

			<p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. • Staff who live with a vulnerable person <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-9 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools Covid-19 • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (Covid-19) • Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p>	<p>L</p> <p>L</p> <p>L</p> <p>M</p>
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			<p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 <p>A separate risk assessment is in place for the mass testing of staff (LFD) and has been shared with staff via email.</p>	L L L
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.</p> <p>Pupils enter the building via separate entrances for each year group bubble</p> <p>School first aid risk assessment reviewed, as required: July 2020</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <ul style="list-style-type: none"> Biometrics and other access control systems are not disabled. Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments will be reviewed. <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> Entrances to building Classrooms/entrances to classrooms Corridors Staff rooms Toilets Changing areas <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p> <p>Corridors, walkways and staircases have tape markings laid out to indicate side to walk on (two way traffic).</p>	L L L L L (23) L L L

			<p>Staff to wear face masks in communal areas including on corridors where 2m distance cannot be maintained</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Whole school assemblies and collective worship are not to take place in person during the Covid-19 pandemic. These will be undertaken online and recorded for staff/pupils to view online.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Maximum capacity in the staffroom is 16 people at any one time.</p> <p>Additional staffroom over-spill areas include the Parent Room (4 adults) off the Lower Hall and EYFS kitchen area (4 adults). When the Parent Room is unavailable staff can use the Year 3 Group Room.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended. All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed. Screens are installed to areas were staff are required to have face-to-face interaction with visitors.</p> <p>Contact numbers for visitors and contractors to be obtained to support track and trace system.</p> <p>Staff who are able to work from home, are encouraged to do so.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. These areas are added to the cleaning regular schedules. Staff to wipe the copiers after use.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
4	Covid-19 virus: Meetings	Staff	<p>In-person meetings are now acceptable on the proviso that social distancing is maintained and relevant cleaning is considered at the end of the meeting. Staff should use other means of remote communication to host meetings where facilities are readily available and if that is the wish of the staff attending (this should be considered on a meeting-by-meeting basis considering the individuals considerations).</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. Additional cleaning materials will be provided around school in all meeting rooms for use by staff and replenished as required.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	L
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				L
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> Minimise mixing within settings e.g. different rooms for different age groups <p>Primary Schools:</p> <ul style="list-style-type: none"> Year groups are kept in 'bubbles' and should not mix with other year groups during the school day. We keep contact between classes within each bubble to an absolute minimum. Eg, a bubble will use the dining room but we keep classes separate for seating purposes/sanitisation. The exception to this is our reception year group classes, as classrooms are designed and shared as spaces for the pupils in one big area. Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Pupils are seated side by side as opposed to opposite each other.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p>	L
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			<p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>Air conditioning units in school are stand-alone units (individual to each classroom) and not linked between rooms. These are used for heating and cooling depending on the time of year.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	L L L L L L L
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room laid out so that 'bubbles' are separated whilst eating. Use both halls with a bubble in each dining hall. Lunches staggered from 11:30-13:20 (7 sittings)</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>During lockdown there will be two rows of tables to accommodate two year groups socially distanced in the lower hall</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p>	L L L L L

7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once. Parents are also reminded regularly to wear masks on school premises.</p> <p>Parents and guardians are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for year group bubbles to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers of pupils using toilets will be managed. Year groups allocated set toilets by colour code.</p> <p>Place a table with masks outside at the start/end of the school day to remind parents to use face coverings.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. • Aim to keep 1m space between pupils given the reduction in pupil numbers in school <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p>	<p>L</p> <p>L</p> <p>L</p>

			Changing of classrooms for different activities is minimised as far as is reasonably practicable.	L
9	Covid-19 virus; Cleaning	Staff	All cleaning staff are experienced and have received appropriate training.	L
		Pupils	Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.	L
		Visitors	Reference existing school COSHH risk assessments:	
		Contractors	Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments	L
			Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.	L
			Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.	L
			School will be fully cleaned at the start/finish of each school day.	L
			Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.	L
			Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things): <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces 	L
			Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.	L

10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff	Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.	L
		Pupils		
		Visitors	For the Year 6 residential to PGL school will devise an additional risk assessment to deal with pupils/staff members who may potentially become symptomatic whilst on the trip.	M
		Contractors		
			If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.	L
		Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.	L	
		Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:	L	
		<ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. 		
		The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams . The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.	L	
		If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.	L	

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place