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| Area/Activity Assessed | Ripley St Thomas CE Academy Phase 3 Reopening – COVID-19 | Responsible Person | Principal |
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| Persons Exposed | <table border="0"> <tr> <td>Employees</td><td><input checked="" type="checkbox"/></td> <td>Contractor</td><td><input checked="" type="checkbox"/></td> <td>Young Person</td><td><input checked="" type="checkbox"/></td> <td>Expectant Mother</td><td><input type="checkbox"/></td> <td>Visitors and/or Public</td><td><input checked="" type="checkbox"/></td> <td>Trespassers</td><td><input type="checkbox"/></td> </tr> </table> | Employees | <input checked="" type="checkbox"/> | Contractor | <input checked="" type="checkbox"/> | Young Person | <input checked="" type="checkbox"/> | Expectant Mother | <input type="checkbox"/> | Visitors and/or Public | <input checked="" type="checkbox"/> | Trespassers | <input type="checkbox"/> |
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| Frequency of Exposure | <table border="0"> <tr> <td>Continually</td><td><input type="checkbox"/></td> <td>Hourly</td><td><input type="checkbox"/></td> <td>Daily</td><td><input checked="" type="checkbox"/></td> <td>Weekly</td><td><input type="checkbox"/></td> <td>Monthly</td><td><input type="checkbox"/></td> <td>Yearly</td><td><input type="checkbox"/></td> </tr> </table> | Continually | <input type="checkbox"/> | Hourly | <input type="checkbox"/> | Daily | <input checked="" type="checkbox"/> | Weekly | <input type="checkbox"/> | Monthly | <input type="checkbox"/> | Yearly | <input type="checkbox"/> |
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| Duration of Exposure | <table border="0"> <tr> <td>Less than 1hr</td><td><input type="checkbox"/></td> <td>1-2 hrs</td><td><input type="checkbox"/></td> <td>3-4 hrs</td><td><input type="checkbox"/></td> <td>5-6 hrs</td><td><input type="checkbox"/></td> <td>7-8 hrs</td><td><input type="checkbox"/></td> <td>More than 8 hrs</td><td><input checked="" type="checkbox"/></td> </tr> </table> | Less than 1hr | <input type="checkbox"/> | 1-2 hrs | <input type="checkbox"/> | 3-4 hrs | <input type="checkbox"/> | 5-6 hrs | <input type="checkbox"/> | 7-8 hrs | <input type="checkbox"/> | More than 8 hrs | <input checked="" type="checkbox"/> |
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| Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant) | 0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures |
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This Risk Assessments was implemented on the 23rd February 2021 by Compliance Education and checked by schools Head Teacher and SMT/SLT, School Trust and School Governors
 It will be reviewed on a regular basis and when there have been significant changes in government, public health and local authority guidance.
 The risk assessment highlights all control measures the school have put in place to ensure the school is COVID-Secure for all staff, students, visitors and contractors, See the school Plan for further information on how these control measure will be implemented.

