



Windsor Park CE Middle School
Risk Assessment Record Form



**Taking account of the new variant virus
and rapid rates of transmission**

1. **Section/Service/Team** Whole School
2. **Assessor(s)** L Wilbraham-Jones
3. **Description of Task/Activity/Area/Premises etc.** COVID-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Useful links:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

<https://www.gov.uk/coronavirus-taxon>

<https://www.gov.uk/coronavirus-taxon/education-and-childcare>

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

| What are the hazards? | Who might be harmed? | What are you already doing? List the control measures already in place | What is the risk rating – H, M, L? See section 5 | What further action, if any, is necessary, if so what action is to be taken by whom and by when? | Action Completed State the date completed. | What is the risk rating now – H, M, L? See section 5 |
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| Whole school Risk assessments | <ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions | <p>HT reviews LA guidance, PHE, WHO and DFE updates. HT Reviews LA recovery updates and CEO advice. HT receives union and H&S guidance.</p> <p>Site visits by HT, Bursar and site manager during the summer weeks and half terms.</p> <p>Individual risk assessments are in place for staff who fall into the following categories: clinically extremely vulnerable, clinically vulnerable; 60+, pregnant. guidance to the clinically extremely vulnerable</p> | <p>High</p> <p>Low</p> <p>High</p> | <p>Whole school risk assessment to be reviewed and discussed with all staff prior to opening</p> <p>Done and ongoing.</p> <p>Staff who are pregnant-Any risks identified must be included and managed as part of the general workplace risk assessment Individual risk assessments to be reviewed with relevant staff every three weeks. JB/KB/CS</p> | <p>Inset day</p> <p>On-going</p> | <p>High</p> <p>High</p> |

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| <p>Spread of Covid-19 Coronavirus</p> | <ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions | <p><u>Robust Respiratory Hygiene</u></p> <ul style="list-style-type: none"> ✓ From September 1st, pupils can wear face masks if parents/carers support (following appropriate guidelines for removal etc.) how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. ✓ From March 8th, students in Key Stage 3 are advised to wear face masks in classrooms as well as staff who are teaching them at this time. ✓ As directed by the Gov.uk, pupils across all years must wear suitable face covering when moving around the premises (unless exempt). These may be removed upon entry into classrooms if desired. ✓ As directed by the Government, staff must wear suitable face covering when moving around the premises (unless exempt). These may be removed upon entry into classrooms if desired. ✓ Clinically extremely vulnerable students can return to school and adhere to robust hand washing and hygiene standards | <p>Medium</p> <p>High</p> | <p><u>Robust Respiratory Hygiene</u></p> <ul style="list-style-type: none"> ➤ HT/Pastoral team to support parents and children who opt to wear face coverings in school. ➤ Masks will be supplied for anyone without one. ➤ Masks must be stored in a suitable sealable container when not being worn. ➤ Everyone must have access to two or more masks each with its own container. ➤ HT to communicate to all parents as and when required. ➤ Encourage pupils to wear masks during lessons. ➤ Encourage staff to wear visors/masks during lessons. ➤ HT to act on advice from WHO in the event of a local outbreak. | <p>To be monitored.</p> <p>To be monitored.</p> <p>To be monitored.</p> <p>All staff</p> | <p>Medium</p> <p>High</p> |
| <p>Spread of Covid-19 Coronavirus</p> | <ul style="list-style-type: none"> Pupils ➤ Staff ➤ Visitors to our premises | <p><u>Robust Hand Hygiene</u></p> <ul style="list-style-type: none"> ✓ Everyone entering the premises must use anti-viral hand sanitiser (unless exempt) | <p>Medium</p> | <p><u>Robust Hand Hygiene</u></p> <ul style="list-style-type: none"> ➤ Alcohol hand sanitizer available for all employees, students and visitors – HT | <p>HT LW JS</p> | <p>Medium</p> |

