

Spring Term 2021-Whole School return 8th March 2021 - Infection Control COVID-19 General Risk Assessment Form

All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school.

Name and Address of the School - St Andrew's Primary School		
Additional Controls considered on – 1/4/21	Name of Person reviewing the Additional Controls Nicola James	Date of assessment – 1/4/21
Date of review-May 2021.		
<p><u>Update</u>-Changes made to the systems of controls.</p> <p>You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 		

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- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
 - 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
 - 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
 - 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
 - 7) Keep occupied spaces well ventilated.
 - 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
 - 9) Promote and engage in asymptomatic testing, where available.
 - 10) Promote and engage with the NHS Test and Trace process.
 - 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
 - 12) Contain any outbreak by following local health protection team advice.
- [Added-The school are following Schools coronavirus \(COVID-19\) operational guidance](#)
- Added-** An infected person can pass on the virus through talking, breathing, coughing, or sneezing even if they do not have any symptoms.

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Hazards/Issues	Risk Rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
1. Staff and Pupils and the wider school community					
NHS COVID-19 Vaccination	H	-COVID-19 vaccination programme has commenced in the local community. -Priority groups have been identified and the community that the school is part of are being vaccinated. -Staff and pupils that have been identified as CEV/CV have been included in the priority groups identified.		L	
Asymptomatic Testing-Lateral Flow Device (LFD) Testing in School/ Home testing	H	-Current guidance followed-Rapid testing remains a vital part of the plan to suppress the virus. Schools are following the guidance set out for their settings: • Primary schools, school-based nurseries and maintained nursery schools -Staff will then continue taking twice-weekly tests using a home test kit provided by the school.	-LFD testing should start when students return but opening the full school can be a phased return to manage the number of students passing through the test site. --Registers to be maintained to ensure that staff who have given consent are participating in the testing programme, taking sickness absence into consideration.	L	Head teacher

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		<p>-Staff report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone, as set out in the home test kit instructions.</p> <p>-29 number of staff are participating in the LFD testing process.</p> <p>-Primary age pupils will not be tested with LFDs.</p> <p>-Participation in the LFD testing - staff can opt in and out of the LFD testing programme at any time.</p>	<p>Staff with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection.</p>		
COVID-19 Outbreak		<p>- 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, may indicate an outbreak.</p>	<p>-Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool</p>		
2.Maintaining hand and respiratory hygiene on the school site					
Maintaining the system of controls put in place in the	H	<p>- Pupils, staff, and other adults are aware they must not come into the school if:</p>	<p>-Consideration be given to taking the morning of the 12th April to remind staff and pupils</p>	L	

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<p>Autumn Term for the full school opening.</p>		<p>-They have one or more coronavirus (COVID-19 symptoms) a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms.</p> <p>-They are required to quarantine having recently visited countries outside the Common Travel Area</p> <p>-They have had a positive test they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <p>-The start of their symptoms</p> <p>-The test date, if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</p> <p>-The school identifies close contacts and they are informed to self-isolate for 10-days.</p> <p>-Separate risk assessment in place for Staff and Pupil LFD testing school and home testing.</p>	<p>of the systems of control that are in place to ensure the safety of the whole school;</p> <p>-Staff members to be issued with the updated 12 points of System of Control which make up the systems of control within the school environment.</p> <p>-Washing their hands regularly /where hand washing is not always available the application of hands sanitiser-</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from break periods • when they change rooms • before and after eating <p>-Refresh staff and pupils of the principles of catch it, bin it, kill it.</p> <p>-Ensure that staff and pupils adhere to seating plans that have been put in place for year group bubbles/class bubbles.</p> <p>-Pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, individual risk assessments to be reviewed on their return to school.</p>		
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			<p>-Reiterate to pupils to follow, where possible Hands-Face-Space:</p> <p>-HANDS - Wash your hands regularly and for 20 seconds.</p> <p>-FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will encounter people you do not normally meet.</p> <p>-SPACE -Year groups have been placed in class bubbles so that close contacts can be identified throughout the school day.</p> <p>-Pupils and staff to be reminded that where possible stay 2 metres apart from people you do not live with, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors) especially when travelling to and from the school site and moving about the school building.</p> <p>-Review the cleaning schedules put in place in classrooms and around the school site and</p>		
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			resources that are used in subject areas. -- Supporting pupils at school with medical conditions guidance followed.		
Ventilation	H		<p>All staff are to be reminded that;</p> <ul style="list-style-type: none"> -Buildings to be well ventilated prior to and following the school day. -Classrooms, offices, and corridor areas etc. are to be well ventilated prior to the start of the school day, during lesson periods and when the classroom is unoccupied. -Windows to be opened just enough to provide constant background ventilation. -Where available high-level windows opened in preference to low level windows to reduce draughts. -Windows are opened fully during break and lunchtime periods to purge the air in the workspace. 	L	All Staff

