>Resources shared between classes or bubbles are frequently cleaned or left unused for period of 48 hours (72 for plastics)</b></li> <li>✓ Regular cleaning programme established</li> <li>✓ <b>Ventilation – rooms should be well ventilated with natural ventilation (open windows). Where centralised or local mechanical ventilation is present, recirculatory systems adjusted to full fresh air, if this is not possible systems will be operated as normal. Doors are propped open where safe to do so (adhering to fire regulations) to reduce and limit use of touching door handles and aid ventilation.</b></li> </ul>			<p>and unnecessary items to give more space in rooms</p> <ul style="list-style-type: none"> <li>• Water bottles to be taken home each day</li> <li>• Cleaning regimes in place including desktops and equipment during the day.</li> <li>• Communication sent to parents to advise on season appropriate clothing – particularly due to open windows during winter.</li> <li>• No sharing of drinking cups</li> </ul>	
<p><b>Activities, Practical lessons, Sport, Music (Based on Cognita guidance 4<sup>th</sup> Nov 2020 – not applicable during a National Lockdown)</b></p>	<p>Staff Pupils</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>✓ Domestic (UK) <b>overnight</b> and overseas educational visits are not permitted.</li> <li>✓ Play equipment <b>should be cleaned more frequently</b></li> <li>✓ PE or sports lessons to follow AFPE or Sport England current guidance</li> <li>✓ Sports Halls- increase to frequency of cleaning and hygiene in place</li> <li>✓ Swimming lessons can resume whether in school’s own pools or within an external provider’s pool.</li> <li>✓ Practical lessons will take place if equipment is cleaned thoroughly between lessons or left unused for a <b>period of 48 hours (72 for plastics).</b></li> <li>✓ Science lessons to follow Cleapss current guidance</li> <li>✓ Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></li> </ul>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> <li>• <i>Local Educational Visits should be done in line with protective measures, such as keeping children within their consistent bubble group, and the COVID-secure measures in place at the destination. Please refer to relevant Risk assessment for Educational Visits</i></li> <li>• Please refer to updated risk assessments to reflect updated guidance</li> <li>• Competition between different schools should not take place</li> <li>• Swim England recommend all teachers are to deliver from poolside where possible in line with current social distancing guidance.</li> </ul>	<p>Low</p>

			<ul style="list-style-type: none"> <li>✓ PE depts should follow latest guidance from: Swim England on Swimming Lessons <a href="#">here</a></li> <li>✓ Individual music lessons: peripatetic teachers will be expected to comply with school arrangements for managing and minimising risk. <ul style="list-style-type: none"> <li>1. They must maintain distance from other staff and pupils, make efforts to reduce the number of groups interacted with and locations worked in to reduce contacts.</li> </ul> </li> </ul>			<ul style="list-style-type: none"> <li>• All equipment sanitised before and after each activity (rinsing in pool is sufficient because of the chlorine)</li> <li>• High traffic areas such as handrails, door handles, towel hooks should be cleaned in-between activities.</li> <li>• If social distancing cannot be maintained on a 121 lesson, face coverings can be worn by teacher and pupils over aged 11.</li> </ul>	
<b>Shared Areas i.e. Offices, Reception Area, Staff Welfare Areas</b>	Staff Visitors	High	<ul style="list-style-type: none"> <li>✓ Tables, workstations and chairs repositioned so more than 2m apart.</li> <li>✓ Sneeze guards installed on Reception desks with floor signage for visitors to reception to enable social distancing.</li> <li>✓ <b>Floor markings and signage installed.</b></li> <li>✓ Limit on numbers in areas to maintain social distancing.</li> <li>✓ <b>Limiting hot desking</b></li> <li>✓ Staff to wear a mask in all shared areas – i.e. dining room and staff room</li> <li>✓ Doors left open to ease ventilation and no contact if possible.</li> <li>✓ <b>Where possible, staff are encouraged to bring their own drinking vessel.</b></li> <li>✓ Additional cleaning equipment provided for staff to use for frequently used equipment</li> <li>✓ Posters and guidance to remind staff of safe practices.</li> <li>✓ Floor markings and signage installed.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• Staff designated areas, i.e. lunchbreaks.</li> <li>• Signage advising of maximum capacity displayed on office and staff room doors</li> <li>• All telephones and PC's to be cleaned by staff member before after each use.</li> <li>• Staff <i>visiting</i> an office should wear a mask.</li> </ul>	Medium
<b>Staff Wellbeing</b>	Staff	Medium	<ul style="list-style-type: none"> <li>✓ SLT discuss with staff specific concerns and how to make them feel safe.</li> <li>✓ Staff encouraged to continue to have conversations on concerns when they are working and if necessary, action will be taken</li> <li>✓ Provision of online resources via MyCognita to support staff wellbeing.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• <b>Colleagues have access to the Care First service, which offers counselling and practical support services. Colleagues can use the 24-hour freephone helpline 0333 212 7341 please contact the BM for the username and password.</b></li> </ul>	Low

