

## COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this for COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' <a href="#">Schools COVID-19 Operational Guidance</a> ' when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly.	
2. A completed copy of this risk assessment should be posted on the school's website.	
<b>Person completing form</b> (i.e. Headteacher / Premises Manager)	<b>Adrian Bates-Holland, Headteacher</b>
<b>Date of assessment</b>	21/07/2021
<b>Review date</b> (add subsequent lines as required)	02/11/2021

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
<b>GOOD HYGIENE FOR EVERYONE:</b>						
<b>Poor standard of hand hygiene</b> – Personnel becoming infected due to poor standards of hand hygiene of others	Adults and children	Frequent and thorough hand cleaning should be regular practice.  Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol).  Display instructive posters.	Children to wash hands on arrival to school / before eating lunch / snacks. Adults to wash hands on arrival and regularly throughout the day. Premises manager to maintain sufficient supplies of soap / hand gel.	AH MD	Ongoing	21/07/2021
<b>Poor standard of respiratory hygiene</b> – Personnel becoming infected due to poor standards of respiratory hygiene of others	Adults and children	The 'catch it, bin it, kill it' approach should be promoted.  Display instructive posters.  Promote the importance of staff and pupils carrying tissues with them.  Have spare tissues available.  Provide bins for the disposal of soiled tissues.  Encourage good hand hygiene.  Ensure bins are regularly emptied / disposed.	Every class to provide a "sniffle station" with access to lidded bins / tissues / posters. Class teachers to remind children of this approach.	Class Teachers	06/09/2021	Click or tap to enter a date.
<b>Lack of Personal Protective Equipment (PPE)</b> - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing	Adults and children	Keep a supply of PPE for occasions where it is required. Including: -  Disposable gloves.  Disposable plastic apron.  Fluid repellent surgical mask.	PPE boxes to be stored throughout the school and clearly labelled.	DB JB	06/09/2021	21/07/2021

aerosol generating procedures (AGPs)		<p>Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions.</p> <p>Additionally for AGPs: -</p> <p>Long-sleeved disposable fluid repellent gown.</p> <p>FFP3 Respirator.</p> <p>Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter).</p> <p>Provide training on how to put-on, remove and dispose of used PPE.</p> <p>Provide arrangements for disposal of PPE.</p>				
<b>MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:</b>						
<b>Poor cleaning regimes</b> – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth	Adults and children	<p>Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles).</p> <p>Arrange/enable cleaning of shared equipment.</p>	Thorough daily cleans to continue and enhanced cleaning of touch points. Shared equipment / resources to be cleaned after use.	ABH / Teaching staff	06/09/2021	Click or tap to enter a date.
<b>KEEP OCCUPIED SPACES WELL VENTILATED:</b>						
<b>Poorly ventilated occupied indoor spaces</b> – Increased risk of infection via higher concentration of contaminated droplets in the air	Adults and children	<p>Identify poorly ventilated occupied indoor spaces.</p> <p>Take steps to improve fresh air supply to those spaces.</p> <p>Minimise occupant numbers who are using hard to ventilate spaces.</p> <p>Purge spaces when they are unoccupied.</p> <p>If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the <a href="#">HSE</a> and <a href="#">CIBSE</a> guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one.</p> <p>If Co2 levels remain above the <a href="#">HSE</a> and <a href="#">CIBSE</a> advisory levels in an occupied indoor space, consider: -</p> <ul style="list-style-type: none"> <li>• Maximising window and non-fire door opening;</li> <li>• Increasing air purging opportunities;</li> <li>• Reducing occupancy numbers in affected spaces;</li> <li>• Reducing occupancy time in affected spaces;</li> </ul>	Ventilation added to PPA room to ensure that there is a continuous flow of fresh air. Staff should not turn off this unit when the space is being used. Additional guidance sent to all staff on maintaining good ventilation and a comfortable temperature throughout the winter months. Where it is too cold to keep windows and doors open, higher windows should be opened. Windows and doors should be opened when rooms are vacant, e.g. lunch times and playtimes to refresh the air.	ABH SB	ASAP	Click or tap to enter a date.

