

School COVID 19 Risk Assessment

This assessment is a working document that will be reviewed on a monthly basis. It will be amended or updated whenever local circumstances dictate a need or if substantial amendments are required by changes to guidance issued by the UK Government, PHE, the HSE or the LA.

Guidance used in the compilation of this RA include:

- A. [Guidance-for-full-opening-schools \(updated 5 Nov 20\)](#)
- B. [COVID-19-decontamination-in-non-healthcare-settings \(updated 16 Oct 20\)](#)
- C. [https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 \(updated 18 Nov 20\)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
- D. [https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020 \(updated 16 Nov 20\)](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020)
- E. [https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe \(updated 13 Nov 20\)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)
- F. [FRSA-Educational-premises.pdf \(published May 2006\)](#)
- G. [HSE - Cleaning-workplace.htm \(updated 2 Nov 20\)](#)
- H. [HSE - Disinfecting-premises-during-coronavirus-outbreak.htm \(updated 2 Nov 20\)](#)
- I. [HSE - RIDDOR reporting-further-guidance.htm#disease-law \(updated 2 Nov 20\)](#)
- J. [HSE - First-aid-certificate-coronavirus.htm#non-healthcare \(updated 3 Nov 20\)](#)

Ratings used in this assessment are:

- > Red: this measure cannot be put in place in our school at any time
- > Amber: this measure is not yet in place and will incur a time delay and/or additional costs before being in place
- > Green: this measure is in place, can be in place without delay and can be resourced from existing budgets

NO	HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN CONTROLS IN PLACE BY:	RATING R/A/G	ADDITIONAL NOTES
1.	Increased risk to Clinically Extremely Vulnerable students	<ul style="list-style-type: none"> • Students • Visitors 	Students whose doctors confirm they are clinically extremely vulnerable are advised not to attend school while this advice is in place. Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.	Deputy Head (Pastoral)	5 Nov 20	GREEN	
2.	Increased risk to Clinically Extremely Vulnerable Staff	<ul style="list-style-type: none"> • Staff 	Staff who are identified as Clinically Extremely Vulnerable are strongly advised to work from home. If they cannot	Staff Headteacher HR Dept SBM	5 Nov 20	GREEN	Wherever possible, Adults who receive notification that they are meet the criteria for being clinically extremely

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			<p>work from home, they should not attend work for the period advised.</p> <p>The formal shielding notification letter received should be provided to employers as evidence of shielding guidance. Employees should not work outside of their residence for the period stated in the letter.</p> <p>Other people living with an employee who are not clinically extremely vulnerable themselves can still attend work if they cannot work from home, in line with the wider rules set out in the new national restrictions from 5 November.</p>				<p>vulnerable should work from home. The school should facilitate home working as much as possible: The definition of clinically extremely vulnerable applies to:</p> <ul style="list-style-type: none"> • solid organ transplant recipients • those with specific cancers: • those with cancer who are undergoing active chemotherapy • those with lung cancer who are undergoing radical radiotherapy • those with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • those having immunotherapy or other continuing antibody treatments for cancer • those having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • those who have had bone marrow or stem cell transplants in the last 6 months or who are still

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							<p>taking immunosuppression drugs</p> <ul style="list-style-type: none"> • those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) • those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) • those on immunosuppression therapies sufficient to significantly increase risk of infection • adults with Down's syndrome • adults on dialysis or with chronic kidney disease (stage 5) • women who are pregnant with significant heart disease, congenital or acquired • those who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been

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							provided with guidance to support these decisions
3.	Increasing the likelihood of a larger virus outbreak by not reducing interaction or mixing between staff and student year groups	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The school has separated year groups into working “bubbles” to reduce the risk of possible virus spread between older and younger students.	Deputy Head (Pastoral)	05 NOV	GREEN	Students, Staff and Visitors will enter and depart school by clearly identified entrances and exits. Start, departure, guidance, registration, social period timings and separate dining facilities have been confirmed and shared with staff and each year group.
4.	Increasing the likelihood of a larger virus outbreak by not reducing interaction between student year groups	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The school will reduce the likelihood of transmission by separating, wherever possible, working bubbles to allow teaching of individual Year Groups in line with their curriculum choices or guidance requirements	DoS Deputy Head (Curriculum)	2 NOV	GREEN	Teaching provided to mixed year groups due to option or settings will remain under constant review and will, whenever possible, be reduced so that only students of one Year Group are taught in the same lesson. Guidance Time will also be altered so that there will be no mixing of year groups.
5.	Increasing the likelihood of the virus spreading by not exercising and monitoring good hand cleaning guidance	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Any staff member, student, visitor or contractor entering or leaving the school site is required to wash their hands using either soap and water or sanitizer provided at entrances where there are no wash basins.</p> <p>Students and staff have been asked to provide their own hand sanitiser to supplement that provided by the school.</p> <p>While on the school site, all users are required to wash and clean their hands using soap and water or the provided sanitizer when:</p>	All Site Manager	30 AUG	GREEN	<p>The Site Manager is to ensure that sanitisers placed at all entrances to the school are checked and replenished on a daily basis by the site team. If a sanitiser is not working, it is to be replaced immediately with an alternative option.</p> <p>The Site Manager is to ensure posters identifying good hand cleaning practice displayed in each entrance, each toilet area and around the school site.</p>

