

# Significant Findings of Risk Assessment



<b>Site / Premises:</b> <b>ROWLATTS MEAD PRIMARY ACADEMY</b>	<b>Assessment Carried Out By</b> <b>Name: M Hassall / G Penton / D Swann</b>  <b>Signature:</b>	<b>Assessment Serial Number: 002 – 19/07/21</b>		
<b>Department:</b> WHOLE SCHOOL	<b>Responsible Manager / Team Leader etc</b>  <b>Name: Deb Swann</b>  <b>Signature:</b>	<b>Date Carried Out or Reviewed</b> 17/01/2022	<b>Date for Next Review</b> 17/02/2022	<b>Reviewed By (Name)</b>
<b>Activity / Process:</b> School activities during COVID 19 outbreak at <b>Government Roadmap</b> <ul style="list-style-type: none"> <li>• <b>During this evolving situation please monitor and follow government guidance given in the web links provided</b></li> <li>• All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>				

## Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
<b>Catching or Spreading COVID 19</b>	Staff, Pupils, Visitors	Twice weekly Lateral Flow Testing for Covid 19 is now available for persons to carry out at home and can be collected from the school.  <b>Ongoing - Rapid Result Tests (Lateral Flow Tests)</b> Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct weekly testing of Staff, and Secondary School age Pupils in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart.  <b>Lateral Flow Test Results</b> A negative result will allow the tested person to remain in school. A positive result will require the tested person start a 10 day self-isolation period and undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days).	2	3	6	Following the development of the new Omnicron strain of the virus, the government released new guidance on practices in schools.  Key Change: In primary schools, from Tues 30 <sup>th</sup> November – In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.  Please see the attached appendix for full details -			

From Tuesday 11<sup>th</sup> Jan 2022, there is no longer a requirement to have a PCR test. If you have a positive LFT then you would start the self isolation period of UP TO 10 days.

From Monday 17<sup>th</sup> Jan 2022 – if on the 5<sup>th</sup> day of isolation you return a negative LFT, then a negative LFT on day 6, you no longer need to self isolate.

The use of public transport should be avoided where possible by the person testing positive.

The results of the PCR Test determining whether self-isolation is to continue [positive result], or if the person can return to School [negative result within 2 days of LFT Test].

From Monday 16 August 2021 unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.

Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual.

Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal.

#### **LATERAL FLOW TEST INCIDENT REPORTING**

Incidents regarding LFT testing are to be reported as follows.

Home testing Clinical Incidents to –  
<https://coronavirus-yellowcard.mhra.gov.uk> & the School Management.

Home testing Non-Clinical Incidents to -  
NHS Test & Trace Service Telephone N° 119 & the School Management.

Incidents in School to -

Schools\_guidance\_update\_for\_Omnicon\_-\_29\_Nov.pdf

Seating/tables arranged in the classrooms to ensure distance where possible. Staff can wear PPE if they choose and stay, where practicable, inside designated/zoned areas of the classroom.

Regular hand sanitising for staff and pupils

A new risk assessment for staff working at home to be released by the TMET

Lateral flow testing for staff to continue

All staff will test twice weekly. Monday and Thursday evenings. All results to be logged via the NHS website at [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](#) or NHS Covid-19 app. Positive tests should be reported to the Principal. That member of staff will then self-isolate while they go for a test from an official testing centre. The result of which would invoke the necessary action as shown below

The vaccination program has been widely promoted and all staff have had at least the first vaccination

Hand washing facilities are present throughout the site with monitored levels of soap and towels (should an area be low in these, please report to the BM or site team for immediate rectification). In addition, sanitising

