

## DayspringTrust – Whole School Autumn Term 2021 COVID-19 Risk Assessment Form

This is a live and active document which must be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the COVID-19 virus.

<b>School:</b> Dayspring Trust (Venerable Bede CE Academy & Ian Ramsey CE Academy)		<b>Name of Person Completing the Risk Assessment-</b> Lisa Cockburn, Executive Operations Manager
<b>Date of assessment –</b> August 2021	<b>Date of Review–</b> 27 <sup>th</sup> September 2021	
<b>Consultation</b> -The Covid-19 Risk Assessment and associated COVID Policy have been shared with the Governing Body, Staff members, visitors, parents and carers. The Governing body of the school are to be informed of any staff members or Parent/Carers concerns.		
<b>Communication</b> -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.  The school have more than 50+ members and staff and to comply with the current <a href="#">Schools Coronavirus (COVID-19) Operational Guidance</a> in the Summer Term 2021 and to ensure compliance with the <b>Health and Safety Executive (HSE)</b> a copy of this risk assessment has been placed on the school website.		

Persons covered by this assessment – **The School Community, visitors, professionals, and contractors working in/attending the school site to provide support etc.**

COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.

**The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability, or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

**Risk Assessment Updates – please note that details of all updates to this document will be included here for your convenience. Previous versions of the Covid-19 risk assessment are available upon request. This is an active document. Please click the links to take you to the relevant area in the document.**

Date	Update Area	Details
27.09.2021	Asymptomatic LFT Testing	Staff and pupils to continue twice-weekly <a href="#">LFT tests</a> . Testing remains voluntary but encouraged. Secondary schools to retain small ATS on site until further notice, offer to pupils unable to home test themselves.
27.09.2021	Clinically Extremely Vulnerable Pupils/Staff	<a href="#">Pupils</a> and <a href="#">Staff</a> previously considered CEV should attend school and follow the same guidance as the rest of the population. Vaccination program in place for 12-17 year olds. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a> , including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a> .
27.09.2021	Vaccination for 12-17 years	All children aged 12 and over are now eligible for <a href="#">COVID-19 vaccination</a> . Those aged 12 to 17 are eligible for a first dose of the Pfizer/BioNTech COVID-19 vaccine, although 12 to 17 year olds with certain medical conditions that make them more at risk of serious illness, or who are living with someone who is immunosuppressed, are eligible for 2 doses.  All other 12 to 15 year olds will be offered the vaccine via the school-based programme. Young people aged 16 to 17 will be invited to a local NHS service such as a GP surgery or can <a href="#">access the vaccine via some walk-in COVID-19 vaccination sites</a> . You can find out more about the in-school vaccination programme in <a href="#">COVID-19 vaccination programme for children and young people guidance for schools</a> .

The school are following the guidance [Schools coronavirus \(COVID-19\) operational guidance](#) and where applicable guidance for [Early Years](#), [Further Education Colleges](#) and [Special Schools](#).

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the four key current systems of control;

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others- [Coronavirus: how to stay safe and help prevent the spread](#).

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
<b>1)Transmission within the school community</b>						
<b>Transmission of COVID-19 in the Autumn Term</b>  <a href="#">Back to Top</a>	H	-NHS COVID-19 Vaccination - programme has commenced throughout the UK. -Pregnant staff are aware that they can get vaccinated against COVID-19 if aged 18 or over. -A register is in place at the school identifying staff members who have received the vaccination for COVID-19. -Staff, Parents/Carers are aware of the <a href="#">symptoms of COVID-19</a> . - The school have provided Staff, Parents and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-	✓	-Remind all staff on their return to school that the NHS COVID-19 Vaccination programme can still be accessed- <a href="#">Book or manage your coronavirus (COVID-19) vaccination</a> . -Ensure that the COVID-19 staff vaccination register is kept up to date during the Autumn Term 2021. -Staff to be made aware that <a href="#">-A booster vaccine programme</a> is expected to be rolled out from September 2021. -Staff and Parents/Carers to be reminded via the schools' communication links that they must not attend the school, even if they are feeling better, until they receive their PCR test results.	Headteacher	M

