



COVID-19 Risk Assessment for Lindon Bennett School

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Introduction

The following workplace risk assessment is intended to support all London Borough of Hounslow schools and educational settings in the management of risk whilst planning for and during full reoccupation of schools in the autumn term. These resources have been created by the council's Health & Safety Team, in collaboration with colleagues in Children's Services, and in line with the latest advice, at the time of review, from the government, NHS, Public Health England and the DfE.

1 –Completing the COVID-19 Risk Assessment

When completing the risk assessment, please follow the steps outlined below:

Step 1: Identify the Hazards

The risk assessment template has been pre-populated with hazards that will hopefully cover most of the relevant topics.

However, you should ensure that the risk assessment is tailored to your situation and carefully consider if further hazards need to be added. School may, for instance wish to include other organisational risks that are not directly health and safety related, for completeness.

When attempting to identify hazards, it should be broken down into the workplace environment, on-site and off-site work activities. It may be necessary to carry out a review of the workplace and/or observe the task in order to identify where and how hazards arise in practice and how harm can occur. Staff representatives will also help identify problem areas.

When identifying hazards, the following should be considered:

- Routine and non-routine activities of all persons having access to the workplace (including staff, contractors, visitors, pupils etc.)
- Human behaviour, capabilities and other human factors
- Identified hazards originating outside of the workplace, which may adversely affect the health and safety of staff and /or service users
- Infrastructure, equipment and materials at the workplace, whether provided by the employer or others
- Changes or modifications, including temporary changes, to activities, equipment or materials. These should be assessed prior to their introduction
- Any applicable existing, new or updated legal obligations
- The design of work areas, processes, installations and operating procedures, including their adaptation to human capabilities

Step 2: Decide who is at Risk

For each hazard, you will need to be clear about who might be harmed as it will help to identify the best way of managing the risk. This doesn't mean listing everyone by name, but rather identifying groups of people and any people who may be particularly at risk; e.g. young persons, new and expectant mothers.

Step 3: Implement preventative Measures

The risk assessment template has been prepopulated with broad preventative measures, as recommended by government guidance and the council's health and safety advisory service.

You will need to consider these preventative measures carefully and amend them so that they are specific to your setting and provide the additional detail necessary to outline exactly what you will be doing to achieve the recommended outcomes. Comments have been provided on the form to help direct school where they need to add additional content.

You should amend the form by removing information that is not relevant to your setting and adding information where you feel there are gaps. If you cannot adhere to the recommended preventative measures, you should develop alternative solutions. If you cannot adhere to the recommended preventative measures and you are unable to find alternatives, this will impact the level of risk to which your staff and children are exposed.

When considering what control measures are required consider controls in the following order.

a) Elimination	Get rid of the hazard altogether
b) Substitution	Use something less hazardous, which would still do the job
c) Enclosure	Enclose/section off the work to eliminate or control the risk
d) Guarding	Segregation of the user from the hazard
e) Safe system of work	A system which reduces the risk to an acceptable level
f) Written procedures	Written safe system of work, known/understood by those affected
g) Supervision	Put in place adequate supervision Consider new/young staff
h) Information/training	Guidance notes, instruction, notices, signs, training courses
i) Personal protective Equipment (PPE)	Goggles, gloves, helmets, safety shoes

Note: Item (a) is the most effective, and item (i) the least. PPE should be used in conjunction with other control measures. It protects the individual and its effectiveness is very dependent on factors such as correct use, therefore guidance, training and supervision will be very important.

Step 4: Evaluate the level of risk

Risk is a combination of two things:

The level of harm that might be caused to a person if they were exposed to a hazard and the likelihood of that person being exposed to the hazard.

To determine the overall level of risk, the possible outcome or **severity** of harm and the **likelihood** that harm will occur, must be determined. Only tasks that's present a significant risk need to be evaluated.

Possible Outcome/Severity

For each hazard (with your control measures in place) you will need to estimate how harmful the hazard could be and assign a severity of harm rating as detailed below.

Negligible	No treatment required
Minor	e.g. On site first aid treatment required, nuisance irritation; minor symptoms, sent home, observation
Moderate	e.g. further medical advice sought, isolation required
Major	e.g. requiring hospitalisation
Extreme	e.g. Fatality/disability

You will then need to enter this into the 'Possible Outcome/Severity' column of your risk assessment, using the drop-down choices.

Likelihood

For each hazard, (consider existing controls), you need to determine how likely it is that the harm will occur and assign one of the following levels:

Very Unlikely	So unlikely that probability is close to zero
Unlikely	Could happen at some time
Possible	Will probably happen at some time
Likely	Will definitely happen at some time
Very likely	Will happen, imminent

You will then need to enter this into the 'Likelihood' column of your risk assessment, using the drop-down choices.