| Risk Assessment(s) Reviewed | Name of Reviewer | Date | Signature |
|-----------------------------|-------------------------------------|--------|-----------|
| 3 rd March 2021 | Catherine Walmsley / Peter Mashiter | 4/3/21 | |
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| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
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| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 1 | School reopening after lockdown | 4 | 3 | 12 | <ul style="list-style-type: none"> Where necessary the building was deep cleaned before reopening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. <p>As part of the Governments guidelines</p> <ul style="list-style-type: none"> All staff and students will have access to coronavirus tests on site, via home testing kits or via the NHS website. The school will encourage students take 3 tests on-site, 3 to 5 days apart (min 3 days), upon their return. Testing on-site (via an ATS) initially is a condition of being able to transition pupils and students to test at home. A home testing risk assessment has been produced. The child protection policy has been reviewed in line with government guidance (led by the designated safeguarding lead). <p>School Uniform</p> <ul style="list-style-type: none"> School uniform will be worn by children attending school. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Parents will be made aware due to increased natural ventilation pupils should have adequate clothing. <p>Wrap around care</p> <ul style="list-style-type: none"> Where possible, pupils will remain in their contact group, this includes activities and clubs related to PE, sport, music, dance and drama. <p>Contingency Plans</p> <ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans are in place. <p>Ventilation</p> <ul style="list-style-type: none"> Adequate ventilation has been provided whilst pupils and staff are on site. Windows may be partially opened in conjunction with heating systems to maintain a comfortable balance. <p>Testing</p> <ul style="list-style-type: none"> Testing is provided for staff and pupils on site as of the 8th March as per government guidelines. | 4 | 2 | 8 | |

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| 2 | Coronavirus spread from one country to another | 4 | 3 | 12 | <ul style="list-style-type: none"> The school will ensure students take 3 tests on-site, 3 to 5 days apart (min 3 days), upon their return. Testing on-site (via an ATS) initially is a condition of being able to transition pupils and students to test at home. A home testing risk assessment has been produced. Staff will be asked to test twice a week. Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures. | 4 | 1 | 4 | |
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| 3 | Staff and Students who have received medical advice regarding social distancing, shielding due to underling health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community. | 4 | 4 | 16 | <ul style="list-style-type: none"> • The school has liaised with their staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus. • Where necessary the school has carried out Vulnerable Persons risk assessment and reviewed individual plans for vulnerable pupils as necessary. • Staff and Parents will follow the advice given to them by their/or their child's General Practitioner. • Staff and Parents have a responsibility to keep their/the manager/head teacher informed of any changes to their/or their child's condition or the advice given to them by their/or their child's General Practitioner. • The School have reviewed each individual case to ensure all necessary precautions are in place to protect each vulnerable person. • Temporary adjustments when necessary will be put in place. • Staff who are clinically extremely vulnerable will work from home where possible and are not to go into work. Staff in this group will have been identified through a letter from the NHS or from their GP. Staff will be supported, were possible to work from home during the period of national restrictions. • Pupils who have been confirmed as clinically extremely vulnerable will shield and stay at home until further notice and remote education will be provided. • Pregnant staff will have a risk assessment completed. • Pregnant staff will have a follow up assessment at 28 weeks in line with current government guidance. Alternative duties may be required to ensure pregnant staff from 28 weeks can maintain stringent social distancing whilst in the workplace. | 4 | 2 | 8 | |
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| 4 | <p>Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days</p> <p>Or a member of their household is suspected or confirmed with having Coronavirus</p> <p>Or contacted through the NHS Test and Trace</p> | 4 | 2 | 8 | <ul style="list-style-type: none"> • Staff and Students are instructed NOT to attend school if they or a member of their household are displaying Coronavirus symptoms or they have received notification from the NHS Test and Trace to self-isolate as they have been in close contact with someone. • Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 10 days. • Staff and pupils will not attend school following the onset of symptoms or the test date following a positive test with no symptoms. • Upon instruction of the NHS/GP all persons linked to a person showing signs of coronavirus may be tested. • Staff have a legal obligation to adhere to NHS Test and Trace self-isolation rules. https://www.gov.uk/government/news/new-legal-duty-to-self-isolate-comes-into-force-today • All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) • A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ pupil needs and the activities required. • In line with evolving advice, the practice of social distancing should be carried out between adults (staff) and pupils with a general assumption of all parties being potentially asymptomatic carriers, therefore reducing unnecessary contact in all situations. • Communicate the upcoming availability of Lateral Flow Testing within secondary school settings and encourage participation in regular testing | 4 | 1 | 4 | |