	<p>It is important that all incidents related to testing are recorded, including void results.          Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.          Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline.          Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on <a href="http://www.Gov.uk">www.Gov.uk</a>. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required.          DfE Coronavirus Helpline 0800 0468687.          Records of all incidents are kept.</p> <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees, SEN &amp; early years children, along with bins provided for their disposal.          All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p>			<p>units are present at the entrance to the site and each classroom.</p> <p>Staff to inform Site Team of items that need replenishing from their cleansing packs as per instruction in the pack. Or log on EVERY</p> <p>Guidance on good hygiene has been shared throughout opening and will continue to be promoted to staff and pupils; this includes hand washing and respiratory hygiene.</p> <p><u>Hand Washing</u></p> <ol style="list-style-type: none"> <li>1. Hand washing facilities with soap and water in place.</li> <li>2. Stringent hand washing/sanitising in place.</li> <li>3. See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> - print</li> <li>4. Reinstate the use of hand dryers as per HSE Guidance <a href="https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm">https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm</a></li> <li>5. Gel sanitisers in any area where washing facilities not readily available</li> </ol> <p>Clear measures about reporting cases will be communicated with staff through the staff briefing. (briefing PowerPoint)</p> <p>The needs of individual pupils with specific areas of SEND and those requiring intimate care will be reviewed fully and shared with staff prior to opening in September</p> <p>All employees made aware of PPE availability (gloves and masks) and use</p>			
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	<p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including as examples -          Before &amp; after eating or handling food.          After sneezing, nose blowing &amp; coughing or using tissues.          When accessing frequently touched surfaces &amp; shared areas.          Before &amp; after touching the face.          Upon returning home.          After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.          For pupils regular hand washing / sanitising would also include washing / sanitising their hands, on arrival, after breaks, before &amp; after lunch, after using the toilet and when changing rooms (Younger children &amp; SEN pupils may need additional support &amp; encouragement or supervision for this).</p> <p>Clear signage and information are to be displayed reminding all persons of hygiene and hand washing requirements.          This information should also be easily understandable to small children where necessary.</p> <p>Parents, Visitors &amp; Contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>An Outbreak Management Plan / Contingency plans are in place to revert to a greater level of Covid 19 control measures (possibly based upon previous risk assessment controls) should this be advised by Public Health due to local outbreaks.          These contingency plans include the provision of remote learning for pupils where this becomes necessary.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work and be available in school.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate</p>			<p>in any situations where social distancing cannot be maintained.          Management checks to ensure this is adhered to and appropriate measures taken to address issues as they arise.          (briefing PowerPoint)</p> <p>Employees and pupils to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. (briefing PowerPoint)          Children will be briefed on how to use the sanitizing units upon their transitions days in September when there are limited numbers of children in school. Supervision of these will occur and staff will be additionally vigilant in their use for very young children and those with complex additional needs.</p> <p>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. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:          Reception areas          Toilets</p>			
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support. The full range of support available is identified in the Schools Wellbeing policy.

Staff continually monitor pupil wellbeing, and take appropriate measures as necessary

**With effect from 30 November 2021**

Face coverings should be worn by pupils (11 years old & above) and by members of Staff, visitors & contractors etc when moving around communal spaces such as school corridors etc.(Face coverings are not required outdoors).

(With the standard exceptions for disabilities / breathing difficulties / lip reading etc applying. *There may also be valid reasons for not wearing masks during strenuous physical activity*).

A small stock of spare face masks is held to support this measure.

Notes for face coverings,

- Wash/sanitise hands before & after donning & doffing face coverings.
- Avoid touching the part of the face covering over the mouth & nose.
- Change face coverings if these become damp or contaminated, or if the parts covering the mouth & nose have been touched.
- Avoid taking off and putting on the face covering a lot in quick succession.

**Clinically Extremely Vulnerable Staff** are able to return to School if their work cannot be done at home.

If attending site these staff may wish to take additional Covid 19 precautions if required (e.g. limiting close contacts etc), and as agreed in their individual risk assessment.

**Clinically Extremely Vulnerable Pupils** are able to attend school unless it is advised by their medical support team that they should be shielding.

There is ongoing scientific work in respect of the impact on BAME groups, particularly in front line health/care roles. We are closely monitoring guidance and at the current time this group is not considered to be clinically vulnerable based on the public health list. If this changes our response will be adapted and all employees are assured of a comprehensive risk assessment and measures to mitigate risk. If individual employees would like specific discussion about their role this will be arranged.

Notice boards in staffrooms, workrooms and staff kitchens  
Meeting rooms

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Information and guidance shared through parent letters, contractors' procedures and signage

AMICA counselling service promoted to all employees including  
<http://www.amica-counselling.uk/services/emotional-resilience/>

Signpost staff to relevant external agencies such as:  
<https://www.educationsupport.org.uk>

Occupational Health referrals will be made through discussion with The Principal or BM as required.

Through the following of measures outlined in this document, we believe social distancing measures can be adopted. In addition, staff will have access to PPE and be encouraged to wear this where there is increased vulnerability.

Maximum occupancy signs have been placed on the doors of rooms where there is limited space

Infrequently used rooms across the school, (i.e. intervention rooms, library, meeting rooms, gym) should have their windows opened by the site staff when school is unlocked. Additional signage across the school

