London Borough of Enfield

**St Mary’s Catholic Primary School**

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**RISK ASSESSMENT DURING CORONAVIRUS PANDEMIC (COVID-19)**

**School re- opening March 8th 2021**

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| ***School:* St Mary’s Catholic Primary School** |
| ***Headteacher:*** | M.Creed | ***Persons undertaking the assessment:*** | M.Creed (Head teacher)C.O’Neill (deputy head)  |
| ***Work Activity being assessed:*** | COVID-19 Risk Assessment – update following 3rd lockdown  | ***Risk Assessment Number:*** | 7 |
| ***VERSION NUMBER*** | 8 (update) |
| ***Date of assessment:*** | 8th March 2021 | ***Date of next review:*** | June 2021 or sooner if government advice changes  |

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| **SCOPE OF OPERATION, LOCATION AND PERIOD (updated January 2021)** | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION** 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/guidance-for-full-opening-schools> - **last updated 7/1/21**The current Risk Assessment has been updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed since last March (2020).  | <https://111.nhs.uk/covid-19>[HSE - Making your workplace COVID secure](https://www.hse.gov.uk/coronavirus/working-safely/index.htm)<https://www.hse.gov.uk/toolbox/workers/mothers.htm>Government guidance:[GOV.UK - Guidance NHS Test and Trace how it works](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works%22%20%5Cl%20%22people-who-develop-symptoms-of-coronavirus) **last updated 11/1/21**[GOV.UK - Stay at home guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) **Last updated 18 December 2020**[GOV.UK - Guidance on coronavirus testing (who is eligible for a test and how to get tested)](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) **Last updated 6 January 2021**[GOV.UK - Safe working in education, childcare and children’s social care settings (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) **Last updated 14 December 2020**[GOV.UK - Safe working in education, childcare and children's social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)**Last updated 14 December 2020**[GOV.UK Guidance for Schools Coronavirus - COVID19](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)**Last updated 18 December 2020**[GOV.UK - Guidance - COVID-19: cleaning of non-healthcare settings outside the home](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) **Last updated 16 October 2020**[HSE - Handwashing-using hand sanitiser - Coronavirus](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)**Next review due:** 29 January 2021[GOV.UK - Contacts: Public Health England (PHE) Teams](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)**Last updated 19 November 2020**[NHS Testing and Tracing for Coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>**Last updated 5 January 2021**[GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19](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)**Last updated Updated 25th February 2021**[Royal College of Paediatrics and Child Health - Guidance on Clinically Extremely Vulnerable Children and Young People](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield)**Last modified 21 December 2020**https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people**Last updated 6 January 2021**[GOV.UK - (Press Release) Extra mental health support for pupils and teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)[GOV.UK - Coronavirus (COVID-19): how to self-isolate when you travel to the UK](https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk)**Last updated 24 December 2020**[GOV.UK - Guidance for food businesses on Coronvarius (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)**Last updated 6 January 2021**[HSE - Legionella risks during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm)<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>[CIBSE (Chartered Institution Building Services Engineers) Coronavirus, SARS-COV-2, COVID-19 and HVAC Systems](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems)[HSE - Air Conditioning and Ventilation during the Coronavirus Pandemic](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)**Last reviewed 3 December 2020**[GOV.UK - Health & Safety on Educational Visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)**Published 26 November 2018**[GOV.UK - Protective Measures for Holiday/After-School Clubs and Other Out of School Settings](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)**Updated 8 January 2021**[GOV.UK - 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)**Last updated 21 December 2020**[GOV.UK - Coronavirus (COVID-19) Guidance](https://www.gov.uk/coronavirus) <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>[Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) [GOV.UK - What parents/carers need to know about early years providers schools and colleges COVID-19](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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term)**Last updated 8 January 2021**[Nursing Times - 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/)https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers**Last updated 5 January 2021**[HSE - Using PPE at work during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm[HSE - Respiratory Protective Equipment PPE - Fit Testing Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)<https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm>[HSE - Protect home workers - Coronavirus (COVID-19)](https://www.hse.gov.uk/toolbox/workers/home.htm)<https://www.gov.uk/guidance/national-lockdown-stay-at-home> |
| The Risk Assessment makes reference to the various guidance documents available from GOV.UK on the right-hand side of this document. As guidance from UK GOV is constantly updated and changes frequently so attention is given to these guidance notes and updates made accordingly. |
| **LOCATION:****St Mary’s Catholic Primary School****Durants Road****Enfield EN3 7De** |
| **WHEN DOES THE ACTIVITY TAKE PLACE** Premises open during normal working hours Monday to FridayThis risk assessment is designed to fulfil the school’s requirements as an employer, to take reasonable steps to protect our staff and pupils (and visitors, contractors, delivery staff) from coronavirus. It has been drawn up in line with the recommended process using the Health and Safety Executive’s (HSE) approach as laid down in their ‘Five Steps to Risk Assessment’- in this specifically to reduce risks from COVID 19.The completed risk assessment is monitored to make sure that what you have put in place is working as expected. This risk assessment is laid out in two sections; ‘Part **1 – General Risk Assessment** for School and ‘Part **2 – School Settings’**. This document model aims to look at and use guidance and advice from authoritative sources, in this case the HSE and UK GOV. (DofE).**Part 1** – General Risk Assessment for School, which takes into account most activities and visitors etc. It is taken from the HSE’s general guidance on risk management and example risk assessment for COVID 19. The content in this section is taken directly from the HSE model. It covers areas or groups that may not be necessarily covered in the specific school assessment as non-school activity, such as building work for eg. **Part 2**- School Settings, is as stated and is specifically centred on our normal school operation. The information is sourced from UK GOV documents and the links for these are listed in the main body and on the left of this document.**LEGAL REQUIREMENT**The legal requirement in a nutshell is to reduce risk ‘as low as reasonably practicable’ (ALARP). This document sets out the process for this and in doing so meets the strong moral obligation to reduce risk in a school environment. |

