

## Southborough High School - COVID19 Risk Assessment **\_July update**

<b>Description of Activity / Person / Area / Equipment being assessed</b>	Provision of childcare/education during the Covid-19 pandemic <b>Summer and September 2021</b>
<b>Section(s) / Team(s) covered</b>	Southborough High School
<b>Location(s) covered</b>	School Premises
<b>Date of Original Assessment</b>	23/03/2020

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	From w/c 18/05/2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No

Has action been taken	YES / NO / <b>ONGOING</b> / NONE REQUIRED
Confirmed by Line Manager	<b>YES</b> / NO
Lead Assessors name (print)	Nataliya Bennett
Lead Assessor's signature	
Date:	06/01/2021

Has action been taken	YES / NO / <b>ONGOING</b> / NONE REQUIRED
Manager's name (print)	Niall Smith
Manager's signature	
Date:	14/04/2021

This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at [healthandsafety@kingston.gov.uk](mailto:healthandsafety@kingston.gov.uk) Updates have been highlighted with the use of the yellow highlighter pen effect Direct quotes from Government guidance are highlighted with the pale green highlighter pen effect.

## Review Dates

Future Review Date (depends on Action Plan findings)	Review Date Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
<p>This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.</p> <p>It will be shared with RPF governor's committee which oversees H&amp;S at school, SLT, staff and published on the school's website.</p>	15/05/2020	No	NBN	18/05/2020

This version - 23/05/2020	23/05/2020	Yes, some additions - highlighted with green background within the document.	NBN	Live document available on website
This version - 28/05/2020	28/05/2020 04/06/2020	Yes, some additions - highlighted with purple background within the document.	NBN	Live document available on website
This version - 15/06/2020	15/06/2020	Yes, some additions - highlighted with yellow background within the document.	NBN	Live document available on website
This version - 25/06/2020	25/06/2020	Yes, some additions - highlighted with blue background within the document.	NBN	Live document available on website
This version - 01/07/2020	01/07/2020	Yes, some additions - highlighted with green background within the document.	NBN	Live document available on website
This version - 01/07/2020	08/07/2020	Yes, some additions - highlighted with green background within the document.	NBN	Live document available on website

This version - 28/08/2020	28/08/2020	<p>Yes, some additions - highlighted with green background within the document.</p> <ul style="list-style-type: none"> <li>• Updates following the 7/8/2020 update of the Government's guidance on the full opening of schools in September 2020.</li> <li>• Link to new guidance on noting absence which includes actions for different COVID testing result scenarios.</li> <li>• Information for all schools in relation to safe use and storage of alcohol containing hand sanitiser.</li> <li>• Inclusion of references/links to updated/new specific Government Guidance documents where relevant to H&amp;S.</li> <li>• Notification that CLEAPSS COVID guidance has been updated.</li> <li>• Notification of additional wording on the HSE website relating to air conditioning and fans.</li> </ul> <p>latest excerpt from the Shielding guidance (updated 13/8/2020)</p>	NBN	Live document available on website
This version 24/09/2020	24/09/2020	Yes some additions covering arrangements for Open Season 2020	NBN	Live document available on website

This Version 30/10/2020	30/10/2020	Yes, some changes due to Greater London entering Tier 2 /High Level alert	NBN	Live document available on website
This Version 05/11/2020	05/11/2020	Yes, some changes due to England entering lock down till 02/12/2020	NBN	Live document available on website
This Version 02/12/2020	02/12/2020	<p>Updates associated with leaving the lockdown period on 2nd December 2020 and entering the tier 2 high level alert.</p> <p>These changes apply from 2nd December onwards. Main updates focus on hiring of premises, shielding, clinically extremely vulnerable pupils and staff, performances, early years and the use of malleable resources by children and reference to the Contingency Framework.</p>	NBN	Live document available on website
This version 06/01/2021	06/01/2021	<p>Updates:</p> <p>COVID-19 Testing in Secondary Schools</p> <p>Shielding and clinically extremely vulnerable people, pregnant staff, malleable resources, hiring out facilities, educational visits</p>	NBN	Live document available on website

1/3/2021		<p>Updates:</p> <p>Face coverings, educational visits, AfPE guidance FAQ link, pregnant staff, clinically vulnerable and clinically extremely vulnerable pupils and staff, LFD home testing kits, etc. Please look for all yellow highlighted text throughout the whole document.</p>	NBN	
31/03/2021		<p>Updates include: Link to LCRC FAQs on LFD Testing, educational visits, updates to shielding advice, pregnant staff, bubble sizes for afterschool clubs and similar, sports, hiring out facilities, outbreaks, , face coverings, sports, educational visits, parent and child singing groups, hiring, etc Please look for all yellow and pink highlighted text throughout the whole document.</p>	NBN	Live document available on website
28/5/2021		<p>Updates include: Exams, updated advice re' face coverings, sand, travel abroad, performances and audiences, parent and child singing groups, ventilation during particular activities, educational visits, etc.. <b>Please look for all yellow highlighted text throughout the whole document.</b></p>	NBN	Live document available on website
23rd July 2021		<p>Document created to reflect the latest changes and updates to the Government Guidance for Step 4.</p>	NBN	Live document available on website

