**St. Mary’s Catholic Primary School**



**Risk Assessment for CORONAVIRUS PANDEMIC (COVID-19) following changes to**

Government Guidance as at 26th August 2021.This will change if required where Government

guidance updates have a material effect on aspects of this assessment.

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| ***School:*** |
| ***Headteacher:*** | M.Creed | ***Persons undertaking the assessment:*** | CO’Neill |
| ***Work Activity being assessed:*** | COVID-19 Risk Assessment for Schools  | ***Risk Assessment Number:*** | 10 |
| ***VERSION NUMBER*** | 11 |
| ***Date of assessment:*** | 4th September 2021 | ***Date of next review:*** | End October or sooner if Government advice changes  |

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| **SCOPE OF OPERATION, LOCATION AND PERIOD**  | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):** *facilities/activities relevant to your school*Education settings must be able to achieve the following controls as defined by the Department of Education guidance.<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> - [Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance)Updated 17 August 2021 | [HSE - Coronavirus/working-safely](https://www.hse.gov.uk/coronavirus/working-safely/index.htm)[HSE - New and Expectant Mothers](https://www.hse.gov.uk/toolbox/workers/mothers.htm) [HSE - Protecting New and Expectant Mothers at Work](https://www.hse.gov.uk/mothers/)[HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)[HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)[HSE - Coronavirus / PPE Face Masks](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)[HSE - Supply issues with PPE and working safely during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm)[HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)[HSE - Coronavirus/Working Safely / Protect People](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)[HSE - Coronavirus - Legionella Risks](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm) [HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)[NHS - 111 - COVID-19](https://111.nhs.uk/covid-19)[NHS UK / Coronavirus / Latest NHS Info.](https://www.nhs.uk/conditions/coronavirus-covid-19/)[NHS / Coronavirus / Testing & Tracing](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)[Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers](https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/)[Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/)[GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) [Royal College of Paediatrics and Child Health - COVID-19](https://www.rcpch.ac.uk/key-topics/covid-19)[Chartered Institute of Building Services Engineers (CIBSE) - COVID-19](https://www.cibse.org/coronavirus-covid-19)[Chartered Institute of Building Services Engineers (CIBSE) - Emerging from lockdown](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown)[Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems) [GOV.UK - COVID-19 Response: Summer 2021](https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021) [GOV.UK - Government Collections - Coronavirus COVID-19 Guidance](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance)[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links)[GOV.UK - Guidance for Schools Coronavirus COVID-19](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)[GOV.UK - Publications - Guidance on Shielding and protecting Extremely Vulnerable Persons from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)[GOV.UK - Guidance / COVID-19 - Restrictions (what-you-can-and-cannot-do - clinically-vulnerable-people)](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#clinically-vulnerable-people)[GOV.UK - COVID-19: Guidance on Protecting People Defined on Medical Grounds as Extremely Vulnerable - GOV.UK](http://COVID-19:%20guidance%20on%20protecting%20people%20defined%20on%20medical%20grounds%20as%20extremely%20vulnerable%20-%20GOV.UK%20(www.gov.uk)) [GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) [GOV.UK - Government / publications / COVID-19 (Asymptomatic-testing for staff in Primary Schools and Nurseries (Rapid Asymptomatic Testing for Staff)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools)[GOV.UK - Government / Publications / Coronavirus - COVID-19 (Asymptomatic testing in Schools and Colleges)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges)[GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protective Equipment (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) [GOV.UK - Government / Publication Stay-at-Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)[GOV.UK - NHS Test & Trace - How it works](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)[GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)[GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)[GOV.UK - Guidance / Contacts PHE Health Protection Teams](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)[GOV.UK - Coronavirus Test](https://www.gov.uk/get-coronavirus-test)[GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)[GOV.UK / Guidance / How to Quarantine (when-you-arrive-in-England)](https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england)[GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)[GOV.UK / Government Publications / COVID-19 for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) [GOV.UK - Government Publications - Health & Safety on Educational Visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)[GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)[GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation)[GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) [GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak)[GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) |
| Reference should be made to the various guidance documents available from GOV.UK as on the right-hand side of this document. The guidance from UK GOV is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required. |
| **LOCATION:****St Mary’s Catholic Primary** |
| **WHEN DOES THE ACTIVITY TAKE PLACE** **Normal school hours****LEGAL REQUIREMENT**The legal requirement in a nutshell is to reduce risk ‘as low as reasonably practicable’ (ALARP).We are required to do this using risk assessment and so doing we are also meeting with the strong moral obligations to reduce risk in a school environment. |

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| **Coronavirus Risk Assessment** |