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			<ul style="list-style-type: none"> -Internal doors opened to assist with creating a throughput of air. -Where need identified external doors opened where safe to do so. -Where need identified furniture re-arranged. -The HSE guidance for ventilation is followed. -Heating used to ensure comfort levels are maintained in the school building. -Pupils allowed to wear additional sweatshirts in class if they wish 		
Cleaning resources/hand sanitiser	H	-Cleaning schedules in place for the whole school and resources located within the classroom.	<ul style="list-style-type: none"> -Full Stock check to be carried out on resources available/stock currently held. -Stocks to be replenished where need identified. -Ensure that hand, cleaning, and respiratory stations are located in each classroom/halls etc. and at strategic points around the school site. -Ensure that COSHH assessments are shared with 	L	Head teacher

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			staff who are using products on a daily basis.		
Face Coverings	H	<p>-Face coverings in schools guidance and Face coverings in education.(in years 7 and above) followed;</p> <p>-Primary-Face coverings worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering</p>	<p>-Staff to be reminded; Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning/sanitising of hands before and after touching – including to remove or put them on • safe storage in individual, sealable plastic bags between use. <p>-Staff to be advised that where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>-Consideration be given to staff being supplied with a small number of face coverings for their subject areas.</p> <p>-Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to</p>	L	Head teacher/Staff

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			<p>communicate, can be worn. - Staff to be advised that there is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</p> <p>-Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</p> <p>-A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth.</p> <p>-Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They</p>		
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			<p>should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>-Ensure that the school is holding sufficient stock levels of face coverings to support visitors/staff and pupils who may need to be supplied with a face covering.</p>		
3.Symptoms of COVID-19 in the school community					
Staff sickness absence	H	<ul style="list-style-type: none"> - Staff are aware of the procedure they are to follow if they are absent from work - SLT monitor staff sickness absence and ensure that cover is provided where need identified. - Pupils are aware to report to a member of staff if they are feeling unwell during the school day. 	-Trends identified and where need identified reported to DCC Public Health Team via COVID-19	L	Head teacher-On going
Isolating Staff/Pupils during the school day	H	<ul style="list-style-type: none"> - Staff and pupils are aware of the symptoms of COVID-19. - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 	<ul style="list-style-type: none"> - Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted. - If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a test) or if the 	M	<p>SLT-As required</p> <p>Staff-As required</p>

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	<p>24 hours (if you usually have a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. - Where symptoms develop they will need to go home and isolate for 10 days and arrange for COVID 19 test. -Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 10 days. - If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation. - Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff. -Where supervision or comfort has to be provided PPE is to be worn <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> guidance. - Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. 	<p>symptomatic Pupil /Staff member subsequently tests positive they should request a test.</p> <ul style="list-style-type: none"> - Staff are aware that they may be contacted by NHS Test and Trace. - Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. - The area around the person with symptoms must be cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people the guidance <u>COVID-19: cleaning of non-healthcare settings guidance</u>.is to be followed. - Waste is to be double bagged and stored securely for at least 72hrs away from normal waste. - Remote education to be made available to pupils not attending the school. 		<p>Staff/Pupils as required</p> <p>Staff-As required</p> <p>Staff-As required</p>
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		<ul style="list-style-type: none"> - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. - Staff who have helped a Pupil/Staff member presenting COVID-19 symptom and any pupils who have been in close contact with them DO NOT need to go home to self-isolate 			
Pupil/Staff member with symptoms testing negative for COVID-19	H	<ul style="list-style-type: none"> - Head teachers to follow the guidance detailed in Head teachers follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting</u> - Negative: Child/staff may return if the <u>NHS criteria</u> has been met - Household can stop self-isolating follow <u>NHS guidance on your test result</u> 	<ul style="list-style-type: none"> -The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test. - - Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. 	L	Head teacher-On going
4.Managing a staff member/ pupil positive case					
LFD/COVID-19 Positive result	H	<ul style="list-style-type: none"> - Public Health have advised that an LFD positive test is acted upon in the same way as a Covid positive case as the purpose is to break the chain of transmission as soon as possible. Although there is a possibility of a confirmatory PCR coming back negative, it is 	<ul style="list-style-type: none"> -Where a staff member/pupil's LFD test is positive they are to <u>self-isolate</u> and arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was a home test. If a confirmatory PCR comes back as negative and staff member/pupil have no 	L	