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>mail address and contact details are monitored on at least a daily basis.</p> <p>-Staff/ pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a>, will not attend the school and advised to self-isolate. Staff/Parent/Carers are advised to arrange a <a href="#">PCR test</a>, where symptoms are presented.</p> <p>-Staff and Parents/Carers follow the sickness absence procedure in place at the school</p> <p>-Staff and Pupil attendance records maintained each day.</p> <p>-All staff and pupils adhere to any instructions, advice, guidance, and site rules provided to them.</p> <p>-Identified staff and pupils are participating in voluntary Lateral Flow Device testing twice weekly during the autumn term.</p>		<p>-Where coronavirus symptoms are presented Staff and Parents/Carers advised to follow the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>-Staff and Parents/Carers to be reminded to report the LFD/PCR results to NHS Test and Trace.</p> <p>-If the PCR test is negative the staff/pupil can return to school.</p> <p>-Where a positive case is identified NHS Test &amp; Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts.</p> <p>-Staff and Parents/Carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route.</p> <p>-NHS Test and Trace are now responsible for contacting close contacts.</p> <p>-<a href="#">Contingency framework</a> in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities being undertaken.</p> <p>-Where a parent/carer insists that a pupil attends the school, the Headteacher can take the decision to refuse the pupil entry into school if, in the Headteachers reasonable</p>		

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
				<p>judgement, it is necessary to protect other pupils and staff from possible infection of COVID-19.</p> <p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p><b>-Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and selecting option 1.</b></p>		
<p><b>Staff/Pupils identified as close contacts by NHS Test and Trace</b></p> <p><a href="#">Back to Top</a></p>	M	<p>-From the 16<sup>th</sup> August 2021, staff who are fully vaccinated or pupils under the age of 18 years and 6 months old <b>will no longer</b> be required to self-isolate if they are contacted by <a href="#">NHS Test and Trace</a> as a close contact of a positive COVID-19 case <b>that you live with</b>.</p> <p>-Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>they are fully vaccinated</li> </ul>	✓	<p>-Staff/Pupils identified as close contacts will be contacted by NHS Test and Trace and <b>advised</b> to take a PCR test.</p> <p>-Close contacts within schools etc. will be traced by NHS Test and Trace where the positive case specifically identifies the individual as having been a close contact.</p> <p>-Staff/Pupils identified as close contact <b>will not</b> need to self-isolate while they are awaiting their test results.</p> <p>-If the PCR result is positive, the individual must isolate, and NHS Test and Trace will work with the staff/pupil to identify their close contacts.</p> <p>-The school will continue to keep a record of pupils and staff known to be symptomatic or to have tested positive, so that they can provide assistance if contacted by NHS Track and Trace.</p>	Headteacher	L

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated in the same way as children until 6</p>		-Consideration be given to continuing with seating plans in classrooms.		

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>-A register is in place at the school identifying staff members that have received the vaccination for COVID-19.</p> <p>-Staff who are not fully vaccinated <b>will have</b> to isolate if they are identified by NHS Test and Trace as being a close contact.</p> <p>- The school is <b>no longer</b> expected to undertake contact tracing. Close contacts <b>will now be</b> identified via NHS Test and Trace.</p> <p><a href="#">-Contact Tracing for Step 4 Onwards Frequently Asked questions read where need identified.</a></p>				

