

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM 4 <sup>TH</sup> JANUARY 2022			
Location	KNAVESMIRE PRIMARY SCHOOL			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
<b>HAZARD(S)</b>	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✘ <b>Contact Between Individuals</b></li> <li>✘ <b>Inadequate Cleaning/Sanitising</b></li> <li>✘ <b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></li> <li>✘ <b>Site User Becoming Unwell</b></li> <li>✘ <b>Site User Developing Symptoms</b></li> <li>✘ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✘ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✘ <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>✘ <b>Inadequate Ventilation</b></li> <li>✘ <b>Arrangements for Boarding Schools During Pandemic</b></li> </ul>			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the <u>Equality Act</u> by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				
<p><b>Contact Between Individuals</b></p>				
It is no longer necessary to keep children in consistent groups ('bubbles')	See below (outbreak management plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups	In this instance, this will be discussed with York PH.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assemblies have resumed	Key Stage Assemblies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can mix at breaks and lunchtimes	We will return to whole school break times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	provides suitable protection in the event of a COVID-19 related cancellation			
Schools can undertake educational day visits	Usual RA process is used Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits	Usual RA process is used Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised	Usual RA process is used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has resumed all before and after-school educational activities and wraparound childcare for pupils	More information on planning extra-curricular provision can be found in the guidance for <u>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	Cleaning of non-healthcare settings outside the home Additional cleaning is arranged where required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Morning clean will be added to cleaning rota.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Additional cleaning will support this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Office to liaise with site manager/ cleaning supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a <b>contact</b> of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result	Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Identified contacts will be contacted directly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> <li>fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>people who are not able to get vaccinated for medical reasons</li> <li>people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul>	Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.	For further information please see <a href="#">SEND Guidance</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact</p>	<p>NHS Test and Trace will work with the positive case to identify close contacts This is communicated/ reinforced with all stakeholders</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)</p>	<p>This is communicated/ reinforced with all stakeholders</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	<p>Your decision would need to be carefully considered in light of all the circumstances and current public health advice</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds</p>	<p>Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	towards attendance thresholds			
The NHS COVID Pass is not used as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures	If there are 5 positive linked cases in a setting, PH will be contacted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting	For most education and childcare settings, whichever of these thresholds is reached first: <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: <ul style="list-style-type: none"> <li>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046	Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8687, option 1), or in line with other local arrangements.	may be offered public health support in managing risk assessments and communicating with staff and parents.			
From 13 December office workers who can work from home should do so	Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and young people previously considered CEV should attend their school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice	Further information is available in the guidance on <u><a href="#">Supporting pupils with medical conditions at school</a></u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual risk assessments for colleagues formally considered to be CEV are undertaken and reviewed regularly. The risk assessment will need specific factors to be taken into account including: <ul style="list-style-type: none"> <li>➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role;</li> <li>➤ they <b>should not</b> provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid</li> </ul>	<u><a href="#">Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</a></u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women should follow the latest government guidance and avoid anyone who has symptoms of coronavirus. Pregnant women should be particularly attentive to social distancing. Pregnant colleagues should follow the same guidance as for previously defined CEV colleagues and an individual covid risk assessment should be completed and regularly reviewed in addition to the New and Expectant Mother (NEM) workplace risk assessment The risk assessment will need specific factors to be taken into account including: <ul style="list-style-type: none"> <li>➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role;</li> </ul>	<u><a href="#">Coronavirus (COVID-19): advice for pregnant employees</a></u>  Arrangements (including risk assessments) will be made on an individual basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ they <b>should not</b> provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid				
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing	Read about the: <a href="#">extra mental health support for pupils and teachers</a> , <a href="#">Wellbeing for Education return programme</a>  <a href="#">Education Support</a> provides a free helpline for school staff and targeted support for mental health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	<a href="#">Symptoms of coronavirus (COVID-19)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Hygiene suite is used and use and cleaning controlled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room used by the pupil awaiting collection should be cleaned after they have left	cleaning is arranged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection	<a href="#">Stay at home guidance for households with possible coronavirus-covid-19 infection</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home				
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital Protocol instructs staff of this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <u>book a test</u> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary school pupils should continue to test twice weekly at home		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff in all settings should undertake twice weekly home tests		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary schools should retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> . They will also need to <u>get a free PCR test to check if they have COVID-19</u> .	All staff (and pupils/parents informed of this expectation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms	All staff/parents informed of this guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test</p>	<p>Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do</p>	<p><u>When to self-isolate and what to do - Coronavirus (COVID-19)</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Individuals who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature</p>	<p>It is crucial that people isolating with COVID-19 wait until they have received 2 negative rapid lateral flow tests on 2 consecutive days to reduce the chance of still being infectious.</p> <p>For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be <a href="#">reported to NHS Test and Trace</a>.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>The default self-isolation period continues to be 10 days, and you may only leave self-isolation early if you have taken 2 rapid lateral flow tests and do not have a temperature in line with guidance.</p>			
<p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Inadequate Hand Washing/Personal Hygiene</b></p>				

Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including: <ul style="list-style-type: none"> <li>when they arrive at the school</li> <li>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> </ul>	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	This is continued from Autumn practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	School specific arrangements are made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	School specific arrangements are made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	School specific arrangements are made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	School specific arrangements for these Risk Assessments are made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Staff and pupils are reminded about this periodically.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	It is believed there are sufficient stations available but further stations will be added if staff and pupils cannot wash their hands as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	Skin friendly cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	School specific arrangements are made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p><b>CATCH IT</b>   <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p><b>BIN IT</b>   <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p><b>KILL IT</b>   <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p>Site manager to check daily and office to have back-up supply.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p>No additional required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates</p>	<p>The <u>e-bug</u> website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Inadequate Personal Protection &amp; PPE</b></p>				
<p>Face coverings are worn when moving around the premises, outside of classrooms, such as in corridors and communal areas in all settings by staff and visitors unless they are exempt</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings are worn when moving around the premises, outside of classrooms, such as in corridors and communal areas in secondary schools by pupils or students in Year 7 and above unless they are exempt</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Face coverings are worn in classrooms by all pupils in Year 7 or above unless they are exempt</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Face coverings are not worn in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Teachers are not expected to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings are sensitive to the needs of individual teachers</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other adults in secondary school classrooms DO wear face coverings unless they are exempt</p>				
<p>Pupils or students (in year 7 or above) should continue to wear face coverings on public and</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

dedicated school transport, unless they are exempt				
We are mindful and respectful of such circumstances where people may not be able to wear a face covering	<p>This includes;</p> <ul style="list-style-type: none"> <li>• people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>• people for whom putting on, wearing or removing a face covering will cause severe distress</li> <li>• people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate</li> <li>• to avoid the risk of harm or injury to yourself or others</li> <li>• people are also permitted to remove a face covering in order to take medication</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn	<p>Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. School specific arrangements are made.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has a small contingency supply of face coverings available for people who:</p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> </ul> <p>have forgotten their face covering</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

breathable material capable of filtering airborne particles				
<p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission</p>	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately</p>	☒	☐	☐
<p>Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission</p>	<p>Shared with staff.</p>	☒	☐	☐
<p>When wearing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid touching – the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>• change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> </ul> <p>avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</p>	<p>Shared with staff.</p>	☒	☐	☐
<p>When removing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>• only handle the straps, ties or clips</li> <li>• not give it to someone else to use</li> </ul>		☐	☐	☐

<ul style="list-style-type: none"> <li>• if single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>• once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</li> <li>• if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul>				
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day Shared with staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing <u>aerosol generating procedures (AGPs)</u>	School specific arrangements are made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	School specific arrangements are made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
School strongly encourages parents and other visitors to take a lateral flow device (LFD) test before entering the school		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key contractors are made aware of the school's control measures and ways of working	All expected visitors informed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on is explained to visitors and contractors on or before arrival	Office staff are instructed to inform visitors (in advance where possible). This is to include the PHE advice on the wearing of face masks as of 12 <sup>th</sup> October (this is a notable change to supply staff).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	effectively clean following the visits			
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Co2 monitors used and monitored to detect areas of poor ventilation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where Co2 monitor readings are consistently high for at least 1 week (1500ppm or higher) the school has either bid for air cleaning units (HEPA filtration) or purchased units to improve ventilation	<a href="#">RP175.01 How to apply for a DfE funded air cleaning unit.pdf - Google Drive</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including:  <b>mechanical ventilation systems</b> – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	<b>Natural ventilation</b> – if necessary external opening doors may also be used provided this doesn't compromise safeguarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	measures All rooms have windows that can be opened.			
Where possible, occupied room windows should be open.	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on <u>air conditioning and ventilation during the coronavirus outbreak</u> and <u>CIBSE coronavirus (COVID-19) advice</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted. See fire door labels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<b>natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	If there is a high level window open it. If not, open low level window.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Shared with staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Arrangements for Boarding Schools During Pandemic</b>				
Where pupils travel from abroad to attend a boarding school you will need to explain the rules to pupils and their parents before they travel to the UK		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