		<p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p>				<p>to highlight the importance of ventilation and daily checks are carried out and recorded to make sure windows are opened.</p> <p>Through the following of measures outlined in this document, we believe social distancing measures can be adopted. In addition, staff will have access to PPE and be encouraged to wear this where there is increased vulnerability.</p> <p>Discussions will continue to take place at the request of members of staff, who were previously identified as clinically vulnerable or clinically extremely vulnerable to discuss the measures in place and any additional measures they would like to be put into place (updated risk assessments).</p> <p>Individual pregnancy risk assessments were discussed and completed with all relevant members of staff at the commencement of the academic year. Reasonable adjustments were put into place where requested and appropriate.</p> <p>The pregnancy risk assessment was amalgamated with the COVID risk assessment to ensure coverage.</p>			
<b>Catching or Spreading COVID 19</b>	Staff, Pupils, Visitors	<p><b>Non-legislative additional control measures for consideration based upon Government Expectations &amp; Recommendations.</b></p> <p>The Government expects and recommends that all non-exempted persons would wear face coverings in crowded areas where they come into contact with others they do not normally meet.</p> <p>The Government expects and recommends that a gradual resumption to full workplace attendance will be practiced.</p>							

		<p>All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</p> <p>All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration &amp; numbers of contacts).</p> <p>As meetings outside are less prone to virus spreading, the government expectation is that meetings outside would be prioritised over meetings indoors.</p> <p>Consideration may be given to maintaining records of staff, visitor &amp; contractor attendance for NHS Test &amp; Trace purposes.</p>						
<p><b>Suspected case whilst on site or Positive PCR Test result</b></p>	<p>Staff, Pupils, Visitors</p>	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 10 days, <b>and they are encouraged to undertake a PCR Test (A list of the main symptoms is available on the Government &amp; NHS websites). The self-isolation &amp; testing requirements for their household members and contacts will be determined by contact being made from the NHS Test &amp; Trace System following test results from the symptomatic/tested person.</b></p> <p>Under the NHS Test &amp; Trace system, all staff and students attending the school will have access to a Covid 19 PCR Test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario.</p> <p><i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p>Where a person tests negative for a COVID 19 PCR Test (within two days of an LFT Test) they can return to school and can end their self-isolation.</p> <p>Where a person tests positive for a COVID 19 PCR Test they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p><b>If an infected person tests negative for Covid 19 using LFT Tests on both days 5 &amp; 6 of their self-isolation, they can then end their self-isolation after a second negative test result (regardless of vaccination status). These persons are however advised to remain cautious (for example by limiting close contacts with vulnerable</b></p>			<p>Sickness absence to be recorded accurately and ensure that any COVID-19 symptom absence is highlighted and staff are told to be tested (we may also need to provide this data to Health Protection should we have two or more confirmed cases).</p> <p>Clear procedures are in place and have been communicated with staff in regard to following national guidance around COVID-19 symptoms throughout. This will be reiterated during the training days</p> <p>The school received self-testing kits from Gov.</p> <p>Staff will be directed to the nearest testing centre or be provided with a home test kit where they are unable to access these.</p> <p>Trust template letters have been received and will be sent home in accordance with each of the outlined scenarios.</p>			

*persons, working from home where possible and not visit crowded or poorly ventilated spaces.*

**Contacts**

Fully vaccinated adult contacts and children (5–18 years) who are contacts of the affected person are strongly advised to take a LFT Covid 19 Test for 7 consecutive days (or until 10 days since the last contact with the person who tested positive for COVID-19 if this is earlier) – with the result of their individual LFT Tests determining any self-isolation & PCR Test requirements for themselves.

Unvaccinated adult contacts are to self-isolate for 10 days if the affected person has tested positive for Covid 19.

Even where the contacts LFD test result is negative, to further reduce the chance of passing COVID-19 on to others, they are strongly advised to:

- Limit close contact with people outside their household, especially in crowded, enclosed or poorly ventilated spaces.
- Work from home if they are able to.
- Wear a face covering in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people.
- Follow the Government guidance on how to stay safe and help prevent the spread.

**Household Contacts**

Those who are not fully vaccinated and are aged 18 years 6 months or over are legally required to stay at home and self-isolate for 10 days.

Those who are fully vaccinated or aged under 18 years and 6 months are not legally required to self-isolate. However, they are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive.

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Parents and Staff are requested to immediately inform the school of Covid 19 PCR Test results.

A log of children sent home with symptoms and those reporting symptoms will be kept by the office team. End dates for self-isolation and return dates to school will be communicated with parents proactively and shared with staff for them to monitor.

Staff will be briefed on the importance of maintaining social distancing from other adults both within classrooms and across other year groups; thus, minimising close contacts should an individual become infected. This will support with the effective running of the school and any partial school closures should they become necessary. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds and dry their hands on paper towels (disposed of immediately) after any contact with someone who is unwell.

Individuals who become symptomatic are taken to the gym to await collection. 2 members of staff in full PPE should remain to supervise the child maintaining social distancing.

If a pupil falls ill during the day and develops symptoms of COVID-19, they will be immediately taken to the gym and the office informed. The gym will be repurposed during the partial openings as an isolation zone while children wait collection. Windows will be opened by site team each day for



When notified of a positive COVID 19 test result, the school should let the local public health team know by submitting a CRM form. The public health team will let the school know of any cases they are unaware of that have come through our local contact tracing service. The public health team and the school will discuss together any public health measures that should be put in place. This will be dependent on the number and spread of cases but as a minimum all close contacts are asked to get a test.