No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In place? Comments?
1	<p><b>Overall Approach to Infection Control in School</b></p>	<p>Staff, pupils, visitors, contractors</p>	<p><b>Overall Approach to Infection Control in School</b></p> <p>During the last 18 months, the school has followed the Government Guidance and associated controls in relation to the COVID-19 pandemic. This has included:</p> <ul style="list-style-type: none"> <li>● increased emphasis and systems for hand and respiratory hygiene;</li> <li>● enhancing cleaning of high touchpoints;</li> <li>● control in use and cleaning of resources;</li> <li>● increased understanding of the role and use of ventilation in reducing transmission;</li> <li>● social distancing;</li> <li>● wearing of face coverings in particular situations;</li> <li>● grouping children into consistent groups;</li> <li>● regular weekly LFD testing for staff when working in school;</li> <li>● regular weekly LFD testing for secondary school pupils.</li> </ul> <p><b>Moving forward, the school will be focussing on the following controls, as identified in the current (July 2021) Schools Operational Guidance:</b></p> <ul style="list-style-type: none"> <li>● ventilation;</li> <li>● hand and respiratory hygiene;</li> <li>● enhanced cleaning arrangements;</li> <li>● regular LFD testing for staff when working in school;</li> <li>● regular LFD testing for secondary school pupils when attending school or holiday clubs;</li> <li>● initial two LFD test provided for pupils at secondary school as they return in September;</li> <li>● wearing face coverings on public and school transport;</li> <li>● ensuring anyone with COVID-19 symptoms does not come to school;</li> <li>● wearing of fluid repellent surgical face masks by staff providing first aid and those assisting with the LFD testing on site at school;</li> </ul>	<p>SLT to confirm arrangements for 2 LFD tests for students before the start of school by 13/08/2021</p>



			<p>The school will have an Outbreak Management Plan in place which will include the reintroduction of additional controls including face coverings and bubbles, in the event of a local outbreak and following discussions with their local Public Health.</p> <p>The two overarching guidance documents for this phase of the pandemic are:  <a href="#">Schools Operational Guidance</a>  <a href="#">Additional Guidance for Step 4 for Special Schools</a></p>	Outbreak management plan to be drafted by 31/08/2021
2	<p><b>Outbreak Management Plan</b></p> <p><b>Local Outbreaks</b></p>		<p><b>Outbreak Management Plan</b></p> <p>The school will have an outbreak management plan in place based on the information and advice provided in the Government's <a href="#">Contingency Framework</a> document. This will include the potential reintroduction of key controls:</p> <ul style="list-style-type: none"> <li>● face coverings in communal parts of the school</li> <li>● face coverings in classrooms in secondary schools</li> <li>● bubbles</li> </ul> <p><b>Measures</b></p> <p>The school is including in its outbreak management plan the possibility it may be advised to limit:</p> <ul style="list-style-type: none"> <li>● residential educational visits;</li> <li>● open days;</li> <li>● transition or taster days;</li> <li>● parental attendance in settings;</li> <li>● performances in settings.</li> </ul> <p>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) may recommend these precautions in one setting, a cluster of settings, or across an entire area.</p>	