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	<p>more likely to confirm the positive status.</p> <p>-Head teachers report the confirmed case to the COVID-19 Education settings reporting tool.</p> <p>-Close contacts are defined as;</p> <p>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</p> <p>-Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <p>Face-to-face contact including being coughed on or having a face-to-face conversation within one metre.</p> <p>Been within one metre for one minute or longer without face-to-face contact.</p> <p>Been within 2 metres of someone for more than 15 minutes (either as</p>	<p>symptoms, then they can stop isolating. The school identifies close contacts of the staff member/pupil to self-isolate based on a positive LFD. If a confirmatory PCR comes back as negative and close contacts have no symptoms, then they can stop isolating.</p> <p>-Those with a negative LFD test result can continue to attend school if they are free from symptoms.</p>		
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		a one-off contact, or added up together over one day Travelled in the same vehicle or a plane.			
5. Staff and Pupils accessing vehicles to travel to and from the school.					
Transport on and off the school site.	H		-Fresh air (from outside the vehicle) through ventilation, is to be maximised, particularly through opening windows and ceiling vents. -Consider installing sneeze guards in school owned minibuses.	L	
6. Staff/Pupil, family member who maybe at increased risk					
Pupils who are Clinically Extremely Vulnerable or Clinically Vulnerable	H	-Copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is held by the school.	-Review pupil individual risk assessments in place to manage identified pupils under lying health conditions. -Review the First Aid Risk Assessment to ensure all pupils medical needs are met.	L	

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		<p>-The DHSC guidance for the CEV is not compulsory, although pupils, students and parents are strongly advised to follow the guidance in order to help stay safe.</p> <p>-Pupils and students who live with someone who is CEV, but who are not clinically extremely vulnerable themselves, should still attend school or college.</p>			
Staff who are Clinically Extremely Vulnerable	H	<p>-CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>- CEV staff are advised not to attend the workplace.</p> <p>-If CEV staff wish to return to school before the 31/3/2021 they are to inform the Head teacher.</p> <p>-LFD home testing available to all staff and pupils</p> <p>-Who's at higher risk from coronavirus guidance followed.</p>	<p>-CEV staff to be advised to speak with their GP/Consultant about a return to work.</p> <p>-Where CEV staff return to work before the 31/03/2021 individual risk assessments to be put in place for CEV staff.</p>	L	
Staff who are Clinically Vulnerable	H	<p>-LFD home testing available to all staff and pupils.</p> <p>-CV staff risk assessments in place.</p> <p>-Who's at higher risk from coronavirus guidance followed.</p>	<p>-Review the risk assessments put in place for CV staff in the Autumn term.</p> <p>-CV staff can continue to attend school. While in school they must follow the system of</p>	L	

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			controls to minimise the risks of transmission and the social distancing guidance . -Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.		
7.New and Expectant mums in the school community					
Pregnant staff	H	-Guidance in place- Coronavirus (COVID-19): advice for pregnant employees . - Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding - HSE -Where need identified New and Expectant Mum risk assessments completed. - Who's at higher risk from coronavirus guidance followed.	-Pregnant staff are defined as Clinically Vulnerable, in some cases they may be defined as Clinically Extremely Vulnerable -Review the New and Expectant Mum risk assessment that was put in place when they returned to school in the Autumn Term. -Risk Assessments should be reviewed in line with the HSE guidance for pregnant staff and Coronavirus (COVID-19): advice for pregnant employees . - Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding is to be shared with pregnant staff.	L	