Level of Risk

Once you have estimated a severity rating and decided how likely it is that the hazard will occur, the hazard can be assigned a risk level.

$$\text{POSSIBLE OUTCOME/SEVERITY} \times \text{LIKELIHOOD} = \text{RISK LEVEL}$$

The Council's risk matrix (below) is a simple method for estimating risk levels, which uses the above formula and will help assessors in their decision making. To estimate the level of risk, read across the top of the matrix to your chosen severity rating and then down the left-hand side to your chosen likelihood rating. The level of risk is displayed as a number in the cell where they meet (for a quantitative rating) and displayed as a combination of low, medium or high (for a qualitative rating). For example, where the likelihood is 'possible' and the worst likely outcome is 'major'; the hazard will present a risk rating of 12, which is a 'moderate' risk. A RAG rating has also been applied for better visual identification of the levels.

The numbered rating is a much more accurate means of determining risk than the 'finger in the air' approach of just choosing between low, medium or high, without any scientific foundation. It shows more clearly how much more work needs to be done to reduce the risk further and the 'levels within levels' are a great aid in prioritising your actions. However, the use of low, medium and high and the RAG rating is less complicated and more accessible to a wider audience. The matrix allows the best of both worlds.

You do not have to enter the numbers onto your risk assessment, but you can if you wish. It is acceptable to enter the descriptions instead, providing you still use the number rating shown in the matrix as the basis for the development of your preventative measures and the further reduction of risk. Ensure the matrix is made available to staff, so they can see the basis of your decision making.

		Possible Outcome/Severity				
		Negligible 1	Minor 2	Moderate 3	Major 4	Extreme 5
Likelihood	Risk Matrix					
	Very Unlikely	1 (Low)	2 (Low)	3 (Low)	4 (Low)	5 (Low)
	Unlikely	2 (Low)	4 (Low)	6 (Medium)	8 (Medium)	10 (Medium)
	Possible	3 (Low)	6 (Medium)	9 (Medium)	12 (Medium)	15 (High)
	Likely	4 (Low)	8 (Medium)	12 (Medium)	16 (High)	20 (High)
Very Likely	5 (Low)	10 (Medium)	15 (High)	20 (High)	25 (High)	

Is the level of risk tolerable?

The level of risk should be evaluated with your preventative measures in place to determine if they are suitable and sufficient to reduce, or keep, the level of risk at a tolerable level and ultimately ensure that the activity is safe to continue. If your judgement is that the preventative measures are not enough, then further preventative measures will need to be decided upon and implemented. These will need to be added to your action plan and when complete, you will then need to re-evaluate the level of risk to show that the actions have had the desired effect. Other factors, which have an impact on the likelihood of harm occurring, should also be considered, for example, unsafe acts, frequency and duration of exposure to the hazard, and failure of machinery/services.

To make it easier to determine the urgency of the action, we need to allocate an action level to each level of risk. To make things more straight-forward, the levels of risk can be categorised as either low, moderate or high and are described in figure 1 below. A RAG rating, as shown in the risk matrix and figure 1, can also be applied to make the process more intuitive.

Dependant on the level of risk, further control measures may be needed to further reduce the risk to an acceptable level. The Health and Safety Team can be contacted for advice and guidance to assist in the identification of suitable controls. As a guide, the following actions should be taken for each level of risk.

Risk Level	Management actions required at each risk level
<p style="text-align: center;">High (15-25)</p>	<ul style="list-style-type: none"> • Urgent action/senior management attention is required to eliminate or reduce risk. • Report to relevant management committee. • Work should not be started or continued until the risk has been reduced. • If it is not possible to reduce the risk, even with unlimited resources, activities must remain prohibited.
<p style="text-align: center;">Moderate (6-12)</p>	<ul style="list-style-type: none"> • Aim to reduce the risk to 'low' if reasonably practicable to do so. If not practicable, try to reduce the risk to a lower scale of 'Moderate' • There is a greater likelihood that detailed local safe working procedures will need to be written to make existing control measures more robust for moderate risks. E.g. advanced or increased frequency of training, increased supervisions • If a control measure cannot be financed immediately it may be possible to plan for its implementation over a longer period, while other limited risk reduction measures are put in its place as an interim course of action.
<p style="text-align: center;">Low (6-10)</p>	<ul style="list-style-type: none"> • No additional controls are required, but monitoring is required to ensure that the controls are maintained, and the risk does not increase • Manage situation with routine procedures. • Implement additional controls only if easy to implement and inexpensive • Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden.

Figure 1.

Step 5: Introduce further control measures

If you determine that the level of risk is too high to continue safely with an activity or that it is possible to reduce risk further, add additional preventative measures into this column so that the risk can be reduced to a tolerable level. Enter the proposed timescales for completion in the final column.

2 – Action Plan

Use the attached Health and Safety Action Plan to record all outstanding preventative measures that you still need to implement, stating responsible persons and timescales for completion. Regularly review and indicate when complete. Amend your risk assessment accordingly.

3 – Communication

Communication is key and there's a lot of change that your staff, parents and pupils will need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's and pupil's safety at the heart of this decision.

4 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your activities. Frequently review your risk assessment to take account of these and amend as necessary.