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| | <ul style="list-style-type: none"> ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions | <ul style="list-style-type: none"> ✓ An essential measure includes sanitizing hands when entering the canteen. ✓ Hand washing facilities available and fully stocked with anti-viral soap and hand towels. ✓ Stringent hand washing taking place. ✓ See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ✓ Drying of hands with disposable paper towels and/or hand driers. ✓ Posters, leaflets and other materials are on display. ✓ https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 | | <ul style="list-style-type: none"> ➤ Confirm with bursar that more stocks can be sourced if needed/low - HT ➤ Pupils, Employees and visitors 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. Also reminded to catch coughs and sneezes in tissues – Follow: Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands – SLT ➤ Tissues will be made available throughout the workplace – HT ➤ Protection kits located in classrooms – SLT ➤ Site guidance on physical distancing and hygiene is explained on arrival to all to critical visitors who will have contact with children. SLT | | |

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| Spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions | <p><u>Hand Washing (cont)</u></p> <ul style="list-style-type: none"> ✓ Staff encouraged to protect the skin by applying emollient cream regularly ✓ https://www.nhs.uk/conditions/emollients/ | Medium | <p><u>Hand Washing (cont)</u></p> <ul style="list-style-type: none"> ➤ To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice ➤ Encourage staff to carry out skin checks and report problems with their skin condition as part of a skin surveillance programme ➤ https://www.hse.gov.uk/skin/professional/health-surveillance.htm | <p>Briefings and Line management meetings</p> | Medium |
| | | <p><u>Cleaning</u></p> <ul style="list-style-type: none"> ✓ Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. | High | <p><u>Cleaning</u></p> <ul style="list-style-type: none"> ➤ Anti-viral spray and cleaning equipment to be placed in each classroom. HT ➤ Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. HT & SLT ➤ Doors to pupil toilets to be wedged open to avoid excessive surface contact and facilitate ventilation. ALL STAFF | | High |
| | | <p><u>Keeping internal spaces well ventilated</u></p> <ul style="list-style-type: none"> ➤ This will be achieved through natural methods, ie: opening windows and internal doors. Although a comfortable teaching environment must be maintained and heating will be used as necessary. ✓ Fire doors must remain closed. | | <p><u>Keeping internal spaces well ventilated.</u></p> <ul style="list-style-type: none"> ➤ Children are passive when learning, and have been advised to dress accordingly and given flexibility to wear suitable indoor clothing. ALL STAFF ➤ Duty staff will open and close doors as required. HT/KB | | |

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| <p>Spread of Covid-19 Coronavirus</p> | <ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions | <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> ✓ Social Distancing -Reducing the number of persons in any work area to facilitate social distancing ✓ https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people ✓ Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. ✓ Redesigning processes to ensure social distancing in place. ✓ Wherever possible conference calls to be used instead of face to face meetings. ✓ Designated areas of the school closed. ✓ When working with pupils with EHCP's – TA's to ensure that they avoid face to face contact and minimise time spent within 1 metre of anyone. ✓ System/measures communicated to staff on how to deal with unruly pupils whilst observing social distancing ✓ Behaviour management plans and procedures reviewed and communicated to staff ✓ 4 separate staff rooms are in operation to reduce social contact and ensure social distancing at all times | <p>Medium</p> | <p><u>Social Distancing</u></p> <p>Solutions and measures to be implemented once school re-opens:</p> <ul style="list-style-type: none"> ➤ Staggered start, rotation dismissal times for each 'year group bubble'. HT ➤ Staggered break and lunchtimes. HT ➤ Ensure pupils are spaced out in classrooms to ensure social distancing is observed. SLT ➤ Seating plans have been modified in line with government guidelines, with children facing forward and some furniture removed to allow more space. STAFF ➤ Teacher distance from pupils remains 2 metres, and children discouraged from approaching desk. ➤ As per government directives school attendance, is now mandatory for all year groups unless a pupil has been granted a leave of absence is unable to attend because of other sickness or is absent to necessary religious observance. HT/KB ➤ All other absences will be decided by the Headteacher on a case by case basis. HT ➤ System/measures from September 2020 communicated to staff on how to deal with unruly pupils whilst observing social distancing. Ongoing updates to all staff as required. KB ➤ Reviewed behaviour management plans, procedures and expectations to be clearly communicated to pupils and parents. HT/KB ➤ Teaching model adjusted with pupils to remaining in the same classroom zones (to reduce social contact in | <p>ongoing</p> <p>ongoing</p> | <p>Medium</p> |
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| | | | | <p>corridors), whilst staff rotate between classes. Two-metre social distancing between staff to be observed wherever possible. HT/DHT</p> <ul style="list-style-type: none"> ➤ All staff have been issued with wireless keyboards for their personal teaching requirements, to avoid cross contamination. HT ➤ The curriculum offer remains broad with all subjects on offer. Additional measures have been put in place for Science, Art, DT, PE, Music and Computer Science. HT/DHT ➤ March 2021 - Peripatetic music service can resume within school. Updated guidance for the delivery of music within schools to be actioned by DW/CS ➤ The library will be operational with restrictions in place on handling books and returns as per government guidelines. HT/CS ➤ Lunch service will resume as normal, with option of hot meals available. The dining room layout has been reconfigured as age appropriate, and additional staff will be directed to support the children. KB/HT ➤ CPD for existing and new LTS staff KB/HT ➤ Pupils with packed lunches will dine in separate building (HALL) and cleaning schedules adjusted accordingly. ➤ Catering services have been adjusted in line with guidance for food businesses on Coronavirus (Covid19) https://www.gov.uk/coronavirus-taxon/businesses-and-self-employed-people HT/JS | <p>Reviewed & ongoing</p> <p>Reviewed & ongoing</p> <p>Reviewed & ongoing</p> | |
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| | | | | <ul style="list-style-type: none"> ➤ As of March 8th, all students will use the dining hall for lunch time. This will be staggered to ensure that year groups stay in their consistent bubbles and there is no contact between them. | | |