		<ul style="list-style-type: none"> <li>Using air cleaning and filtration units (see <a href="#">HSE</a> and <a href="#">CIBSE</a> guides and seek the advice of a building services engineer).</li> </ul> <p>Balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p><b>Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</b></p>				
<b>FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:</b>						
<p><b>An individual develops COVID-19 symptoms or has a positive test</b> – Personnel exposed to increased risk of infection from symptomatic/positive person</p>	Adults and children	<p>Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine).</p> <p>Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow <a href="#">public health advice</a>.</p> <p>Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if this person cannot be left alone and room cleaning after they have left).</p> <p>Brief and remind staff and pupils that, if anyone in their household is a possible or confirmed C19 positive, that they <a href="#">should not attend school</a>.</p>	Regular reminders to the school community about expectations. Nurture Room to be used as the designated isolation room for children waiting for collection. Children should be supervised by a member of staff wearing a face covering / apron. Staff should maintain a distance of 2m+, where possible. "Stop" sign to be placed on the door after use until the room is cleaned.	ABH All Staff	Ongoing	Click or tap to enter a date.
<p><b>Asymptomatic testing</b> – Personnel exposed to increased risk of infection from symptomatic/positive person</p>	Adults only	<p>Brief and remind staff and pupils to continue twice weekly home testing up until the end of September 2021.</p> <p>Secondary schools only - 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.</p> <p>Secondary schools only – Ensure arrangements are in place to test year 7 pupils at the ATS at the start of the autumn term.</p>	LFD testing to be made available for staff members. Children in primary age settings are not eligible for LFD testing.	ABH HB	Ongoing	Click or tap to enter a date.

<b>Confirmatory PCR tests -</b> Personnel exposed to increased risk of infection from symptomatic/positive person	Adults and children	Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the <a href="#">stay at home guidance</a> and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	A letter with instructions for booking a PCR test will be emailed to all close contacts. Individuals will be encouraged to book a PCR when the absence is reported. From November onwards, all close contacts should be encouraged to take a PCR test, with LFD tests taken daily until the PCR result is received. Pupils in a household with a confirmed case of Covid-19, e.g a parent or sibling or those who are close contacts should be encouraged to remain at home until the PCR result is received.	AC HB	Ongoing	Click or tap to enter a date.
<b>Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school</b> – CEV pupils at increased risk of a poor outcome if exposed to infection  See <a href="#">Govt. guidance</a>	Adults and children	Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see <a href="#">supporting pupils at school with medical conditions</a> ).  Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).	ABH to speak to any CEV individuals and complete a risk assessment. Individuals will be encouraged to seek guidance from their GP.	ABH	17/09/2021	Click or tap to enter a date.
<b>Contractors and others visiting the school –</b> Contractors and other visitors not adhering to the school’s C19 measures and risking cross-infection	Adults and children	Provide contractors and other visitors with information about the school’s C19 control measures and ways of working.	School visitor policy to be updated for September 2021. Visitor policy to be shared with all visitors on arrival at the school	LS / Office	17/09/2021	Click or tap to enter a date.
<b>OTHER CONSIDERATIONS:</b>						
<b>Face coverings -</b> Personnel exposed to increased risk of infection from symptomatic / positive person	Adults and children	Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school.  The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.	The school will follow any updated guidance on the use of face coverings in school. Face coverings will be encouraged at crowded events, e.g. performances or when it is not possible to socially distance.	ABH	06/09/2021	Click or tap to enter a date.
<b>Pupil wellbeing and support -</b> Pupils experiencing emotions in response to the C19 pandemic, such as anxiety, stress or low mood	Adults and children	Refer to sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a> .	Additional support will be offered through the school’s PSHE programme, Jigsaw and through “rupture and repair” strategies.	PSHCE Team / JH	Ongoing	Click or tap to enter a date.
<b>Educational visits -</b> Personnel exposed to increased risk of infection	Adults and children	If educational visits are to be undertaken, refer to the Govt’s <a href="#">general guidance</a> which is supported by specialist advice	A risk assessment for any off-site visits must be completed and approved by the Headteacher. The	ABH	Ongoing	Click or tap to enter a date.

		from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a> .	risk assessment should include any measures to reduce the risk from Covid-19.			
<b>Extra-curricular activities -</b> Personnel exposed to increased risk of infection	Adults and children	Refer to the Govt. guidance <a href="#">for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>	A risk assessment will be completed for any extra-curricular activity provided by an external company. Risk assessments should also be completed for any school events, e.g. performances. Risk assessments will be approved by the Headteacher. Assemblies will be held in year groups. Staff should utilise the space available and aim to maintain a distance of 2m+ between classes to reduce physical contact. The school hall should be used wherever possible.	ABH SB	Termly	Click or tap to enter a date.
<b>School transport -</b> Personnel exposed to increased risk of infection	N/A	Contact your transport provider to find out what measures they are taking on transport from the autumn term 2021. Consider what the PPE requirements are for passenger assistants. Refer to <a href="#">Govt. guidance</a> .	N/A	N/A	N/A	Click or tap to enter a date.
<b>Outbreak Management Plan -</b> If you have several confirmed cases within 14 days, you may have an outbreak	Adults and children	Refer to the Govt's <a href="#">Contingency framework: education and childcare settings</a> and draw up outline plans to respond to an outbreak. For schools that subscribe to The Key, there is an <a href="#">Outbreak Management Plan</a> template available to members.	Procedures are detailed in the schools Outbreak Management Plan. The school will work with Public Health England and follow any guidance given.	ABH	21/07/2021	21/07/2021