COVID-19 School Reoccupation Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Contact with individuals who have COVID-19 symptoms or live with someone who does	Staff, Pupils, Parents, visitors, contractors	<p><u>To prevent contact with those who have, or may have, COVID-19, the following precautions will apply:</u></p> <ul style="list-style-type: none"> The school will fully engage with NHS Test and Trace process and ensure that the Headteacher/Deputy Headteacher/School Business Manager understand it and know how to contact our local Public Health England health protection team Anyone with coronavirus (COVID-19) symptoms or who has tested positive in the previous 10 days will not be permitted into school. They can return on day 11 provided they feel well and have not had a fever for 48 hours. Anyone coming onto the site displaying COVID-19 symptoms, will be sent home. All visitors to the site will be asked to confirm that they are symptom free and to scan our QR codes using the NHS COVID-19 app. Any adult who becomes unwell in school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ Any child who becomes unwell with COVID symptoms will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ Parents of children with symptoms will be directed not to attend their GP’s surgery, walk-in centres or hospitals, but to arrange a COVID-19 test online through the NHS website as soon as they arrive home, with the aim of tests being carried out within 3 to 5 days, during which time it will be most effective. 	Major	Unlikely	Medium		



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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> We accept that not of all our children will be able to tolerate being tested. Staff that become symptomatic will be asked to remain at home or be sent home depending on where their symptoms are first displayed. Tests must be taken within 8 days of symptoms first being shown and the school will remain in regular contact with the symptomatic individual's home to ensure that the test has been arranged/taken and for confirmation of the results. The headteacher or her deputy will have responsibility for this role, with her PA and the school business manager also having access to related data that will be recorded securely. Individuals must self-isolate for 10 days from the date when their symptoms were first displayed and will not be permitted to return to school within that period, unless their test results are negative. They must also no longer feel unwell and not have had a fever in the last 48 hours. Other members of the individual's household (including siblings who may also attend the school) must self-isolate for 14 days from when their family member first becomes symptomatic. They will not be permitted onto the school premises, unless their family member's test results are negative. As all of our children are dependent on a member of their family coming out of isolation to get them to school they will also inevitably need to isolate for 14 days, even if they are symptomatic and have completed their own 10 day isolation period. If tests have not been taken by the 8th day, there is no point taking a test at all and it will be assumed that the individual has been infected with COVID-19 and they will be required to continue to self-isolate for the full 10 days and their household members for the full 14 days. If the test results return positive for anyone becoming ill with COVID-19 symptoms whilst at school, their class bubble will 					



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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>be required to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</p> <ul style="list-style-type: none"> • If a child or staff member tests negative, their symptoms are still indicative of another illness, e.g. cold or flu, and should not return to school until they are well. Fellow household members can end their self-isolation. • As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. • If required, it may be necessary for the whole bubble, zone or school to self-isolate at home as a precautionary measure. • If a child is awaiting collection after displaying symptoms, they will be moved to the small meeting room, via an external route where they can be isolated behind a closed door, with adult supervision (ideally from the same bubble), and the window open. The room will have a vision panel and a clear line of site to ensure child safeguarding. • If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people or temporary screens erected, ideally outside (weather permitting). • If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment. • If two metres cannot be maintained, the member of staff caring for the child while they await collection, must wear appropriate PPE. • A fluid-resistant surgical face mask (FFP2) should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the child or young person is 					

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>necessary, then disposable gloves and a disposable apron should be worn by the supervising adult.</p> <ul style="list-style-type: none"> Emergency grab bags are available in all KS offices, and surgical face masks for emergencies are available in all classrooms. Once they have vacated the premises, the area around the person with symptoms must be cleaned with normal household bleach following the COVID-19: cleaning of non-healthcare settings guidance to reduce the risk of passing the infection on to other people. In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (in which case, testing is available) or the child subsequently tests positive. Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. However, they will not need to self-isolate, unless they develop COVID-19 symptoms themselves or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace 					



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK			
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>				
<p>Contact between individuals and groups/ bubbles</p>	<p>staff, pupils, parents, visitors & contractors</p>	<ul style="list-style-type: none"> The majority of the school timetable will continue to be delivered within closed bubbles. PE will be delivered by our PE teachers who will maintain a distance of two metres from all children and staff during their lessons. Music will continue to be delivered virtually. In exceptional circumstances, where staff need to move between bubbles or zones, they will aim to keep their distance from pupils and other staff as much as possible, ideally 2 metres. If this cannot be achieved, PPE will need to be worn. The school will form consistent groups (bubbles) that will not intermix to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct bubbles that do not mix will also makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. Currently the swimming pool, the sensory rooms and any other shared spaces will remain out of use With only outdoor areas being shared by up to two bubbles and the Hall being used for PE four days a week when there is no access to an outdoor area <p>As a specialist setting, the school will implement the following bubbles:</p> <ul style="list-style-type: none"> The school will be divided into 3 zones and within each zone each class group will form a closed bubble that will only be broken in an emergency situation The school will create between 6 and 10 bubbles of 8 to 9 children in each zone. It is recognised that our children, cannot socially distance from staff or from each other and therefore the school will place emphasis on maintaining consistent bubbles, over distancing, as a protective measure for these groups. 	<p>Major</p>	<p>Unlikely</p>	<p>Medium</p>	