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| **Coronavirus Risk Assessment** |
| **Activity:** | Risk Assessment for schools in response to Coronavirus (school re-opening spring term) | **No. of pages:** | 56 | **Page number:** | 7 |

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| **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 risk of contracting the virus either new mutations or the original strain.  | All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of continued adherence to control measures.  | Advice and guidance is being constantly updated and particular attention has been given to guidance, where it refers to any required measures relating to any new variants. | Senior Leadership Team. |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | StaffParents Contractors Visitors | Follow the HSE guidance on cleaning, hygiene and hand sanitiser [HSE - Handwashing-using hand sanitiser - Coronavirus](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)Provide water, soap and drying facilities at wash stations Provide information on how to wash hands properly and display posters Provide hand sanitiser for the occasions when people can’t wash their handsProvide welfare facilities and washing facilities for visiting drivers Monitoring and supervision in place to make sure people are following controls. Signs up to remind people to wash their hands. |  Make sure people are checking their skin for dryness and cracking and tell them to report to leadership if there is a problem |  |
| Getting or spreading coronavirus in common use high traffic areas such as corridors, staff rooms, toilet facilities, entry/exit points, lifts and other communal areas | StaffParents Contractors Visitors | Careful monitoring and procedures for:. ➢ areas where people will congregate, e.g. staff room (and breakout staff areas), meeting rooms, leave non-fire doors 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, so that fire doors can be kept open to improve ventilation- ➢ areas where there are pinch points meaning people can’t meet the social distancing rules, 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.The number of people in rooms is limited so that social distancing rules can be met, e.g. staggered breaks, maximum occupancy numbers for meetings agreed. ➢ facilities such as staff rooms adapted so social distancing rules can be met. ➢ where possible physical impervious barriers (e.g. Perspex in reception areas) have been put in place to reduce contact ➢ The use of online meeting facilities, has been increased, even for people working in the same building, to reduce the number of people moving around ➢ The flow of people is managed round the school building to allow social distancing rules to be met. ➢ Lockers are provided for people to keep personal belongings in when required, 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 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 controlsNear-miss reporting to also help identify where controls cannot be followed, or people are not doing what they should | C.O’Neill |
| Getting or spreading coronavirus through staff living together and/or travelling to work together | Staff | Staff have agreed to not travel in cars together. Those using public transport would follow the social distancing rules. |  | HT Sept 2020 |
| 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 - Handwashing-using hand sanitiser - Coronavirus](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)Surfaces are identified that are frequently touched and by many people e.g. handrails, door handles, shared equipment etc and the frequency, level of cleaning and by whom is specified.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 [HSE - Using PPE at work during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)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) as well as how and where they should be used.Staff 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 in order to 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 (although the area they have been working in would be quarantined in initially). [GOV.UK - Guidance - COVID-19: cleaning of non-healthcare settings outside the home](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  | Monitoring and supervision ongoing to make sure people are following controls, i.e. are implementing the cleaning regimes implemented  | Induction Sept 2020 |
| 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*.*NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis | All staff - anxiety stress or other mental health issues | School to follow guidance on stress and mental health Senior staff to ensure all adults in school know that they can talk things through to alleviate anxiety and that they will be signposted to other agencies for help and support as appropriateAll staff are kept updated 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 staff about mental health and wellbeing – display info on advice and support from Enfield EPS for egConsider an occupational health referral if personal stress and anxiety issues are identified  | Leadership teamH/T |
| Contracting or spreading the virus by not social distancing | StaffParents Contractors Visitors | Areas have been identified where, under normal circumstances, staff would not be able to maintain social distancing rules School has identified how people can be kept apart in line with social distancing rules in the first instance. This includes: ➢ marker tape on the floor ➢ holding meetings virtually rather than face to-face ➢ staggering start/end times ➢ reorganising spaces / rooms in the building for additional rest break areas where safe to do so ➢ Limiting seating in staff areasWhere social distancing isn’t possible other physical measures have been introduced including: ➢ enhanced cleaning regimes ➢ increase in hand washing ➢ limiting the amount of time people spend on the task➢ Staff understand need to stand back- to-back or side-by-side rather than face-to-face when working ➢ ‘cohorting’ work teams so they consistently work together * ensuring adequate ventilation