If a person receives a positive Covid 19 PCR Test result or displays symptoms (*A list of the main symptoms is available on the Government & NHS websites*).

- Notify the Principal immediately.
- Avoid touching anything.
- Go home immediately (Children accompanied by their parent, etc).
- All other persons are to maintain a safe distance from affected individual.
- If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal.
- They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.
- A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.

Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms

ventilation. If a child says they feel unwell and believe they have a temperature, digital infra-red thermometers will be present to take a child's temperature. Following the child being collected, the onsite cleaner will wipe down all touch surfaces. PPE and cleaning waste will; then be double bagged and placed in the external bins, isolated for 72 hours

Potential cases in the Nursery block or Foundation Stage will be isolated in the Family room in the Nursery block.

Signage to be place on the gym and family room doors and any other infected areas to stop access

In the event of multiple cases, pupils will be moved to the hall at safe distances and the areas immediately disinfected after collection

See the COVID-19: cleaning of non-healthcare settings guidance.

Staff supervising these children will be provided with appropriate PPE should they be unable to adhere to the 2m distancing (face mask, gloves, apron, face shield). In addition, any member of staff administering first aid will also use appropriate PPE which has been made available. PPE and first aid resources will be available from: library, and first aid room. In these locations; as well as at the office, digital infra-red (non-contact) thermometers will be present to take children's temperatures.

If a member of staff reports symptoms during the school day, they will be

		<p>themselves, or unless the affected person later tests positive and they are informed to do so by the Local Public Health Team. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask &amp; eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use. Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home..</p> <p><i>The use of the NHS Covid Pass is only required for specific events where the Government thresholds for attendance is met or exceeded, and if these events are not for education or related activities.</i></p> <p><i>The use of the NHS COVID Pass is required as a condition of entry into -</i></p> <ul style="list-style-type: none"> <li>• <i>Dancehalls and discotheques,</i></li> <li>• <i>Other late-night dance venues. These are any other venues that are:</i> <i>Open between 1am and 5am,</i> <i>Serve alcohol during this time,</i> <i>Have a dancefloor or designated space for dancing,</i> <i>and</i> <i>Provide music, whether live or recorded, for dancing.</i></li> <li>• <i>Indoor events with 500 or more unseated attendees.</i></li> <li>• <i>Outdoor events with 4,000 or more unseated attendees.</i></li> <li>• <i>Any events with 10,000 or more attendees.</i></li> </ul>				<p>sent home and advised to arrange a test and follow the governments isolation guidance. Arrangements will be put in place to provide cover as necessary and if feasible.</p> <p>During this period, line managers/senior leadership will continue to remain in regular contact with employees.</p> <p>Disposal of PPE equipment. Day to day paper face masks can be bagged and disposed of in general waste (not recycling) PPE used in the event of a potential or actual case of infection will be double bagged and put in the medical waste bin in the Medical room</p>		
<b>Travel off site</b>	Staff, Pupils	All persons are to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).				All staff encouraged to travel to work by car, walking or cycling and if using public transport face coverings are recommended to be worn.		

Where travel is essential, use private single occupancy where possible.

Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.

Travel by coach etc is to be minimised with persons sitting as far apart as possible. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks.

Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling using Public & Dedicated Transport a face covering is to be worn.

Children under the age of 11 years are also not required to wear face masks.

Where possible, open vehicle windows for increased ventilation.

If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,

- Use a vehicle with a bulkhead for segregation.
- The driver and the passenger should maintain a distance of 2 metres from each other.
- The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so.
- The vehicle should be cleaned & disinfected afterwards.
- Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE
- Handwashing/sanitising before and after transport activities and when disposing of waste.

On dedicated transport,

- Hands are to be sanitised on boarding & disembarking.
- Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day.
- Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers.
- Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school.
- Ventilation is to be maximised (i.e. opening windows).

Staff are encouraged to consider carefully, their transport arrangements during this time. Taking time to consider how they will travel to and from work, allowing sufficient travel time and where possible avoiding public transport or car sharing with individuals outside of their household. Where this is unavoidable, staff should follow national guidance in regard to appropriate measures to reduce risk of transferal.

For any offsite visits in the future requiring coach travel, guidance will be monitored and followed in regard to the wearing of face coverings for adults. As per guidance at that time.

No school vehicles/private owned cars by staff should be used to transport children displaying symptoms of COVID-19 unless in an emergency situation.

For any offsite visits in the future requiring coach travel, children will be seated in class groups and never more than year group groupings as outlined in this document.