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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>Measures within the classroom</p> <ul style="list-style-type: none"> Staff have been instructed to avoid close face to face contact and minimise time spent within 1 metre of anyone, if at all possible. It will not be possible to maintain distancing when working with many pupils who have complex needs or who need close contact care. Staff will continue to provide the educational and care support to these children as normal. Children that are old enough and have the necessary comprehension, will be supported to maintain distance and not touch staff and their peers where possible. Where possible, classroom seating has been rearranged so that pupils sit side by side and facing forwards, rather than face to face or side on. <p>Further Measures Throughout the School</p> <ul style="list-style-type: none"> The school will avoid any large gatherings such as assemblies or collective worship. Movement around the school site will be kept to a minimum by keeping children in one consistent classroom whenever possible. Break times will be staggered. Children will have their lunches brought to their classroom, and will eat within their bubbles. As far as reasonably practicable, the same teacher(s) and support staff will be assigned to each group and this will stay the same during the day and on subsequent days Where possible children will work in the same area of the room each day Where staffing or pupil changes do have to take place, there will always be a period of strict social distancing for 48hrs before doing so. Currently no short-term agency staff will be used to preserve the closed bubbles <ul style="list-style-type: none"> This may necessitate some children being asked to stay at home on some days. 					



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			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> There will be a limit on the amount of furniture and number of adults to be in any staff room at any one time and additional areas will be allocated to allow for social distancing As the day is currently slightly shorter staff breaks, whilst remaining of a reasonable length, will also be shorter - again minimising the amount of time needing to be spent within staff rooms. Teachers taking 45 mins and support staff 30 mins; over not more 2 periods. PPA will be taken off site Drop-off and collection times will be staggered to prevent overcrowding of public areas. Parents will be encouraged to drop off by car rather than queuing at the school gate Both parents and staff are asked to wear material facial coverings at drop off and pick up times. Children will be dropped off by car before minibuses unload with the rest of the children Groups to access classrooms directly from outside where possible One-way circulation has been implemented where possible Signs and symbols have been used on walls and floors to mark social distancing, circulation routes, good hygiene practice and the location of hand sanitiser Opportunities for outdoor education will be maximised where possible, as this can limit transmission and more easily allow for distance between children and staff The school day will run between 9:15 and 2:30 Class staff to arrive no earlier than 8:00am (8:30 in Zone 1) and leave promptly at the end of the school day SLT/MLT from the bubble area to cover if required If there isn't a first aider available within any particular bubble on any particular day, leadership will enter the bubble if needed to provide first aid. 					



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Pupils will not be able to come in if their bubble cannot be safely staffed Children will use the same classroom or area of the building throughout the day. Pupils will be based in the same area of the room throughout the day if possible. In the event of prolonged inclement weather, consideration will be given to the possibility opening up shared areas for playtimes. Staff to maintain social distancing in play areas from each other and from children not from their own bubble Keystages have issued guidance on what should be taught Parent cars to be allowed on site, following a one way system to drop children off. Separate entry points by Bubble Areas Parents to drop children at staggered times. Parents have been reminded to avoid the use of public transport where possible and to wear masks when on site or by the school gate. Guidance on car sharing has been circulated to all and is discouraged when possible Borough Transport to park and await staff to collect children in agreed order Groups to access classrooms directly from outside where possible, and each zone to have their own entrance point. Children will only use allocated toilets within their designated area, locking doors where more than one access door to minimise use at any one time. Signs and symbols have been used on walls to mark social distancing, circulation routes, good hygiene practice and the location of hand sanitiser To alleviate the need for space inside, outside space will be used for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff 					



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Outdoor play structures will be cleaned thoroughly by site staff outside of the school day and regularly throughout the day if alerted by class staff that there is a need, or between them being used by different bubbles. Virtual music lessons to be delivered using Microsoft Teams. Individual water trays to be provided where possible Adding soap to water trays also helps to minimise the risk of any contamination Essential personnel on site only, this does now include Therapy staff, who will wear full PPE. Meetings to still take place but via Microsoft Teams. Contractors by arrangement only and outside core school hours Parents and carers to email or phone with any private or confidential matters. No other staff (except allocated Bubble Area cleaner, therapists or SLT/MLT member) to enter classes whilst staff and pupils are on site – Except in an emergency For KS2 bubble outside balcony space can be used to widen learning area. No use of Sensory, Soft Play or Hydro pool Areas Classes to minimise time outside of classrooms/play areas. No use of school minibus Adults to monitor social distancing at all times. No sharing of food, cutlery, cups etc. Staff to work only within their class bubble and specified corridor bubble. No crossing of zones. Staff and Children to use the toilet within their corridor bubble only Use of the lift to be avoided if possible, but to be used by no more than 2 people at a time if needed. Registers will now be taken electronically using SIMs Leadership to sweep their zone at the end of the day to check that everybody has left the site. Requests for stationery to be emailed to Mandy or Margaret. 					