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
<b>2) Lateral Flow Device (LFD) Asymptomatic Testing Site (ATS) testing at home.</b>						
<b>Home Asymptomatic Testing</b>  <a href="#">Back to Top</a>	<b>H</b>	<ul style="list-style-type: none"> <li>- Testing remains important in reducing the risk of transmission of infection within schools.</li> <li>- That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</li> <li>- Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.</li> </ul>	✓	<ul style="list-style-type: none"> <li>- Secondary schools should also 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.</li> </ul>	<b>Headteacher</b>	<b>L</b>
<b>Staff/Pupil with a recent Covid-19 diagnosis</b>  <a href="#">Back to Top</a>	<b>M</b>	<ul style="list-style-type: none"> <li>- Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19.</li> </ul>	✓	<ul style="list-style-type: none"> <li>-Request evidence of when Staff/Pupil tested positive for COVID-19, testing to commence after 90 days.</li> <li>-LFD testing to recommence after 90 days.</li> </ul>	<b>Head Teacher-As required</b>	<b>L</b>



Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
<p><b>Home Positive LFD/PCR test result</b></p> <p><a href="#">Back to Top</a></p>	H	<p>- <i>Confirmatory PCR tests</i> Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p>	✓	<p>-Parents/Carers reminded to report the results of the PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis.</p> <p>-Staff, and parent/carers are to be reminded to report the test result via the NHS Online Test and Trace reporting system for both negative, void, and positive test results.</p> <p>--If the PCR test is negative the staff/pupil can return to school.</p> <p>-Where a positive case is identified NHS Test &amp; Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts.</p>	Headteacher	L
<p><b>COVID-19 Outbreak</b></p> <p><a href="#">Back to Top</a></p>	H	<p>-If the school identifies that it has had several positive (PCR) cases within a 14-day period, but has not been contacted by Track</p>	✓	<p>-The school may be contacted, by the local health protection teams in response to a local outbreak.</p>	Headteacher	L

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>and Trace, the school will contact the dedicated DfE advice service on 0800 046 8687, who will escalate it to the local health protection team if necessary and may advise the school to implement its outbreak management plan and <a href="#">Contingency framework: education and childcare settings</a></p> <p>-Local Authority Public Health Teams are monitoring all positive cases reported.</p>		<p>-Where an outbreak is identified It may be necessary to reintroduce compulsory face coverings for staff and pupils when in classrooms and moving around the school site.</p> <p>-Where an outbreak is identified it may be necessary to reintroduce bubbles.</p> <p><b>-Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and selecting option 1.</b></p>		
<b>3)Day to day infection control.</b>						
<p><b>Infection Control within the school</b></p> <p><a href="#">Back to Top</a></p>	<b>H</b>	<p>-Staff and pupils who experience COVID-19 symptoms or have a positive LFD test whilst at school are sent home as soon as possible and advised to arrange to have a PCR test. - Parents/Carers are contacted to collect pupils from the school site.</p> <p>-Pupils who experience COVID-19 symptoms are to be collected from school as soon as possible. They are kept 2m apart from all other pupils and staff whilst on site, where possible.</p>	✓	<p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p>-Staff and pupils should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>--Staff members well being assessed as to whether they are fit enough to make their own way home. Where need identified, next of kin to be contacted.</p> <p>-Close contacts are now identified via NHS Test and Trace, schools are no longer required to undertake contact tracing.</p>	<b>Headteacher</b>	<b>M</b>

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> <li>-If a pupil needs direct personal care until they can return home, staff wear gloves, an apron, and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting.</li> <li>-Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.</li> <li>-Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days.</li> <li>-Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> </ul>		<ul style="list-style-type: none"> <li>-Introduction of single year group worship/assembly in large, ventilated spaces.</li> </ul>		
<p><b>Social Distancing within the school building</b></p> <p><a href="#">Back to Top</a></p>	<b>H</b>	<ul style="list-style-type: none"> <li>-All occupied areas within the school will be ventilated throughout the school day.</li> <li>-Good hand and respiratory hygiene demonstrated when moving about the building.</li> <li>-Pupils are supervised when moving about the building.</li> </ul>	✓	<ul style="list-style-type: none"> <li>-Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils.</li> <li>-One-way system will remain in use.</li> </ul>	<b>Headteacher</b>	<b>L</b>