- The vehicle is to be regularly cleaned.
- **Face coverings are recommended to be worn in enclosed crowded spaces where other persons who you do not normally meet are encountered, such as when using public or dedicated transport.**
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External Visits,

- The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits.
- Overseas visits are not recommended to be undertaken until the start of the Autumn 2021 Term.

**Contamination during Access to & egress from site**

Staff,  
Pupils,  
Visitors

Any persons who are showing any of the signs of COVID -19 may NOT come to school.

Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.

Common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, are to be regularly cleaned, particularly during peak flow times.

**Visitors**

All visitors & contractors are to be made aware of site rules.

Although not a mandatory requirement for entry, Schools are encouraged to request that parents, visitors & contractors etc take a LFT Test before attending the site.

**Staff**

Staff who are showing any of the signs of COVID -19 may NOT come to school.

Hand cleaning facilities or hand sanitiser is available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.

To promote social distancing at the start and end of the day, we have established designated drop off and collection points for each year group along with staggered start and finish times. All visitors to the site to use the signposted one-way system for entering and exiting the grounds

Doors open...	In class by...	End of day
8.35	8.55	2.55 (Y1,3 &5) 3.00 (FS, Y2, 4 & 6)

Temperatures will not be taken as children arrive. This will only happen if a child shows signs of illness.

Social distancing markings of 2m will remain at entry and exit points to promote distancing between adults and colleagues & adults and children.

A protocol should be in place to deal with those arriving at school who are not supposed to be there.

It is not the expectation that children should remain 2m away from other children in their group.

Cleaning runs will continue across schools for after break and lunch times. Surfaces, taps, door handles.

All additional cleaning is logged, signed and dated and stored on EVERY

Careful consideration has been given for the admission of new children (particularly in the EYFS) where they require parental reassurance and settling during transition events. Additional spacing and time has been allocated to allow this to occur in the safest possible way.

FS2 pupils to leave the school by the F1 main entrance. F1 will have left for the day and no cross contamination of bubbles

Our Guidance for Visitors' and Contractors will continue to be communicated with contractors and visitors prior to admission for maintenance. Access will only be granted via the office and contractors will be safely accompanied for works by our site team. See appendix

All visitors to sign the self-declaration form in the reception to declare their fitness to be on site

Information is included in the briefing documentation that will be shared prior to the new term and during INSET training. (briefing PowerPoint)

Site manager weekly briefings with cleaners to discuss standards of

					<p>cleaning and changes to schedules. Minuted by MH in Premises folder</p> <p>Fogger to be used in the hall twice weekly. The room is then clear by morning.</p> <p>Information regarding dropping off and collecting children has been shared with parents prior to the summer break and will be practiced during transition days in September</p> <p>Gates will be manned by members of SLT and POs and parents will be encouraged to socially distanced and asked to disperse where this is not the case.</p> <p>Main reception external front door open for parent access to the office at drop off and pick up times</p> <p>Trust issued a document to parents to encourage the use of face coverings and social distancing. Includes recommendations for pupils and staff wearing coverings in the classroom (See Appendix - Parents - Our Continued Efforts to Keep our School Communities Safe)</p>			
<b>Contamination within Internal Areas</b>	Staff, Pupils, Visitors	<p>All persons are to wash &amp; dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry and regularly thereafter.</li> <li>• Use alcohol-based hand sanitiser.</li> <li>• Wash hands if face is touched.</li> <li>• All hand contact surfaces to be regularly cleaned.</li> </ul> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>			<p>Hand wash and sanitiser equipment has been placed in the main reception, all classrooms and areas where pupils and staff will work. In addition, wall mounted dispensers have been located inside each classroom to allow for good hygiene.</p> <p>Classroom layouts have been redesigned to maximise spacing whilst accommodating full class sizes. In most classrooms, seated positions face the front of the room. Teachers</p>			

**Equipment, Activities and resources**

- Limit the use of shared resources.
- Staff & pupils have their own allocated individual frequently used resources such as pens & pencils.
- All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use.
- Pupils should be reminded only to bring essential items into the school.

Singing activities or playing brass or wind instruments is permitted with the following conditions,

- Voices are not be raised unduly.
- Where possible musical instruments should be cleaned by the pupils using them.
- Participants are not sharing instruments.
- Good levels of ventilation are provided, with preferably the activity being carried out outdoors.
- Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person.

For advice on practical school science, D&T, etc. see <https://www.cleapss.org.uk/>

*As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.*

Doors may be propped open to reduce contact points and increase ventilation, provided fire safety, security & safeguarding requirements **are not compromised.**

Fire doors should not be held open – unless by the use of devices that automatically release them in the event of a fire alarm activation.

Consider fitting Maglocks (magnetic release devices) to doors where appropriate, but these must operate in a fail-safe way to ensure fire safety is maintained.