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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> • Requests for additional equipment to be emailed to Mark • Requests for art resources to go to leadership within your zone on the day. • Staff encouraged to avoid face to face contact with children if possible when closer than 2 metres and to try and think about side to side contact, or back to back, and for less than 15 minutes. 					
Spread of coronavirus through Surface contamination	staff, pupils, parents, visitors & contractors	<p>As part of an enhanced cleaning regime, surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal. Please see attached cleaning schedule.</p> <ul style="list-style-type: none"> • As well as having an enhanced cleaning schedule delivered by the school's cleaning staff, the school will adopt a 'clean as you go' policy, in which surfaces such as table tops and resources are cleaned immediately after use. This is the most effective way of controlling the risk and all staff will be required to be part of this process. • Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. • To enable the 'clean as you go approach' disinfectant spray and disposable cloths or disinfectant wipes will be made available in teaching spaces, offices and resource centres. • Spray bottles of disinfectant will be clearly labelled with their contents, health risks and method of use and kept out of the reach of children. Full details on the safe use of cleaning products can be found in the school's COSHH (Control of substances Hazardous to Health) assessment. • According to the government/DFE guidance, all equipment and resources can now be used. However, the school will continue to reduce clutter and remove difficult to clean items. • Sensory materials, including playdough and sand, should only be used where not using them would be detrimental to a child's wellbeing. 	Major	Unlikely	Medium		



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> In such circumstances an individual risk assessment should be completed, and individually named resources provided that are replaced regularly. Classroom based resources, such as books and games will only be used and shared within bubbles and will be cleaned regularly as with other surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be meticulously cleaned between use by different bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Outdoor play equipment will not be used by more than two bubble from the same zone at a time and all outdoor equipment will be regularly cleaned according to the rota. Parents have been asked only to send in essential items with their children. Pupils and teachers will be allowed to take books and other shared resources home, but unnecessary sharing will be avoided, especially where this does not contribute to education and development of pupils. As with all other shared equipment and resources, these items will be cleaned in between use by different people. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from use and stored elsewhere. Corridor doors within zones will be kept open to prevent the need for door handling and touch plates being handled (they are released automatically in the event of a fire). Blinds have been kept opened and handles have been removed where possible. <ul style="list-style-type: none"> They will supplied by site staff if the sun is blinding, so they are also aware of the need for additional cleaning. Where this hasn't been possible, class staff need to inform site staff if they have had to make use of their blind. 					



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Rugs and mats have been removed to make cleaning and disinfection of floors easier. Ensuring water trays are deep cleaned (disinfectant and fresh water) after each session ready for the next day Site staff have disinfectant spray available to clean bikes/scooters, football etc in outdoor areas as needed, and when requested by class staff. Only individual sand trays are allowed (used by one specific named pupil and refreshed regularly) No shared utensils for use in the mud kitchens, only bubble specific items. Tissues, wipes and screen wipes are available Ipads will be sprayed with disinfectant and wiped down between uses Individual labelled disinfectant sprays and cloths for each bubble, in the locked class cupboards Site staff to be asked if any additional supplies needed. Surfaces regularly defogged. 					
personal hygiene and handwashing regimes	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels. Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water, or where running water and soap is not available or impractical to access. Hand sanitiser dispensers are installed in classrooms, communal areas, halls, entrances and exits. Sanitiser has been sourced that contains at least 60-95% alcohol to be effective. As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, when returning from breaks, when changing rooms, before and after eating, after toileting and after sneezing or coughing. Help is provided to children and young people who have trouble cleaning their hands independently, e.g. very young children or those with complex needs, especially where 	Major	Unlikely	Medium		



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>hand sanitiser is used, to prevent hazards such as ingestion.</p> <ul style="list-style-type: none"> Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) will be supervised to go to a sink to use soap and water. Enough hand washing facilities are available in the school to allow safe controlled use, without overcrowding. The school has ensured that there are sufficient supplies of soap, anti-bacterial gel, disposable towels and cleaning products available if needed. Staff, parents and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. Everybody to wash hands when coming back inside from outside All staff and children to wash their clothes on a regular basis. (Uniform and dress code relaxed) 					
General Hygiene standards within the building and grounds.	staff, pupils, parents, visitors & contractors	<p>For general cleaning where there has been no suspected or confirmed cases of COVID-19, the following cleaning principles will be applied:</p> <p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> Appropriately competent cleaning staff will be employed throughout the school day An increased frequency of cleaning will be carried out using the school's standard detergent and disinfectant products. Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls and electronic devices. When cleaning, specific attention will be paid to bathrooms and kitchens. Cleaning staff will only be required to wear the PPE that they would normally use for cleaning. 	Major	Unlikely	Medium		