The lift is used by one person only at a time Display signs to remind people to socially distance  | Ongoing dissemination of information so everyone understands what they need to do and continued reminders to ensure heightened awareness at all times. | SLT |
| Teachers working from home and pupils using DSE equipment. | 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 | School to 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”. School to follow guidance on display screen equipment in the HSE Protect homeworkers page [HSE - Protect home workers - Coronavirus (COVID-19)](https://www.hse.gov.uk/toolbox/workers/home.htm)There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks would be assessed Information to be put in place for all people working at home using display screen equipment (DSE) - how to protect themselves, e.g. taking regular breaks, stretching exercises, setting the equipment up properlyIn the event of any staff working at home longer term the school would complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at homeSchedule includes breaks of minimum of 5 minutes every hour for pupils studying. |  | C.O’NeillJan 21 |
| Poor workplace ventilation leading to risks of coronavirus spreading[CIBSE (Chartered Institution Building Services Engineers) Emerging from Lockdown](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown) | StaffParents Contractors Visitors | Follow guidance on heating ventilation and air conditioning (HVAC) [CIBSE (Chartered Institution Building Services Engineers) Coronavirus, SARS-COV-2, COVID-19 and HVAC Systems](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems)Fresh air is the preferred way of ventilating the school ie 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) The school would not be using air conditioning during this time | Maintain air circulation systems in line with manufacturers’ recommendations |  |
| Increased risk of infection and complications for vulnerable workers:Workers over 60 or those defined as clinically vulnerable, could be at higher risk of severe illness from coronavirusThose at higher risk or described as Clinically vulnerable people are defined in the list in the following link. <https://www.gov.uk/guidance/national-lockdown-stay-at-home> | Staff with protected characteristics -Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19. Such as:Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors. The causes of these increased risk factors are not yet fully understood, and further research is taking place.Disability might impact on how staff can move around the building or use the adjusted workplace. | The school will carry out the Individual COVID-19 Risk Assessment for those at increased risk version 5a and for New and Expectant Mothers - carry out a ‘New and Expectant Mothers Risk Assessment’ – version 6a includes a section specifically looking at COVID for the individual.The headteacher has taken into account with all staff, their journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration is to be given to those people at higher risk Systems are in place so people know when to notify leadership that they fall into the clinically vulnerable or more at riskConsideration is made with the staff member on working remotely or on minimising risks if they have to be in school. Consideration has been made as to whether there is a need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Consideration has been made of facilities for pregnant and new mothers.Consideration has been made of evacuation procedures for such staff that might be needed in an emergency. | If there is increased risk for any staff member despite existing control measures the leadership team will provide support and make necessary adjustments to mitigate those risks and this will be set out in an individual risk assessment. | Ht and dhtC.O’Neill as required |
| Clinically Extremely Vulnerable (CEV) **Adults**[GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19](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) | People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. If they have been told by a clinician/GP that they are CEV or have one of the listed conditions described in guidance. | Any member of staff who is clinically extremely vulnerable is to continue to follow [resumed shielding guidance](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) and would not be in school. (They would also be aware that the time spent outside the home should be limited).<https://www.gov.uk/guidance/national-lockdown-stay-at-home>If a member of staff thinks that there is a good clinical reason why they should be added to the shielded patients list, they would be advised to discuss their concerns with their GP or hospital clinician. | Under very specific controlled conditions following discussion with HT (or dht), a CEV member of staff might be able to come in to school –all controls would be set out on individual risk assessment.  | Ht (dht) |
| Clinically Extremely Vulnerable (CEV) **Children**[GOV.UK - What parents/carers need to know about early years providers schools and colleges COVID-19](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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term) | Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician  | Note: Shielding advice is currently in place and children who are clinically extremely vulnerable are advised not to attend education or childcare.If a doctor has confirmed that a child is still [clinically extremely vulnerable](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), the advice is that they should not attend nursery, school or college during the period of national restrictions. If this is the case for a child, the parent will receive a letter confirming this advice.<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children> | This advice is prone to review (latest January 2021) and guidance on this would be monitored closely. | Leadership team |
| Staff with COVID-19 symptoms and potentially spreading to staff and others[GOV.UK - Stay at home guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) | Virus could spread to all | Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.If they have a positive test result but do not have symptoms they stay at home and self-isolate as soon as they receive the result. Their household needs to isolate too.The isolation period should include the day the symptoms started (or the day your test was taken if you do not have symptoms and the next 10 full days.Staff are able to return to their normal routine and stop self-isolating after 10 full days if their symptoms have gone, or if the only symptoms they have are a cough or anosmia (loss of smell), which can last for several weeks. If they still have a high temperature after 10 days or are otherwise unwell, they should stay at home and seek medical advice.With the introduction of voluntary lateral flow testing for staff, to further minimise the risk of infected staff coming in to school the following controls are in place:Allocated member of staff (J.O’Shea) for checking, distribution and record keeping Safe Storage * Deliveries to be checked on arrival and lists of contents retained
* All tests to be stored in a locked cupboard with key personnel only having access to the key
* Testing supplies to be stored at temperatures between 2 and 30 degrees celsius