			<ul style="list-style-type: none"> <li>✓ Staff have employee helpline resource available via Care First.</li> </ul>			<ul style="list-style-type: none"> <li>• School reopening Risk assessment shared with all staff prior to reopening</li> <li>• Staff feeling anxious about adequate protection may wear a face covering and/or apron, however this will not be provided by the school unless high contact tasks related to their role require PPE to be worn i.e. Early Years staff.</li> </ul>	
<b>Dining Areas</b>	Pupils Staff	High	<ul style="list-style-type: none"> <li>✓ Pupils and staff encouraged to promote excellent personal hygiene prior to and following food consumption</li> <li>✓ Regular routine cleaning regimes followed.</li> <li>✓ Separate cloths and cleaning agents used for different areas.</li> <li>✓ Secure storage of cleaning equipment when not in use.</li> <li>✓ <b>Spillages cleared promptly, with signage located during drying.</b></li> <li>✓ Adequate time permitted between normal room use and dining requirements, to ensure adequate/suitable cleaning regimes can be followed.</li> <li>✓ Considerate disposal of waste and bins emptied regularly.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>• Normal menu will be displayed on the school website</li> <li>• Risk Assessment completed by catering company to reflect changes related to Covid- 19 and to support new ways of working.</li> <li>• Timing of lunch to be staggered to allow for social distancing</li> <li>• <b>Staff will eat lunches in designated classrooms/ offices or outside – Marquee to be provided (relevant to boys school only).</b></li> <li>• <b>Pupils will eat lunches in the following areas:</b> <ul style="list-style-type: none"> <li>○ <b>YR's 1, 2, 7 &amp; 8 (Marquee)</b></li> <li>○ <b>YR's 3, 4, 5 &amp; 6 (Dining Hall)</b></li> </ul> </li> <li>• Cleaning Regime in place in between services</li> </ul>	Low
<b>Information Sharing</b>	Pupils Staff Contractors	Medium	<ul style="list-style-type: none"> <li>✓ Reinforcement of information and guidance at regular staff meetings. <b>Regular reviews by SLT to ensure measures being followed.</b></li> <li>✓ Information sharing undertaken with all third parties and contractors, to ensure alignment of any overlapping areas.</li> <li>✓ Any training required to support staff has been provided.</li> <li>✓ Staff to report to H&amp;S coordinator of any concerns.</li> </ul>	Y	Y	<ul style="list-style-type: none"> <li>○ Risk Assessments shared with staff and third parties.</li> <li>○ Posters displayed - reminders of who to contact if concerned</li> <li>○ Covid-19 statement displayed on school website</li> <li>○ Reminders of guidance during inset day.</li> </ul>	

			<ul style="list-style-type: none"> <li>✓ RA reviewed regularly to adapt to change in plans for working safely to reflect government guidance or significant changes and communicated to all.</li> <li>✓ Regular reviews by SLT to ensure measures being followed.</li> </ul>				
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<b>REVIEWS:</b>		
<b>DATE OF REVIEW:</b> 08/01/2021	<b>REVIEWED BY:</b> S.CAMPBELL	<b>COMMENTS:</b> Updated to reflect changes to guidance of the national lockdown 3.0
<b>DATE OF REVIEW:</b> 09/11/2020	<b>REVIEWED BY:</b> S.CAMPBELL	<b>COMMENTS:</b> Updated to reflect the new national restrictions came into force on Thursday 5 November.
<b>DATE OF REVIEW:</b> 17/09/2020	<b>REVIEWED BY:</b> S. Campbell	<b>COMMENTS:</b> Update to reflect changes to Government Guidelines on what to do if a pupil displays symptoms of Coronavirus (Covid-19)
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>