

Description Of Activity	
<b>Schools Covid-19 Risk Assessment</b>  <b>Infection Prevention and Control of exposure</b>	
<b>Name of School</b>	<b>Seva Independent School</b>
<b>Name Of Assessor</b>	<b>Headteacher &amp; School Manager/HR</b>
<b>Date of Assessment</b>	<b>08 August 2020</b>
<b>Review of assessment</b>	<b>10 September 2020</b>
<b>Consulted with</b>	<b>Staff, NEU, Health and Safety, HT</b>

DfE coronavirus helpline  
Telephone 0800 046 8687

If you have a query about coronavirus (COVID-19) relating to schools and other educational establishments, and children's social care, in England contact our helpline.

Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends.

If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline.



**Contents:**

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- Water Systems

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- Desk/Chairs layout in place
- Staff assigned to Learners
- Behaviour that challenges – general
- Behaviour that challenges- Mouthing, Spitting, Smearing, Masturbation

**MOVEMENT AROUND SCHOOL**

- Break/Lunch times
- Use of Corridor
- Classroom entrance/exit
- School Building entrance/exit
- Office

**WORK/SCHOOL RELATED TRAVEL**

- Transport to work
- Drop off/Pick up

## **CLEANING**

- Thorough cleaning
- Cleaning of phones/IT Equipment
- High touch items such as photocopiers/printers/whiteboard/toys/door handles
- Ventilation
- Cleaning following a suspected or confirmed case of Coronavirus (COVID-19)
- Cleaning supplies

## **WASTE DISPOSAL**

- Disposal of hazardous waste (used PPE, Tissues)
- Special bins for covid-19 waste

## **HYGIENE/WELFARE**

- Poor hygiene/ Handwashing
- Washroom
- Personal care provided by staff
- Hygiene and safety – personal care for more independent students
- Bodily fluids spillage
- Hygiene during feeding
- Frequency of cleaning of toilets
- Staffroom Kitchen Area

## **SHARED RESOURCES**

- Shared resources (Pens, books)

## **OUTDOORS AREA**

- Outside Space use at identified sites

## **SHARED SPACES**

- Dining area and Staff rooms

### **CONTRACTORS/ VISITORS**

- Contractors (Caterers, Cleaners)
- Visitors
- Transport driver and escorts

### **INBOUND GOODS**

- Contact with contaminated goods
- Drivers Welfare
- Frequency of delivery

### **EVACUATION**

- Evacuation
- First-aid provision
- Fire Warden

### **SUSPECTED CASE OF CORONA –VIRUS**

- Learners displays symptoms of CV19 whilst in the school building
- Staff/individual displays symptoms of CV19 whilst in the school building- presenting symptoms of infectious diseases
- In-class cross contamination

### **CONFIRMED CASE OF COVID-19**

- Staff/Learners infecting others
- Decontamination within setting

### **STAFF WORKING REMOTELY**

- DSE Assessments
- Mental Health and Safe-guarding issues
- GDPR

## STAFFING LEVELS

- Clinically Extremely vulnerable staff
- Clinically Extremely vulnerable Learners
- COVID 19 - Staff (on-going consideration)
- Clinically vulnerable Learners
- Clinically vulnerable Staff
- Staff Absence
- Staff to pupil ratio

NB FOR THE PURPOSES OF THIS DOCUMENT THE TERM 'STAFF' INCLUDES ALL OPERATIONALLY CRITICAL VISITORS INCLUDING BUT NOT EXCLUSIVE TO: LA Finance Team, Governors, Therapists, Healthcare staff, Volunteers and routine staff

Full Opening Guidance:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

## Guide to Determining Risk

**1. Determine Severity** (You need to consider the potential of the hazard you have identified, has it the potential to kill or cause major injury, or will it just cause minor cuts or bruising?)

<b>High</b>	Death, major injury (broken bones etc.), or illness causing long-term disability.
<b>Medium</b>	Injuries or illness causing short-term disability.
<b>Low</b>	All other injuries and illnesses, cuts, bruises etc.

**2. Determine Likelihood of Occurrence** What is the chance that the hazard will result in an injury ( Is it near certain that it will happen or is it remote, taking into consideration duration and frequency of exposure and adequacy of existing precautions?)

<b>High</b>	Where it is certain or almost certain that harm will occur in the next year.
<b>Medium</b>	Unlikely for harm to occur in the next year, but possible.
<b>Low</b>	Where harm is very unlikely.

**3. Calculate Risk** (Once you have determined the severity and estimated the likelihood, weigh up the risk using the table below)

	Severity		
Likelihood	Low	Medium	High
Low	Low	Low	Medium
Medium	Low	Medium	Medium
High	Medium	Medium	High