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
				<p>-Pupils may sit anywhere within their year group area for lunch and there are no seating plans required.</p> <p>-Tables are not required to be cleaned after every pupil.</p> <p>-Hand sanitiser and tissues available in the dining area.</p> <p>-Pupils to continue to sanitise hands before eating and after bathroom breaks.</p> <p>-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues.</p>		
<b>4) Maintaining Hand and Respiratory Hygiene.</b>						
<p><b>Hand and Respiratory Hygiene</b></p> <p><a href="#">Back to Top</a></p>	<b>H</b>	<p>-Handwashing/application of hand sanitiser imbedded in the daily routines of the school. Sanitiser available in all key areas.</p> <p>-Supplies of hand sanitiser (60-70% alcohol) available at entrance points and where there are no handwashing facilities around the school site (Supplies regularly monitored &amp; maintained).</p> <p>-Support is provided to pupils who are unable to clean their hands independently, especially</p>	✓	<p>-<a href="#">Handwashing</a> guidance shared with staff so that pupils can be reminded how to wash their hands/apply sanitiser.</p>	<b>Headteacher</b>	<b>M</b>

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>where hand sanitiser is used, to prevent hazards such as ingestion</p> <ul style="list-style-type: none"> <li>-Staff and Pupils wash their hands or apply hand sanitiser (60-70% alcohol);</li> <li>- When they arrive at the school</li> <li>- When they return from break periods</li> <li>- Before and after eating</li> <li>-Following interventions</li> <li>-Hand, cleaning, and respiratory stations remain around the site.</li> <li>-Sufficient handwashing facilities are available around the school -</li> <li>-Soap hand towels and hand dryers readily available.</li> <li>-Handwashing, and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site.</li> <li>-The school are utilising The <a href="#">e-Bug COVID-19 website</a> resources.</li> </ul>				
<p><b>Face Coverings</b></p> <p><a href="#">Back to Top</a></p>	<b>H</b>	<p>The government has removed the requirement to wear face coverings in law, but it is recommended that face coverings are worn in school when;</p> <ul style="list-style-type: none"> <li>-Participating in the LFD testing in the ATS testing area at the school.</li> </ul>	✓	<ul style="list-style-type: none"> <li>-Staff/pupils wishing to wear face coverings when on the school site can do so.</li> <li>-If an outbreak occurs in the school, a director of public health might advise that face coverings are temporarily worn by staff and pupils in the communal areas and within classrooms (unless staff, pupil, visitors are exempt.</li> <li>-<a href="#">Face covering guidance followed.</a></li> </ul>	<b>Headteacher</b>	<b>M</b>

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> <li>-Worn in enclosed and crowded spaces in school e.g. corridors (optional)</li> <li><b>-Worn by all pupils and staff when accessing public and dedicated transport.</b></li> <li>-Staff and pupils wash or sanitise their hands when they remove their face covering.</li> <li>-Access to handwashing facilities and hand sanitiser readily available around the school site.</li> <li><a href="#">-Face covering guidance followed.</a></li> </ul>		<ul style="list-style-type: none"> <li>-Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> <li>-The trust reserves the option to reintroduce compulsory face coverings in the event of a Covid-19 outbreak in school. This will be communicated to staff and parents/carers and may be introduced at short notice. Staff and Parents/carers should maintain a stock of face coverings for such an event.</li> </ul>		
<p><b>Use of Personal Protective Equipment when supporting pupils</b></p> <p><a href="#">Back to Top</a></p>	H	<ul style="list-style-type: none"> <li>-First aid risk assessment in place.</li> <li>-First aid/medication activities carried out in a well-ventilated area at all times.</li> <li>-Supply of PPE readily available; gloves/aprons/face coverings.</li> <li>-EHCP's in place for identified pupils.</li> <li>-Staff performing Aerosol Generating Procedures, (AGPs) in the school follow Public Health</li> </ul>	✓	<ul style="list-style-type: none"> <li>-Staff wishing to wear face coverings when providing first aid/medication/personal care support are to be permitted to do so.</li> </ul>	Headteacher	M