Ensure occupied rooms are well ventilated, opening windows where possible (*The School management may need to give*

are advised to have appropriate spacing around desks (shared in briefing).

2m social distance marking in classrooms around teacher’s desk and teaching area at the front of the class  
As a reminder to maintain social distancing.

Movement around the school managed by one-way system. Outdoor markings to promote 2m distancing

Staggering of break and lunchtimes will reduce the number of pupils moving around the building at any one time. All staff and pupils to use the one-way system currently in place EYFS and KS1 using small playground. KS2 in larger playground

Staff will maintain social distancing from colleagues during break times. The staffroom will be limited to 12 people with all doors open for ventilation. Staff will clean and put back chairs after use. Direct instructions will be given to staff and breaches dealt with seriously as failure to comply could increase the self-isolation need.

Assemblies will be limited to 2 year groups at a time, sat separately. Doors and windows will be open.

Class assemblies will be limited to parents of that year group

Paper resources should not be shared across bubbles in order to avoid transmission. Library books returned and stored in boxes. Library restacked

*careful consideration to how far to open windows when rooms are occupied & unoccupied for the maintenance of thermal comfort).*

Centralised ventilation systems that circulate air between different rooms only are to be turned off, and fresh air ventilation selected.

*Ventilation systems that use a mix of recirculated and fresh air, or single room recirculating units are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.*

Desk or ceiling fans can be used provided that the area is well ventilated but they should not be used in poorly ventilated Areas.

Before starting a lesson indoors, consider if it could be conducted outside instead.

Hands are to be washed & dried or sanitised after using the lift.

Bins are to be provided in each main room to collect used tissues, and are emptied regularly.

Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).

on a Monday. Sanitising wipes are present at each photocopying point.

Feedback and marking guidance will be updated to reflect safe and appropriate practice; addressing misconceptions and errors – marking only books within their groups

Windows and ventilation checks are being recorded daily by the site team

Singing will be discouraged in confined areas. Where there is good ventilation, children will face forwards when singing so as not to be facing others.

Fire doors are held open with sound activated closers to reduce contact points without compromising fire safety

Fire Evacuation Plan has been updated accordingly

All classroom doors should be pinned open when occupied and windows that open should be opened by staff in area and closed by them

Aircon units are to remain disabled.

One-way movement will be promoted. Where this is not possible, markings have been placed to the left of corridors to indicate direction of travel.

School has no water fountains. Water coolers in the classrooms can be used as follows:  
Firstly, only use the water cooler(s) in your own bubble. (The one in the



					<p>school reception is not in your bubble unless you are DS, MH, MB or office).          No disposable cups to be used.          Children MUST have their own cup/bottle and this should be clearly named.          Children and staff should wash/sanitise their hands before using water coolers.          Cups MUST be washed each day and put away to avoid contamination.          Only one person at a time to use the dispenser.          Children must not touch any cup/bottle but their own.</p>			
<b>Contamination in Outdoor Areas</b>	Staff, Pupils	<p>External play equipment if used, should be cleaned after each use.</p> <p>Hand washing &amp; drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from <a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a></p> <p>Sporting activities should prioritise outdoor sports where possible.          Only Team Sports where national governing bodies have developed guidance (and have been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted.</p> <p>Where lessons are taken inside or outside, the same ventilation, and hand washing protocols etc should be adopted.</p>			<p>PE risk assessments and guidance will be updated and shared accordingly: focusing on spacing, equipment and activity</p> <p>Skipping coach at lunchtime.          Equipment sanitised before coming on site. No ropes shared between bubbles and sanitised after use. Both coaches use PPE (face shield) in the playground.</p> <p>Outdoor benches added to the daily cleaning rota.          After school cleaning rota in place and will continue even in areas less used during potential lockdown</p>			
<b>Work planning</b>	Staff, Pupils,	<p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery &amp; equipment) is to be limited, and each item regularly cleaned upon change of user.</p> <p>Where SEN pupils are attending School the actual measures to be adopted for each case should be determined by a review of</p>			<p>PE activities, planned tasks and risk assessments will promote the use of outdoor spaces as much as is feasible.</p> <p>Individual stationary packs in zip lock bags will be introduced in September to minimise the use of shared resources.</p>			