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| 5 | Lack of control over contractors/visitors coming onto site | 4 | 2 | 8 | <ul style="list-style-type: none"> • During school hours no contractor or visitor will be allowed onto the school premises or into the school building without an appointment or permission from the Head Teacher. • All contractors and visitors are instructed to report to the Main school reception upon arrival. • All contractors and visitors will be instructed to adhere all social distancing school rules. • All contractors and visitors are asked for verbal or written evidence to confirm that: <ul style="list-style-type: none"> a. I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days. b. No member of my household or support bubble are displaying symptoms or have tested positive for coronavirus within the last 10 days. c. I have not travelled abroad to any country outside of the 'travel corridor' with in the last 10 days. d. I have not been contacted by the NHS Test and Trace service within the last 10 days. • The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff. • Were possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so, • The school will adopt a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible | 4 | 1 | 4 | |
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| 6 | Staff and Students displaying symptoms. | 4 | 3 | 12 | <p>Whilst on site.</p> <ul style="list-style-type: none"> • Staff and Pupils displaying symptoms of Coronavirus will be sent home. • All remaining Staff and Pupils identified as close contacts will be informed of the persons condition and asked to monitor their own health. • If required a suspected coronavirus letter will be sent home with each pupil and parents/cares are asked to monitor the health of their child. • Where necessary the infected person will be moved to the designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home. • Suitable PPE is available for First Aiders or staff providing care when a distance of 2 metres cannot be maintained. • Staff and Pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. • Up on instruction of the NHS/GP all persons showing signs of coronavirus will be tested. • All Staff and Pupils have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) using the positive test email address set up by school. positivetest@ripley.lancs.sch.uk • A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. • A staff member who receives a positive lateral flow test result should have this confirmed by taking a lab-evaluated test, carrying out the actions/isolations as set out for suspected cases. <p>Positive Result</p> <ul style="list-style-type: none"> • The Head Teacher will report all positive cases of coronavirus using the Lancashire Portal Collection Form, which notifies the DfE. Additional support can be obtained from the DfE as required. Helpline Team on 0800 046 8687 option 1. This Triage team will put you through to a team of advisers who will inform you of what action is needed based on the latest public health advice. | 4 | 2 | 8 | <p>Check with your Local Authority as some councils have set up their own Triage Team example Liverpool</p> |
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| | | | | | <ul style="list-style-type: none"> • The Head Teacher will also notify Compliance Education and School Governors/Trust. • Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person. • The school will work closely with the Triage Team and/or Local Health Protection Team and follow the advice, even if this means sending large groups of staff and pupils home or the complete closure of the school. • Where possible classrooms will be secured and a DEEP CLEAN carried out in the affected areas. A fogging machine may be utilised as appropriate. <p>Cleaning staff will wear full PPE when completing these tasks.</p> <ul style="list-style-type: none"> • Due to the demand and therefore the delay of coronavirus testing results, the school may arrange to have all areas, surfaces and equipment a symptomatic person has touched or may have touched thoroughly cleaned and disinfected. • Follow the System of controls: <p>Prevention</p> <ul style="list-style-type: none"> • 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. • 2) Where recommended the use of face coverings in school. • 3) Clean hands thoroughly more often than usual. • 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. • 6) Minimise contact between individuals and maintain social distancing wherever possible. • 7) Where necessary, wear appropriate personal protective equipment (PPE). • 8) Always keeping occupied spaces well ventilated. • Numbers 1 to 5, and number 8, must be in place in all schools, all the time. • Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances. | | | |
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| | | | | | <ul style="list-style-type: none"> • Number 7 applies in specific circumstances. • Early detection of Coronavirus limits the risk of transmission. Lateral Flow Tests are available on site and via home testing kits. • According to Government reports and statistics, staff at increased risk of Coronavirus include persons 60 years of age or over, BAME, severe asthmatics and diabetics. To reflect this concern and anxiety, additional personalised Risk Assessments have been carried out to ensure all appropriate precautions are taken. These can be reviewed if requested. <p>Response to any infection</p> <ul style="list-style-type: none"> • 9) Engage with the NHS Test and Trace process. • 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. • 11) Contain any outbreak by following local health protection team advice. • Numbers 9 to 11 must be followed in every case where they are relevant. | | | | |