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		England's personal protective equipment (PPE) guidance on AGP's and wear the correct PPE which is: -a FFP2/3 respirator -gloves -a long-sleeved fluid repellent gown -eye protection				
<b>5)Ventilation around the school site and on public/dedicated transport</b>						
<b>Poor Ventilation</b>  <a href="#">Back to Top</a>	H	-Windows/doors around the school building are opened prior to the start of the school day. -Ventilation is achieved by opening windows, classroom doors and vents. At least one window will be open in each room to allow air flow, doors remain open at all times. -Unoccupied spaces such as dining halls, studios and sports halls windows and doors are open all day to allow a throughput of air around the building. -Classrooms, offices, kitchens, and corridor areas etc. are well ventilated prior to the start of the school day.	✓	-Continually remind staff that Office, Classroom doors and windows to be wide open when the room is not occupied. -Where a room is in use and there are no means of ventilation ensure that the door is open at all times. -Where need identified staff and pupils advised to wear additional clothing during the autumn term.	Headteacher	L

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>-During the Autumn Term windows are opened just enough to provide constant background ventilation.</p> <p>-Where available high-level windows opened in preference to low level windows to reduce draughts.</p> <p>-Windows are opened fully during break and lunchtime periods to purge the air in classroom areas.</p> <p>-Internal doors opened to assist with creating a throughput of air.</p> <p>-Where need identified external doors opened where safe to do so.</p> <p>-Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air.</p> <p>-Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply).</p>				



Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>-Mechanical ventilation tested and inspected as per manufacturer's instructions.</p> <p>-The <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 guidance</a> for ventilation followed.</p>				
<b>6) Cleaning carried out on the school site</b>						
<p><b>Use and storage of cleaning products</b></p> <p><a href="#">Back to Top</a></p>	<b>M</b>	<p>-Hand, respiratory, cleaning stations located around the school site.</p> <p>-Staff read the labels of chemicals/substances used to clean surfaces prior to use.</p> <p>-Full Stock check completed regarding available resources /stock currently held.</p> <p>- COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities.</p> <p>-Stocks replenished where need identified.</p> <p>-Cleaning products stored away from pupils.</p> <p>-Cleaning products stored in designated secure areas around the school site.</p>	✓	<ul style="list-style-type: none"> <li>- Tables no longer require cleaning in between each lesson, but will be cleaned twice per day. Pupils will clean down tables at the beginning of P4.</li> <li>- Cleaning station and stock will be available in all classrooms and communal areas.</li> </ul>	<b>Headteacher</b>	<b>L</b>

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> <li>-All cleaning products clearly labelled and used as directed.</li> <li>-Appropriate PPE worn.</li> </ul>				
<p><b>Cleaning schedule on the school site</b></p> <p><a href="#">Back to Top</a></p>	H	<ul style="list-style-type: none"> <li>- <a href="#">COVID-19:cleaning non-healthcare settings outside the home.</a> guidance followed.</li> <li>-Enhanced cleaning schedules put in place at the beginning of the pandemic throughout the school day will continue including high touch areas.</li> <li>-Hand, cleaning, and respiratory stations remain within communal environments.</li> <li>-Cleaning staff allocated specific areas to clean within the school environment.</li> <li>-Where staff 'hot desk', work surfaces and equipment cleaned after use.</li> <li>-Desks, tables, surfaces clear at the end of each day to allow for cleaning of surfaces.</li> <li>-A regular cleaning schedule is maintained. This includes twice daily cleaning (using standard detergent and disinfectant products.) of all areas and equipment, with a particular focus on frequently touched surfaces:</li> <li>-Work surfaces (desks cleaned P4)</li> <li>-Toilets</li> <li>-Door Handles/ Access Buttons</li> </ul>	✓	<ul style="list-style-type: none"> <li>-Where need identified the cleaning, schedule is reviewed, and additional cleaning carried out.</li> <li>-Regular cleaning plays a vital role in limiting the transmission of COVID-19. In line with government guidance, a minimum clean of twice per day will be carried out. Pupils will clean desks at the beginning of Period 4, during the school day and the second clean will be carried out by the school cleaning team either at the start or end of the school day. This is in line with government guidance which states: <i>'Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</i></li> <li><i>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day'.</i></li> </ul>	Headteacher	L