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| | | | Medium | <p>March 2021 – PE lessons should be outdoors where possible however, indoor lessons can take place.</p> | Ongoing | Medium |
| | | | Medium | <p>Students will remain in their designated classrooms through the day however, the school day is returning to 6 lessons to ensure a broad and ambitious curriculum for all.</p> <p>Review guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England advice from organisations such as the Association for Physical Education and the Youth Sport Trust guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely</p> <p>Consider reinstating professional coaches for lunchtime provision ensuring arrangements can operate within their wider protective measures. LWJ/JH/KB</p> <p>From March 8th – sports coaches can return to the premises to provide lunchtime activities for students</p> <ul style="list-style-type: none"> ➤ System/measures communicated to staff on how to deal with unruly pupils whilst observing social distancing. HT/KB ➤ Pupils will bring their own personal stationery packs and will be provided with exercise books. Should any pupil | <p>January 2021</p> <p>Ongoing</p> <p>Ongoing</p> | Medium |
| | | <p><u>Wearing of Gloves</u></p> <ul style="list-style-type: none"> ➤ Where Public Health guidance identifies wearing of gloves as a requirement of the job, an adequate supply of these have been sourced and are available for staff. Identified staff- named first aiders; Covid monitor; Sanitisation & Reprographics monitor; cleaning staff; canteen staff. ➤ Room 12 (SEN hub) will be fully operational with additional measures in place for one to one and small group work. For pupils who have complex needs or who need close contact, care should be provided as normal. HT/CH | | | | |

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| | | | | <p>be without, they will be provided for (items will not be returned to staff – unless properly sanitized).</p> <ul style="list-style-type: none"> ➤ SEN hub relocated January 2021 due to LFT test centre requirements ➤ Pupils have staggered starts to the school day. Measures have been put in place to allow school transport pupils to safely remove, store and/or dispose of face coverings – KB ➤ Before and After school club provision has been temporarily closed until after February half-term. Drop-in breakfast provision run by the canteen has been temporarily suspended. HT ➤ From March 8th 2021 – wrap around provision has been reinstated however, breakfast club remains unavailable at this time <p><u>Wearing of Gloves</u></p> <ul style="list-style-type: none"> ➤ Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. | | |

