Activity/ Situation	COVID SECURE ARRANGEMENTS FROM SEPTEMBER 2021						
Location		s	kelton Prim	nary Schoo	I		
Persons at Risk	Pupils ⊠	Emp	oloyees⊠	Visitors	s 🗵	Contrac	tors 🗵
HAZARD(S)	 Inadequate Hand Washing/Personal Hygiene Inadequate Personal Protection & PPE Visitors, Contractors & Spread of Coronavirus Inadequate Ventilation Arrangements for Boarding Schools During Pandemic 						
CONTROL ME	ASURES		ADDITION INFORM		YES	NO	N/A
Note: you <u>must</u> amend provided (addin	d and adapt this generic risk ig and amending others whe	assessment re necessar	to suit your owr y) and then eval	n needs by selec uate the overall i	ting the contrisk for the ac	rols from the ctivity/situation	examples n.
	e below risks and potentia there is no adverse impact						
Contact Between	Individuals						
consistent groups (×		
possibility that it ma	ment plans cover the ay become necessar es' for a temporary po ween groups	ry to			×		
Assemblies have re					×		
Pupils can mix at b	oreaks and lunchtime	es			×		
related insurance, a new educational international, are a	p in COVID-19 cance schools considering visit, whether domes dvised to ensure tha e adequate financial	booking stic or	You should either your commercial insurance the Risk Properties or an outdoeducation assess the protection and make provides si	provider, rotection ent (RPA) cor adviser to evaluable sure it	⊠		

	protection in the event of a COVID-19 related cancellation			
Schools can undertake educational day visits		\boxtimes		
Schools can undertake domestic residential education visits		×		
International educational visits do not take place before the start of the autumn term				
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised		\boxtimes		
School has resumed all before and after-school educational activities and wraparound childcare for pupils	More information on planning extra- curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after- school clubs, tuition and other out-of- school provision for children	\boxtimes		
Inadequate Cleaning/Sanitising				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	Cleaning of non- healthcare settings outside the home	×		
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		×		
Bins for tissues and other rubbish are emptied throughout the day		\boxtimes		
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary		×		
Spread of Coronavirus to Staff, Pupils and F	amilies, Visitors and C	Contracto	ors	
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	×		
Contacts from a school setting will only be	NHS Test and Trace	\boxtimes		

positive case specifically identifies the individual as being a close contact	positive case to identify close contacts		
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: • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons	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 PCR test. We would encourage all individuals to take a PCR test if advised to do so	×	
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school			
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so		×	
Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)		⊠	
Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures		×	
The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting	For most education and childcare settings, whichever of these thresholds is reached first: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely	×	

	to have mixed			
	closely test positive			
	for COVID-19 within			
	a 10-day period			
	For special schools,			
	residential settings,			
	and settings that			
	operate with 20 or			
	fewer children,			
	pupils, students and			
	staff at any one time:			
	• 2 children, pupils,			
	students and staff, who are likely to			
	have mixed closely,			
	test positive for			
	COVID-19 within a			
	10-day period			
	Hospitalisation could			
	indicate increased			
All settings should seek public health advice if	severity of illness or			
a pupil, student, child or staff member is	a new variant of			
admitted to hospital with COVID-19. They can	concern. Settings	_	_	_
do this by phoning the DfE helpline (0800 046	may be offered	\boxtimes		Ш
8687, option 1), or in line with other local	public health support			
arrangements.	in managing risk assessments and			
	communicating with			
	staff and parents.			
All CEV pupils should attend their school	Further information			
All CEV pupils should attend their school unless they are one of the very small number	is available in the			
of pupils under paediatric or other specialist	guidance on	\boxtimes	П	
care and have been advised by their GP or	Supporting pupils			
clinician not to attend	with medical			
CEV colleagues currently undertaking	conditions at school			
amended duties to enable them to work fully				
from home can now consider with their				
manager a return to normal duties on a risk				
assessment basis with specific factors to be				
taken into account including:				
ensuring the working environment is as				
Covid-safe as possible, taking into				
account individual vaccination status		\boxtimes		Ш
and the risk of coming into contact with Covid cases as part of their role;				
 they should not provide direct care to 				
people who are known to have a				
current Covid infection, or symptoms				
suggestive of Covid;				
continuation of the current amended				
duties for the time being may be				

appropriate depending on the risk assessment arrangements to be reviewed again towards the end of September when it is anticipated the Covid risk should be reduced. Colleagues in their third trimester of pregnancy For colleagues in their third trimester of pregnancy (i.e. from 28 weeks) we have been following the same guidance as the for CEV colleagues so the approach outlined above should also be followed for these colleagues			
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing	Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing		
Site User Becoming Unwell			
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	Symptoms of coronavirus (COVID-19)	×	
If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible		×	
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else		×	
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary		×	
The room used by the pupil awaiting collection should be cleaned after they have left		\boxtimes	

Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household		⊠	
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home		×	
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	\boxtimes	
Site User Developing Symptoms			
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed	×	
All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term	Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this		⊠
Secondary school pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed			\boxtimes
Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed		×	
Secondary schools should 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			×

Primary age pupils (those in year 6 and below)		\boxtimes	П
do not need to test over the summer period			
New year 7 pupils will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7.	Schools may choose to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.		×
Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.		×	
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			
Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate		\boxtimes	
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus		×	
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do	When to self-isolate and what to do - Coronavirus (COVID-19)	×	
Inadequate Hand Washing/Personal Hygiene	1		
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including; • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	×	
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans		×	
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff		×	
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered		×	

Help given to pupils with complex needs to clean their hands properly		\boxtimes	
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them		×	
Hands are washed with liquid soap & water for a minimum of 20 seconds		\boxtimes	
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly		×	
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	Skin friendly cleaning wipes can be used as an alternative	×	
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them		×	
The 'catch it, bin it, kill it' approach is very important and is promoted	Germs spread easily. Always carry tissues and use them to catch your cough or sneeze. BIN IT Germs can live for several hours on tissues. Oispose of your tissue as soon as possible. KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.	×	
Disposable tissues are available in each room for both staff and pupil use	Wisi	\boxtimes	
Bins (ideally lidded pedal bins) for tissues are available in each room		\boxtimes	
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	×	
Inadequate Personal Protection & PPE			

Face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet		\boxtimes	
In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)	This is covered in the Outbreak Management Plan	×	
In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn		×	
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles		×	
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	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately		
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools or in public places		×	
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission		×	

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use		⊠	
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully		×	
PPE for coronavirus (COVID-19) is required when performing <u>aerosol generating</u> <u>procedures (AGPs)</u>			
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn		⊠	
Visitors, Contractors & Spread of Coronaviru	us		
Key contractors are made aware of the school's control measures and ways of working		×	
School ensures site guidance on is explained to visitors and contractors on or before arrival		\boxtimes	
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention		⊠	
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	⊠	
Inadequate Ventilation			
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including: mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted	⊠	

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	to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)		
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	×	
Where possible, occupied room windows should be open		\boxtimes	
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.		×
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted	⊠	
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)	×	
Consideration given to opening high level windows in preference to low level to reduce draughts		×	
Consideration given to only opening every other window instead of all windows when the heating is activated			

If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk	⊠	
Arrangements for Boarding Schools During	Pandemic		
Where pupils travel from abroad to attend a boarding school you will need to explain the rules to pupils and their parents before they travel to the UK			×
All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice	Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England	⊠	
Pupils travelling from amber list countries may quarantine at home or at accommodation provided by their school for 10 days	The rules for pupils travelling from amber and green list countries are different and are explained in the rules for entering guidance	⊠	
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	Guidance on isolation for residential educational settings.		X
Boarding pupils should not use public transport if they are symptomatic	If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the safe working in education childcare and childrens social care settings guidance		×
In the case of any localised outbreaks, we expect them to keep the residential provision open if at all possible	Decisions will be made on a case-by-case basis.	×	

		remain those w -have p needs t be acco safely a -do not alternat	rho: articular hat cann mmodat t home have sui ive	ot ed table				
for those pupils	n safe staff ratios, particularly or students whose needs are safer remaining in the urning home	accommodation Settings should prioritise staffing towards the most vulnerable pupils and students			×]	
Have you consulted with the people/representatives undertaking the								No 🗆
activity as part of the preparation of this risk assessment What is the level of risk for this activity/situation with existing control measures					High M		ed ⊲	Low
Is the risk adequately controlled with existing control measures					Yes ⊠		No 🗆	
Have you identified any further control measures needed to control the risk and recorded them in the action plan					Yes ⊠		No □	
, ,					o be actioned by			
Further control measures to reduce risks so far as is reasonably practicable				lame Date				
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment					High		ed ⊠	Low
Is such a risk level deemed to be as low as reasonably practical? Yes ⊠ No □								No 🗆
Is activity still acceptable with this level of risk?					Yes ⊠		No □	
If no, has this been escalated to senior leadership team?					Yes □		I	No 🗆
Assessor(s):	Hannah Smithson							
D = = !(! = = (=) =	Head of School	Signature	e(s):	H smithson				
Position(s):								
Date:	9.9.2021	Review D	ate:		C	n goiı	ng	

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

				POTENTIAL OUTCO	OME					
POTENTIAL OUTCOME		LIKELIHOOD		Catastrophic						
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur							
Major	RIDDOR reportable Specified Injury/	Likely		Major						
Moderate	Disease/Dangerous Occurrence RIDDOR reportable over 7 day injury	Possible	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely		Minor						
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant						
					Remote	Unlikely	Possible	Likely	Highly Likely	
					LIKELIHOOD					