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> <li>-Handrails</li> <li>-Light switches</li> <li>-Kitchen areas and associated equipment</li> <li>-Water dispensers/ coolers</li> <li>- Printers/ Photocopiers</li> <li>-Shared resources</li> <li>-Meeting rooms clearly identified if they require cleaning after use.</li> <li>-Office areas</li> <li>-Reprographic areas</li> <li>-Appropriately competent cleaning staff employed at the school to undertake cleaning tasks.</li> <li>-Communal equipment including fridges and kettles etc. wiped down following use.</li> <li>- Cleaning staff will only be required to wear the PPE that they would normally use when undertaking cleaning activities</li> <li>-Spillage routines followed at all times.</li> <li>-Minibuses and cars to be wiped down inside after use.</li> <li>-PE equipment to be wiped down between uses.</li> </ul>				
<p><b>Waste from the school site</b></p> <p><a href="#">Back to Top</a></p>	<b>M</b>	<ul style="list-style-type: none"> <li>-External bin store in place</li> <li>-Contractor SLA in place to remove waste materials from the school site.</li> <li>-Waste removed from the school building at the end of each day</li> </ul>				<b>L</b>

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		and placed in the designated bin store				
<b>7)Pupil/Staff Anxiety</b>						
<b>Staff Anxiety</b> <a href="#">Back to Top</a>	M	-SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified. -Staff workload monitored by the SLT.		-SLT to ensure that information is shared with staff in a timely manner. -Staff to raise concerns with the SLT as and when they arise. -Where need identified refer staff to Occupational Health. -Continue to remind Staff members of the support available from Insight and targeted support for mental health and wellbeing and the <a href="#">Our Frontline: Wellbeing toolkit for educators</a> brings together a range of resources and support for staff. -The school will utilise sources of support to help those experiencing emotions such as <a href="#">extra mental health support for pupils and teachers</a> . -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.	Headteacher	L
<b>Pupil Anxiety</b> <a href="#">Back to Top</a>	M	-Safeguarding Policy in place and reviewed in line with COVID-19. -The school are working with agencies who regularly support		-Staff to raise concerns with their Delegated Safeguarding Lead in the first instance.	Headteacher	L

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>their pupils with social and emotional support.</p> <p>-Pastoral support readily available to pupils.</p>				
<b>8) Staff and Pupils previously identified as Clinically Extremely Vulnerable (CEV) or Clinically Vulnerable (CV) in the school community.</b>						
<p><b>Staff</b></p> <p><a href="#">Back to Top</a></p>	M	<p>-Social distancing measures have now ended in the workplace and it is no longer necessary for staff to work from home.</p> <p>-The government has ensured that everyone on the Shielded Patient List (CEV/CV) should already have been offered the COVID-19 vaccine.</p> <p>-Register in place of staff members who have received the COVID-19 vaccination.</p> <p>-Medical ill Health risk assessment completed, where need is identified or requested by member of staff.</p>	✓	<p>- If staff who were previously identified as CEV or CV have not yet received their first vaccination, they can contact their GP, <a href="#">book your vaccination appointment online</a> or call 119</p> <p>-Review the Medical ill Health risk assessment during the Autumn Term, where required. Please contact Lisa Cockburn.</p> <p>-Where need identified refer staff to occupational Health.</p> <p>-Staff advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p>- The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</p>	Headteacher	L
<p><b>Pupils</b></p> <p><a href="#">Back to Top</a></p>	M	<p>-Individual healthcare plans are in place for identified pupils.</p> <p>-All CEV pupils are attending the school unless they have been</p>	✓		Headteacher	L