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>Laundry</p> <ul style="list-style-type: none"> Laundry items will be washed as they normally would, according to the manufacturer's instructions. <p>Kitchens and communal canteens</p> <ul style="list-style-type: none"> It is considered unlikely that COVID-19 is transmitted by food, but catering staff will be expected to follow the same good hygiene practice and wash their hands regularly with soap and water for at least 20 seconds before handling food. Crockery and eating utensils are not shared and are cleaned in between use in an industrial dishwasher or sterilising sink, guaranteeing sterilisation through temperatures in excess of 70 degrees centigrade. The school's catering contractors will continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (Pre-requisite Programs (PRPs)) and the school business manager will regularly monitor their performance. <p>Bathrooms/Toilets</p> <ul style="list-style-type: none"> Frequently touched surfaces, such as door handles and push plates, latches, toilet seats and taps, will be regularly cleaned. Suitable hand washing facilities will be made available including running water, liquid soap and paper towels will be regularly monitored and re-stocked. <p>Waste</p> <ul style="list-style-type: none"> Routine waste does not need to be segregated or stored for a period of time unless an individual in the setting shows symptoms of or tests positive for COVID-19 and will be disposed straight away and in the normal way. Boxes of Milton to be available for resources to be soaked in overnight if needed, or items will be put through the dishwasher if safe to do so. Individual boxes for storage of individual chewy tubes 					



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>					
<p>Standards of cleaning after an individual with symptoms of, or confirmed COVID-19, has left the setting or area</p>	<p>staff, pupils, parents, visitors & contractors</p>	<p>If someone with symptoms of, or confirmed (COVID-19) has been in the school, the following cleaning principles will be applied, as soon as they have vacated the area:</p> <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> As a minimum standard, cleaners will wear disposable gloves and an apron. If a higher level of virus is likely to be present (e.g. where surfaces have been visibly contaminated with body fluids) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The school will contact the local Public Health England (PHE) <u>Health Protection Team</u> to advise on this. <p>Cleaning and disinfection</p> <ul style="list-style-type: none"> Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal. All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells. Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of 'one site, one wipe, in one direction'. The following cleaning and disinfectant solutions will be used: <ul style="list-style-type: none"> a combined detergent and bleach disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be strictly adhered to Cleaners will avoid creating splashes and spray when cleaning. 	<p>Major</p>	<p>Unlikely</p>	<p>Medium</p>		



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used. Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below. Staff advised to bring a change of clothes with them to work each day so that they can shower and change if needed. <p>Laundry</p> <ul style="list-style-type: none"> Items will be washed in accordance with the manufacturer's instructions. The warmest water setting will be used, and items will be allowed to dry completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, dirty laundry will be handled gently and not shaken prior to washing. Any items that are heavily contaminated with body fluids and cannot safely be cleaned by washing should be disposed of, following the methods outlined below. Anything used for transporting laundry will be cleaned and disinfected following the methodology described above. <p>Waste</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) will be:</p> <ul style="list-style-type: none"> put in a plastic rubbish bag and tied when full. placed in a second bin bag and tied. put in a suitable and secure place and marked for storage until the individual's test results are known. 					



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Waste will be stored safely and kept away from children. It will not be put 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 put in with the normal waste If the individual tests positive for COVID-19, the waste will be stored for at least 72 hours and then put in with the normal waste <p>If an emergency occurs, in which waste needs to be removed before 72 hours has elapsed, it will be treated as Category B infectious waste and will be kept separate from other waste and collection will be arranged by a specialist hazardous waste contractor.</p>					
Respiratory hygiene and air quality.	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Children and adults are encouraged not to touch their mouth, eyes and nose Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach Individual bins are provided to pupils and adults with cold symptoms, that are emptied and appropriately cleaned at regular intervals throughout the day. Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin. Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. The school will ensure that mechanical ventilation systems are maintained and running effectively, with recirculated air turned off. Fans will not be used within the school to provide cooling, because they may disrupt the effectiveness of mechanical ventilation and because they blow horizontally across the room and across people's faces, potentially aiding in the 	Major	Unlikely	Medium		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>distribution of infected respiratory droplet over a greater distance.</p> <ul style="list-style-type: none"> Tissues available in all areas Windows and external doors that open onto safe outdoor areas will also be opened, weather and pupil behaviour permitting, to add natural ventilation. <ul style="list-style-type: none"> All windows have catches on them Windows will be opened when the school is unlocked each morning (weather permitting) Only corridor doors at the end of a zone will be kept shut, others will be open on their fire safe magnetic holds. Toilet lids to be shut before flushing where they exist. No teeth brushing 					
Travelling to and from work/school on public transport	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Staff have been encouraged to avoid public transport and to use alternative modes of travel where possible. Staff and parents have been advised to observe the mandatory wearing of face coverings/ masks when travelling on public transport. They have been advised not to touch their face or mask whilst on public transport and to use hand sanitiser as soon as they exit transport and to follow the Coronavirus (COVID-19): safer travel guidance for passengers. Parents and children have been encouraged to avoid public transport where possible Staff have been offered a material face covering if requested (with no guarantees) Later start and early finish to enable travel at quieter times in line with revised opening hours. Latest guidance on car sharing has been circulated to all, and has been discouraged where possible Staff have been reminded how to safely refuel their cars 	Major	Unlikely	Medium		