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			<ul style="list-style-type: none"> Entering a classroom, office or staff room After using the toilet After disposing of any used tissues or detergent wipes After eating 				
6.	Increasing the possibility of the virus spreading by not reconfiguring classrooms	<ul style="list-style-type: none"> Staff Students Visitors 	Classrooms are, wherever possible, to be configured so that students face forward and are not sat facing each other.	Teaching staff	30 AUG	GREEN	Where this is not possible, distancing or screens could be used to allow whatever separation can be achieved.
7.	Possible spread of virus between students and staff	<ul style="list-style-type: none"> Staff Students Visitors 	Staff have been provided marking tape to use when identifying safe zones in classrooms and offices. These safe zones should only be entered by other staff members of students with the permission of the staff member.	Teaching staff	30 AUG	GREEN	To alleviate staff concerns and reduce anxiety, it has been decided that only staff can identify and mark their own safe area within their own working space.
8.	Risk of virus being spread through shared use of resources	<ul style="list-style-type: none"> Staff Students Visitors 	<p>Teaching staff and all students have all been provided with packs containing:</p> <ul style="list-style-type: none"> A double sided A4 dry wipe marker sheet A single dry wipe pen A single dry wipe eraser A single touch pad pen for use when entering personal codes on machinery 	SR	2 SEP	GREEN	<p>These items will allow staff and students to work and show most teaching requirements without sharing any resource or coming into contact with each other.</p> <p>A limited stock of additional or replacement packs are held by SR.</p>
9.	Risk of virus being spread through use of shared resources or facilities	<ul style="list-style-type: none"> Staff Students Visitors 	<p>To reduce the possible transmission of the virus by using shared tools, equipment, offices or classrooms, additional cleaning materials have been provided to the following areas:</p> <ul style="list-style-type: none"> Art and Photography Design Technology Physical Education Computer Sciences/Rooms 	Site Manager	22 SEP	GREEN	The Site Manager is to identify additional sanitiser, detergent wipes, paper rolls and paper towels requirements by department and/or office and ensure that a supply of additional cleaning materials is delivered on a weekly basis

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			<ul style="list-style-type: none"> • Library Services • Science • Music • Shared Offices • Shared Classrooms 				
10.	Potential for virus to be spread by and between students when moving on site	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The ability to transmit and spread the virus when moving through open and aerated areas is very low. Movement between classes and along corridors will use identified routes employing, wherever possible, a one-way system to move students quicker, reduce congestion and remove bottlenecks.	Site Manager	30 AUG	GREEN	The site manager is to update and replace, where necessary, signage identifying routes to be taken and one way systems.
11.	Use of face coverings to reduce the spread of virus	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Students, staff and visitors are required to wear masks or face coverings when moving through communal areas at all times particularly where social distancing cannot easily be maintained, such as corridors, dining areas or where the layout of the schools makes it difficult to maintain social distancing.</p> <p>Students and staff have all been asked to attend school with face coverings.</p> <p>Where students or staff struggle to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school will hold a small supply to meet such needs.</p> <p>Staff are to ensure that students are reminded to wear masks when leaving a lesson and are to challenge students who do not wear a face covering when moving in or through a communal area or corridor</p>	DoS Site Manager Reception All Staff	17 SEP	GREEN	<p>Students, staff or visitors who are unable to wear face coverings because of a physical condition, mental illness or impairment, disability or who speak or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate will be exempt from the wearing of face coverings.</p> <p>Directors of Study have all been provided with a small supply of face coverings to supply House staff and students who do not attend school with one.</p> <p>Reception will maintain a small supply of re-usable face masks for issue to students who forget or lose their own masks</p>