**4. Determine Appropriate Action**



	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
Exposure to Covid-19 due to contact with contaminated persons/surfaces	<b>1. EXTENDING PROVISION: GENERAL</b>							
	<b>1.1 General Cleaning</b>  Insufficient cleaning of the premises will potentially increase the risk of indirect transmission of the virus	Staff/Learners exposed to COVID19 due to contaminated surfaces	The school will be thoroughly cleaned on an ongoing basis (surfaces 3 times a day), school areas used twice thoroughly per day.	<b>Regular cleaning</b> of frequently touched surfaces such as door handles and switches. <b>Minimum 3 times a day</b>  <b>Thorough cleaning whole school twice day</b>	M	HT	Ongoing	
	<b>1.2. Maintenance/Statutory Inspections</b>  Failure to effectively maintain all building-related systems can potentially affect the health and safety of all occupants	Staff/Learners exposed to failure of equipment that may result in injury	All systems, plant and equipment, such as ventilation, water systems, lifts, fume cupboards etc. will be subjected to pre-inspection prior to school re-opening  All equipment and machinery that require thorough examination or testing are within their testing cycle	To liaise with HT ensure that all equipment of machinery that hasn't undergone the necessary checks / tests are put out if use until complete.  Any equipment deemed to be unfit for use to be moved to storage or made inaccessible.	M	HT/Site Supervisors	Ongoing as Access Increases	
	<b>1.3. Building Health and Safety Checks (residual risk)</b> - Failure to conduct Health and Safety checks around the building may result to in unsafe work environment with the potential to cause injury	Staff/Learners exposed to conditions may result in injury	Health and safety checks will be carried out around the premises to <b>Double check that the building is compliant. Before Sept 2<sup>nd</sup> and before staff settle into the new building.</b>	To ensure that visual inspection of the school building are carried out to identify issues that may need remedying	M	HT/Site Supervisor s/SLT	Ongoing as cohort changes	

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	<p><b>1.4. Water Systems</b></p> <p>Water stagnation can occur due to the lack of full use of the water system during the lockdown period (Idle building) which can potentially increase the risk of Legionnaires' disease.</p>	Staff/Learners exposed to legionella in water systems. Risk of contracting legionnaires disease	The legionnaire <a href="#">risk assessment monitored by Miriam</a>	<p>To confirm and obtain evidence of checks.</p> <p><a href="#">System flushed daily by Miriam. Legionnaire's tests updated by Miriam.</a></p> <p>To ensure that the risk of legionella is managed upon:</p> <ul style="list-style-type: none"> <li>reinstating a water system or start using it again</li> <li>restarting some types of <a href="#">air conditioning units</a>, (if applicable)</li> </ul>	H	Miriam	Before any adult or pupil is using the building as a working school.	
<b>2. WORKPLACE/WORKSTATION</b>								
	Staff and Pupil Absence	Staff/Learners at risk of contracting CV19	Swift determination of causes for absence if not provided. Follow guidance on Track and Trace	SLT to monitor absence immediately on arrival Families to be asked by school staff to monitor symptoms including loss of sense of taste and smell	M			
	Pupil entry to and departure from school	<a href="#">Staff/Learners cannot maintain 1+ metres distancing</a>	Staggered entry, one vehicle at a time		M			

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	<p><b>2.1 Number of Learners in a classroom</b></p> <p>The risk of direct transmission if the virus is increased if 2/1m distancing is not maintained</p>	Staff/Learners	<p>Staff to remain socially distant 1+ where possible</p> <p>Use of PPE (masks, gloves, face shields and aprons) when needed by staff.</p>	<p>The size of the classroom will be taken into account to ensure some level of social distancing for staff can be achieved.</p> <p>Continuously under review</p>	M	SLT/Staff	Updated as and when staff and pupils start to enter the building	
	<p><b>2.2 Desk/Chairs layout in place</b></p> <p>The risk of direct transmission if the virus is increased if 1+m distancing is not maintained</p>	Staff/Learners	<p><b>FOLLOWING THE LATEST PUBLIC HEALTH ADVICE</b></p> <p>EG:</p> <ul style="list-style-type: none"> <li>• 1+ metres distancing where possible, 1 table per student</li> <li>• Extra Furniture (none)</li> <li>• Each desk to be labelled with the student's photograph.</li> <li>• All classrooms have facilities for handwashing – staff and students to follow hygiene procedures.</li> <li>• Pupils tables to face forward where possible, avoid face to face placement.</li> </ul>	<p><b>TO FOLLOW THE LATEST PUBLIC HEALTH ADVICE</b></p> <p>EG:</p> <ul style="list-style-type: none"> <li>• Teachers are responsible for compliance with seating arrangements</li> <li>• Staff to consider wearing PPE, masks, gloves, etc., when social distancing is unlikely to be observed within the school setting between staff and pupils.</li> </ul>	M	SLT/Staff		
	<p><b>2.3 Staff assigned to Learners</b></p>	Staff/Learners	Consistent as possible staff team with learners (dependent on behaviour/personal care) and	To attempt to have the same TA and Teachers with the same group of Learners (identify	M	SLT/Staff		

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	coming in contact with different teachers increases the risk of infection		operational requirements	bubbles/classes of people such as small grouping) cover absences with this in mind. Staff to cover the same class as much as possible.				
	<b>2.4 Behaviour that challenges – general</b>  coming in contact with potentially contaminated surfaces/persons	Staff/Learners	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Individual risk assessments to be written for learners to consider highly individualised circumstances of all learners before allowing resumption of attendance in school	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> PPE requirements and use of space to lower the risk and support infection control.	M	SLT/Staff		
	<b>2.4.1</b> Known/unknown behaviour that challenges presents mouthing, Spitting, Smearing, Masturbation behaviour which can create potential risk of transmitting the virus	Staff/Learners	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> EG: <ul style="list-style-type: none"> <li>Support students to wash hands thoroughly.</li> <li>Remove others from where the spitting/smearing is happening.</li> <li>Guide student to the toilet for private time.</li> <li>Implement strategies to reduce behaviour presented according to those outlined in their PBS.</li> <li>Use hygiene equipment available.</li> <li>Call caretaker to disinfect where needed.</li> <li>Wash face/hands thoroughly.</li> <li>PPE issues with guidance</li> </ul>	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> To Consider full PPE - Masks, gloves, aprons and face shields provided by school if needed. Individual student risk assessment to be completed with staff to be involved in process.	H	Local Authority/S LT/Staff		