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Pregnant pupils	H	<p>-Guidance in place-Coronavirus (COVID-19): advice for pregnant employees.</p> <p>-Who's at higher risk from coronavirus guidance followed.</p> <p>-Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding Royal College of Gynaecologists</p>	<p>-Risk assessment to be put in place.</p> <p>-School nurse to be contacted for support.</p> <p>-New and Expectant mums to raise their concerns with their midwife/GP.</p>	L	
8.Access to the school site and building					
Transmission of COVID-19 to Pupils/Staff	M	<ul style="list-style-type: none"> - Access to the school site is controlled, several entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto/off the school site/building - Separate Entrance doors for each year group clearly identified where feasible . - Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. - Pupils, Parents/Carers advised to maintain social distancing when entering the school site. - The start of the school day has been staggered to allow controlled access into the school building by pupils. 	<ul style="list-style-type: none"> - Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. - Staggered start times to be considered where possible introduced for Year Groups and times communicated to parents via school comms. - Staggered start times to be considered where sufficient entrance doors are not available to deal with the number of pupils or vulnerable pupils accessing the school. Start times communicated to parents via school communication links and updates provided where need identified. 	M	Staff/Head teacher-On Going

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		<ul style="list-style-type: none"> - Where possible the end of the school day to be staggered to prevent gatherings outside of the school site. - Parents not permitted to enter the school building unless need is essential. - Pupils are met each day at the identified entrances for their year group class by a staff member. - Pupils store outdoor clothing and bags in designated area. - Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom. - Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Staff wash their hands with pupils at the start of the school day. <p>-Areas around the school site monitored by the school staff at the start and end of the school day to ensure that pupils do not group together in limited spaces.</p>	<ul style="list-style-type: none"> - Parents/Carers advised to leave the school site immediately once their child has entered the building. - School entrances and site secured at the start of the school day. - Staff, Pupils, Parents/Carers will be informed to only bring essential items not needed for that day. - Staff to utilise the information available from eBug website. <p><u>Coronavirus (COVID 19) guidance for educational settings poster</u></p> <p>-Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site.</p>		
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9.Non-school staff working in the building

Pupils with EHCP's, Top up Funding or support plans supported by external agencies	H	<p>-Face covering guidance followed.</p> <p>-Face coverings in schools guidance and Face coverings in education.(in years 7 and above</p>	-Therapists and external support staff to be advised that they will need to wear face coverings when on the school site where 2	L	
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			<p>metre social distancing cannot be maintained.</p> <p>-All therapies and external support that would normally be in place for children and young people with EHC plans to be provided.</p> <p>-The reviewed Full School COVID-19 risk assessment to be shared with agencies working within the school.</p>		
Parent Visitors	H	<p>-Schools are encouraged to avoid visitors visit and how to maintain social distancing.</p> <p>-For parents entering a setting to help children settle in, face coverings should be worn, they should stay for a limited time only (no more than an hour), avoid close contact with other children and ensure they are aware of the protective measures in writing.</p> <p>-Parents to complete the visitor questionnaire prior to entering the school building. entering their premises where possible.</p> <p>- For new admissions virtual tours should be considered.</p> <p>-If visits are required in person settings should consider ensuring face coverings are worn, regular handwashing and holding visits after hours if possible.</p> <p>- Parents are attending the school site they should be notified of the system of controls, their responsibilities during the</p>	<p>-Parents who arrive late must sign in using the Inventory system. They must wear a face covering and sanitise before touching the screen.</p>		

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10.Maintaining infection control /hygiene standards during the school day.					
COVID-19 spreading from person to person within the school building	H	<ul style="list-style-type: none"> - Guidance followed for the cleaning of non health care settings. - Cleaning schedule in place during the school day and at the end of the school day. - <u>Spillage policy in place.</u> - Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Where need identified hand sanitiser be made available to staff and pupils. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff <u>follow the guidance provided</u> - Hands are dried following handwashing - Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas. Pupils are supervised when accessing the hand sanitizer. - Handwashing <u>posters</u> located in pupil and staff toilet areas and in the classroom areas. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 	<ul style="list-style-type: none"> - Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. - Staff to utilise the information available from <u>eBug website</u> - Staff to take responsibility for their own personal hygiene throughout the school day. - Waste bins to be emptied throughout the school day and placed in the external bin store. - The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. - Where need identified pupils to eat their lunches in their classrooms. - Classroom surfaces to be cleaned if classroom used as a dining area. - All bins emptied at the end of each school day and placed in the external bin store. - Parents advised to ensure that pupils wash their hands when they return to the home environment. 	M	Head teacher- On going