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							The Site Manager will arrange for the display of signs in corridors and communal areas informing users of the need to wear face coverings when moving through corridors or communal areas.
12.	Virus being spread by staff members and students who ignore room capacity signs and admittance instructions when entering classrooms, offices, staff rooms and toilets	<ul style="list-style-type: none"> • Staff • Students • Visitors 	All teaching spaces will have a stated maximum capacity of 30 at any one time unless a hall or gym, where numbers can be greater. The school will provide maximum capacity signs to staff who wish to set safe capacities as agreed by users.	All staff	30 AUG	GREEN	<p>The requirement to exceed these limits for irregular and short periods of time to deal with work or emergencies must be accepted by users.</p> <p>Continued or blatant disregard could be grounds for disciplinary sanction</p>
13.	Reducing spread of virus by staff members who suspect they may be experiencing COVID 19 symptoms outside of school	<ul style="list-style-type: none"> • Staff 	<p>Any staff member who believes they have COVID 19 symptoms while outside the school is not to attend school and is to:</p> <ul style="list-style-type: none"> • The staff member is to Inform the school by phone of their absence and reason • The staff member is to contact NHS 119 and follow the advice given. • If NHS advice is that a test is required, the staff member is to self-isolate until the test has been taken and the results have been received. If the test is positive, the staff member is to follow NHS advice. • If NHS advice is that a test is not required or, if tested, there was a negative result, the staff member is to remain away from school until they feel well enough to return. 	All Staff	1 SEP	GREEN	

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			<ul style="list-style-type: none"> The staff member is to inform the school of the result of any test The staff member is to assist the Track and Trace system if the test is positive 				
14.	Reducing spread of virus by staff members who suspect they may be experiencing COVID 19 symptoms while in school	<ul style="list-style-type: none"> Staff Students 	<p>Any staff member who believes they have developed COVID 19 symptoms while in school is to:</p> <ul style="list-style-type: none"> IF NOT TEACHING, they are to notify reception of their intention to leave school by phone. IF TEACHING, they are to notify reception of their intention to leave school by phone. The staff member MUST remain in their classroom until they are replaced. While awaiting replacement, the staff member is to remain in the classroom, they are to wear their face mask and visor (if provided) and are to maintain a safe distance from all students until replaced. When leaving, the staff member is to leave by the quickest and most direct route maintaining a safe distance from any staff member or student encountered. A face covering is to be worn when moving through the school. As soon as possible, the staff member is to contact NHS 119 and follow the advice given. If NHS advice is that a test is required, the staff member is to self-isolate until the test has been taken and the results have been received. If the test is positive, the staff member is to follow NHS advice. 	<p>All Staff Reception Cover Manager First Call Site Manager Business Manager</p>	14 NOV	GREEN	<p>Reception staff are to:</p> <p>If the staff member IS NOT TEACHING, notify:</p> <ul style="list-style-type: none"> The cover manager who will arrange cover for any classes still to be taught by the departing staff member. The site manager who will arrange for the classroom used by the departing staff member to be fogged. The Business Manager who will confirm any other measures to be taken. <p>If the staff member IS TEACHING, notify:</p> <ul style="list-style-type: none"> The duty FC who will replace the departing staff member and is to empty the classroom of all students to allow fogging to take place. The cover manager who will to arrange cover for any classes still be taught by the departing staff member. The site manager who will arrange for the classroom

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			<ul style="list-style-type: none"> If NHS advice is that a test is not required or, if tested, there was a negative result, the staff member is to remain away from school until they feel well enough to return. The staff member is to inform the school of the result of any test The staff member is to assist the Track and Trace system if the test is positive 				<p>used by the departing staff member to be fogged when all students have been removed.</p> <ul style="list-style-type: none"> The Business Manager who will confirm any other measures to be taken.
15.	Actions to be taken by the school when notified that a student has tested positive with COVID 19	<ul style="list-style-type: none"> Staff Student Visitors 	<p>If notified by Public Health England (PHE), Track and Trace or by individual families of a student testing positive for COVID 19, the school will carry out the following actions:</p> <ul style="list-style-type: none"> Contact the Local Authority COVID 19 Response Team and confirm actions to be taken. Follow PHE and LA guidance to identify students who have been in close contact with the confirmed case. Inform students who have been in close contact that they are to self-isolate for the number of days decided by PHE. Inform families to seek medical advice if an isolating student develops symptoms. Request families of those isolating inform the school of any test results. Confirm and initiate remote learning package(s) with isolating students Put in place any actions decided by the Local Authority COVID 19 response team. 	SLT	22 SEP	GREEN	In all confirmed cases, PHE and LA advice and direction will be adhered to with regard to isolation of students or closure of the school.