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<b>3.0 MOVEMENT AROUND THE SCHOOL</b>								
	<b>3.1.1 Break/Lunch times</b>  <b>The risk of virus transmission is potentially increased through direct and/or indirect contact</b>	Staff/Learners	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Stagger Break/Lunch times - Lunch and snack time – food to be consumed in class Hygiene procedures to be followed before and after eating.	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> To purchase additional trolleys to support food service from dinner hall. To look into suitability of 'fog cleaner' to use to clean outdoor equipment (when timetabled at outdoor sites)	M	SLT/Staff		

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			Classes to use assigned playgrounds for their use only; <i>if not possible then all equipment will need to be sprayed/cleaned twice daily.</i>	To clean/ wipe down playground equipment after use To <i>consider</i> a rota system for use of playgrounds throughout the day, once there are more classes at school. To consider taping off equipment that will be difficult to clean				
	<p><b>3.1.2 Use of Corridor</b></p> <p><b>If 1+m social distancing cannot be maintained - The risk of virus transmission is potentially increased</b></p>		<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>EG:</p> <ul style="list-style-type: none"> <li>All staff use to communicate changes in movement plans, etc.</li> <li>The use of a timetable to limit movement of certain groups at a particular time.</li> </ul>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Consider use of one-way systems - use of markings to guide students) To ensure that all areas that are not in use are locked. To consider purchase of dividers following any update on guidance from Government To consider if dividers can be placed in corridors where two-way travel is necessary <i>As part of return work to teach learners arrangements</i></p>	<b>H M</b>	SLT/Staff		

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	3.1.4 Classroom entrance/exit		<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Prioritise use of classrooms where external doors are present so entry/exit can be made from outside rather internal corridors</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>To ensure that learners enter classrooms one at a time as directed by teacher/TA.</p> <p>To mark out clear waiting areas with, if students need to queue to get into a classroom.</p>	M	SLT/Staff		
	3.1.5 School Building entrance/exit		<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Additional Actions EG:</p> <ul style="list-style-type: none"> <li>• Temperature taken of everyone entering, those above normal to be sent home.</li> <li>• Staff electronic sign-in to be completed by reception staff only.</li> </ul>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>To designate one member of staff at front desk who will be taking all staff and pupils' temperatures to minimise risk of sharing thermometers.</p> <p>Hand sanitiser will be stationed at front desk.</p> <p>Contractors to follow HT's risk</p>	M	SLT/Staff		

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			<ul style="list-style-type: none"> <li>Staff entering building to sanitise/hand wash before entering any further areas.</li> <li>No parents to enter school grounds - <a href="#">Identify pickup/drop off points and communicate this to parents, LA and transport.</a></li> <li><a href="#">Restrict movement of staff outside during school day.</a></li> </ul>	assessment and procedures. Staff will be advised to have their lunch at their desk to minimise the need for movement/use of kitchen		All staff		
	<b>3.1.7 Office</b>		visits to the office are reduced to essential visit only	Consider removal of notice board and all communication with staff/ staff rotas, messages etc. is done via emails and phone only, Visitors and deliveries to not enter the office. Communicate with visitors through the intercom. Restrict use of photocopier –All office staff to use their	M	Office staff		



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				designated desks				
<b>4.0 WORK/SCHOOL RELATED TRAVEL</b>								
	<b>4.1 Transport to work</b> – the use of public transport Potentially creates risk of contracting and spreading the virus	Staff/Learners	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> EG: Many of our staff can get to work without using trains or buses. Discourage taking of trains, buses to work. Encourage the use of private vehicle, cycling, walking or running. Where public transport is the only mode of transport then staff must follow TFL guidelines.	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> To stagger arrival times touch based security to be avoided and to review sign-in arrangements)	H	SLT		
	<b>4.2 Drop off/Pick up</b> Congregating at the school gates will potentially create risk of people failing to maintain 1+m distancing, potentially increasing the risk of transmitting the virus	Staff/Learners/Parents/LA & Transport Escorts and Drivers c	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> No parents to enter school building - Identify pickup/drop off points and communicate this to parents and LA & transport. Stagger arrival and leave times to limit numbers at any one time.	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Where school transport is provided ensure the transport provider is aware of any timetable changes and are adhering to government guidelines. To request for a	M	SLT/Transport		

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			<p>Pupil bubble group timings:</p> <p>Have clear pick up areas. Different areas may be needed for different groups.</p>	<p>copy of their updated risk assessment and operating plan.</p> <p>Liaise with transport to ensure information and process is clear.</p>				
<b>5.0 CLEANING THE SCHOOL</b>								
	<p><b>5.1.</b></p> <p>Failing to effectively clean the school will increase the risk of transmission through touching contaminated surfaces, <b>or spreading the virus on other contaminated surfaces i.e. shoes, throughout the building</b></p>	Staff/Learners	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Number and continuity of occupancy is key. Thorough cleaning should be carried out twice per day in well used area in addition to normal cleaning</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p>	M	HT/ Cleaners		
	<p><b>5.1.2.</b></p> <p>High touch items such as photocopiers/printers/white board/toys/door handles/ desks, keyboards, computer peripherals and phones <b>will potentially increase the spread of the virus</b></p>	Staff/Learners	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Soft toys, soft furnishings and toys(play dough ,sand, Legos,) that are hard to clean have been removed</p> <p>Students using pre-determined batches of toys/equipment/learning devices which will be cleaned immediately after use.</p> <p>Wipes can be placed at each photocopying stand if the decision is made that the photocopier should</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p><b>All printers/photocopiers should be limited.</b></p>	M	HT/ Cleaners/ SLT		