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		<ul style="list-style-type: none"> - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. - Pupils and Staff ensure that they thoroughly dry their hands. - Infection Control Risk assessment in place to manage other biological hazards within the school community. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. - Staff socially distance themselves from one another. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. - Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. 			
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		<ul style="list-style-type: none"> - Waste bins located in classroom/hall areas and emptied at the end of the school day. - Pupil face to face working limited to 15 minutes. - Where pupils require support from a Staff member or TA support to be given side on and not face to face. - Hand sanitizer stations located around the building where need identified. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 			
11.Pupils and Staff working in identified bubbles/groups					
EYFS	H	<ul style="list-style-type: none"> - EYFS work in bubbles. - Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so. - Cleaning schedule in place for am/pm sessions. - Identified area in place where personal care activities carried out. Areas are cleaned following use. - Staff wear the usual PPE worn when providing support with personal care. - Personal care risk assessments in place where need identified and required PPE considered as part of the risk assessment. 	<ul style="list-style-type: none"> - Settings are to consider how they can minimize mixing within allocated space, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. -Waste is double bagged where nappy bins are not available. 	M	Head teacher

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		<ul style="list-style-type: none"> - Pupils kept in consistent groups/bubbles. - Pupils are supported to maintain distance and not touch staff and their peers where possible. - SLT will continue to walk around the school, particularly at times when transitions are at a minimum. - Classroom based resources, such as books and games, are used and shared within the bubble /group. - Classroom resources included in the cleaning schedule for each class. - Movement limited where possible to key times-Break times/Lunch times and specialist subject areas. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 	arriving and entering through their classroom doorway.		
12.Impact of pupils and staff moving about the building/school site					
Moving about the building/school site- Covid-19 transmission	M	<ul style="list-style-type: none"> - Clear direction given to parents via the school's communication links for the start and end of the school day. - Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. - Where need identified some pupils will eat their lunch in their classrooms. - Rota in place to access the outdoor play areas at the school. - Alternative external routes to be adopted to access outdoor play areas etc. 	<ul style="list-style-type: none"> - Movement about the building monitored throughout the school day. - Cleaning schedule in place for corridor areas doors etc. 	L	Head teacher- On Going

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		<ul style="list-style-type: none"> - Social distancing measures adhered to where possible by staff. - Posters in place reminding pupils to maintain social distancing. - One-way systems where possible put in place on stairways and corridors. - Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site. - Pupils supervised by Staff members when moving about the building. - Pupils supervised - Hand sanitizer dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitiser supervised by Staff members. 			
Access to Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Staff and pupil toilet facilities cleaned following break and lunch periods. - Lunch time and breaktime rota in place for staff accessing the staff room area. - Consideration be given to additional eating spaces created within the school e.g. library, activity hall. - Windows are opened in the staff room when it is occupied by staff members. 	<ul style="list-style-type: none"> - Consider placing cleaning products in the staff toilet areas so that staff can carry out spot cleaning after using the facilities e.g. anti-bacterial wipes in toilet cubicles. - Where external agencies are supporting the school clearly identify toilet facilities that they can access. 	L	Premises Management-As required

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		- Position of furniture within staff room areas reviewed to ensure social distancing.			
Break and Lunch periods	H	<ul style="list-style-type: none"> - Staggered break times and lunch times agreed for year groups. - Pupils directed to wash their hands during break/lunchtime periods. - Areas zoned off for use by specific year groups/bubbles. Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall. - When congregating in halls etc, doors and windows are opened to allow natural ventilation. - Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles. - Spot cleaning carried out. - Surfaces are cleaned following each group/bubble use. - Cleaning schedule in place following the lunchtime period. -Where possible dining hall tables positioned to ensure bubbles of classes are separated by at least 2 meters. -Staff ensure that where possible they maintain 2 metre social distancing when moving about the area. 		L	Head teacher
13.Pupil behaviour during the school day					