Distributing test kits* All staff taking part collect test kits as instructed by the school
* 1 box is given to each member of staff as each box contains 7 test kits
* School completes Test Kit Log – retains this document for 8 Years – ensures all columns are completed – name of school, date of test kit received by school, name of test kit issuer, date test kit issued to test subject (staff), name of test subject (staff), lot number, test expiry date.
* Ensures all staff understand the correct instructions for use.
* Systems of control are in place when distributing test kits eg 2 metres distance, wearing a face mask etc
* Ensures there is enough supply by ordering in time.

Test results* All staff receive a copy the ‘Staff Rapid COVID-19 LFD Test information
* Reminders are given vis usual communication channels
* All staff are given guidance on reporting their result to NHS Test and Trace
* All staff are given guidance on what to do if they have a positive, negative or void test result
* Consistent approach to testing implemented with a Monday and Thursday testing day each week – this supports schools to collect results
* Clear communication to staff that if they have 2 void results or a positive test they have to book a PCR test
* Staff to inform the school when a PCR test is booked
* Headteacher to contact staff who report a positive or 2 void test
* Bubbles and contacts asked to self-isolate until a PCR test result is received

Incident Report* For individual staff If there are any issues with the test then staff should raise this with the school lead
* If there is a clinical incident which led or has potential to harm, participants are advised to report it on

<https://coronavirusyellowcard.mhra.gov.uk>.* If a staff member needs medical care this should be sought through contacting 111 or 999.
* For non-clinical incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119
* School must record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes)
 | Staff who become symptomatic would be told to [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 a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate. If the staff member starts symptoms, they need to self-isolate for 10 days from that date. The most important symptoms of COVID-19 are recent onset of any of the following:* a new continuous cough
* a high temperature
* a loss of, or change in, your normal sense of taste or smell (anosmia)
 |  |
| Exposure to workplace hazards because it isn’t possible to get normal PPE[HSE - PPE in non-healthcare work during the (COVID-19) pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm)[HSE - Using PPE at work during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm) | Staff that may be in situations where social distancing and other general precautions are not adequate may require PPE or there may be a requirement for PPE as a control measure in certain situations not relating to Coronavirus. | School follows guidance from the HSE[HSE - Using PPE at work during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)School is aware that face coverings and masks whilst they help control the risk of Coronavirus, 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 if so the school is aware that it should meet the requirements of FFP3.Stock is regularly checked by specific members of staff to ensure that they remain adequate.The school is aware of that there may be specific situations where PPE is required that is not related to Coronavirus. The right protection factor for each situation has been agreed with staff.Where required school will ensure that those using RPE are face-fit tested. [HSE - Respiratory Protective Equipment PPE - Fit Testing Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.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) | Ongoing monitoring of correct protective wear for varying situations | SLT |

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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 either new mutations or the original strain.  | All mitigation measures listed throughout the risk assessment are still relevant. Any increased chance of infection highlights the importance of adherence to control measures.  | Advice and guidance is being constantly updated and particular attention will be given to guidance, should any be produced, where it refers to any required measures relating to any new variant. | Senior Leadership Team. |
| This section is not currently relevant as all staff are working in school (from March 8th) – it has been left in as this may change for specific individuals.Teachers working from home and pupils using DSE equipment. | 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 | School to 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”. School to follow guidance on display screen equipment in the HSE Protect homeworkers page [HSE - Protect home workers - Coronavirus (COVID-19)](https://www.hse.gov.uk/toolbox/workers/home.htm)There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks would be assessed Information to be put in place for all people working at home using display screen equipment (DSE) - how to protect themselves, e.g. taking regular breaks, stretching exercises, setting the equipment up properlyIn the event of any staff working at home longer term the school would complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at homeTimetables include breaks of minimum of 5 minutes every hour for pupils studying. |  | C.O’NeillJan 21 |
| Preparation of school and ongoing compliance checks | PupilsStaff | Premises and utilities have been health and safety checked and building is compliant * 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