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| <p>Exposure to Covid-19 Coronavirus The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> | | <p><u>PUPILS ON DEDICATED SCHOOL TRANSPORT</u></p> <ul style="list-style-type: none"> ✓ Local Authority does not have the capacity to provide transport aligned with schools systems of controls/bubbles | Medium | <p><u>PUPILS ON DEDICATED SCHOOL TRANSPORT</u></p> <p>Monitor LA school transport guidance and if applicable review/update RA's and OMP</p> | LA ongoing | Medium |

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| Spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions | <p><u>SHIELDS</u></p> <ul style="list-style-type: none"> ✓ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. ✓ Visitors to offices, which is being limited, will be asked to wear masks/face coverings in school. ✓ Visitor logs kept | Medium | <p><u>SHIELDS</u></p> <ul style="list-style-type: none"> ➤ If this guidance changes, a supply will be sourced and an adequate supply of these will be purchased and made available for staff for their own personal use – JH ➤ Monitor stock and financial outlay - JH ➤ Admin team to manage and request use of masks via school intercom. ➤ Record kept for 21 days of visitors to site. ADMIN ➤ Those issued with personal non-disposable face shields to be informed that they will be responsible to clean the shield themselves before and immediately after wearing using a suitable disinfectant cleaning wipe (following manufacturer guidance to avoid damaging the mask). ➤ March 2021 – shields are not recommended in place of a face covering therefore, all visitors will be required to wear a face covering rather than a face shield | ongoing | Medium |

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| <p>Spread of Covid-19 Coronavirus</p> | <ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions | <p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> ✓ If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. ✓ Staff and pupils should engage with the track & trace process and follow guidance. ✓ Line managers will maintain regular contact with staff members during this time. ✓ If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. | <p>Medium</p> | <p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> ➤ Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). ➤ All schools must follow this process and ensure all staff are aware of it. ➤ If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). ➤ Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive. ➤ If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not | <p>HT/TS</p> <p>TS</p> <p>TS</p> | <p>Medium</p> |
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| | | | | <p>possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> ➤ If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. ➤ PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). ➤ As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not otherwise visit the GP, pharmacy, urgent care centre or a hospital. ➤ Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> ➤ the symptomatic person subsequently tests positive ➤ they develop symptoms themselves (in which case, they should arrange to have a test) ➤ the symptomatic person subsequently tests positive they are requested to do so by NHS Test and Trace or the PHE | TS SWH | |
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| | | | | advice service (or PHE local health protection team if escalated) | | |

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| | | <p><u>Confirmed cases of Covid amongst the school community</u></p> <p>Currently following latest government guidance on testing and self-isolation, and consultation with PHE.</p> | <p>High</p> <p>Medium</p> | <p><u>Confirmed cases of Covid amongst the school community</u></p> <p>Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance. HT/JC/SWH</p> <p>1.If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p> <p>2.If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.</p> | <p>HT</p> <p>HT</p> | <p>High</p> <p>Medium</p> |
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| | | | | <p>Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> •direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) •proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual •travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> • face-to-face contact within 1 metre • been within 1 metre for 1 minute of longer without face to face contact • 2 metres for more than 15 minutes (as a one off or over the course of the day) • Travelled in the same vehicle or plane | | |

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|---------------------------------------|---|--|--------|---|----------------------|--------|
| Spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions | <p><u>Mental Health</u></p> <ul style="list-style-type: none"> ✓ Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help ✓ Mental health is included under line management. ✓ Line managers will maintain regular contact with staff members during this time. ✓ Additionally, HT undertake welfare checks with each member of staff. ✓ Regular communication of mental health information and open door policy for those who need additional support ✓ Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ | Low | <p><u>Mental Health</u></p> <ul style="list-style-type: none"> ➤ Staff Resources available to deal with any increase in pupil's mental health issues. HT/LM's extra mental health support for pupils and teachers and Wellbeing for Education return programme is available. ➤ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. ➤ The Mental Health & Wellbeing Lead has a whole school programme to support staff and pupils during the recovery phase and beyond. HT/LW/JG | ongoing | Low |
| | | | Medium | <p><u>Personal Hygiene / Housekeeping</u></p> <ul style="list-style-type: none"> ➤ Dress code is non-uniform, changed daily. PE kit should be worn on scheduled activity days, ➤ Pupils are to wear full school uniform and PE kit on days that PE is timetabled ➤ Staff will be instructed wash their own personal crockery and cutlery immediately after each use. The dishwasher will not be available. ➤ Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. ➤ Ensure pupil groups and social distancing maintained during fire drills. | reviewed and ongoing | Medium |