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16.	Actions to be taken by a staff member who believes a student is displaying COVID 19 symptoms	<ul style="list-style-type: none"> • Staff • Student • Visitors 	<p>Staff who believe a student is showing any of the three main COVID 19 symptoms (a high temperature, a new cough (bouts of more than an hour or 3 or more coughing bouts in a 24 hour period) and a loss or change to their sense of smell or taste) are to immediately tell the student to leave the classroom and make their way as quickly and directly as possible to the Medical Room. The student must take all their personal belongings with them and should be told to wear their mask while moving to the medical room. Students must be reminded not to stop and talk to anybody or to go anywhere else. While the student is moving to the Medical room the staff member is to ring the Medical Coordinator (MEDCO) to inform them of the arrival of the student.</p> <p>MEDCO is to meet and safely manage the student and is to confirm whether or not the student is to remain on site. If COVID 19 is suspected, MEDCO is to:</p> <ul style="list-style-type: none"> • Contact parents to remove the student from the site • Record the details of the student on the provided WCF Appendix 2. <p>If COVID 19 is not suspected, MEDCO is to determine whether or not the student can return to lessons.</p>	All Staff MEDCO Business Manager Site Manager	5 NOV	GREEN	<p>MEDCO is to wear provided PPE if a safe distance of at least 2 metres cannot be achieved between themselves and any person who is suspected of, or is showing, COVID 19 symptoms</p> <p>The decision to fog a classroom because a student has been sent home with suspected COVID 19 will be taken by the Business Manager in consultation with MEDCO. If it is decided that a classroom is to be fogged, the Business Manager will contact the site team to arrange this and will inform teaching staff that rooms are to be fogged and why. The classroom must be vacated by staff and students until fogging has taken place. Upon departure from the classroom, staff and students must take their personal belongings with them. Staff and students will be able to return to the classroom once all detergent vapour has evaporated. No fogging is to take place if classrooms are not empty of staff of students.</p>
17.	Virus being spread by lack of cleaning	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The school ensures it meets cleaning standards identified by the HSE to maintain a COVID secure work place. This includes deep and periodic cleaning which is identified by the HSE as:	All SCS TTB	13 Oct 20	GREEN	Daily (Deep) cleaning of the whole school site is conducted by the cleaning contractor (TTB).

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			<ul style="list-style-type: none"> • Deep cleaning - is a thorough clean of all frequently touched surfaces at least once a day. This is completed at the end of every school day when there are less staff and no students on site to ensure reduced infection between contract cleaning staff and students. • Periodic cleaning is cleaning at different times throughout the day. It can include cleaning items immediately after use as well as cleaning surfaces on a regular basis throughout a single day. This cleaning is carried out every day by SCS between 10.20 and 14.20. <p>The school also employs disinfecting fogging machines to quickly clean areas of high use such as the gymnasium or communal areas and teaching spaces when, or if, a strong COVID case is suspected on site.</p>				<p>Periodic cleaning is carried out by SCS.</p> <p>Items used on a daily basis for curriculum purposes are cleaned immediately after use by students and/or staff</p> <p>Fogging is only carried out by trained site staff and only in spaces that are empty and sealed. PPE is worn when fogging. Fogged spaces can be taken back into use after all remaining disinfectant residue has evaporated.</p>
18.	Virus being spread by lack of cleaning	<ul style="list-style-type: none"> • Staff • Students • Visitors 	A daily clean of all teaching spaces, communal areas, toilet facilities, offices and staffrooms will be carried out by the contracted cleaning service	TTB	30 AUG	GREEN	This cleaning meets the standards set out in Government and HSE guidance. The anti-bacterial cleaner used by TTB (EC4) has been certified as 99.999% effective against all known viruses, including COVID 19
19.	Virus being spread by lack of cleaning	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Additional cleaning of communal areas, toilets, dining areas, surfaces and equipment will be carried out on a regular basis during the school day by SCS.	SCS	30 AUG	GREEN	<p>This additional cleaning will primarily focus on:</p> <ul style="list-style-type: none"> • Replenishing classroom hand sanitisers