		each pupils Health Care/ Support Plan/ Risk Assessment and considering the individual circumstances of each case.				All pupils who have an EHC plan, pending EHC plan or specific SEND needs which require close contact or intimate care will have an individual pupil risk assessment prior to their attendance in September. These will include reference to the use of appropriate PPE for given tasks.			
<b>Cleaning</b>	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring all areas and equipment are all thoroughly cleaned at least twice per day, focussing on frequently touched surfaces.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required)</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used).</li> <li>• Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces.</li> <li>• Cleaners are to wash &amp; dry their hands after removing the PPE.</li> </ul> <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p>				<p>Rigorous checks will be carried out by the Site Manager to ensure that the necessary procedures are being followed. These checks will be recorded as complete and any unresolvable issues escalated immediately via the BM.</p> <p>An additional cleaning timetable has been created for 'daytime' cleaning. This will be carried out by the POs. Timetable available via attached appendix</p> <p>On review, if additional cleaning hours are required Business Manager has spoken to cleaners and some are available for additional hours if required.</p> <p>Bins have been placed in all classrooms. All waste will be double bagged and disposed of in accordance to most recent guidance. External bins are separated to allow for daily usage then stored for 72 hours before collection by Biffa. Bins ready for collection are in the CC car park to keep collections away from school</p> <p>Relevant PPE issued to cleaning Team and Site Team. Disposal to be overseen by Site Team.</p>			

		<p>Bin liners should be used in all bins and bins emptied daily.</p> <p>External play equipment is to be included in the cleaning regimes.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents &amp; bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> <p>Alternative cleaning &amp; disinfecting methods may be appropriate in some circumstances (e.g. after known contamination), but these should only be carried out following control measures developed from a separate risk assessment and in consultation with the product suppliers.</p>			<p>All cleaning projects are ordered from Jangro and supplied with relevant COSHH information Sheets.</p> <p>All external play equipment will be allocated on a rota basis to allow for sanitisation before re-use.</p>			
<b>Deliveries &amp; Waste collection.</b>	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Hands are to be thoroughly washed &amp; dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p>			<p><b>Deliveries</b></p> <p>Drop off points at reception only. Site team to only take in deliveries into the building wearing gloves or having wiped the packaging with anti-viral spray. Gloves then to be disposed of appropriately, in a bin.</p> <p>When it is not possible to leave deliveries outside, parcels are only to be brought into the building by staff and must be handled with gloves or cleaned with anti-viral spray. Gloves then to be disposed of appropriately, in a bin.</p> <p><b>Waste</b></p> <p>Waste collection is automated and requires no contact from school staff. Collections routinely happen outside of school drop off and collection, so will impact on minimal people. Current guidance for waste is that it placed inside two bags and should be stored for 72 hours before collection. As collections are weekly it will be possible to create 'holding bins'</p>			

						externally to ensure this is achieved. External bins will be labelled as waste and collection date will be indicated on the signs.			
<b>Contractors</b>	Staff, Pupils, Contractors	<p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>• Repeat the hand washing/sanitising regularly.</li> </ul> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Contractors &amp; Third-Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>				<p>Contractors to sanitise and sign the visitor COVID declaration form on arrival.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Reception areas</li> <li>• Toilets</li> <li>• Notice boards in staffrooms, workrooms and staff kitchens</li> <li>• Meeting rooms</li> </ul> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Wall mounted hand sanitiser units have been installed at the entrance points of the school</p> <p>Site Team to meet all contractors at reception to carry out contractor induction, contained in the contractor folder in the main office.</p> <p>In addition to the usual guidance all contractors must be provided with the schools Contractor/ Visitor guidance about the school's precautions with regards to prevention of the spread of the virus.</p> <p>If a job cannot be carried out following the social distancing principles; this</p>			

					<p>must be discussed with the company the contractor in advance of a visit. Where a contractor refuses or repeatedly fails to observe the social distance principles, then the Site Manager with BM will ask the contractor to leave the site and alternative arrangements will be made to complete the job.</p> <p>The area will be cleaned thoroughly after the work is complete, paying particular attention to door handles and surface that have been touched. Bins are available to contractors to dispose of gloves and wipes.</p>			
<b>Poor hygiene</b>	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing &amp; drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>			<p>Employees and students 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. Tissues will be made available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>•Reception areas</li> <li>•Toilets</li> <li>•Notice boards in staffrooms, workrooms and staff kitchens</li> </ul> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Wall mounted hand sanitiser units have been installed at the entrance points of the school.</p>			

						Bins have been positioned in all classrooms. All waste will be double bagged and disposed of by an appropriate member of staff, in accordance to most recent guidance. Bins will also be placed in reception for visitors to dispose of tissues and wipes. These bins will be emptied daily as a minimum and the waste disposed of in accordance with current guidance			
<b>Canteen use - exposure from large numbers of persons</b>	Staff, Pupils	<p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged. Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>				<p>All pupils will remain on site for their lunch.</p> <p>Hot plated meals will be provided in the school hall for all year groups. This will be staggered and children will sit in their year groups. Children will take their individual water bottles with them to the hall.</p> <p>Packed lunches will be eaten in year group classes</p> <p><u>Break times</u> will be staggered to ensure that the social distancing principles can be maintained. The adult responsible for the class will escort the children outside to the designated area and remain with their children. When outside the children will remain in specific areas and will not be permitted to mix with other children from other classes or groups</p> <p>All drinking fountains are now available and instructions are in Section 5 of this document</p> <p>Chairs and tables to be cleaned between use where necessary.</p> <p>All food waste will be disposed in accordance with current guidance.</p>			

