

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| | | <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative they can return to school as long as the individual does not have COVID 19 symptoms.</p> <p>Government self-isolation guidance</p> | | SLT & Office staff | |
| Vulnerable staff or pupils contracting COVID-19 from being in school | <p>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</p> | <p>Staff and pupil survey undertaken to determine individuals that are clinically extremely vulnerable (CEV). Where CEV persons are identified an individual risk assessment will be put in place to provide adequate controls within school.</p> <p>VC to work from home from September and teach via zoom with TA in class.</p> | <p>Consider new staff and pupils for Autumn 21 intake.</p> <p>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> | <p>SLT & Office staff</p> <p>MB & VC</p> | |
| Ineffective personal hygiene measures | <p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p> | <p>Frequent and thorough hand cleaning should now be a regular practice.</p> <p>Staff and pupils encouraged to follow the Catch it, Bin it, kill it approach.</p> <p>Posters are displayed by sinks to show how to effectively wash hands.</p> <p>Where pupils are to use hand sanitiser this should be done under adult supervision.</p> | <p>Detail school specific procedures for hygiene measures.</p> <p>(Suggest NHS video for handwashing)</p> <p><u>NHS video</u></p> | SLT, all staff & pupils | |
| Possible | Pupils, staff, | Hand sanitiser to be available at reception | If staff currently share desks, | Office staff | |

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| contamination in school environment. | visitors, and the public becoming infected with COVID-19: | <p>for visitors to use on arrival before signing in. Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times, windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increase ventilation. Maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</p> | <p>a cleaning regime must be introduced to sanitise desks between “shifts”</p> <p>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</p> | <p>All staff</p> <p>Cleaning staff</p> <p>All staff</p> | |
| Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection. | Pupils, staff, visitors, and the public becoming infected with COVID-19: | When providing first aid to persons in isolation consider wearing appropriate PPE. | Consider whether goggles/visors need to be available if supporting a child who is symptomatic. | All staff | |
| Possible contamination from a symptomatic person on site | Pupils, staff, visitors, and the public becoming infected | <p>Symptomatic person should not be on site – see first section.</p> <p>Should a staff member arrive at school or become symptomatic whilst at school they</p> | Communicate information regarding how to obtain a COVID-19 test | <p>SLT & office staff</p> <p>All staff</p> | |

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| | with COVID-19: | <i>will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member. Consider wearing a fluid resistant surgical face mask, disposable gloves, and apron for the duration of the supervision. Parent/carer will be contacted and required to collect pupil asap. Staff member supervising will then remove and dispose of all PPE (see contaminated waste) and will wash hands.</i> | | All staff | |
| <i>Insufficient or inappropriate PPE available or misuse of PPE</i> | Pupils, staff, visitors, and the public becoming infected with COVID-19 | <i>Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.</i> | <i>(Suggest WHO video for masks)</i> <u>WHO video</u> | All staff | |
| <i>Ineffective management of potentially contaminated waste</i> | Pupils, staff, visitors, and the public becoming infected with COVID-19 | <i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i> | <i>Room next to school office to be decontaminated following use.</i> | All staff | |
| <i>Use of third-party facilities</i> | Pupils, staff, visitors, and the public | <i>Overseas visits will not take place.</i> | | | |

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| | <i>becoming infected with COVID-19</i> | | | | |
| Signature of Senior Leadership Team: M Brown | | | Date: 31/8/21 | | |
| Date review required: End of Autumn Term 21 | | Date review required: | Date review required: | Date review required: | |

| <i>Consultation method (Mtgs, email, telephone)</i> | <i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i> | <i>Dates of consultation process:</i> | <i>Issues identified and any action required:</i> | <i>Action to be completed by:</i> | <i>Action completed date:</i> |
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| <i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting</i> | <i>Communicated to: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-</i> | <i>Date communicated:</i> |
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