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<p>Pupils refusing to social distance/follow hand washing procedures</p>	<p>H</p>	<ul style="list-style-type: none"> - Parents/Carers advised prior to the pupils returning to the school that all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Hand sanitiser made available where pupils refuse to wash hands. - Pupils are supervised when using hand sanitiser considering risks around ingestion. - EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed and risk assessments put in place where need identified. 	<ul style="list-style-type: none"> - Where defiant behaviours are anticipated review the schools Behaviour Policy. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. - Consideration be given to a phased return for identified pupil to manage risk. - Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. - Area where the pupil has been located within the building to be thoroughly cleaned. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Where need identified Staff wearing PPE when supporting pupils reviewed with the Head teacher. - Where a child has skin condition and cannot use school soap or sanitiser, products supplied by parents/carers and approved by GP can be used. These are kept in a safe place away from other children. 	<p>M</p>	<p>Head teacher-As required Staff-Where need identified</p> <p>Head teacher-Where need identified.</p> <p>Staff-Immediate</p> <p>Head teacher-Where need identified.</p>
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		<ul style="list-style-type: none"> - Home transport Child locks on when transporting pupils in car vehicles to and from home. - Pupils access the building by an identified door and are met by a member of staff. - Perimeter gates are secured at the start of the school day. - Fob access control around the building - Class groups/bubbles agreed, with a suitable number of staff supervising the class. - Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. - Confusion handles fitted to doors where need identified. - Perimeter fencing inspected to ensure the site is secure. 			
Pupils that have an EHCP or Top Up Funding that require staff support throughout the day	H	<ul style="list-style-type: none"> - Identified staff work with pupils. - Staff wash their hands before and after working with a pupil - A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart - All equipment needed for the child is set up in the space before the start of the session 	<ul style="list-style-type: none"> - Staff provide with hand sanitiser that can be kept about their person. - Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day. 	L	Head teacher

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		<ul style="list-style-type: none"> - Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom) - The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way - The intervention is provided at a distance where possible. - Following the intervention Staff and Pupil wash their hands. - After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil. 			
Pupils accessing alternative education provision	H	<p>The school has agreed the following control measures with the alternative provision;</p> <ul style="list-style-type: none"> - The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week. - Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision. - The Pupil will wear clean clothing each day when attending alternative provision. - Sickness absence procedure in place for pupils. - Alternative provision is to make the school aware if the pupil does not attend the setting. 	<ul style="list-style-type: none"> - The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend. 	L	Head teacher
14.Residential educational settings – not applicable					

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15.Supporting pupils during the school day					
Intervention groups	H	<ul style="list-style-type: none"> - The school will review groups so that each small group receiving support is drawn from one class/year group bubble only. - Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session. - Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. - Pupils will bring all equipment they require with them to the intervention area. - The area will be cleaned over lunch, before pupils from another bubble use the area. - Staff wash their hands between each intervention group. - Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase. -Tissue/hand sanitiser station located in the intervention area. -Where possible tables set out to ensure 2 metre social distancing in place. 	Where a member of staff is providing interventions across two Bubbles there will be a 48 hour break between the two eg bubble 3 on TUESday and bubble 2 on Friday.	M	Staff-On going
Key Stage 1 Interventions	H	<ul style="list-style-type: none"> - Interventions are carried out in identified areas of Key Stage 1. - Additional spaces identified such as library area, hall etc are cleaned prior to and following interventions. 	- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid	L	Staff-On going

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		<ul style="list-style-type: none"> - Year 1 pupils will be in class bubbles. Teaching of phonics will require the use of 'bubbles within bubbles', creating small ability-based phonics groups within a year group bubble. - Pupils will be split into phonics groups, taught by the two Year 1 teachers, the Year 1 Teaching Assistant and two additional support staff members if need identified. - Where a phonics bubble is taught by a member of staff not working within the year group bubble, the group seating arrangements (including that of the staff member) will ensure distancing between the staff member and the children. - Staff and pupils will wash their hands prior to joining their phonics group and after the session. - Some Children will have two phonics sessions a day to support catch-up. - Initially, only one of these will be with their phonics ability bubble with the other being class-based, to reduce the number of times pupils need to be in sub-groups outside their class bubble. 	touching their faces, noses etc. practice followed whilst at school.		
Pupils not currently attending the school	L	<ul style="list-style-type: none"> - Resources available through BBC bitesize and Oak National Academy. - Parents/Carers invited into the school to discuss their concerns/anxieties. - Phased returns undertaken where needs identified. - Welfare checks carried out with pupils and parent/carers. 	<ul style="list-style-type: none"> - Head teacher/SLT are aware of the needs of pupils not currently attending the school. - Remote education to be made available to pupils not attending the school. 	L	Head teacher