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							<ul style="list-style-type: none"> • Replenishing classroom wipes (if provided) • Banisters • Bathroom facilities (including taps and flush buttons) • Staffrooms • Dining facilities • Door and window handles in corridors • Water Fountains • Light switches in corridors • Fingerprint scanners • Photocopiers • Emptying classroom bins <p>Disinfectant used by the SCS includes the anti-bacterial cleaner EC4 and/or a diluted Milton solution (300ml/ 5000ml) dependent upon the surface to be cleaned. Both disinfectants are effective against COVID 19.</p>
20.	Virus being spread because of a lack of cleaning materials	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The school has increased its holdings of cleaning materials for use by staff and students in teaching spaces and communal areas	Site Manager	1 SEP	GREEN	The Site Manager is to ensure that holdings of detergent wipes, hand sanitiser gel, paper towels and paper rolls are maintained at agreed levels. The Site Manager is to arrange resupply via TTB to maintain these levels.
21.	Virus being spread because of a lack of cleaning materials in teaching spaces and offices	<ul style="list-style-type: none"> • Staff • Students • Visitors 	All teaching spaces and offices will be provided with hand sanitiser for use when entering or leaving the spaces.	Site Manager Staff	1 SEP	GREEN	The Site Manager is to ensure that sufficient hand sanitiser gel is available for use by the School Cleaning Staff to ensure gel levels are

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			Staff are to ensure that any student or visitor to their space is reminded to sanitise their hands upon entry and exit.				maintained in teaching spaces and offices.
22.	Virus being spread because of a lack of cleaning materials in teaching spaces and offices	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Hand sanitisers in teaching spaces and offices are to be checked on a daily basis and refilled by school cleaning staff (SCS) when carrying out programmed cleaning.	SCS	22 SEP	GREEN	SCS are to ensure sanitiser gel dispensers in all teaching spaces and offices are filled on a daily basis
23.	Lack of sufficient personal protection equipment (PPE)	<ul style="list-style-type: none"> • Staff 	<p>Guidance identifies that those individuals, in a school setting, whose roles or responsibilities require them to work closer than 2 metres with students on a regular basis should be provided with access to the following PPE:</p> <ul style="list-style-type: none"> • Visors • Face Masks • Disposable gloves • Disposable aprons 	MEDCO Site Manager	30 AUG	GREEN	<p>The school holds stock of all items.</p> <p>MEDCO will control holdings of all disposable items, less visors, and will distribute them based on known priorities. MEDCO is to maintain agreed stock levels and replenish them as necessary.</p> <p>The Site Manager will control and distribute visors. The Site Manager is to maintain agreed stock levels and replenish them as necessary.</p> <p>The maintenance and cleaning of the visors will remain the responsibility of the user.</p>
24.	Use of NHS Track and Trace QR code	<ul style="list-style-type: none"> • Students • Staff • Visitors 	All visitors to the school will be asked to register their attendance at the school using the NHS Track and Trace QR Code displayed at the main entrance. This will enable NHS Track and Trace to inform	All visitors	2 NOV	GREEN	This will only be possible if visitors have downloaded the NHS Track and Trace app to their mobile phones. Entry will not be refused if any visitor is unable to register their

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			the school if any visitor later tests positive for COVID 19				attendance using the QR code. This does not replace the safeguarding need for all visitors to sign in and receive a visitors badge before being allowed to enter the school site.
25.	Increased risk of virus being spread by visitors to the school	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Visitors should only be allowed access to the school if they follow existing protocols. They must sanitise their hands before entering the school and must wear a face mask when moving around communal areas. If they encounter staff or students while moving in the school they should keep to the left of any corridor and not engage in conversation with any person unless a minimum distance of 2 metres between participants is maintained. Wherever possible, conversations should take place outside communal areas in the open air and the 2 metre distance should be observed.	Visitors Hosts	2 Nov 20	GREEN	Wherever possible, staff who arrange meetings are to communicate the measures in place to attendees so that they are aware of the need to wash hands upon entering the school and any office or classroom, the need to socially distance as much as possible and to wear face masks while moving through and around the school.
26.	Increased risk of virus being spread by contractors to the school	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The site manager is to ensure that appointments for contractors are to be arranged so that, unless dealing with an emergency, they only enter the school after students and staff are in lessons. Contractors are not to mix with staff or students at main entry and exit points. Contractors who arrive during 0815 to 0900 or 1500 to 1545 are to remain in their vehicles and contact the sitemanager. Contractors are to sanitise their hands before entering the school and must wear a face mask when moving around communal areas. If they encounter staff or students while moving in the school they should keep to the left of any corridor and not engage in	Site Manager	2 NOV 20	GREEN	Site Manager to communicate these measures to contractors when making appointments so that they are aware of the need to adhere to arrival and departure timings, the need to wash hands upon entering the school and any office or classroom, the need to socially distance as much as possible and to wear face masks while moving through and around the school.