• Any other statutory inspections* Insurance covers reopening arrangements

Moving desks to be side to side and front facing. Posters erected about handwashing and persons with COVID symptoms not to enter the schoolEvacuation routes and signage has been reviewedThe school postponed the year six residential trip again (having previously moved it to March previously) and this will be reviewed again at the end of March having consulted with parents. | A formal / recorded full premises inspection will be carried out as soon as can be arranged.Ongoing monitoring to ensure relevant and clearly visible (ie not damaged or weathered) School to take in to consideration parental views on the trip going ahead | C.O’Neill and H&S governor SLTAll staff involved H/T  |
| Increased risk of infection and complications for clinically extremely vulnerable pupils, staff, parents and guardians | Pupils/staff who are shielding Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician Update 25th February measures apply until 31st March. | Note: Shielding advice is currently in place and children who are clinically extremely vulnerable are advised not to attend education or childcare.If a doctor has confirmed that a child is still [clinically extremely vulnerable](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), the advice is that they should not attend nursery or school during the period of national restrictions. If this is the case for a child, the parent will receive a letter confirming this advice.Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, is able to still attend school in all local restriction tiers.<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children> | Individual members of staff to whom this applies |  |
| Increased risk of infection to and from vulnerable children, SEND or children with disabilities | Staff and PupilsIncreased 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, 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 as required | C.O’Neill |
| Pregnant workers/new and expectant mothers contracting Corona virus, whilst at work or using public transport.NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV).Pregnant workers with defined conditions or at 28 weeks / third trimester or more are considered Clinically Extremely Vulnerable (**CEV**). | 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. | Discussion with the new or expectant mother would take place before any physical return to the school, completing the **New and Expectant Mothers Risk Assessment (use Briefing Version 6).**Current government and NHS advice is that pregnant workers are in the clinically vulnerable (CV) group.They are **defined** as **clinically extremely vulnerable at 28 weeks / third trimester)** – and are advised to work from home (this and not to go into work.Expectant mothers Clinically Vulnerable can return to work as long as there is a COVID-19 risk assessment, New and Expectant Mothers Risk Assessment, discussions have taken place and control measures in place for the school- the school therefore would ensure this was the case . Consultation on the general COVID-19 risk assessments for the school and its arrangements should also take place.  | Make any necessary adaptations before returnRegularly review the risk assessment, (MINMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will necessitate a full review of measures and this assessment. | H/TDh/tC.O’NC.O’N |
| 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*.*NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis | All staff - anxiety stress or other mental health issues | School to follow guidance on stress and mental health Have regular contact (calls/ emails/Teams) with staff working at home to talk about any work issuesStaff regularly reminded to speak to SLT/leadership about the possibility that they may be affected and that the school has an ethos which encourages them to come and talk things through Individual staff members are involved in risk assessments so they can help identify potential problems and identify solutions All staff are kept updated (through email and direct conversation) on what is happening so they feel involved and reassured Leadership discuss the issue of fatigue with staff and make sure they are able to take regular breaks and manage their work commitments flexibly. | Further advice and support Share information and advice with staff about mental health and wellbeingConsider an occupational health referral if personal stress and anxiety issues are identified  | SLTHTHt and dht |
| Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements  | Staff and pupils Disability might impact on how staff can move around the building or use the adjusted workplace | Leadership would discuss with relevant staff whether adjustments in the school would impact them or 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.Systems are in place so people know when to notify leadership that they fall into one of these categories, e.g. they start chemotherapy or are pregnantEvacuation procedures for such staff that might be needed in an emergency would also be considered. |  | Leadership  |
| Clinically Extremely Vulnerable (CEV)[GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19](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) | People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. If they have been told by a clinician/GP that they are CEV or have one of the listed conditions described in guidance. | If staff are clinically extremely vulnerable they should follow [resumed shielding guidance](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) and should not attend school and should limit the time they spend outside the home until March 31st.<https://www.gov.uk/guidance/national-lockdown-stay-at-home>If they think there is a good clinical reason why they should be added to the Shielded patients list, they should discuss their concerns with their GP or hospital clinician. | CEV are strongly advised to work from home. In very specific, controlled circumstances, if they wish to come in to school this would need to be discussed and planned with Ht / dht |  |
| Increased risk of infection and complications for vulnerable staff:Staff defined as Clinically Vulnerable, over 60, from Black and Asian and Minority Ethnic communities BAME etc. or others who could be at higher risk could be at higher risk of severe illness from coronavirusThose at higher risk or described as Clinically vulnerable people are defined in the list in the following link. <https://www.gov.uk/guidance/national-lockdown-stay-at-home> | Staff Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19. Such as:Older people and people from BAME communities and a combination of these factors. The causes of these increased risk factors are not yet fully understood, and further research is taking place. | The leadership is aware of who can come into school -safely taking account of their journey, caring responsibilities and other individual circumstances. Extra consideration is given to those staff at higher riskThe school has and will carry out the Individual COVID-19 Risk Assessment, version 5a for those at increased risk and for New and Expectant Mothers Briefing version 6a Consideration has been made with individual staff whether it is more suitable for them to work remotely. Leadership would to discuss with and consider needs of staff with disability or pregnant and new mothers as to how the adjustments in the school will impact on them. | Wherever there is increased risk for a staff member despite existing control measures the leadership will provide support and make necessary adjustments to mitigate those risks -through completion of a risk assessment. | HT / dht |
| Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms | PupilsStaffVisitors to School Premises staff, Cleaners, Contractors, Vulnerable groupsThe virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | All are informed that anyone with symptoms of COVID-19 should not attend school and should report to leadership.Staff should access NHS 111 online which is an online interactive and personal checklist:[NHS - 111 - COVID-19](https://111.nhs.uk/covid-19)With the introduction of voluntary lateral flow testing for staff, to further minimise the risk of infected staff coming in to school the following controls have been be put in place:Safe Storage * Deliveries checked on arrival and lists of contents retained
* All tests stored in a locked cupboard with key personnel only having access to the key
* Testing supplies stored at temperatures between 2 and 30 degrees Celsius