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| 7 | Unable to social distance on public transport | 4 | 3 | 12 | <p>Dedicated school transport</p> <ul style="list-style-type: none"> • Staff and pupils are advised to practice social distancing. • A bus register will be taken daily to ensure any close contacts are identified.. • Hands are sanitised upon boarding and/or/disembarking. • School vehicles are cleaned regularly after use. • Pupils are instructed to maintain an orderly queue and must wear face coverings on the bus waiting area and on the bus. • Ventilation will be maximised on school journeys i.e. opening windows etc, <p>Public Transport</p> <ul style="list-style-type: none"> • Parents, staff and pupils are encouraged to walk or cycle to school where possible, instead of using public transport. <p>Car Sharing or Parents picking pupils up</p> <ul style="list-style-type: none"> • All Staff and pupils 11yrs and over will wear a face covering if they are traveling with a person from another household. • Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves. <p>Cycling</p> <ul style="list-style-type: none"> • The school has adequate/installed further bicycle security sheds/racks. <p>Training for removing face coverings.</p> <ul style="list-style-type: none"> • The school will provide safe instruction to all Staff and pupils on the importance of wearing a face covering and how to put it on and remove safely. | 4 | 1 | 4 | |
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| 8 | Unable to social distance when administering first aid | 5 | 2 | 10 | <ul style="list-style-type: none"> • The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. • The school will ensure staff requalification dates have not lapsed. • The school will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> ▪ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. ▪ Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. ▪ Aware of the importance to keep up to date with relevant First Aid Advice ▪ Aware of their own capabilities <p>RIDDOR</p> <ul style="list-style-type: none"> • The school will work closely with the Local Health Protection Team and follow their advice • The school will contact Compliance Education/Trust/LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. | 5 | 1 | 5 | |
| 9 | Unable to social distance during an emergency | 5 | 2 | 10 | <ul style="list-style-type: none"> • Regular fire evacuation drills are practised termly as a minimum. • All staff members receive fire awareness training at regular intervals. | 5 | 1 | 5 | |

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| 10 | Persons not following Social Distancing rules | 4 | 3 | 12 | <ul style="list-style-type: none"> • School has a clear policy on the expectations of pupil behaviour with consequences for poor behaviour and deliberate rule breaking. • Students repeatedly disobeying the rules will be placed on a behavioural plan. https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools • The School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. • All staff and students are instructed in the importance of minimising contact and practising social distancing where possible. This includes etc: <ul style="list-style-type: none"> • Following all temporary alterations to the school’s routine and procedures that have been implemented by the Head Teacher and SMT/SLT to protect both the staff and students. • The school timetable has been adjusted to factor in the need to stagger breaks, lunch etc in order to reduce movement around the building. • Where possible staff and students will refrain from having close face to face contact with another person. • Staff are instructed to maintain a 2 metres distance from students and other members of staff wherever possible. • Staff are discouraged from gathering in large close groups. • Students are instructed to use outside routes whilst walking around site where possible. • Face coverings are to be worn by all staff and pupils (year 7 +) when moving around the school, in communal areas and where social distancing is not possible. Face coverings should be worn in classrooms or during activities unless social distancing can be maintained. The expectation is for all staff and pupils to wear a face covering as stated, unless medically exempt. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Face coverings do not need to be worn when outside although it is recommended when social distancing is not possible. | 4 | 1 | 4 | |
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| 11 | Lack of Social Distancing around site and in classrooms. | 4 | 3 | 12 | <ul style="list-style-type: none"> • Each department is responsible for ensuring social distancing remains in place as outlined in the Risk Assessment. • All plans have been passed by Head Teacher and SMT/SLT • Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. | 4 | 1 | 4 | |
| | | | | | <p>Within the contact group</p> <ul style="list-style-type: none"> • In order to reduce the risk of transmission all pupils are kept in consistent groups • Pupils are seated at forward facing desks, laid out side by side, where possible. • Students will wear masks in the classroom when social distancing cannot be maintained. • Pupils are encouraged to keep their distance. • Teachers are situated at the front of the class in their own designated teaching zone, so that as far as reasonably practicable teachers can maintain a social distance (2 metres) • Teachers where possible will adapt teaching and caring styles to minimise face-to-face contact. • Adequate heating is provided to ensure comfort levels are maintained particularly in occupied spaces. • The use of the school staff room is minimised and alternative arrangements have been made for staff breaks. Disposable cups will be issued for staff to minimise any cross contamination. • The ventilation in each room has been assessed, where necessary air conditioning units have been set to fresh air intake only, windows and non-fire doors are opened. • Rooms where ventilation is poor have been assessed separately and are only used to conduct short, small group invention sessions. | | | | |