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			conversation with any person unless a minimum distance of 2 metres between participants is maintained. Wherever possible, conversations should take place outside communal areas in the open air and the 2 metre distance should be observed.				
27.	Increased risk of virus spreading because of staff, students, visitors and contractors mixing when responding to an emergency	<ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors 	During any response to an emergency evacuation of the school, new emergency assembly areas, by year group, have been identified and notified to staff, students and contractors. A new evacuation instruction has been produced and shared with all users.	Deputy Head (Pastoral) Site Manager	30 AUG	GREEN	The Deputy Head (Pastoral) has identified separate assembly areas for each year group. The Site Manager is to ensure that all contractors are aware of the actions to be taken in the event of an emergency evacuation and are shown where their assembly area.
28.	Spread of virus through mixing year groups for assemblies	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Students will only attend an assembly if one is specifically required for their year group.	Head Teacher DoS	30 AUG	GREEN	No assembly will take place without the express permission of the Headteacher and only if a RA has been carried out. All assemblies, unless for a specific emergency reason, are to be delivered remotely.
29.	Spread of virus through overcrowding venues or mixing with vulnerable adults during meetings	<ul style="list-style-type: none"> • Staff • Visitors 	All meeting coordinators are to ensure that the venue being used can be configured to ensure current safety measures can be used. Where necessary and possible, vulnerable or anxious staff members should be offered separated facilities that will allow them to attend and participate in the same training or briefing	Meeting Coordinators	30 Aug	GREEN	Social distancing is to be used to determine number of attendees. Meeting coordinators must confirm that the venue to be used is appropriate and can be configured to ensure all expected attendees can safely attend prior to sending out any calling notices.

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30.	Spread of virus by mixing year “bubbles” during social time	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Access to catering facilities and social areas will be restricted to specific year groups at identified times to reduce the possible risk of spreading the virus between year groups. Student year groups will be segregated within dining facilities to increase social distancing and to maintain year group bubbles.	All Staff	30 AUG	GREEN	The catering contractor has provided a “grab and go” menu to reduce congestion
31.	Use of classrooms during social time	<ul style="list-style-type: none"> • Staff • Students • Visitors 	In the event of wet or inclement weather during social time, students, by Year Group, will be directed to use identified classrooms.	Deputy Head (Pastoral) SCS	30 AUG	GREEN	Classrooms to be used will be confirmed and notified to staff by the Deputy Head (Pastoral). SCS will assist in cleaning teaching spaces used by students during social breaks.
32.	Use of school transport	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The use of school minibuses is possible for daily trips however safeguards being used on public transport must be used when determining numbers who can be transported and COVID 19 measures that must be taken.	All Staff	30 AUG	GREEN	This may require reduced numbers, the use of face masks and the ventilation of the vehicle
33.	Use of NHS Track and Trace QR code	<ul style="list-style-type: none"> • Students • Staff • Visitors • Contractors 	All visitors to the school will be asked to register their attendance at the school using the NHS Track and Trace QR Code displayed at the main entrance. This will enable NHS Track and Trace to inform the school if any visitor later tests positive for COVID 19	All visitors	2 NOV	GREEN	This will only be possible if visitors have downloaded the NHS Track and Trace app to their mobile phones. Entry will not be refused if any visitor is unable to register their attendance using the QR code. This does not replace the safeguarding need for all visitors to sign in and receive a visitors badge before being allowed to enter the school site.
34.	Lack of sufficient ventilation to enhance air changes and reduce	<ul style="list-style-type: none"> • Staff • Students • Visitors 	External doors will be opened every day and left open until classrooms are occupied. At that time they will be closed	All Staff	30 Aug	GREEN	Teaching and Office staff are to keep classroom and office doors open to the corridor to