All pupils travelling to England must adhere to <u>travel legislation</u> , details of which are set out in <u>government travel advice</u>				
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	<u>Guidance on isolation for residential educational settings.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boarding pupils should not use public transport if they are symptomatic	If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the <u>safe working in education childcare and childrens social care settings</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In the case of any localised outbreaks, we expect them to keep the residential provision open if at all possible	Decisions will be made on a case-by-case basis. They will need to remain open to those who: -have particular needs that cannot be accommodated safely at home -do not have suitable alternative accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School maintain safe staff ratios, particularly for those pupils or students whose needs mean that they are safer remaining in the setting than returning home	Settings should prioritise staffing towards the most vulnerable pupils and students	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	<b>High</b> <input checked="" type="checkbox"/>	<b>Med</b> <input type="checkbox"/>	<b>Low</b> <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	<b>Yes</b> <input type="checkbox"/>		<b>No</b> <input checked="" type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>		
<b>Back to school plan drafted</b>	<b>AC</b>	<b>5/7/20</b>		
<b>Back to school plan shared with SLT</b>	<b>AC/HG</b>	<b>8/7/20</b>		

Risk Assessment drafted	AC	12/7/20	
Risk Assessment draft 2	HG	13/7/20	
Risk Assessment shared with LGB	DB (CoG)	13/7/20	
Risk Assessment shared with HANS and legal	AC	14/7/20	
Risk Assessment shared with staff and union reps	HG	15/7/20	
Timetables written for group stagger	AC	12/7/20	
Back to school plan shared with staff inc timetables and procedure	HG	16/7/20	
Parents informed of staggers, expectations, organisation etc.	HG	9/7/20	
Parents re-informed of staggers, expectations, organisation etc.	HG	Wb1/9/20	
Staff email to remind them of expectation and protocol returning to school.	HG	Wb1/9/20	
Individual Risk Assessments completed for EHCP pupils	SH	Prior to 7/9/20 Training day	
Individual Risk Assessments for EHCP pupils shared with parents	SH	Prior to 7/9/20 Training day	
Individual Risk Assessments for EHCP pupils shared with staff	SH	7/9/20 Training day	
Individual Risk Assessments for at risk staff written	HG	Prior to Wb1/9/20	
Individual Risk Assessments for at risk staff shared	HG	Wb1/9/20	
Staff Risk Assessment training.	HG/AC	7/9/20 Training day	
Review of Risk Assessment arrangements	HG/AC/CoG	End of w/b 27/9/20 After week 3	
Ongoing review of Risk Assessment arrangements	HG/AC/CoG	Periodically or where there is a change of guidance.	
Key worker places taken and numbers set.	HG/AC	w/b 4/1/21	
Remote learning set up and shared with parents.	HG/AC	w/b 4/1/21	
Grouping organised around KWV pupils. Staff informed.	HG/AC	w/b 4/1/21	
School set up in groups with flow now restricted.	HG/AC	w/b 4/1/21	
Staff trained in this.	HG	w/b 4/1/21	
FGB update.	AC/DB	8/1/21	
Review of systems.	HG/AC	18/1/21	
Review of KWV places.	HG/AC	18/1/21	
FGB update.	AC/HG/DB	25/1/21	
FGB update.	AC/HG/DB	15/3/21	
FGB update.	AC/HG/DB	10/5/21	
FGB update.	AC/HG/DB	14/6/21	
Staff and Parents informed of updated RA changes	HG	w/c 6/9/21	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>

Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Assessor(s):</b>	<b>A.Cooper/ H.Gibson Headteacher/ Head of School</b>	<b>Signature(s):</b>	
<b>Date:</b>		<b>Review Date:</b>	

**Distribution: KPS LGB, SB Trustees, Trust Principal, All Staff (inc Union reps)**

<i>Risk rating</i>	<i>Action</i>
<b>HIGH</b>	<b>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</b>
<b>MEDIUM</b>	<b>Review/add controls (as far as reasonably practicable) &amp; monitor</b>
<b>LOW</b>	<b>Monitor control measures</b>

**POTENTIAL OUTCOME**

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

**LIKELIHOOD**

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	Less likely to occur

**POTENTIAL OUTCOME**

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**