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			<p>be used</p> <p>More frequent/daily wipe down of high passage area door handles, including main entrance doors and commonly used doors</p> <p>Desks, keyboards, computer peripherals and phones should be wiped immediately after use</p>					
<b>4:0 Keeping the school clean</b>								
	4.1. Ineffective management of cleaning the school can potentially result to lack of effective control and prevention of the virus	Staff/Learners	<p><b><u>Thorough Cleaning</u></b> Will be carried out twice daily and whole school every Friday. The building will not be occupied during Thorough cleaning</p> <p><b><u>Daily Cleaning</u></b> <b>The premises will be sanitized twice a day, in accordance to government guidelines</b></p> <p><b><u>Cleaning Workstation Frequently Touched Items- photocopiers/printers/whiteboards etc.</u></b> Wipes will be available for staff members to use on the keypads prior and after use. There will be a after use cleaning regime on all touch points IT equipment will be used by one person at a designated workstation where possible and cleaned (wiped down) pre use and at the end of the</p>	<p>To ensure that this arrangement is communicated to staff Antibacterial wipes are to be provided thus stationed at each end of the row of desks Management will ensure that each station is adequately stocked Use digital and remote transfers of materials where possible or other alternative. Staff should be encouraged to transfer calls from the desk phones to the phone in their class/ office and clean after each use.</p>				

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			day.  Laptops should be cleaned after and after each use by a group of Learners.					
	<b>4.2.</b> ineffective cleaning following a suspected or confirmed case of covid-19	Staff/Learners coming in contact with potentially contaminated surfaces increases risk of infection	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> A clear procedure which follows government's guidance on the principles of cleaning will be followed <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b>	M	HT/ Cleaners/ SLT		
	<b>4.3 Cleaning supplies</b>  The lack of sufficient cleaning supplies will result in poor hygiene and increase the risk of transmission		Ensure you have sufficient quantities of cleaning supplies and hand soap. Provision of hand sanitiser in multiple locations in addition to washrooms,	Make plans for how the supply will be maintained In the event of cleaning supplies not being available, school to be shut until cleaning takes place. To ensure that stock is monitored regularly and replaced as soon as reasonably practicable To ensure that staff are also made aware of their responsibility - to notify their line manager and/or School manager where supplies are low and/or running low	L	School manager/ SLT		

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				Regular reminders will be communicated and appropriate signage posted so as to maintain good personal hygiene standards.				
	<p><b>4.4 Lack of fresh air</b></p> <p>Poorly ventilated workplace/spaces can potentially spread the virus and increase the risk of transmission</p>	Staff/Learners	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>All spaces will as well ventilated as possible using windows etc. where possible.</p> <p>Consider opening some doors to limit touching of door handles and improve ventilation.</p> <p>Non-fire resistant internal doors and all windows will be kept open where possible to increase air flow throughout the building.</p> <p>Fan may be used in conjunction with opened windows to allow sufficient air flow.</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>To check airflow suitably distributed to keep the workplace well ventilated, where required</p> <p>To ensure where mechanical ventilation is installed that the system is suitably set to maximise rate of air flow.</p>	M	SLT/staff		
<b>5.0. WASTE DISPOSAL</b>								
	<p>5.1 Inadequate disposal of used masks, gloves, tissues etc. will potentially increase the risk of infection</p>	Staff/Learners	<p>Dispose of waste</p> <p>Waste should be double bagged if suspected case.</p> <p>Waste collection, colour coded? – Ensure regular collection of waste</p> <p>Liaise with School Manager to ensure regularity</p>	<p>To install pedal bins</p> <p>To ensure that clinical waste bins are emptied regularly to prevent overuse of other clinical</p>	M	SLT		