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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Dedicated School Transport, Including statutory provision	Pupils Staff Visitors Parents contractors	<ul style="list-style-type: none"> • Arrangements have been made with transport providers to cater for any changes to start and finish times • Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore, the same social distancing requirements expected of passengers on public transport do not apply to dedicated transport. Specific transport bubbles can be formed, if necessary, that are different from school and other bubbles. • Transport providers have shared their COVID-19 safety measures and confirmed their members of staff will not work if they or a member of their household are displaying any symptoms of coronavirus • The school has checked transport risk assessments to ensure every effort has been made to adopt the following principles: <ul style="list-style-type: none"> ○ where possible, children are grouped to reflect the bubbles that are adopted within school ○ use of hand sanitiser upon boarding and/or disembarking ○ additional cleaning of vehicles ○ organised queuing and boarding where possible ○ distancing within vehicles wherever possible ○ The wearing of face masks by transport staff if distancing cannot be maintained. 	Major	Unlikely	Medium		



<p>Those that are clinically vulnerable or extremely clinically vulnerable</p>	<p>staff, pupils, parents, visitors & contractors</p>	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they follow all of the mitigating actions that have been put in place. <ul style="list-style-type: none"> During Lockdown 2, anybody currently advised to shield who wishes to do so will be able to work from home. With the full measures outlined in this risk assessment applied, the risks to other vulnerable groups, i.e. clinically vulnerable, pregnant staff and those on the BAME community, will be mitigated sufficiently to enable most staff in these categories to return to the workplace. Advice for those who are clinically vulnerable, including pregnant women, has been available. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Individual risk assessments will be carried out for all staff in the vulnerable categories where it is considered that existing controls aren't satisfactory to allow them to return to work and to implement additional protective measures if necessary. The risk assessment will be shared with the individual to allow any concerns or anxieties they may have to be discussed and to provide reassurance and support. <p>Pupils who are shielding or self-isolating</p> <ul style="list-style-type: none"> As with staff in vulnerable categories, shielding advice will pause on 1 August and most pupils will be able to return to school This is subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) over the summer and the school will monitor updates closely in case this advice changes or there is a local outbreak. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. There may be a limited number of cases where some pupils that are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (i.e. they must remain absent until their next planned clinical appointment). The school will accommodate these situations 	<p>Extreme</p>	<p>Unlikely</p>	<p>Medium</p>	
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		<ul style="list-style-type: none"> • Any potential cases will be discussed further at the weekly MDT safeguarding meeting. • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. <ul style="list-style-type: none"> ○ During Lockdown 2 or whilst in Tier 3 local restrictions, following multiprofessional safeguarding meetings, a discussion will be had with parents as to whether they would want their child to continue attending school or not at this time. • If a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school planned for this eventuality and will be able to immediately offer them access to remote education. • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. <p>Those who are anxious about returning to school</p> <ul style="list-style-type: none"> • The school will ensure that support is in place to address the concerns of anyone that is anxious about returning. • The school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. <p>The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</p> <ul style="list-style-type: none"> ○ Consideration will be given to the extra vulnerability of our children and consideration of the whole circumstances in relation to any one individual child. 				
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HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Use of PPE as a protective measure	Staff and pupils	<ul style="list-style-type: none"> Staff will not need to wear eye protection, face coverings or face masks as a preventative measure, except in situations where they would normally wear such items. Changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential for transmission of the virus; they have a lifespan that is quickly exceeded and supplies are in high demand by those in sectors of the community that really need them). Children, young people and students whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way If a child or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves and a disposable apron should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (e.g. goggles or a face shield) will also be worn When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. When using face masks, staff will be required to adhere to the following practice: <ul style="list-style-type: none"> cover both your nose and mouth do not allow to dangle around the neck when not in use 	Major	Unlikely	Medium		



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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>					
		<ul style="list-style-type: none"> ○ do not touch once put on, except when carefully removed before disposal ○ change when they become moist or damaged ○ wear once and then discard - hands must be cleaned after disposal <p>Care for children with complex medical needs: There are a small number of medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs).</p> <ul style="list-style-type: none"> • Staff performing AGPs in the school will follow the North West London health and care partnership guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> • Oral suctioning: <ul style="list-style-type: none"> ○ standard fluid resistant surgical masks, aprons, disposable gloves, and eye/face protection • Deeper suction/saline nebulisers: <ul style="list-style-type: none"> ○ eye protection, gloves, an apron, and either a Filtering Face Piece class three (FFP3) mask that has been fit tested or a respirator hood. • This should be done in a separate space with ventilation where possible <ul style="list-style-type: none"> ○ Using perspex screens as an extra safety precaution ideally positioned near an open door or window where this might be possible • Staff are aware of the current situation and have volunteered to continue with suctioning • Staff who are particularly vulnerable to covid are also aware that for them this is voluntary decision and they are under no pressure to carry suctioning out • All first aid boxes to contain masks and gloves • Additional spare masks to be kept in classrooms for immediate use in an emergency if needed. • All intimate care needs to be recorded on the sheets that are up in toileting areas. 					