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		- Relevant agencies informed.		
16.Subject area needs				
Maintaining the systems of control	H		<ul style="list-style-type: none"> -Subject areas to ensure that they review the risk assessments put in place within their subject areas in the Autumn Term ensuring that; - Hand, cleaning, and respiratory stations are located and easily accessible to staff and pupils in the classroom -Classrooms are well ventilated when occupied. -Windows and doors open when the classroom/hall area etc are unoccupied. -Enforcing hands-face-space within the classroom to ensure the safety of staff and pupils. -Cleaning regimes are in place for resources used and for the end of the lesson period when the class bubble is leaving the classroom. -Main Halls/Sports halls are to be well ventilated during occupation and following occupation. -Where schools are considering team sports, schools must only 	L

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			<p>consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <p>-Competition between different schools should not take place.</p>		
Sports Coaching Sessions	M	<ul style="list-style-type: none"> - Sports coach carries out sessions outdoors where possible. - Sessions may be undertaken in main hall in inclement weather where windows are open to allow ventilation. - Coach maintains 2m social distancing. - Coach regular washes / sanitises hands. - Cleaning materials available to clean equipment. 	<p>=Coaches to wear face coverings whilst moving to the - outdoor area or hall.</p> <p>-If their RA requires them to wear a shield whilst teaching, this will be allowed.</p>	L	Sports Coach & School

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Music Coaching sessions	M	<ul style="list-style-type: none"> - Music teachers stand at the front of the class only to deliver the lesson. - Music teacher stays 2m distance from pupils - Classroom is well ventilated - Musical instruments are cleaned before and after use 	<ul style="list-style-type: none"> -Music teachers must wear face coverings when entering the school building until they arrive at the classroom. -They must use hand sanitiser when entering the building. -They will have their own risk assessment for moving between schools. 		
Other educational visitors	M	<ul style="list-style-type: none"> - Other visitors such as police, NSPCC, School Nurse, will be invited in school - They must wear a face covering whilst in the building and sanitise hands - Visitors must stand at the front of the class staying 2m away from staff and pupil and not walk around the classroom to interact with pupils 			
Educational Visits	H	<ul style="list-style-type: none"> -Educational visits are not advised at the present time. -Special Schools are following the guidance contained in-Additional operational guidance for special schools, special post-16 institutions and alternative provision 		L	
17.School Community Activities					
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> - Each class groups allocated outdoor portable play equipment which is to be 	<ul style="list-style-type: none"> - Where a cleaning regime can't be carried out during the school day. 	L	Head Teacher

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		<p>stored in their individual classrooms after use.</p> <ul style="list-style-type: none"> - Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment. - Where possible a rota to be in place for the whole day/week for the fixed play equipment. - Fixed play equipment to be wiped down with anti-bacterial spray after each group's use. - Portable equipment wiped down after each use. - Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day. 	Fixed outdoor play equipment to be taken out of use.		
18.Welfare facilities around the school site for Staff, Pupils and Visitors.					
Use of Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas.. - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).. - Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room. - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing. 	<ul style="list-style-type: none"> - Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned. 	L	Premises Management-As required

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		<ul style="list-style-type: none"> - Cleaning schedule in place - Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities. - Alternative space made available to staff for break periods. 			
Personal care	H	<ul style="list-style-type: none"> - Personal care takes place in identified toilet areas within the school. - PPE readily available in toilet areas. - Staff wear appropriate PPE when carrying out personal care tasks. - Face masks and visors available to staff where need identified. - Where windows are available, they are opened whilst personal care taking place. - Area cleaned after each use. - Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. - PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. 	<ul style="list-style-type: none"> - Staff concerns to be raised with the Head teacher. - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Head teacher
19.Pupils with First Aid/Medication					

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First Aid needs	H		<p>-Review your First Aid Risk Assessment.</p> <p>-Training to be reviewed. Where need identified, refresher training booked.</p> <p>-Review the First Aid Risk Assessment in line with the HSE guidance for First Aid</p>	L	
20.Mental Wellbeing					
Vulnerable pupils self-Isolating during the school term	H		<p>-Staff/Pupils have a legal obligation to self-isolate but may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>Where pupils who are self-isolating and are within the definition of vulnerable, a contact monitoring system is to be put in place.</p> <p>When a vulnerable pupil is required to self-isolate:</p> <ul style="list-style-type: none"> • Notify their social worker (if they have one) • Agree with the social worker the best way to maintain contact and offer support 	L	