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	Special bins for covid-19 waste	Staff/Learners improperly disposing of covid-19 waste	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>The bins should be lidded, double bagged and one for each classroom.</p> <p>The bins must be emptied at the end of each day</p> <p>Bins in rooms of suspected Covid19 contamination become Covid19 waste bins by default.</p> <p>Lidded bins purchased for areas across the school for general waste and to support general infection control</p>	<p>waste bins and the potential risk of improper disposal of Covid-19 waste into regular bins.</p> <p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Purchase further lidded bins for rooms and personal care areas as required.</p> <p>Bins can also be placed along corridors to ensure the number of bins provided are sufficient. If there are not enough bins in circulation - this may result in overuse of existing bins and/or risk of improper disposal of COVID-19 waste</p>	M	School Manager/ HT		
<p><b>6.0. HYGIENE/WELFARE: <a href="#">handwashing</a>, <a href="#">sanitation</a>, <a href="#">facilities</a>, <a href="#">toilets</a></b></p>								
	<p><b>6.1. Handwashing</b></p> <p>Poor hygiene around the school will increase the spread of Covid-19 in the workplace</p>	Staff/Learners	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Learners and staff wash their hands - on arrival, before and after eating, after using the toilet and after sneezing and coughing?</p> <p>Teachers wash their hands and surfaces before and after handling learners' books and personal equipment</p> <p>Posters will be displayed in</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Alcohol based hand sanitiser (staff only) should be considered for practical sessions where hand washing will be required away from sink before and after if sufficient facilities are not available.</p> <p>Follow guidance re: Alcohol sanitiser.</p>	M	Staff		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			<p>classrooms, wash rooms to encourage handwashing and raise awareness of good handwashing technique. Use of social stories to reinforce also.</p> <p>Staff to train learners to wash their hands correctly; handwashing frequency, minimum of 6 times a day; avoid touching the face; and to cough or sneeze into a tissue which must be disposed of safely, to cough or sneeze into the crook of the elbow if a tissue is not available.</p> <p>Staff / pupils are to use the sanitizers/handwashing stations provided at the entrance to the premises when they come in to work</p>	<p>To ensure that small antibacterial gel bottles will be made available to all staff so they can have it when outdoors or when not able to access hand washing facilities.</p> <p>Place pupil friendly posters around the school</p> <p>If alcohol-based sanitisers are used, students that mouth hands, items etc, will need to be considered.</p>				
	<p><b>6.2 Washroom</b></p> <p>This presents risk of direct transmission of the virus due to the lack of sufficient space</p>	Staff/Learners	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Limit the number of Learners who use toilet facilities at one time. Limit amount of toilets used by learners. All Toilets including staff should have surface wipes available. Staff to use appropriate PPE when providing personal care. Each class/ staff to use designated</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Only one person in each toilet at a time</p> <p>Visors to be used based on risk assessment e.g. child spitting. Face masks to be disposed of after one use in enclosed spaces.</p>	H	Staff		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			toilets only					
	<p><b>6.3 Personal care provided by staff</b></p> <p>This presents significant risk of contracting and/or spreading the virus</p>	Staff/Learners can be exposed to the virus	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>All staff to be aware of and follow stringent hygiene procedures. Infection control training (September 2018) to be followed. Follow guidelines on hygiene posters across school.</p> <p><b>Guidelines:</b></p> <p>Staff providing personal care to wear double gloves- 1 pair of gloves to be removed after students has been changed and pad bagged and thrown into the bin. 2<sup>nd</sup> pair to be removed when all transfer/dressing has been completed.</p> <p>All staff to use the hygiene equipment (gloves, mask, apron) provided and discard after using it once. Not to reuse on another student.</p> <p>Put used pads into a pink disposal bag and dispose in the yellow and black stripped bags only.</p> <p>Put soiled clothes into a blue bag and double it up with carrier bag and tie to student's main school bag (do the latter with clean gloves/hands)</p> <p>Wipe beds with surface disinfectant</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>School office to ensure hygiene supplies are in stock. Change face masks after 1 use in enclosed spaces.</p>	H	All Staff		