| **Activity:** | Risk Assessment for Schools in response to Coronavirus | **No. of pages:** |  | **Page number:** |  |
| **What are the hazards?** | **Who is at risk and How would they be harmed?** | **CONTROLS****What is currently done to reduce / control the risk?** | **What further action do you need to consider to control the risks?****-What more can be done to reduce risk?** | **Action by whom, by when?** |
| PART 1 – GENERAL RISK ASSESSMENT FOR SCHOOL |
| Increased risk of infection due to mutations of the Coronavirus. | All staff, pupilsand others may be at greater risk of contracting the virus due to variant strains  | All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. To safeguard the health of the teaching workforce and keep as many staff, pupils and students in school and college as possible, the Government have made [rapid lateral flow tests available](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/) to schools and colleges.Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) | Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. | Senior Leadership Team. |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | StaffParentsContractorsvisitors | Follow the HSE guidance on cleaning, hygiene and hand sanitiser [HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)- We have provided water, soap and drying facilities at wash stations - We have provided information on how to wash hands properly and display posters We provide hand sanitiser for the occasions when people can’t wash their hands | Monitoring and supervision is in place to make sure people are following controls Signs are up to remind people to wash their hands Information is provided to your staff about when and where they need to wash their hands If people can’t wash hands, information is provided about how and when to use hand sanitiserAll staff are aware of the need to inform the office or site manager if they need to replenish hand washing/sanitising facilities Staff are aware of the need to check their skin for dryness and cracking and tell them to report to you if there is a problem |  |
| Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas | Workers Customers Visitors Contractors Drivers | Careful monitoring and procedures for:. ➢ areas where people will congregate, e.g. staff rooms, meeting rooms non-fire doors are left open to reduce the amount of contact with doors and also potentially improve workplace ventilation fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment has been amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation- * In addition please note that for final fire exit doors (doors that lead to the outside world) there is no requirement to have these closed for purposes of fire precautions.

➢ areas where there are pinch points e.g. narrow corridors, doorways, storage areas ➢ areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc ➢ areas and surfaces that are frequently touched but are difficult to clean ➢ communal areas where air movement may be less than in other work areas.➢ facilities are organised so that people feel safe - spacing out tables in meeting rooms, staff rooms ➢ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) have been put in place to reduce contact ➢ The option of online meetings is available, even for people working in the same building, to reduce the number of people moving around ➢ People are encouraged to move around the school using the outside as far as possible ➢ Staff are provided with lockers or locked cupboards to keep personal belongings in so that they aren’t left in the open ➢ Surfaces, such as kitchen sides and tables, in communal areas are kept clear for people to sit and eat at to make cleaning easier ➢Washing facilities and hand sanitiser at are provided at accessible places near to where people have contact with high traffic communal areas.➢ Signs have been put up to remind people to wash and sanitise hands and not touch their faces➢ Cleaning regimes are in place to make sure high traffic communal areas are kept clean and staff are aware that all are responsible for tidying and cleaning anything they have used. | Monitoring and supervision is ongoing to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, fire door controls- Near-miss reporting to also help identify where controls cannot be followed, or people are not doing what they shouldGovernment guidance now states “Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.” The school is aware that employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on [protecting vulnerable workers](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm), including advice for employers and employees on [how to talk about reducing risks in the workplace](https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm). | C.O’Neill |
| Getting or spreading coronavirus through workers living together and/or travelling to work together | Workers  | Staff have agreed not to travel in cars together unless absolutely necessary and are advised to wear face masks if they do.On public transport they would wear face masks. |  | SLT |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | StaffParents Contractors Visitors | Use the guidance on cleaning and hygiene during the coronavirus outbreak [HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)Surfaces are identified that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom Staff are briefed as necessary on how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean The need for people to move around the school has been reduced as far as possible. This reduces the potential spread of any contamination through touched surfaces Shared work equipment is limited by allocating it on personal issue and where items are shared cleaning regimes are in place to clean between each user Contact of people with surfaces has been reduced as far as possible, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork Areas that will need cleaning to prevent the spread of coronavirus have been identified, e.g. staff rooms and the level of cleaning has been established with relevant staff and cleaners. Cleaning products that are needed have been identified (e.g. surface wipes, detergents and water etc) and where they should be used. Staff are aware of need to keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects Bins are sufficient in number and emptied frequently.Staff have areas for storing personal belongings and keep personal items out of work areas Staff know to ensure things like reusable boxes are cleaned regularly Arrangements are in place to clean if someone develops symptoms of coronavirus at work. [GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | Monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented  | Induction Sept 2021 |