Distributing test kits* All staff taking part collect test kits as instructed by the school
* 1 box given to each member of staff as each box contains 7 test kits
* School to complete Test Kit Log – retain this document for 8 Years – ensures all columns are completed – name of school, date of test kit received by school, name of test kit issuer, date test kit issued to test subject (staff), name of test subject (staff), lot number, test expiry date.
* Ensure all staff understand the correct instructions for use.
* Systems of control in place when distributing test kits eg 2 metres distance, wearing a face mask etc
* Ensures enough supply by ordering when details are published

Test results* All staff have received a copy of the ‘Staff Rapid COVID-19 LFD Test information
* Reminders to be given via usual communication channels
* All staff given guidance on reporting their result to NHS Test and Trace
* All staff given guidance on what to do if they have a positive, negative or void test result
* Consistent approach implemented to testing, with a Monday and Thursday testing day each week – this supports school in collecting results
* Clear communication to staff that if they have 2 void results or a positive test they have to book a PCR test
* Staff to inform the school when a PCR test is booked
* Headteacher to contact staff who report a positive or 2 void test
* Bubbles and contacts asked to self-isolate until a PCR test result is received

Incident Report* For individual staff If there are any issues with the test then staff know to raise this with H/T or Dh/T.
* If there is a clinical incident which led or has potential to harm, participants are advised to report it on

<https://coronavirusyellowcard.mhra.gov.uk>.* If a staff member needs medical care this would be sought through contacting 111 or 999.
* For non-clinical incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119
* School would record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes)