	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			wipes after each use. Wash hands according to guidance after handling a student.					
	<b>6.4 Hygiene and safety – personal care for more independent students –</b>  <b>This can create potential risk of exposure to the virus</b>	Staff/Learners	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b>  Teach hygiene routines to students – washing hands, sneezing into tissues, etc. Consider each room to have access to tissues within it. Staff to supervise students when using the toilet, to make sure hygiene procedures are followed, such as wiping down toilet seats, taps, door handles, soap dispenser, etc. Staff to give physical support while using gloves, visors and disposable masks.	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b>  School office and senior SMSA to ensure hygiene supplies are in stock.  Senior SMSA to check and stock all hygiene rooms Wipe toilet seat with surface disinfectant wipes before use.	H	Staff/Office		
	<b>6.5 Bodily fluids spillage</b>  <b>This presents significant risk of transmitting the virus</b>	All	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b>  Report bodily fluids spillage immediately to caretaker and make sure area is not used until cleaned. Use protection when handling any bodily fluids Wash hands according to guidelines. execute routine clean-up of area Log on help desk if required by office staff.	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b>  For vomiting use bowl from the medical room	H	Staff		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
	<b>6.6.Hygiene during feeding</b>	Students	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Oral feeding  Staff to wear clean gloves  Staff to make sure all oral feeding equipment for individual students is washed using warm water and soap, if this is not taken to the kitchen for washing.  Use only the student's individual equipment.  Use tissues for wiping and throw into the bin.  Wipe any surface that has bodily fluids with a disinfectant surface wipe.</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p>	M	Staff		
	<p><b>6.7 Staffroom Kitchen Area</b></p> <p><b>Potential exposure to the virus through contaminated surfaces i.e. fridge, microwave etc.</b></p>	Staff	<p>Only 1 person to use kitchen area at a time to avoid congregating; staff advised to leave the kitchen as quickly as possible and not wait outside the kitchen.</p> <p>Staff will be advised to bring in their own food supplies, and to not leave items in the Fridge overnight. Items left will be removed and disposed of by the Cleaning Team.</p> <p>kitchen area/s will be left open to reduce the risk of transmission through contact</p>	<p>Staffroom</p> <p>Remove all cutlery, cups and plates from the staffroom area.</p> <p>To consider disabling all microwaves so as to reduce the risk of transmission through contact</p> <p>School cups, plates, cutlery to be removed</p> <p>To advise staff to clean any surfaces (fridge, water, boiler, microwave, where applicable)</p>	L	Staff		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			Kitchen equipment will be cleaned by staff after every use.	before touching and wash hands on entrance and exit the kitchen. To ensure that appropriate hygiene posters are displayed to remind staff of good hygiene and to reduce risk of transmission				
<b>7.0 SHARED RESOURCES</b>								
	7.1. Shared resources (Pens, books) can be a potential source of transmitting the virus	Staff/Learners	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Limit what shared resources are required and, particularly any that are taken home</p> <p>Any shared materials and surfaces are cleaned and disinfected frequently</p> <p>Learners own personal stationery and resources is not to be shared. Each student to have own personal stationary pack with photograph. Fabric resources that cannot be washed should not be used.</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Practical lessons can go ahead only if equipment is cleaned between used and the classroom / space is cleaned between different groups using them</p> <p>Learners to keep all personal belonging, including lunch boxes in their bags</p> <p>Antibacterial wipes should be provided in all classrooms</p> <p>Children to wear clean clothes daily</p> <p>Staff to not share pens, cutlery, mugs etc. and make sure they are thoroughly cleaned between uses.</p> <p>Any cups, plates, cutlery to be cleaned with washing up liquid and warm water immediately after use and before use or</p>	H	Staff/Learners		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
				taken to kitchen straight away. Encourage parents to send water bottles which will have to be labelled and stored away from other learners.				
<b>8.0 OUTDOORS AREA</b>								
	<b>8.1 Outside Space</b> – the risk of contracting the virus if 1+m distancing is not maintained	Staff/Learners	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Can be used for exercises and breaks Outdoor education can limit transmission and allow easier distancing between children and staff	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Outdoor play equipment should not be used unless it can be ensured that appropriate cleaning takes place, groups do not use it at the same time and there is cleaning in between groups using the equipment.	M	Staff		
<b>9.0.SHARED SPACES</b>								
	9.1 Staff rooms,– the risk of contracting the virus if 1+m distancing is not maintained	Staff/Learners	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Use of dining areas at low capacity.  Communal areas, i.e. hall and specialist rooms, etc timetabled usage for classes to be considered. Stagger the use of staff rooms, work rooms and offices to maintain	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> If class groups need to use the space at the same time ensure the groups do not mix and do not play sports or games together Adequate cleaning will need to take place between groups using the shared spaces	M	SLT/ Cleaners/ Staff		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			social distancing	including wiping down of tables between each group.				
<b>10.0 MANAGING CONTRACTORS AND VISITORS</b>								
	<b>10.1 Allowing Visitors and/or Contractors on Site</b> may pose risk of transmitting the virus	Staff/Learners	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Contractors should be given proper guidance on applicable rules before coming on site.</p> <p>Masks to be worn by visitors and contractors on school site.</p> <p>Confirm with catering /cleaning contractors that all relevant safety procedures are in place and that they are adhering to government guidelines</p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>Re-view sign in arrangements Contractors/Visitors should be given guidance on site rules with respect to social distancing, hygiene, entry and exit points etc. before coming on site. This can be sent through email/voice/video call. If this was not done, ensure that there are clear signage's and visual aids to ensure compliance while on site and their attention has been brought to this.</p> <p>To confirm with contractors that all relevant safety procedures are in place and that they are adhering to government guidelines</p> <p>To consider developing a C-19 questionnaire of which persons on site can complete outlining if they or any one they have been in contact with within the past</p>	M	HT/SLT		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
				14 days has a new continuous cough, loss of sense of smell/taste or a high temperature.				
	Visitors	Staff/Learners coming in contact with potentially contaminated surfaces increases risk of infection	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Limit visitors and encourage remote communications. Advice on site guidance before attendance	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Parents, visitors and contractors are not to enter the premises if they have COVID-19 symptoms Consider placing signage in front of school.	L	SLT		
<b>11. INBOUND AND OUTBOUND GOODS</b>								
	<b>11.1 Collection / frequency of delivery - may come into contact with contaminated surfaces which can increase risk of infection</b>	Staff	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Identify pick up/drop off point for deliveries and clear signage placed Antibacterial wipes can be provided and kept securely at the pickup /drop off points. Deliveries to be done by the outside entrance and stored via HT/ staff. All goods entering the premises need to be wiped and left in a designated 'quarantine' room for 3 Days (Head office)	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Avoid delivery of personal items to the office To order in large quantities to reduce frequency of delivery To regularly monitor amount of items ordered	M	School Manager/ Staff/ office staff		
	<b>11.2 Handling of goods, letters, packages etc.</b> Coming into contact with contaminated goods	Staff	Goods moved to space to be left where possible for 72 hours. This includes mail, which will go into a quarantine mail box under HT's desk. Mail will be opened					

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			the following Monday.					
	11.3 Drivers Welfare could have contacted contaminated surfaces/persons	Drivers	Enable access to welfare facilities for drivers – hygiene routines to be followed (wipes in toilet areas, etc) Ensure we have transport risk assessment Drivers and escorts will have access to toilets.	Encourage drivers to stay in the vehicles	L	Staff		
	Frequency of delivery	Staff coming in contact with potentially contaminated surfaces increases risk of infection	Order in large quantities to reduce frequency of delivery		M	Staff		
OTHER CONSIDERATIONS								
<b>12.0 EMERGENCY EVACUATION</b>								
	12.1 Emergency evacuation The risk of contracting and spreading the virus is potentially increased	Staff/Learners	<b>NORMAL EVACUATION/FIRE DRILL PROCEDURES TO BE FOLLOWED</b>  Normal Fire Procedure to be followed due to challenges for pupils to adhere and take part in fire drill.  Consider if any changes are required to emergency evacuation procedures because of any other	Short time without maintenance of 2 metres distancing in an evacuation  To ensure that the emergency evacuation plan is in place and up-to-date, including any escape plans A full fire drill should be carried out for each shift, also ensuring that all occupants are familiar with this practice. Employees should be made	H	All		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			<p>changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas</p> <p>SLT to take manual register in case of need for evacuation.</p> <p>A full fire drill may not be appropriate but ensure staff is familiar with any changes to arrangements. Make sure any external staff are aware as well.</p>	<p>aware of the implemented arrangements including any changes.</p>				
	<p><b>12.3 First-aid provision</b></p> <p>first aid cover reduced; this poses potential risk of unsafe operation in the school</p>	<p>Staff/Learners/ First aider</p>	<p>Ensure appropriate numbers of first aiders including pediatric first aiders and staff with a 'first aid at work' certificate</p> <p>Limit numbers in first aid rooms to 1 pupil</p> <p>Clean areas after any treatments</p> <p>Thorough hand washing</p> <p>Infrared, non-contact thermometers to be used</p> <p>First aiders should use the necessary PPE (disposable gloves,</p>	<p>If a risk assessment determines that there is a risk of splashing, for example from coughing, spitting, or vomiting, then eye protection (face shield) must also be worn.</p>		<p>First aider</p>		