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			<p>Ensure you have procedures in place to:</p> <ul style="list-style-type: none"> • Check if a vulnerable pupil can access remote education support • Support them to access it (as far as possible) • Regularly check if they are accessing remote education <p>- Where staff members are having to self-isolate, agree set dates that their immediate manager/buddy will contact them to check on their wellbeing.</p>		
21. Building Management					
Overall review	H		<p>-Ensure that signage relating to COVID-19 is in place and located at prominent points around the school site.</p> <p>-Where need identified signage to be replaced.</p> <p>-Clear information is to be displayed at the school entrance for all visitors to follow.</p>	L	

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			<p>-Ensure that all statutory testing is up to date. Review the building checklist completed for the start of the Autumn Term. -Emerging from lockdown guidance to be followed. -Fire drill to be planned for the Spring Term.</p>		
Catering facilities	M	<ul style="list-style-type: none"> - If external Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area. - Ventilation switched on whilst kitchen staff are in the kitchen. - Identified number of staff work in the main kitchen area to ensure social distancing. - Handwashing and hand sanitizer facilities readily available. - Serving counters provide a natural social distance from pupils. - When staff are serving, they stand side by side ensuring social distancing can be maintained. - Staff are rotated every 15 minutes when directly serving pupils. - Cleaning schedules have been made available to schools and are available on the Extranet. 	<ul style="list-style-type: none"> - Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed. - Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. 	L	Head teacher

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		<ul style="list-style-type: none"> - Kitchen deliveries made directly to the kitchen area where possible. - None kitchen staff prohibited from entering the main kitchen area. - Kitchen staff only move about the building where need identified for serving pupils. 			
Deliveries to the school site	M	<ul style="list-style-type: none"> - Only essential items are ordered by the school. - Identified staff take responsibility for deliveries made to the school. - Staff members wash their hands before and after decanting orders and storing them away. - Kitchen deliveries are made directly to the kitchen area. - On decanting products, products are to be wiped down and stored away. - Packaging to be placed in the external bin store. 		L	
Office areas	H	<ul style="list-style-type: none"> - The maximum occupancy of the office areas has been calculated to ensure social distancing. - Signage in place on office doors indicating the maximum occupancy number. - Where possible desks have been placed side by side - View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified. - The doors of Offices in use can be wedged open when occupied. 	<ul style="list-style-type: none"> - None office staff encouraged not access office areas unless essential. 	L	Caretaker/ Premise Manager-On Going.

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		<ul style="list-style-type: none"> - Where available, windows are opened whilst the office area is in use. - Staff leave their desks as clear as possible so that it can be easily cleaned. - Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. - Staff undertake other activities that allow them to leave the office area over the course of the school day. - Clear desk policy in place in each office area. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 			
External Lettings	M	<ul style="list-style-type: none"> - Access only permitted outside of school hours. 	<ul style="list-style-type: none"> - Meet virtually with community groups to discuss re accessing the building. - Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building. -Volunteers for the Bread and Butter Thing (Friday PM) use the hall and entrance only. During this time, pupils and staff do not enter the hall, all windows and doors are open and volunteers wear face coverings and gloves. 	L	Head teacher
21. Build-up of pedestrian traffic/vehicle traffic around the school and its local community					

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Close contact of adults and children on and outside the school site.	H	<ul style="list-style-type: none"> - Pupils reminded not to congregate outside the school gates or on the school site. - Social distancing measures are in place on the school site. - Parents/Carers are continually reminded to safely park around the school site. - Pupils movement onto and off the school site is supervised by staff. 	<ul style="list-style-type: none"> - Head teacher to remind Parents/Carers not congregate on the school site or around the school site. -Where concerns raised by the local community, appropriate action taken. 	L	Head teacher
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Guidance	
	<u>Schools coronavirus (COVID-19) operational guidance</u>
	<u>Actions for schools during the coronavirus outbreak</u>
	<u>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</u>
	<u>Mass asymptomatic testing: schools and colleges.</u>
	<u>‘Why, Who, What and When’ Rapid Testing for Secondary Schools and Colleges in March 2021</u>
	<u>Mass asymptomatic testing in specialist settings.</u>
	<u>Who's at higher risk from coronavirus</u>
	<u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>

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[-Rapid lateral flow testing is now available to households and bubbles of school pupils and staff.](#)

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