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>advised not to by their GP or clinical specialist, or because they have tested positive for COVID-19</p> <p>-Professionals supporting pupils who attend the school site are made aware of the schools' current systems of control prior to attending the school site.</p> <p>- All children aged 12 and over are now eligible for COVID-19 vaccination. Those aged 12 to 17 are eligible for a first dose of the Pfizer/BioNTech COVID-19 vaccine, although 12 to 17 year olds with certain medical conditions that make them more at risk of serious illness, or who are living with someone who is immunosuppressed, are eligible for 2 doses. These children will be contacted by a local NHS service such as their GP surgery to arrange their appointments.</p> <p>-All other 12 to 15 year olds will be offered the vaccine via the school-based programme. Young people aged 16 to 17 will be invited to a local NHS service such as a GP surgery or can <a href="#">access the vaccine via some walk-in COVID-19 vaccination sites.</a></p>				

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		You can find out more about the in-school vaccination programme in <a href="#">COVID-19 vaccination programme for children and young people guidance for schools</a> .				
<b>9) New and Expectant mums in the school community</b>						
<b>New and Expectant Mums</b>  <a href="#">Back to Top</a>	M	-New and Expectant Mum risk assessment in place. -The school and New and Expectant Mum are following the guidance <a href="#">NHS Pregnancy and coronavirus (COVID-19)</a> and guidance from <a href="#">The Royal College of Obstetricians &amp; Gynaecologists</a> -Hand, cleaning, and respiratory stations located within the classroom and school environment. -Working area well ventilated throughout the school day. -New and Expectant mums have been advised to participate in the twice weekly home LFD testing programme. -New and Expectant mums are aware of the symptoms of COVID-19.	✓	-Where New and Expectant Mum risk assessments have previously been completed, they are to be reviewed during the Autumn Term. -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. -New and Expectant Mum to raise concerns with her immediate manager in the first instance. -The new and Expectant Mum is to be advised to follow the guidance- <a href="#">How to avoid catching and spreading coronavirus (COVID-19)</a> ; <ul style="list-style-type: none"> <li>• Get vaccinated – everyone aged 18 or over can <a href="#">book COVID-19 vaccination appointments</a> now</li> <li>• Meet people outside if possible</li> <li>• Open doors and windows to let in fresh air if meeting people inside</li> </ul>	Headteacher	L

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>-New and Expectant mums are supported by their midwife.</p> <p>-New and expectant mum are given time during work hours to attend all medical appointments as required.</p>		<ul style="list-style-type: none"> <li>Limit the number of people you meet and avoid crowded places</li> <li>Wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places</li> <li>Wash your hands with soap and water or use hand sanitiser regularly throughout the day</li> </ul> <p><b>Don't</b></p> <ul style="list-style-type: none"> <li>Do not touch your eyes, nose, or mouth if your hands are not clean</li> </ul> <p>-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues.</p>		
<b>10)Domestic and International Educational Visits</b>						
<p><b>EVOLVE</b></p> <p><a href="#">Back to Top</a></p>	<b>M</b>	<p>-Given the likely gap in COVID-19 related cancellation insurance, when booking a new visit, school will ensure bookings have adequate financial protection in place.</p> <p>-International visits are not permitted at this time.</p> <p>-Discussion with RPA (Risk Protection Arrangement) is</p>	✓	<p>-When considering booking a new educational visit, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p><a href="#">-Coronavirus (COVID-19):safer travel guidance for passengers.</a></p>		<b>L</b>



Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>required before any bookings are made to assess the protection available.</p> <p>-Full and thorough risk assessments in relation to all educational visits must be carried out and all public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>-<a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p>				
<b>11)Professionals/Visitors and Contractors on site.</b>						
<p><b>Visitors/Contractors and External Support Staff on the school site.</b></p> <p><a href="#">Back to Top</a></p>	<b>M</b>	<p>-All visitors sign in when they attend the school site.</p> <p>-Hand sanitiser station in place at the main entrance.</p> <p>-Clear signage in place at the main entrance in relation to use of and sanitiser and face coverings.</p> <p>- Hand sanitiser (60-70% alcohol applied before entering the school building.</p>	✓	<p>-Professionals/Visitors and Contractors to be advised in advance of the schools wishes regarding wearing face coverings on the school site; Face coverings worn in enclosed and crowded spaces when staff come into contact with people they don't normally meet.</p> <p>-A supply of face coverings are to be readily available at the main entrance for visitors to the site.</p>		<b>L</b>

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		- <a href="#">Face covering guidance</a> followed. -Main reception area spot cleaned throughout the day.				
<b>Catering Contractors</b> (Ian Ramsey) <a href="#">Back to Top</a>	M		✓	The school's catering contractors are to continue to follow the <a href="#">Working Safely During Coronavirus (COVID-19)</a> .		L

**All relevant guidance contained in this document is subject to updates as required.**

Guidance
<a href="#">Schools COVID-19 Operational Guidance.</a>
<a href="#">Early Years and Childcare settings.</a>
<a href="#">Further education, colleges, and providers.</a>
<a href="#">Special schools, special post-16 providers and alternative provision.</a>
<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</a>
<a href="#">Symptoms of coronavirus (COVID-19)</a>
<a href="#">Rapid asymptomatic testing in specialist settings (applies from step 4</a>

[Regular rapid lateral flow coronavirus \(COVID-19\) tests.](#)

[Report a COVID-19 rapid lateral flow test result.](#)

[Book or manage your coronavirus \(COVID-19\) vaccination.](#)

[Coronavirus: how to stay safe and help prevent the spread.](#)

[Use of PPE in education, childcare, and children's social care.](#)

[Contact Tracing for Step 4 Onwards Frequently Asked questions read where need identified.](#)

## **Guidance**

[COVID-19: cleaning non-healthcare settings outside the home.](#)

[Contingency framework: education and childcare settings.](#)

[Face coverings: when to wear one, exemptions, and how to make your own.](#)

[Red, amber, and green list](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Catch it, bin it, kill it.](#)

[E Bug COVID-19 website.](#)

[COVID-19: cleaning non-healthcare settings outside the home.](#)

[Covid-19 stay at home guidance/stay at home guidance for households with possible coronavirus covid-19 infection](#)

[Get coronavirus test](#)

[Coronavirus home test kits for schools](#)

[Covid19 Vaccination programme for children and young people guidance for schools](#)

## **HSE Guidance**

[HSE Ventilation guidance](#)

[CIBSE COVID-19](#)

## **Kitchen Contractors**

[Working Safely During Coronavirus \(COVID-19\).](#)

## **New and Expectant Mums**

[NHS Pregnancy and coronavirus \(COVID-19\)](#)

### **Guidance**

[How to avoid catching and spreading coronavirus](#)

[Pregnancy, breastfeeding, fertility, and coronavirus \(COVID-19\) vaccination](#)

[Book or manage your coronavirus \(COVID-19\) vaccination.](#)

[JCVI Interim advice: potential COVID-19 booster vaccine programme winter 2021 to 2022.](#)

<a href="#">The Royal College of Obstetricians &amp; Gynaecologists</a>
<b>Mental Well-being</b>
<a href="#">Promoting and supporting mental health and wellbeing in schools and colleges</a>
<a href="#">extra mental health support for pupils and teachers.</a>