| What are the hazards? | Who might be harmed? | What are you already doing? List the control measures already in place | What is the risk rating – H, M, L? See section 5 | What further action, if any, is necessary, if so what action is to be taken by whom and by when? | Action Completed State the date completed. | What is the risk rating now – H, M, L? See section 5 |
|-----------------------|----------------------|--|---|---|---|---|
| | | <p>Equipment</p> <ul style="list-style-type: none"> ➤ Sharing of classroom based resources is permitted if cleaned regularly, including PE equipment and computer equipment. ➤ Photocopiers can be used, but staff are directed to use the ICT suite machine. | | <p>NOTE: in an emergency social distancing may not apply.</p> <p>Equipment</p> <ul style="list-style-type: none"> ➤ For personal use, all pupils will supply own stationery packs. They will be issued with a personal exercise book, which will remain in school on their identified desks. ➤ Students are to supply their own stationery and are permitted to bring 1 bag into school. Exercise books are to remain in their classroom. Homework will be set via MS Teams. ➤ Resources shared between Bubbles such as science, art and PE equipment must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for 48 hrs (72 hrs for plastics) between use by different bubbles | | |

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

| Hazardous Substance | Manual Handling | Display Screen Equip | Fire | Work Equip / Machinery | Stress | Individual Person such as Young Person New/ Expectant Mother or Service User |
|---------------------|-----------------|----------------------|------|------------------------|--------|--|
| ✓ | | | | | | |

If any are ticked a specific risk assessment form must be completed separately. For example: a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

| Risk Rating | Description | Action Priority |
|--------------------|---|----------------------------------|
| High | Where harm is certain or near certain to occur and/or major injury or ill-health could result | Urgent action |
| Medium | Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days | Medium priority |
| Low | Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain | No action or low priority action |

6. Assessment

Signature of Assessor(s):

Print Name: Lisa Wilbraham-Jones

Position: Head Teacher

Date Assessed: 15.05.2020

Review Date: Continual – based on daily DfE/Government updates

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

| Version control | | | |
|------------------------|--------------------|-------------------|---|
| Version Number | Date issued | Author | Update information |
| V1.0 | 15.05.2020 | L Wilbraham-Jones | First published version |
| V1.2 | 18.05.2020 | L Wilbraham-Jones | Terminology |
| V1.3 | 19.05.2020 | L Wilbraham-Jones | Consultation with SCC and LGB |
| V1.4 | 13.07.2020 | L Wilbraham-Jones | Updated in preparation for full opening in September |
| V1.5 | 16.07.2020 | L Wilbraham-Jones | Consultation with LGB |
| V1.6 | 30.08.2020 | L Wilbraham-Jones | Updated in preparation for full opening in September |
| V1.7 | 04.11.2020 | L Wilbraham-Jones | Updated in response to updated government guidance |
| V1.8 | 03.11.2020 | L Wilbraham-Jones | Updated in response to updated government guidance |
| V1.9 | 15.12.2020 | L Wilbraham-Jones | Updated in response to updated government guidance- following Chief Medical Officer announced a change from 14 days to 10 days for self-isolation as a contact of a positive case |
| V2.0 | 03/01/2021 | L Wilbraham-Jones | Updated in response to updated government guidance-staff who are pregnant, use of face coverings, clinically extremely vulnerable pupils, clinically extremely vulnerable staff, wraparound provision and extra-curricular activity, physical activity in schools |
| V2.1 | 05/01/2021 | L Wilbraham-Jones | Updated in response to national lockdown and the requirement to provide keyworker school and home learning. |
| V2.2 | 22/02/2021 | L Wilbraham-Jones | Updated following Government announcement of school reopening on 8 th March. |