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| | | | | <ul style="list-style-type: none"> • All learning resources that are shared between contact groups are cleaned or where possible placed in isolation for 48-72 hours before cleaned and used by another contact group • All books and homework brought back into school for marking should be placed in isolation for 48-72 hours before being marked by the teacher. • Pupils and teachers can take books and other shared resources home, although only if deemed necessary. Any resources taken home should be cleaned thoroughly or quarantined for 48-72 hrs. <p>Site Manager/Caretaker and Cleaners/Cleaning Contractors</p> <ul style="list-style-type: none"> • Ensure all predetermined routes are clearly sign posted/marked. • Protective screening is erect where required • All unnecessary furniture is removed and stored safely. • All internal ventilation systems are checked to ensure they comply with current guidance and are maintained. • The school will manage contractors to ensure all works carried out do not have an impact on the staff and pupils health. • The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly. • The Caretaker/Cleaners will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing • The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school. • Rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day • Will check cleaning products, handwashing/drying, hand sanitizer and PPE stock levels are maintained. • Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used. • Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment <p>Vending machines are wiped down regularly and checked by the Catering Team as part of their duty rota.</p> <p>Catering Manager Department/Contractor</p> | | | |
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| | | | | <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <ul style="list-style-type: none"> • The Catering Manager/Contractor will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling. • The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below. • The catering staff will ensure food is bought from reputable sources and used by recommended date. • The Catering staff will ensure personal hygiene and handwashing is maintained. • The Catering Manager/Contractor will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day. • The catering staff will clean and disinfect food storage and preparation areas. • All alcohol-based hand sanitiser is situated far away from naked flames. • The catering staff will ensure a clean uniform is worn each day. • The Catering Manager/Contractor will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron) • The Catering Manager/Contractor will review their menu to reduce the number of catering staff in the kitchen at any one time. • The Catering Manager/Contractor will plan their meals to reflect the equipment needed and its location. • The Catering Manager/Contractor will look at ways to protect staff whilst serving. • Screen have been erected where necessary. • Contactless payments are implemented. <p>Library Department</p> <ul style="list-style-type: none"> • The School will keep abreast of all current guidelines in relation to library safety. • The school will review their collection and return books process. • The school will monitor and manage the number of persons in the library at any one time. • Rooms are well ventilated. <p>Heads of Department (Maths, English, Geography etc)</p> | | | | |
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| | | | | | <ul style="list-style-type: none"> • The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc • The Department Heads will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. • All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. • Practical lessons are timetabled in specialist rooms with the exception of Science – pupils are designated outdoor queuing before being admitted to the classroom. • Rooms are well ventilated. <p>Heads of Department (Drama, Music etc)</p> <ul style="list-style-type: none"> • The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. • Staff will keep their distance from pupils and other staff as much as possible (ideally 2metres) • Group numbers will be limited to allow for social distancing, group activity and movement. • The School will continue providing organised music, dance and drama as part of the curriculum in line with government guidance. • The school will not host any performances with an audience. The recording of performances will be considered. <p>Playing Outdoors</p> <ul style="list-style-type: none"> • Playing instruments and singing in groups will take place outdoors wherever possible. If indoors, the teacher will limit the numbers in relation to the space. <p>Playing Indoors</p> <ul style="list-style-type: none"> • If indoors, the teacher will limit the numbers in relation to the space. • Background music will be managed so staff and pupils do not need to raise their voices unduly. • Playing indoors will be undertaken in a room with as much space as possible. <p>Singing, wind and brass playing</p> <ul style="list-style-type: none"> • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including | | | |