| Mental health and wellbeing affected through isolation or anxiety about coronavirusPotential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working*.* | All staff - anxiety stress or other mental health issues | School to follow guidance on stress and mental health [GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)SLT talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through Staff are kept updated (daily briefings) on what is happening so they feel involved and reassured  | Further advice and support as provided by agencies such as Enfield Psychology ServiceShare information and advice with workers about mental health and wellbeingConsider an occupational health referral if personal stress and anxiety issues are identified  | Leadership team |
| Contracting or spreading the virus by not social distancing | Staff Parents Contractors Visitors | School has identified how people can be kept apart.This includes: ➢ holding meetings virtually rather than face to-face ➢ having allocated time slots for customers➢ rearrange work areas and tasks ➢ providing facilities to help people walk or cycle to work, e.g. bike racksOther physical measures to separate people include: ➢ enhanced cleaning regime* Increase in hand washing
* Ensuring adequate ventilation

➢ The lift is used by one adult or one adult and child people. Any signage used to remind people of any procedures we may have that mitigate close contact remain displayed. | Information and instruction given, to staff so they understand what they need to do  | H/T induction Sept 2021 |
| Poor workplace ventilation leading to risks of coronavirus spreading[Chartered Institute of Building Services Engineers (CIBSE) - Emerging from lockdown](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown)[Chartered Institute of Building Services Engineers (CIBSE) - COVID-19](https://www.cibse.org/coronavirus-covid-19) | StaffParentsContractorsVisitors | Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2.Follow guidance on heating ventilation and air conditioning (HVAC) [Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems) Any areas which may need additional ventilation to increase air flow have been identified Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment has been amended and records of briefing to staff maintained, so fire doors can be kept open to improve ventilation) Additional ventilation is provided by for e.g. mechanical ventilation, desk fans, air movers etc The school would not be using air conditioning during this time | - maintain air circulation systems in line with manufacturers’ recommendationsThe Government are looking at supplying CO2 monitors for Schools. Once there is clarity on the provision and further advice on their use is available, the local authority will update schools. |  |
| Clinically Extremely Vulnerable (CEV) StaffPreviously designated as being at increased risk of infection and complications. [Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](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) | **WHO**Staff that are considered CEV **HOW**Those with underlying health conditions could be factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19.  | As restrictions have been eased following the move to Step 4 of the Government’s roadmap, they are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance.Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high. It is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.For Schools with access to Schools Health & Safety Team Service, they can carry out the Individual COVID-19 Risk Assessment for those at increased risk and for New and Expectant Mothers Briefing. | CEV staff who are at a higher risk of becoming seriously ill if they were to catch COVID-19. Schools should think particularly carefully about additional precautions they might wish to continue to take. Headteachers/Managers should engage in discussions with CEV staff - consider risk factors and perception of the staff member. Where there is agreement that the risk factors can be mitigated with the existing control measures in the risk assessment to everyone’s satisfaction no change is needed.  |  |
| Clinically Extremely Vulnerable (CEV) **Children**[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links) | Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician  | All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. | All Government guidance to be monitored |  |
| Staff with COVID-19 symptoms and potentially spreading to staff and others | Virus could spread to others from those with symptoms | Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.The following link describes when to self-isolate and when not to self-isolate.When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)The NHS advice states:*“How long to self-isolate**If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.**You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.**Read more about*[*how long to self-isolate*](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/).” | Staff who become symptomatic should [self-isolate for 10 days](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate. **Please read** the explanation from the link where criteria is clearly laid out.When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) |  |
| Exposure to workplace hazards because it isn’t possible to get normal PPE[HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)[HSE - Coronavirus / PPE Face Masks](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm) | Staff that may be in situations where they are at increased risk of exposure and other general precautions are not adequate may require PPE or there may be a requirement for PPE as a control measure in certain settings not relating to Coronavirus. | School follows guidance from the HSE[Using PPE at work during the coronavirus (COVID-19) pandemic (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)[HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)[HSE - Coronavirus / PPE Face Masks](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)The school is aware that face coverings and masks help control the risk of Coronavirus. However, they are not designated as PPE which is equipment of a higher standard for specified settings. It may be that a PPE standard face mask is required and if so, the school is aware that it should meet the requirements of FFP3. | Systems are in place to keep PPE supplies under review so the school can take action if necessary before running out |  |