	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			aprons, face mask) while treating injured/sick persons. FAs to follow student medical protocols					
	<b>12.4 Fire Warden</b> Insufficient numbers of Fire Marshals may hinder a safe and swift evacuation in an emergency		Provide Fire Wardens with mini hand sanitizers that can fit in pockets for ease of use. Fire warden identified on daily list board.	Ensure there is a sufficient number of fire wardens on site <a href="#">taking into account those that might be absent i.e. on annual leave, sick leave etc.</a>	L	SLT		
<b>13.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS</b>								
	<b>13.1 Wearing of PPE</b>  There is a potential risk of contracting and/or spreading the virus if one fails to wear PPE	Staff/Learners	<b>FOLLOW LATEST HEALTH ADVICE</b> Used PPE and any disposable face coverings that staff or Learners arrive wearing are placed in a refuse bag and disposed of appropriately. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way	<b>FOLLOW LATEST HEALTH ADVICE</b> Wearing a face covering or face mask in schools or other education settings is not compulsory Staff are provided face masks to wear if they choose to wear them. Face masks and face shields to be used when providing intimate care.	M	All		
	<b>13.3 Reduced PPE stock</b> which will potentially result in lack of protection from the virus	Staff/Learner-	Stock to be checked regularly and ordered so that there is a minimal supply of PPE in school for at least 3 weeks. (Gloves, masks, Aprons, face shields).	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-</a>	M			

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			To close school to pupils requiring PPE until PPE stock is made available.	<i>protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</i>				
14.0 COVID-19 CASES								
	<p><b>14.1 In Case of a Suspected Case(s) of COVID-19</b> – will create significant risk of people coming into contact with contaminated surfaces / people</p> <p>Learners displays symptoms of CV19 whilst in the school building</p>	Learners	<p><b>CONTACT PUBLIC HEALTH FOR LATEST ADVICE</b> - See latest guidance for Track and Trace (119)</p> <p>If Learners develop symptoms of coronavirus during the school day, parents will be contacted immediately and asked to collect them</p> <p>If Learners need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</p> <p>Members of staff working with the learner will don mask, face-shield, apron and gloves immediately.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-</a></p>	<p><b>CONTACT PUBLIC HEALTH FOR LATEST ADVICE</b> (119)</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Rooms and surfaces encountered by that member of staff will be quarantined until a thorough clean can take place. Supporting staff will remain outside the room where at all practical and remain in reassuring communication with the learner, if however learner becomes too</p>	M	All		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
			<p><b><i>in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures- in-education-and-childcare- settings#personal-protective- equipment-ppe-including-face- coverings-and-face-masks</i></b></p> <p>Member of staff working with the learner will communicate following social distancing guidelines with duty SLT immediately, identifying rooms and surfaces contacted, and people the student has have been in contact with.</p> <p>Duty SLT will decide with the family collect the student from the premises immediately.</p> <p>Student will be taken to the designated isolation room (Medical room) immediately. Where possible, the situation will be explained to the learner in language they can understand that they are not well, that they will be going home, that they must rest and that the member of staff has to sit outside the room.</p> <p><b><i>See Isolation Incident Risk assessment</i></b></p>	<p>distressed and unable to remain safely alone in the room, to radio for SLT immediately to guide learner out of the building to KS4 playground through fire exit in stairwell near the art room.</p>				