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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> All injuries must be continued to be recorded on Solar and Staff Reporting Folders If a child starts to display behaviours that are significantly putting the safety of others at risk, their individual risk assessment will be updated. The use of additional PPE would be considered at this time, and parents have been informed that it could be that their child is no longer able to attend school at this point in time, if the risks cannot be effectively reduced. Both staff and parents are currently being asked to wear face coverings when out on the car park at drop off and pick up times. Staff are also able to choose to wear a face covering when in corridors or staff only areas during lockdown 2. 					
Lack of awareness of the preventative measures and plans for reoccupation	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> This risk assessment has been shared and consulted on with staff and staff representatives to ensure it is practicable and has been posted on the school's website for transparency. It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Parents have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact It has been made explicit to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely) Banners are displayed on fencing and we are currently considering painting footprints on the footpaths. Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to Coronavirus (COVID-19): safer travel guidance for passengers 	Major	Unlikely	Medium		



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times). Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers It has been discussed and agreed with cleaning staff the additional cleaning requirements and the additional hours to allow for this Children will be encouraged to learn and practise good social distancing and hygiene habits through games, songs and repetition. Any updates to this risk assessment will be shared with staff either via email or through department meetings, and with parents via email if relevant to them. 					



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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Foreign travel during school breaks	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> The latest guidance on quarantine will be adhered to at all times coronavirus (COVID-19): how to self-isolate when you travel to the UK If families are returning from foreign travel following a school holiday and they are required to quarantine, they have been informed that they must not return to school until the 14-day quarantine period has finished. There is also a risk that even where a member of staff's official return date provides sufficient time for quarantine, that their travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. If it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to work from home. If a member of staff chooses to travel, already being aware of the need to quarantine, any such period of quarantine will be unpaid. 	Major	Unlikely	Medium		
Outbreaks of COVID-19	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may indicate an outbreak and we will work closely with our local health protection team who will advise if additional action is required. The school will keep their Business Continuity and Emergency Response and Recovery plans up to date in preparation for outbreaks of COVID-19. Remote education plans will be put in place in the event of another outbreak and an enforced lockdown. In the event of a local outbreak, PHE health protection team or local authority will advise if it is necessary to close temporarily to help control transmission, but as a special 	Major	Unlikely	Medium		



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK			
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>				
		<p>school even at tier 4, the school is unlikely to be asked to shut</p> <ul style="list-style-type: none"> o Notify all external users, Therapists, catering firm, contractors etc o Remote working for all SLT/MLT ,teaching and office staff - laptops can be taken home once signed for with SBM o Learning will continue through already prepared resource packs or using ideas shared via the school website. o Additional information can be sent home with agreement of departmental lead. o Continuation of home learning for pupils not attending school o Regular telephone/email communication with parents to continue in regards support o SLT, Family Liaison and Teachers to maintain regular contact with families on a weekly basis as required. o Head/SBM/Office to have access to Text/Email Service. o Staff can where possible work from home and continue planning for next term, update resources and annual review reports etc. o Families of pupils who are entitled to FSM to continue to be supported with FSM Vouchers provided by Sodexo. o Family Liaison Officer to support the most vulnerable families as required o Virtual MDT safeguarding meetings to continue. 				
<p>Educational Visits</p>	<p>Staff, Pupils, Parents, visitors, contractors</p>	<ul style="list-style-type: none"> • The school will only resume non residential domestic educational visits if they are within the local area and are to an outdoor space while there is not likely to be contact with many others • Trips will be carried out in accordance with all current council trip planning and risk assessment measures in place. • Specific protective measures in respect of COVID-19 will remain in place, e.g. keeping children within their consistent 	<p>Major</p>	<p>Unlikely</p>	<p>Medium</p>	



HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>group/bubble, enhanced handwashing and respiratory hygiene, and the COVID-secure measures in place at the destination.</p> <ul style="list-style-type: none"> The school will also make use of outdoor spaces in the local area to support delivery of the curriculum. 					
School Uniform	Pupils Parents	<ul style="list-style-type: none"> 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. The School will continue to relax its uniform policy for the foreseeable future to assist parents both financially and in the regular washing of their children's clothes. 	Major	Unlikely	Medium		
Specific curriculum related hazards	Staff Pupils	<p>Music</p> <ul style="list-style-type: none"> Music will continue to delivered virtually via Microsoft Teams with the children remaining in their closed bubbles <p>Physical Activity</p> <ul style="list-style-type: none"> Pupils will be kept in consistent groups, Sports equipment will be thoroughly cleaned between each use by different individual groups. Outdoor sports will be prioritised where possible, and well ventilated indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. The school encourages all the children to be as physically active as they can for their health and wellbeing 	Major	Unlikely	Medium		
Support for staff well being		<ul style="list-style-type: none"> Employee Assistance Programme available to all staff and their families Occupational Health appointments if available Support from Educational Psychologists Wellness Action Plans written where needed Phased returns to work for all, according to individual risk assessments. 	Major	Unlikely	Medium		

HAZARD	AT RISK	CONTROL MEASURES		EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Signed:	<i>C E. Longhurst</i>	Assessment Date:	13/11/2020	Further action required: N			Action Review Date(s):N/A	
Name:	Clare Longhurst				Next Review Date: Ongoing, but no later than 4 th December 2020			

N.B. Please also see:

- “Our World of Bubbles”
- Cleaning Schedule
- Keystage Guidance
- Home support guidance
- Evacuation procedures
- Transport RA
- Hounslow Flowcharts