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| **PART 2 – SCHOOL SETTINGS** |
| **What are the hazards?** | **Who is at risk and How would they be harmed?**(e.g. staff, public, contractors – trip, slip, fall, assault) | **CONTROLS****What is currently done to reduce / control the risk?** | **What further action do you need to consider to control the risks?****-What more can be done to reduce risk?** | **Action by whom, by when?** |
| Increased risk of infection due to mutations of the Coronavirus. | All staff, pupilsand others may be at greater risk of contracting the virus due to variant strains.  | All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.To safeguard the health of the teaching workforce and keep as many staff, pupils and students in school and college as possible, the Government have made [rapid lateral flow tests available](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/) to schools and colleges.[Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance) | Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. | Senior Leadership Team. |
| Teachers working from home and pupils using DSE equipment.Note: This section is not relevant as all staff have been working in school since March 2021 – it has been left in with what would happen if there was a change for specific individuals. | Staff working from home and pupils studying from home.Musculoskeletal disorders as a result of using DSE at home for a long period of time | For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”. Follow guidance on display screen equipment in the HSE Protect homeworkers page [HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)[HSE - Coronavirus/Working Safely / Protect People](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly- For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home* Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying.
 | Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s[HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs. |  |
| Preparation of school and ongoing compliance checks | PupilsStaff | Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)* Usual premises checks
* Water treatments/checks (e.g. legionella)
* Fire alarm testing
* Repairs
* Grass cutting
* Portable Appliance Testing
* Fridges and freezers
* Boiler/ heating servicing
* Internet services•
* Insurance covers reopening arrangements

Posters erected about handwashing and persons with COVID symptoms not to enter the schoolEvacuation routes and signage have been reviewed | A formal / recorded full pre-opening premises inspection (3/9/2021)Ongoing monitoring to ensure relevant and clearly visible (ie not damaged or weathered) | C.O’Neill and W.AllenAll staff involved |
| Clinically Extremely Vulnerable (CEV) StaffPreviously designated as being at increased risk of infection and complications. [Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](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) | WHOStaff that are considered CEV HOWThose with underlying health conditions could be factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19.  | As restrictions have been eased following the move to Step 4 of the Government’s roadmap, they are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance.Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high. The school recognises that it is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.The school has access to Schools Health & Safety Team Service, which means they can carry out the Individual COVID-19 Risk Assessment for those at increased risk and for New and Expectant Mothers. | CEV staff who are at a higher risk of becoming seriously ill if they were to catch COVID-19.  The Headteacher will engage in discussions with CEV staff - consider risk factors and perception of the staff member. Where there is agreement that the risk factors can be mitigated with the existing control measures in the risk assessment to everyone’s satisfaction no change would be needed.  | H/T |
| Clinically Extremely Vulnerable (CEV) Children[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links) | Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician  | All clinically extremely vulnerable (CEV) children and young people should attend school (unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend). | The school will continue to monitor all Government guidance. |  |
| Increased risk of infection to and from vulnerable children, SEND or children with disabilities | Staff and PupilsHOWIncreased risk of infection due to either physical difficulties or behaviour issues related to children’s needs | Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this would be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread. | Review relevant support/care/other plans relating to individual children. | Dh/t and welfare staff (and school nurse if required)  |
| Pregnant workers/new and mothers contracting Coronavirus, whilst at work or using public transport.Pregnant workers with defined conditions or at 28 weeks / third trimester or more, may be considered more at risk. | Pregnant workersInfection of COVID 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary. | Consultation on the general COVID-19 risk assessments for the school and its arrangements would also take place. The school is aware that discussion with the new or expectant mother must take placed take place before any physical return to the school/workplace and would carry out a **New and Expectant Mothers Risk Assessment.**[Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) | The school would need to regularly review the risk assessment, (MINMUM EACH TRIMESTER) and do everything reasonably practicable to protect the member of staff from harm.There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment. |  |