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| | | | | | <p>audiences) and strict social distancing and mitigation as described below can be maintained.</p> <p>Social Distancing</p> <ul style="list-style-type: none"> • The activity should take place in smaller groups. • Strict social distancing is maintained between each singer and player, and between singers and conductor or other musician(s) • Current guidance is that all face-to-face activities should be completed with a 2-metre gap between persons. • Pupils will use seating where possible to maintain social distancing. <p>Seating Positions</p> <ul style="list-style-type: none"> • Pupils will be positioned back-to-back or side-to-side when playing or singing. • Wind and brass player will be positioned so the air from the instrument does not blow into another player. <p>Microphones</p> <ul style="list-style-type: none"> • Microphones can be used but not shared. • Microphones will be used or pupils will be encouraged to sing quietly. <p>Handling Equipment and Instruments</p> <ul style="list-style-type: none"> • Staff and pupils will wash their hands before and after handling equipment or instruments. • Pupils will avoid sharing equipment and named labels will be present to identify the designated user. • If instruments and equipment have to be shared a cleaning procedure is in place and equipment will always be cleaned between use. • Where possible the instrument will be cleaned by the pupil playing them <p>Heads of Department (PE etc)</p> <ul style="list-style-type: none"> • The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. • Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. • Pupils are kept in consistent groups. • Sports equipment is thoroughly cleaned between each use by different individual groups. | | | |
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| | | | | <ul style="list-style-type: none"> • Outdoor sports are prioritised where possible and large indoor spaces used where it is not, maximising distancing between pupils. • Scrupulous attention to cleaning and hygiene of equipment between individual group usage. • In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. <p>Heads of Department (DT, ART, Food Technology, Science etc)</p> <ul style="list-style-type: none"> • The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. • Alternative non-alcohol-based hand sanitisers are used in Science, DT classrooms, kitchens etc. • All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. • The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. • The Department Heads will ensure the COVID classroom capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. • All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. • Students will be instructed to maintain good hand hygiene. • Touch points on equipment will be wiped down regularly. • PPE is worn as per equipment/COSHH requirements and where social distancing cannot be maintained. • Rooms are well ventilated. <p>Offices/Reception</p> <ul style="list-style-type: none"> • A staff rota is in place in order to maintain social distancing in offices. • Temporary offices have been created around the school and/or screens are erected. • Touch points on equipment are wiped down regularly. <p>Reception Area</p> <ul style="list-style-type: none"> • The reception desk is fully enclosed with a screen • Only essential visitors and contractors are allowed on site and by appointment only. • Visitors are discouraged from gathering in large groups. | | | | | | |

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| | | | | | <ul style="list-style-type: none"> Where possible staff will refrain from having close face to face contact with others Rooms are well ventilated. | | | | |
| 12 | Students mixing with other groups during Extra-curricular Provision | 4 | 3 | 12 | <ul style="list-style-type: none"> Pupils will remain in their bubble groups for co-curricular activities Physical sports and activity groups will follow the same regulations as the PE curriculum. | 4 | 1 | 4 | |
| 13 | Lack over control over external clubs hiring the school facilities | 4 | 3 | 12 | <ul style="list-style-type: none"> The school will only allow external clubs and organisations to use/hire their facilities in line with latest government guidance. | 4 | 1 | 4 | |
| 14 | Arranging and/or attending inappropriate Educational Visits | 4 | 3 | 12 | <ul style="list-style-type: none"> No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so. | 4 | 1 | 4 | |

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| 15 | Unable to stop the virus from spreading Personal Hygiene | 4 | 3 | 12 | <p>Transmission</p> <ul style="list-style-type: none"> All staff and pupils are reminded on regular basis to follow good respiratory and hand hygiene to minimise the chance of transmission. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing facilities are available throughout the school. Handwash notice and instructions are located throughout the school. All staff and pupils are aware of best practise. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> All staff and pupils are encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting is not allowed. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> PPE in place for cleaners as per MSDS and/or COSHH risk assessments PPE in place for cleaners when completing a Deep Clean The correct PPE should be used when handling cleaning chemicals. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. PPE is worn by First Aiders. | 4 | 1 | 4 | |
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| 16 | Unable to stop the virus from spreading General Cleaning | 4 | 3 | 12 | <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • The school is cleaned with normal household disinfectant. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids will be disinfected. • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells are cleaned on a regular basis. • Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. • The school will monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> • All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). • Staff are aware to never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit is be available for blood spills. <p>Clinical waste.</p> <ul style="list-style-type: none"> • Procedure in place to segregate domestic and clinical waste, in accordance with local policy. • Used gloves, aprons and soiled dressings should are stored in correct clinical waste bags in foot-operated bins. • All clinical waste is removed by a registered waste contractor. • All clinical waste bags will be less than two-thirds full and stored in a dedicated area. | 4 | 1 | 4 | |