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
	<b>14.2 Confirmed case of Covid-19</b> The risk of spreading and contracting the virus is significantly increased	Staff/Learners	<b>FOLLOW LATEST HEALTH ADVICE AND GUIDANCE</b> <b>CONTACTING PUBLIC HEALTH FOR LATEST ADVICE (119)</b> HT to be made aware of any person displaying symptoms, and action to send them home to be taken promptly. Clear guidelines about how long to stay out of school to be given to parents when pupils sent home. Staff in school to monitor other students in class group for symptoms. All to follow guidelines given by the government for COVID-19.	<b>FOLLOW LATEST HEALTH ADVICE AND GUIDANCE</b>	H			
	<b>14.2.1 In-class cross contamination – coming in contact with infected person and/or contaminated surfaces</b>	Staff/Learners	<b>FOLLOW LATEST HEALTH ADVICE</b> Thorough cleaning and ventilation of room/s before reoccupying Use protective gloves/wash hands immediately when wiping any bodily fluids. Where available use individual students' equipment- e.g. bibs etc.	<b>FOLLOW LATEST HEALTH ADVICE</b>	H			
	CONFIRMED CASE OF COVID-19							
	Staff/Learners infecting others	All	<b>CONTACT PUBLIC HEALTH FOR LATEST ADVICE</b> - See latest guidance for Track and Trace (Phone 119) Where a pupil or staff member tests positive, the rest of their class or	<b>CONTACT PUBLIC HEALTH FOR LATEST ADVICE</b> - See latest guidance for Track and Trace (Phone 119)	M	Staff/Learners		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
	Decontamination within setting		<p>group within the school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>					
<b>15.0 STAFF WORKING REMOTELY</b>								
	<p><b>15.1 Display Screen Equipment (DSE) Assessment</b></p> <p>Potential risk of staff developing musculoskeletal problems that can result from prolonged use of computers DSE</p>	Staff	<p>All staff working remotely to undertake DSE assessment and home working checklist:</p> <p><a href="http://our.Harrow.gov.uk/worksites/corporateHS/CorporateDocuments/Homeworking%20RA%202020.doc">http://our.Harrow.gov.uk/worksites/corporateHS/CorporateDocuments/Homeworking%20RA%202020.doc</a></p> <p>x</p> <p>Ensure regular communication with staff working remotely.</p>	<p>All staff provided guidance on setting up a safe and suitable work area</p> <p>To ensure that all staff, where applicable, have completed their workstation assessments and that any identified issues are addressed / resolved as soon as reasonably practicable</p>	M	SLT		
	<p><b>15.2 Mental Health and Safeguarding issues</b></p> <p>Covid-19 has affected</p>	Staff	<p>Have sessions/one-on-one with staff to discuss challenges</p> <p>School to liaise with both local</p>	<p>Ensure staff are involved in the planning processes that impact upon them</p> <p>Staff to access "Your Employee</p>	L	SLT		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
	many. Staff may experience situations that are linked to poor mental health outcomes, such as isolation and anxiety.		authority, school safeguarding and social services prior to further reopening to facilitate referrals of any families/ students struggling to readjust.	Assistance Programme” on 0800 111 6387				
	GDPR (not health and safety but for reference)	Security of documents hard copy	<p><b>FOLLOW GUIDELINES AND LEGAL RESPONSIBILITIES</b></p> <p>All staff working remotely to ensure documentation is stored securely and safely.</p> <p>All staff to ensure paperwork cannot be accessed by unauthorised personnel.</p> <p>All staff to ensure electronic documentation cannot be accessed by unauthorised personnel.</p>	<p><b>FOLLOW GUIDELINES AND LEGAL RESPONSIBILITIES</b></p> <p>All staff to be aware of their responsibilities and request assistance if necessary</p>	M	All staff		
<b>16.0 STAFFING LEVELS AND VULNERABLE GROUPS</b>								
	Clinically Extremely vulnerable staff Staff may become infected with COVID19 therefore putting them at greater risk of complications.	Staff may become infected	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>See Individual Staff Risk Assessment</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>	<p><b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b></p> <p>See School Risk Assessment for pregnant women</p> <p><a href="https://www.rcog.org.uk/globalassets/documents/guidelines/2020-04-27-occupational--health--advice--for--employers-and--pregnant-women.pdf">https://www.rcog.org.uk/globalassets/documents/guidelines/2020-04-27-occupational--health--advice--for--employers-and--pregnant-women.pdf</a></p>	L	SLT		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
	Clinically Extremely vulnerable Learners Learners may become infected with COVID19 therefore putting them at greater risk of complications.	Learners may become infected	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Clinically Extremely vulnerable Learners have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible.	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	L	SLT		
	COVID 19 - Staff (on-going consideration) Learners and staff may become infected with COVID19 therefore putting them at greater risk.	BAME - Black, Asian and minority ethnic staff and students	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Social distancing to be observed where possible use of PPE during enclosed space and proximity with others Staff rotas/timetables to consider activities to be done outdoors and/or in large ventilated spaces i.e. hall.	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Staff Individual Risk Assessments Back to work meetings Consider gender implication <b>See PHE Guidance</b>	M	All staff		
	Clinically Vulnerable Learners Learners may become infected with COVID19 therefore putting them at greater risk of complications.	Learners may become infected	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Clinically vulnerable (but not clinically extremely vulnerable) Learners are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	L	SLT		

	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
	Clinically Vulnerable Staff Staff may become infected with COVID19 therefore putting them at greater risk of complications.	Staff may become infected	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> Clinically vulnerable staff who are at higher risk of severe illness (for example, people with some pre-existing conditions have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavor to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. See Individual Staff Risk Assessment	<b>FOLLOW LATEST PUBLIC HEALTH ADVICE</b> If they cannot work from home, they should be offered the safest available on-site roles  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	M	SLT		
	Staff Absence Unreported absence may result in a delay in testing and tracing of confirmed case and therefore add to risk to school community	Staff may become over-worked	Put arrangements in place to cater for unexpected staff absences Ensure swift determination of absence causes if unreported. Follow guidance re: suspected cases as appropriate.	Regulate how long each teacher/teaching assistant has to work Ensure the workload is balanced Transport drivers and escorts to be asked to report unexpected absence of learners immediately to SLT on arrival at school	M	SLT		
	Staff to pupil ratio Risks increased of safety due to staff ratios	Staff/Pupil may have larger groups thus increasing	Have appropriate levels of staffing throughout the day to ensure Learners' safety and well-being	Inform the Local Authority if the school does not have the capacity for more Learners	M	SLT		



	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
		infection rates						
<b>BUSINESS CONTINUITY</b>								
	<p><b>17.1 Escalation Plans</b> - If this has not been effectively communicated to staff, risk of poor response to lockdown measures or test and trace if a member of staff who has been in the office is symptomatic and then diagnosed with COVID-19.</p>	<p>Employees Pupils Visitors</p>	<p><b>Test and Trace</b> - the government initiative of track and trace (T&amp;T) to be followed, all those who had contact with the person during the previous 7 days are to self-isolate for 14 days. This would mean that all staff members have to agree to sign up to the T&amp;T system.</p>	<p>The office is to be deep cleaned and kept empty for 72 hours The office can then start to be populated with the staff that are on the alternative rota to the infected, therefore business continuity may only be disrupted for 72 hours max or will not be disrupted at all.</p>		SLT		