| **For women less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19)** | (This has been left as drafted by the local authority, to be read by any member of staff to whom it applies)*You must first have a workplace risk assessment with your employer and occupational health team.**Then, you should only continue working if the risk assessment advises that it is safe to do so.**This means that your employer should remove or manage any risks. If this cannot be done, you should be offered suitable alternative work or working arrangements (including working from home) or be suspended on your normal pay.**Your employer should ensure they are able to adhere to any active national guidance on social distancing.**Some higher risk occupations such as those with greater public contact or in healthcare may carry a higher risk of exposure to the virus. In healthcare settings this may include working in specific higher risk areas or higher risk procedures as summarised in the Public Health England publication* [*Guidance on Infection Prevention and Control*](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)[*https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control*](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)*You should be supported by your employer with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment.**If alternative work cannot be found, advice on suspension and pay can be found in* [*HSE guidance*](https://www.hse.gov.uk/mothers/index.htm)*.* |
| **The following recommendations apply for pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus** | *If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.**This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.**Your employer should ensure you are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).**For many workers, this may require working flexibly from home in a different capacity.**All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.**Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave.  Advice on suspension and pay can be found in* [*HSE guidance*](https://www.hse.gov.uk/mothers/index.htm)*.* |
| Mental health and wellbeing affected through isolation or anxiety about coronavirusPotential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working*.* | All staff and Workers- anxiety stress or other mental health issues. | Follow guidance on stress and mental health [GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)Talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through (SLT) Individual staff members are involved in completing risk assessments so they can help identify potential problems and identify solutions Staff are kept updated on what is happening so they feel involved and reassured (morning briefing, phase meetings, staff meetings, emails)Leadership ensure staff are able to take breaks and manage their work commitments. | Further advice and support - Share information and advice with workers about mental health and wellbeingThe head teacher would consider an occupational health referral if personal stress and anxiety issues were to be identified  | SLT |  |  |
| Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements  | Staff and pupils HOWDisability might impact on how staff can move around the building or use the adjusted workplace | Leadership would discuss with and consider needs of staff on how any adjustments in the school will impact on them or might pose a new or different risk to them.Consideration has been made as to whether the school needs to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation.Employee needs risk assessments are carried out if appropriate.Evacuation procedures for such staff that might be needed in an emergency would also be considered. | Individual staff members would be made aware by Ht or Dh/t to notify them if they fall into one of these categories, e.g. they start chemotherapy or are pregnant |  |
| Staff with COVID-19 symptoms and potentially spreading to staff and others | Virus could spread to others from those with symptoms | Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.The following link describes when to self-isolate and when not to self-isolate.When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)The NHS advice states:“How long to self-isolateIf you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.Read more about [how long to self-isolate](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/).” | If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) |  |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | StaffPupils Visitors Contractors | Follow the HSE guidance on cleaning, hygiene and hand sanitiser [HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)Hot water, soap and drying facilities in all toilet areas, classrooms and other rooms regularly in use.Clear signs are displayed reminding people to wash their hands and how to do this properly:hands should be washed for 20 secs with soap and running water, or use had sanitiser if this is not readily available.Staff ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.Avoid touching people, surfaces and objects where possible and regular handwashing.The school always ensures that all visitors to the school sanitize their hands before touching the vizi screen to log their visit. | Ongoing monitoring and supervision to make sure pupils and staff follow controls | Leadership team |
| Potential transmission of virus from working within enclosed spaces, includingReception OfficeClassroomStaff kitchen areas/Staff roomsPrintersMeeting roomsToilets | Staff in enclosed areas could be exposed to Coronavirus  | Where there are Staff and Pupil Individual Risk Assessments these are reviewed in consultation with the member of staff, or parents in the case of the pupil and C.O’Neill, in light of the information and circumstances regarding COVID-19.The Government no longer recommends that it is necessary to keep children in consistent groups (‘bubbles’). This means that bubbles will not need to be used in the school from the start of the autumn term.School contingency plans cover the possibility that it could become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.The school continues to have an enhanced cleaning regime. and regular cleaning of school/classrooms: Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc (L.Giambalvo),using appropriate cleaning products and methods.Classrooms still do not have unnecessary items eg soft furnishings, soft toys that are hard to clean.Outdoor play equipment is regularly