[GOV.UK - Stay at home guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.If they have a positive test result but do not have symptoms they stay at home and self-isolate as soon as they receive the result. Their household needs to isolate too.The isolation period should include the day the symptoms started (or the day the test was taken if they do not have symptoms) and the next 10 full days.If staff develop symptoms whilst at work, they inform the HT / dht and go home. They are informed of how to get tested [GOV.UK - Guidance on coronavirus testing (who is eligible for a test and how to get tested)](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)If a child is awaiting collection as they are displaying symptoms, they are moved to the medical room where they can be isolated behind a closed door, with adult supervision. The window is always opened for ventilation. If they need to go to the bathroom while waiting to be collected, they use the disabled toilet next to the medical room. This is then cleaned and disinfected immediately and before being used by anyone else. The school has a small number of home testing kits that can be given directly to parents/carers collecting the child where we think providing one will significantly increase the likelihood of them getting tested.[GOV.UK - Guidance - COVID-19: cleaning of non-healthcare settings outside the home](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) PPE is worn by staff caring for the pupil while they await collection.More information on PPE use can be found: <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> | Regular emails through Leadership Team will continue be carried out regularly to reassure and support staff, parents and carers (newsletter also) in a fast-changing situation. J.O’SheaSLT will continue to offer support to staff who are affected by Coronavirus or has a family member affected.Consistent monitoring to continue of staff absence because of COVID-19 contact / symptoms to ensure prompt return to workStaff, pupils (currently only key workers and vulnerable) to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. To help reduce the spread of coronavirus (COVID-19) continue to remind everyone of the public health advice Emails and cascading of messages through Senior Leadership Team will be communicated to all staff concerned. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. | Leadership teamSLT ongoingHt / dhtSLT |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | StaffPupils Contractors Visitors  | Follow the HSE guidance on cleaning, hygiene and hand sanitiser [HSE - Handwashing-using hand sanitiser - Coronavirus](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)Adequate supply of soap always available Clear signs are up to remind people to wash their hands.Hands should be washed for 20 secs with soap and running water, or use hand sanitiser where this is not readily available.Information displayed on how to wash hands properly and display posters Adults to 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 sanitise their hands before touching the vizi screen to log their visit and on entering the school itself, wash their hands immediately. Staff and pupils know to cough and sneeze into a tissue (posters displayed as reminders) and dispose of this immediately into the bin and wash hands afterwards. Tissues are available and sufficient bins and these are emptied regularly | Ongoing monitoring and supervision to make sure pupils and staff are following controls.All staff, including premises staff to monitor supplies. | Leadership teamReception office staff |
| **Potential transmission of virus from working within enclosed spaces, including****Reception Office****Classrooms****Staff Kitchen areas/Staff rooms****Printers****Groups rooms****Library/ ICT suite** | Staff in enclosed areas could be exposed to Coronavirus  | Where there are Staff and Pupil Individual Risk Assessments these are reviewed in consultation with C.O’Neill (and relevant staff) and parents, in light of the information and circumstances regarding COVID-19.To minimise contact as much as possible pupils are grouped in a ‘bubble’ of one year group and each ‘bubble’ is kept apart as far as possible.As far as possible teachers try to maintain distance from children and 2 metres distance from adults. If teachers need to come into close contact, they avoid face to face contact .Pupils are encouraged to maintain social distancing within their bubble, although it is recognised this might not be possible with younger children.Pupils are reminded regularly of the importance of social distancing both in the School and outside. Additional support for SEND and children with challenging behaviour is planned for with the relevant individual members of staff.Bubbles are kept apart and movement around the school kept to a minimum. Passing briefly is low risk but the school avoids creating any busy corridors, entrances and exits.Classrooms – desks placed side to side and front facing The school ‘gathers’ virtually for assemblies etc using Teams.The school has set up its own enhanced cleaning regime as well as the cleaning done by the contracted company –specific staff have been given extra hours to ensure areas of high use such as door handles, light switches, etc. are cleaned at regular intervals throughout the day. If a member of staff has tested positive the room they were working in, is left in quarantine for 72 hours before it is deep cleaned Unnecessary items have been removed from classrooms including soft furnishings, soft toys that are hard to clean. Outdoor play equipment is regularly cleaned by staff with the children using it and additionally by the premises staff at the end of the day.All staff know how to clean what and which cleaning products to use – they report any shortage of these to the main office who ensure a supply is readily available.Premises Staff carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.The number of adults in rooms is limited so that social distancing can be maintained and written reminders are on staff room tables etc. With SEN / catch-up teaching:Only pupils from the same bubble work with the teacher.Pupils are sat side by side or behind one another with desks apart.Area is cleaned between sessions.Room is kept well ventilated.Masks / visors worn. Facilities in communal areas have been reorganised eg tables spaced out, less seats in close proximity so social distancing rules can be met Perspex has been put up in the main office/reception area to reduce contact Break times and lunch times are staggered to minimise contact between bubbles (and allow time for cleaning surfaces).Fixed/standalone sanitisers stations or containers of hand sanitiser have been set up at key entry / exit points. All are encouraged to keep windows open to ventilate rooms/corridors. Staff toilets – one at a time (notice on door indicates this). Hot water an soap always provided at wash hand basins.Staff to refrain from using hot air dryers and use paper towels instead.Face to face meetings are avoided as far as possible – digital / remote means used.Staff use back-to-back or side-to-side working (rather than face-to-face).Classrooms are accessed via outside doors where possible.Hand washing on entering all classrooms - soap and sanitiser in all rooms at all times. Pupils reminded to clean/wash their hands frequently.Class teachers ensure that no unnecessary equipment is brought in to school. from homeClassroom based resources, such as books and games, will be used and shared within the bubble; these are cleaned regularly.Resources that are shared between classes or bubbles, such as sports, art and science equipment is cleaned frequently and meticulously and always between 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 bubble. | Ongoing monitoring and supervision in place to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands. Ongoing monitoring and supervision continues to make sure people are following controls, e.g. are implementing the cleaning regimes implemented The school continues to discuss the cleaning regime with the cleaning company (Norse) and has regular email contact to follow up any issues.Ongoing monitoring to ensure that soap, sanitiser and paper towels are checked and are replenished regularlyOngoing monitoring by SLTStaff report to premises staff if no hot water / soap/paper towels. Staff to raise any concerns with senior staff as soon as possible. | Leadership |