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| 17 | Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19 | 4 | 3 | 12 | <p>Deep Cleaning.</p> <ul style="list-style-type: none"> • The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. • Where possible the area is closed and secure for 48 to 72 hours before the commencement of the deep cleaning. • Suitable personal protective equipment is available - Fluid resistant type IIR surgical mask, disposable gloves and apron, disposable eye protection (where there is a risk of splashing). • Once used, all PPE is disposed of. • Hands are washed before and after cleaning for at least 20 seconds. • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. • Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids. <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected. • Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: <ul style="list-style-type: none"> • Use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses. • Staff will avoid creating splashes and spray when cleaning. • Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used. | 4 | 1 | 4 | |
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| | | | | <ul style="list-style-type: none">• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.• If possible, the area will remain closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially. <p>Clinical waste.</p> <ul style="list-style-type: none">• Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):• 1. Will be put in a plastic rubbish bag and tied when full.• 2. The plastic bag will then be placed in a second bin bag and tied.• 3. It will be put in the nominated suitable and secure place and marked for storage until the individual's test results are known• Waste will be stored safely and kept away from children. Waste is not stored in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.• If the individual tests negative, waste will be disposed of in the normal bins.• If the individual tests positive, then waste will be stored for at least 72 hours and put in with the normal waste.• If storage for at least 72 hours is not appropriate, the school will arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. | | | | |
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| ACTION ARISING FROM RISK ASSESSMENT | | | | | |
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| No | Risk Rating | Action Required: | Person (s) Responsible | Target Date | Date Completed |
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Useful Websites

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| Health and Safety Responsibilities | https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools |
| | https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm |
| | https://www.hse.gov.uk/services/education/faqs.htm#a1 |
| Business Continuity Plan | https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings |
| Guidance for full opening – schools (published 2 nd July 2020) | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools |
| Current guidance on shielding | https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 |
| Current guidance on Clinically vulnerable | https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people |
| Other nonmedical vulnerable people | https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes |
| Providing extra mental health support | https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers |
| | http://www.educationsupport.org.uk/ |
| | https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380 |
| Behaviour Expectations | https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools |
| Remote Education Support | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res |
| | https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources |
| | https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/ |

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| | https://edtech-demonstrator.lgfl.net/ |
| | https://get-help-with-tech.education.gov.uk/about-bt-wifi |
| Coronavirus Symptoms | https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus |
| Stay at home guidance | https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance |
| Arranging a Test | https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested |
| Testing and Tracing | https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ |
| Contacting your Local Health Protection Team | https://www.gov.uk/guidance/contacts-phe-health-protection-teams |
| Guidance on staff wearing PPE | https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe |
| Site Manager/Caretaker | https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm |
| | https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown |
| | https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm |
| Cleaning | https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings |
| Catering | https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 |
| Safer Travel | https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers |
| Educational Visits | https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings |
| | https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits |
| Extra-curricular provision | https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children- |

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| | during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak |
| Physical Education and Sports | https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation |
| | https://www.sportengland.org/how-we-can-help/coronavirus |
| | https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf |
| Science and Design Technology | http://www.cleapss.org.uk/ |
| | https://www.ase.org.uk/resources/health-and-safety-resources |
| | https://www.data.org.uk/for-education/health-and-safety |

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

| Name | Signature | Date | Name | Signature | Date |
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