cleaned. Premises Staff carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.Staff know to move to another staff area if a room is becoming crowded.Meetings are held in the best space according to the number of people – governor meetings in the main hall, meeting with a parent -small hall for eg.Additional communal areas are still in use to limit the number of people congregating in any one space. Perspex has been put up in the main office/ reception area to reduce contact Fixed/standalone sanitisers stations or containers of hand sanitiser have been set up at key entry/exit points.All staff are encouraged to keep windows open to ventilate rooms/corridors. Toilets - hot water and soap at wash hand basins is always available.Face to face meetings only take place where distance can be maintained and masks are worn. Otherwise digital/remote means continue to be used.Classrooms are accessed via outside doors where possible.Teachers ensure hand washing on entering all classrooms which have soap and sanitiser. Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.Resources that are shared between classes, such as sports, art and science equipment are cleaned frequently and meticulously.  | Ongoing monitoring and supervision in place to make sure people are following controls put in place, e.g. following hygiene procedures, washing handsContinue to ensure that soap, sanitiser and paper towels are checked and are replenished regularlyCleaning wipes continue to be available at printers for touch points.Passing briefly in the corridor or playground is low risk, but the school avoids avoid creating busy corridors, entrances and exits where possible (a new canopy means pupils can move from one place to another using the outside even when the weather is wet). Site manager keeps a check and staff know to report to premises staff if no hot water / soap / paper towels.Subject leaders keep a check on this – ensuring a routine is in place for when and who is cleaning. |  |
| Poor workplace ventilation leading to risks of coronavirus spreading | StaffPupils | Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2.The school follows HSE guidance on heating ventilation and air conditioning (HVAC) [HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)The school is aware that fresh air is the preferred way of ventilating the buildings so opening windows and doors is encouraged. Fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- staff are briefed to only keep them open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment has been amended and records of briefing to staff are maintained, so that fire doors can be kept open to improve ventilation)Additional ventilation is provided mechanically - desk fans, air movers etc Heating ventilation and air conditioning (HVAC) systems have been switched to draw in fresh air where they can be, rather than recirculating air[Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems)  | School to maintain air circulation systems in line with manufacturers’ recommendationsThe Government are looking at supplying CO2 monitors for Schools. The school will be updated once there is clarity on the provision and further advice on their use is available. |  |
| Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting) | Staff and other pupils | The school will consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.  | Individual pupil risk assessments will be carried out where appropriate to support Covid 19 control measures. |  |
| Potential transmission of virus from Welfare office | Welfare Staff and pupils | Staff to adhere to infection control policy.Regular medication protocols to be followed.Washing facility and sanitisers available in the welfare room.Staff to frequently wash their hands.Avoid/reduce close contact with pupils where possible.Staff always wear face mask/gloves where appropriate or close contact is unavoidable. |  |  |
| Potential transmission of virus from desks, monitors, keyboards and mouse | All | Staff have their own allocated laptops which are not shared.Clear desk policy is robustly applied so as to enable effective cleaning.Enhanced cleaning regime - including desks every night.Cleaning wipes available on each desk to clean desks and equipment as needed before and after use.Regular handwashing by staff and pupils or use of sanitiser if not near a wash hand basin.Above applies to the ICT suite for pupils use as well. | Reminders at morning briefingsStaff to let office know if supply is getting low. |  |
| Kitchen Operations/food preparation | Kitchen Staff | The school kitchen has continued to operate and catering staff are aware of the need to comply with[GOV.UK / Government Publications / COVID-19 for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)  | Online refresher training for all staff including food hygiene for kitchen staffConsistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work. |  |
| Potential transmission of virus during lunch/play breaks / food served in the dining hall | Staff and pupils | The order of going in to the dinner hall is on a rota in order to prevent a queue building up inside the school.Pupils are encouraged to dispose of their left- over food in the bins.Pupils are supervised as normal. |  |  |
| Handling Deliveries | Staff required to deal with deliveries | The school will always consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.Deliveries are made to a specific area in the school. Staff wipe the outer surfaces of delivery boxes before handling/relocating/sorting the deliveryStaff wash hands after handling deliveries/packaging. |  |  |
| Potential transmission of virus from visitors/parents | All those who would come into contact with Visitors | Parents visiting reception office to wait outside until any other parents have come out. Parents collect their children in the main playground, standing behind clear lines in order not to be too close to the classes as they are brought out by their teachers.Fixed/standalone sanitisers stations are set up at various locations including entry and exit points.Screens have been installed at reception desk.Staff regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.Paper documentation from to and parents is reduced as far as possible. Where it is unavoidable, staff to ensure they wash and sanitise hands regularly. | Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms.Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation to be updated. |  |