						<p>The eating area will be thoroughly cleaned after use; paying specific attention to table tops, chairs and entrance and exits of the room.</p> <p>All staff will be encouraged to take time outside at lunchtime and will be reminded of the importance of social distancing and must remain in their allocated teaching bubbles. Staff break on rota and can eat in the staff room socially distanced. Chairs and tables sanitised after use.</p>			
<p><b>Use of Changing facilities, toilets, showers and drying rooms</b></p>	<p>Staff, Pupils</p>	<p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins. Wash &amp; dry hands after using the facilities.</p>				<p>No specific sports changing facilities at Rowlatts Mead. Children will change within their classrooms</p> <p>Intimate Care to be carried out according to existing school policy. Staff who are required to carry out intimate care will be provided with relevant PPE to carry out this task. All PPE used to be disposed of immediately and in accordance with current guidance.</p> <p>Cleaning of toileting facilities has been increased throughout wider opening and will continue in the new academic year.</p> <p>Social distancing measures have been put in place in the areas close to the toilets and break and lunchtimes have been staggered so that numbers can be kept low in these areas.</p> <p>Staff who wish to change their clothes on arrival and departure have sufficient options and toilet facilities for this to occur.</p>			

<p><b>Lack of awareness</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>				<p>Employees, pupils, contractors and limited numbers of visitors to be reminded on a regular basis to wash their hands for 20 seconds with hot 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. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Reception areas</li> <li>• Toilets</li> <li>• Notice boards in staffrooms, workrooms and staff kitchens</li> <li>• Meeting rooms</li> </ul> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>All staff to attend staff briefings with principal and SLT members to talk through all the procedures. PowerPoint slides will be provided for staff to keep with all systems and processes explained.</p> <p>Staff are encouraged to challenge poor practice but will be mindful of an audience and be polite in doing so.</p>			
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<p><b>First Aid provision / Medical Needs</b></p>	<p>Staff Pupils, Visitors</p>	<p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.</p> <p>If dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance for the procedure.</p>				<p>Used ice pack covers to be stored in the container in the medical room and will be sanitised daily</p> <p>All areas have been equipped with the required PPE and cleaning materials. The PPE and cleaning materials will be appropriately stored to ensure they work to their maximum effect and should be disposed of in the bins provided.</p> <p>Where possible the member of staff will ensure that social distancing is observed. If necessary another member of staff with relevant PPE can assist with first aid to ensure staff touch the minimum number of surfaces.</p> <p>Supporting Pupils with Medical Conditions Policy Update to reflect COVID social distancing and PPE (See appendix Supporting Pupils with Medical Conditions Policy)</p> <p><b>First Aid for cases of suspected Covid -19</b></p> <p>PPE should 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).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital with a potentially infected person.</p>			
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						<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, we will guide them to a testing station) or if the child subsequently tests positive.</p> <p>They should wash their hands thoroughly for 20 seconds and dry them using paper towels after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant or provided sanitiser after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>After providing first aid all PPE must be disposed of immediately in the bins provided and waste must be disposed of in line with current guidance.</p> <p>When SLT check and sign the medical records they must wear PPE as these books will have been handled by multiple staff</p>			
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## Government & NHS Guidance

Coronavirus Guidance

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

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <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>

Contingency Framework

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Identification of 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#cev>

School Covid 19 routine & serial testing guide

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

<https://get-help-with-remote-education.education.gov.uk/rapid-testing/>

Lateral Flow Testing in Primary Schools

[Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK \(www.gov.uk\)](#)

HSE Guidance on alternative cleaning & disinfecting methods using fogging, mists etc

[Disinfecting using fog, mist and other systems during the coronavirus \(COVID-19\) pandemic - HSE news](#)

Grassroots sports guidance for 1<sup>st</sup> April 2021

[Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK \(www.gov.uk\)](#)

School's Covid 19 operational guidance – July 2021

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)

Promoting and supporting mental health and wellbeing in schools and colleges

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](#)

Press Release for 16 Aug 21

[Self-isolation to be eased for fully vaccinated adults in step 4 - GOV.UK \(www.gov.uk\)](#)

Press Release Twice weekly testing availability

[Twice weekly rapid testing to be available to everyone in England - GOV.UK \(www.gov.uk\)](#)

**Scoring Table**

**Risk Scoring Guide**

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
<b>Impact (B)</b>						

### Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.