| Poor workplace ventilation leading to risks of coronavirus spreading | Staffpupils | The school follows HSE guidance on heating ventilation and air conditioning (HVAC) [HSE - Air Conditioning and Ventilation during the Coronavirus Pandemic](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)The school is aware that fresh air is the preferred way of ventilating your workplace so opening windows and doors is encouraged. Fire doors should normally be closed - HOWEVER WHERE AREAS ARE OCCUPIED staff are briefed to only to only keep them open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff are maintained, so that fire doors can be kept open to improve ventilationHeating ventilation and air conditioning (HVAC) systems have been switched to draw in fresh air where they can be, rather than recirculating air[CIBSE (Chartered Institution Building Services Engineers) Coronavirus, SARS-COV-2, COVID-19 and HVAC Systems](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems) | Continue to maintain air circulation systems in line with manufacturers’ recommendations |  |
| 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 (C.O’Neill, relevant staff and parents) as situations arise.  |  |  |
| 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 know to use face mask/gloves when dealing with a pupil in the welfare room. |  |  |
| 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 be 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 desk and throughout day as neededRegular handwashing by staff and pupils or use a sanitiser if not near a wash hand basin.A timetable was set up (September 2020 and revised for this half term) for classes using the ICT suite, which allows for several days of quarantine between use. (A notice is displayed on the door when the area is in quarantine). | Staff reminded of need to maintain good order  | SLT |
| Kitchen Operations/food preparation | Kitchen Staff | The school kitchen has continued to operate, in compliance with [GOV.UK - Guidance for food businesses on Coronavirus (COVID-19)](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 | Staggered lunch breaks for pupilsPupils eat their lunches in their classrooms. These are collected by school staff from the kitchen and taken up to the classrooms. |  |  |
| Handling Deliveries | Staff required to deal with deliveries | The school has considered methods of reducing the 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 their hands after handling deliveries/packaging. |  |  |
| Potential transmission of virus from visitors/parents | All those who would come into contact with Visitors | Parents are asked to observe social distancing when dropping and picking children from school.Where possible, only one parent to pick/drop the children.Staggered school start and finish timings to avoid crowding by the school gates.Parents visiting reception office wait outside. When queues are likely, parents are required to maintain 2 metre distance.Social distancing arrangements are in place with good signage, floor markings etc Where parents wish to discuss any concerns with the teacher, this is done outdoors maintaining social distance or by phone.External professionals needing to assess or provide advice for individual pupils will work with them in strictly controlled conditions (following their own professional body risk assessment as well as school one).Notices are displayed reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind everyone (parents and visitors) to practise social distancing when on school site.Fixed/standalone sanitisers stations have been set up at various locations including entry and exit points.Screens have been installed at reception desk.Staff are aware of the necessity of regularly washing hands or using hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.The school has reduced the intake of any paper documentation from parents. Where it is unavoidable, staff ensure they wash and sanitise hands regularly. |  | H/T and admin |
| 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 should 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 buildingRegular 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.The library has not been in use since the first lockdown.Once operational:Only limited number of pupils can attend the library at any one time.Pupils will be asked to drop the returning items in a collection box/trolley.Returned items to be quarantined for 72 hours. |  |  |
| Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments) | Music students and teachers | Physical distancing and playing outside wherever possible, group sizes limited to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing and wind instrument playing would not take place in larger groups such as school choirs and ensembles, or school assemblies.Singing would not take place indoors.  |  |  |
| Physical education, sport and physical activity (enhanced risk via exhalation during exercise) | Pupils and teachers | Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.Outdoor sports will be prioritised where possible, and the main hall where it is not, maximising distancing between pupils and enhanced cleaning and handwashing |  |  |
| Accidents, security and other incidents: | All | In an emergency, for example an accident or fire, people do not have to stay 2m apart if it would be unsafe.People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands. |  |  |
| 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.There will be clear communication of the 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. This is communicated through regular communications from the headteacher.Mental HealthSenior Leadership Team will 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 to be distributed.Signpost to any online guidance regarding bereavement during the coronavirus period. | Ongoing communication of mental health information as the school receives it.Use of Occupational Health Service or equivalent. | HT / dht |
| Travel between schools or other travel whilst at workTravelling to and from school | All travelling staff and pupilsAll | The use of supply teachers, peripatetic teachers and / or other temporary staff is kept to a minimum and as far as possible supply staff are those who work with the school on a regular basis and not with other schools. When this is not possible contact is minimised.Any supply staff are fully briefed on the school’s Covid-19 protocol (written and verbal) on entering the school.Where a pupil routinely attends more than one setting on a part time basis (for example because they attend a language resource base – none currently) the school will work through the system of controls collaboratively, enabling us to address any risks identified in order to jointly deliver a broad and balanced curriculum for the child.The school has staggered start and finish times to keep bubbles apart as they arrive and leave school (without reducing overall teaching time).If pupils or staff wear face coverings when they arrive at school, they will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on [GOV.UK - Safe working in education, childcare and children's social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) provides more advice.The school has advised staff not to share vehicles.The advice for passengers on public transport is to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible. Staggered start times also allows more journeys to take place outside of peak hours.The school will encourage greater use of walking and cycling if possible. Families using public transport will be referred 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. |  |
| Extra-curricular provision | All | The school reviewed the risk assessment for before and after school provision (Sticky Fingers) previously and a decision was made that only the after-school provision would operate. | To be reviewed in second half of spring term. | HT |
| 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 will refer to Schools Health & Safety Team Service, Schools’ Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5  | The school will generally review procedures, consider lower frequency of fire drills.  | Ht / dht |