| Potential transmission of virus from contractors attending the school site | All those that would come into contact with Contractors | Contractors to be notified in advance not to attend the premises if they have symptomsAttendance by contractors to be notified to reception desk in advanceContractors to sign in at reception desk and declare they do not have symptoms.Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.Site manager to liaise with and monitor the contractor maintaining social distancing where possible. Sanitisers stations have been set up at various locations including entry and exit points. Supervised and limited access to other parts of the buildingThere is a regular cleaning regime of public/communal areas. | Staff to observe and ask any contractors to leave the building if they have symptoms | Leadership/Admin reception staff |
| Potential Spread of virus from School Library | All Library Users and Staff | Staff to make use of any digital resources for pupils.Pupil attend the library by class on a weekly rota basis (A.O’Gorman to set up). |  |  |
| Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments) | Music students and teachers | Pupils play individually and in a well ventilated room and currently there are no class wind instrument lessons taking place.Hymn practice takes place in the main hall, which is well ventilated and only with a limited number of classes at a time. |  | SL music leadM.Jones |
| Physical education, sport and physical activity (enhanced risk via exhalation during exercise) | Pupils and teachers | P.E. lessons and after school sports clubs take place indoors and outside and follow the school’s [system of controls](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#system-of-controls).[Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators) |  | P.E. subject lead and class teachers |
| Accidents, security and other incidents: | All | In an emergency, for example, an accident or fire, people do not have to stay apart if it would be unsafe.People involved in the provision of assistance to others would pay attention to sanitation measures immediately afterwards, including washing hands. |  | Leadership team |
| Potential stress/anxiety caused by COVID-19 | Staff can be affected by stressors more than is usual due to COVID-19 crisis. | Leadership team to provide reassurance to staff of measures taken seriously to protect their safety.Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more. The incidence of covid-19 is lower than it was. This is communicated through regular communications from headteacher.Mental HealthSenior Leadership Team promote mental health & wellbeing awareness to staff and will offer whatever support they can to help.Regular contact with SLT and colleaguesThe Education Support Partnership provides mental health & wellbeing support to the Education sector.Information from Enfield Psychology Service to support adults and staff – distributed to staff online and displayed.Signpost to any online guidance regarding bereavement during the coronavirus period  | Use of Occupational Health Service or equivalent.SLT |  |
| Face Coverings and General spread or transmission of coronavirus from pupils and staff | Pupils and staffContracting and spreading virus | The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces. This includes public transport and dedicated transport to school or collegeFace coverings are advised in our school for staff in communal areas and for visitors in all areas.Plastic face visors are not worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an Some staff choose to wear these in certain situations.  | If the school has a substantial increase in the number of positive cases in school, ‘stepping up’ measures would be applied as set out in the Outbreak Management Plan. These would include further advice on mask wearing. |  |
| Travel between schools or other travel whilst at workTravelling to and from school | All travelling staff and pupils | Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they follow any school procedures and consider measures they may need to take to minimise consider risk.The school will encourage greater use of walking, cycling or own car rather than public transport if possible Families using public transport should refer to ;https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers | School to take part in projects and schemes like ‘Bike to School Week.’Information on school website and in school newsletter regarding safe travel. |  |
| Fire Evacuation Procedures during the COVID-19 Pandemic | All occupiers of school buildings.Evacuations require movements of large amounts of people which may compromise social distancing etc. | The school has reviewed procedures and feels that the lower frequency of fire drill – one this term and one in second half of spring term is appropriate.The school has access to Schools Health & Safety Team Service, and can refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5  |  |  |
| Educational visits during the COVID-19 Pandemic | Pupils, staff and others can pass on or pick up infection | Educational day visitsAny educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Reference would be made to Government guidance on the link below as situations change.<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits> | Schools would undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we would consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We consult the [health and safety guidance on educational visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) when considering visits.Currently the school is planning the year six residential trip (October 18th) following above advice. Any changes would be made to the risk assessment if the situation changed suddenly. |  |
| Extra-Curricular activity | Spread of infection in breakfast or after school club or extra-curricular activity | This is a complex area that changes quite a lot and direct reference would be made to the Government guidance.[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links)The school has just opened up Breakfast Club again on the premises (run by ‘Sticky Fingers’). Children and staff are expected to follow all school controls in terms of sanitation, ventilation and numbers. | Monitor Government guidance for latest advice on what more can be done. |  |