NEXT REVIEW DATE: 18 DEC 20

NO	HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN CONTROLS IN PLACE BY:	RATING R/A/G	ADDITIONAL NOTES
	ability of virus to linger in areas		to ensure areas are kept warm but windows in corridors will be opened where possible.				allow the movement of air into and along corridors. If classrooms or offices become too warm, windows are to be opened to enhance air flow.
35.	Lack of sufficient ventilation	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Areas in use are to be well ventilated by opening windows and propping open doors where fire safety and safeguarding is not compromised.	All Staff	30 AUG	GREEN	Door wedges have been provided to each classroom and office in use. Fire instructions have been amended to include the removal of wedges when evacuating buildings
36.	Requirement to report COVID 19 positive cases to HSE	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Schedule 2 of RIDDOR now includes the requirement for employers to report any accident or incident which results, or could have resulted, in the release or escape of a biological agent likely to cause severe human infection or illness and this now includes coronavirus. When working with the general public (this includes schools) the use of RIDDOR to report cases of infection caused by exposure to persons who are not known to be COVID positive but subsequently test positive is not required. In such cases it is unlikely that infection will be attributable to occupational exposure and therefore does not need to be reported.	All Staff	02 Nov 20	GREEN	RIDDOR reporting will be required if any staff member, student or visitor is knowingly exposed to a person who has tested positive for COVID 19.
37.	Failure to provide meals to entitled students	<ul style="list-style-type: none"> • Students 	In line with government guidance, schools are to provide free meals to entitled students who do not attend school because they are awaiting COVID 19 test results, have been asked to isolate (for whatever reason) or the school has been closed because of an enforced period of lockdown.	Deputy Head (Pastoral) Kitchen Reception Site Manager	1 OCT	GREEN	The Deputy Head (Pastoral) will arrange for FSM students to be contacted by reception to enquire if they wish to be provided with a packed lunch or a hamper. Reception will inform the kitchen who will produce the meals at the agreed time for collection. Reception will provide

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NO	HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN CONTROLS IN PLACE BY:	RATING R/A/G	ADDITIONAL NOTES
			<p>Until a set period of isolation has been determined, students will be offered daily packed lunches. Once a set period of isolation or lockdown is confirmed, packed lunches will be replaced with a weekly hamper.</p> <p>Both the packed lunches and weekly hampers will be held at school reception. Families will be contacted and asked to confirm whether or not a packed lunch or hamper is required and how it will be collected. In certain circumstances, the Deputy Head (Pastoral) may decide that the school will make a delivery to specific addresses.</p>				addresses to the Site Manager of any packed lunches or hampers that need to be delivered. The Site Manager will arrange deliveries.
38.	Failure to ensure school environment meets statutory Health and Safety standards because of COVID 19 measures or constraints.	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Checks to the premises and infrastructure have been completed and any remedial action taken.</p> <p>Fire, first aid and emergency procedures have been reviewed to ensure they can still be carried out while meeting, wherever possible, COVID 19 distancing and safety measures.</p>	Business Manager Site Manager	30 AUG	GREEN	

VERSION CONTROL

DATE	VERSION CONTROL	CHANGES
13 May 20	1	Initial Draft – Opening schools to increased student numbers
17 May 20	2	Final Draft
20 May 20	3	Re-opening schools, class sizes, cleaning requirements
28 May 20	4	Cleaning measures
13 Jul 20	5	Change to reflect guidance regarding self-isolation period for those who are suspected or positive cases
27 Aug 20	6	Changes to reporting and roles, face coverings, home testing kits, national guidance links
18 Sep 20	7	Changes to contact and notification details
22 Sep 20	8	Changes to contact information requirements

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25 Sep 20	9	Change of LORT operational times, COVID-19 symptoms
5 Oct 20	10	HSE – Cleaning the workplace
9 Oct 20	11	HSE – Use of disinfecting fogging machines
13 Oct 20	12	Managing confirmed cases of coronavirus amongst the school community, use of face coverings in schools, employer health and safety duties, Track and Trace. Provision of FSM to isolating students.
5 Nov 20	13	Change of title. Updated guidance due to National Lockdown. Use of NHS Track and Trace in schools. Use of face coverings by staff. Visitor and Contractor specific measures. RIDDOR reporting requirements. HSE guidance on First Aid provision during pandemic
24 Nov 20	14	Updated guidance. Updated procedures to be used when dealing with suspected COVID 19 in school.