		<p><b>Local Outbreaks</b></p> <p>Quote from Schools Coronavirus Operational Guidelines:</p> <p><i>"If you have several confirmed cases within 14 days, you may have an outbreak.</i></p> <p><i>You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan."</i></p> <ul style="list-style-type: none"> <li>• In this event, the school will contact the dedicated advice service by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</li> </ul> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>The school will follow the advice provided by Public Health in these situations.</p> <p>In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority/Academy Trust.</p>	
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3	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	<ul style="list-style-type: none"> <li>Government Guidance <b>has been updated (19/7/2021)</b>. <b>Link: <a href="#">Advice on Shielding and Protecting Clinically Extremely Vulnerable People</a></b></li> </ul> <p><b>Excerpt in relation to clinically extremely vulnerable people going to work:</b></p> <p><b>“Work</b></p> <p><i>From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</i></p> <p><i>However, employers still have a legal responsibility to protect their employees and others from risks to their health and safety. Your employer should be able to explain to you the measures they have in place to keep you safe at work. Some employers may request employees to undertake regular testing for COVID-19 to identify people who are asymptomatic.</i></p> <p><i>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>.”</i></p> <p><b>In relation to clinically extremely vulnerable children and staff, two excerpts from the School <a href="#">Coronavirus Operational Guidance (updated 19 July 2021)</a>:</b></p> <p><i>“All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other</i></p>	
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			<p>specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</p> <p>You should ensure that key contractors are aware of the school's control measures and ways of working.”</p> <p>and</p> <p>“Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. 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> <ul style="list-style-type: none"> <li>• <b>Pregnant</b> women the guidance: <a href="#">Advice for pregnant employees</a> was updated on <b>21/6/2021</b>.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• The information provided by the Royal College of Obstetrics and Gynaecology (RCOG) <b>was updated on 19/7/2021</b>. <b>Link: <a href="#">RCOG Guidelines and Videos</a></b>. The Guidelines include detailed information for employers and pregnant employees. <b>They are useful for sharing with pregnant staff.</b></li> <li>• <b><a href="#">NHS Information on Pregnancy and COVID-19</a></b></li> <li>• The school encourages all staff including those who are pregnant to get the COVID-19 vaccine - as per the Government's vaccine strategy.</li> <li>• Schools are advised to request advice from their occupational health provider if they have queries in relation to anything discussed in this row.</li> </ul>	
4	<b>People with symptoms of COVID-19 - potential for transmission from person to person</b>	Staff pupils visitors contractors	<ul style="list-style-type: none"> <li>• Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any <b>symptoms</b> of COVID-19.</li> <li>• If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss or change in the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <b><a href="#">staying at home guidance</a></b> and arrange a <b>PCR</b> test to identify whether they have COVID-19.</li> <li>• The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - in this risk assessment</li> <li>• <b>Posters</b> describing the symptoms were circulated to schools in May 2020 by the Health and Safety Team and these have been displayed in the school.</li> <li>• Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> <li>• The following link provides advice on noting absence and gives examples of the time required off school for different COVID-related scenarios based on test results: <b><a href="#">AbsenceInRelationToCOVIDscenarios</a></b></li> </ul>	

		<ul style="list-style-type: none"> <li>• The isolation period for those who test positive for coronavirus is 10 days from the onset of symptoms or, if no symptoms, then 10 days from the day of the positive test. <b>Use this link to check the latest advice on isolation periods in the event of a positive test result:</b> Link: <a href="#">NHS test result advice</a></li> <li>• Link: <a href="#">Information for Schools and FE about the NHS Covid App Updated 15/6/2021.</a></li> <li>• <a href="#">Schools Operational Guidance</a></li> </ul> <p><i>Excerpt:</i></p> <p><i>“From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</i></p> <p><i>Instead, children 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.”</i></p> <ul style="list-style-type: none"> <li>• <b>DfE Helpline:</b> 0800 046 8687 and selecting option 1</li> </ul> <p><b>School is mindful of previously issued advice to help them if they are considering whether a child could have COVID symptoms, as follows:</b></p> <p><b>Effects of children taking a vaccination or teething:</b></p> <ul style="list-style-type: none"> <li>• Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus</li> </ul>	
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			<p>(COVID-19) is suspected.</p> <ul style="list-style-type: none"> <li>• Whilst teething can cause some known side effects such as flushed cheeks and sore gums, <a href="#">NHS guidelines</a> state that fever is not a symptom of teething.</li> <li>• Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.</li> <li>• If coronavirus (COVID-19) is suspected, settings should follow the advice in the <a href="#">system of controls</a>."</li> </ul>	
5	<p><b>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are clinically vulnerable or clinically extremely vulnerable).</b></p>	Staff	<ul style="list-style-type: none"> <li>• Individual staff risk assessments were <b>completed during earlier stages in the pandemic</b>.</li> <li>• Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation.</li> <li>• Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed.</li> <li>• School regularly receives updates from Council affiliated teams such as the H&amp;S Team, Education Teams and AfC (Kington/Richmond).</li> <li>• If the school buys into a scheme, staff are reminded of the availability of their Employee Assistance Programme.</li> <li>• Staff and school have access to official guidance from DfE and Public Health England.</li> </ul>	
6	<p><b>Testing - people who do not have any symptoms of COVID-19</b></p>		<p>Home lateral flow device (LFD) testing kits have been provided <b>to all schools</b> for staff to utilise so they can test themselves at home before coming into school. These kits are for use by people who do not have any symptoms of COVID-19.</p>	

			<p>Secondary school pupils have been using the LFD testing kits at home routinely and in September 2021 will need to be offered two onsite tests when they return to school. See row 8 for information on undertaking the tests in school.</p> <p>Action HR has provided a <a href="#">Template Risk Assessment for Home Testing Kits</a> which looks in detail at the controls needed to manage this process safely.</p> <p><b>Link:</b> <a href="#">LFD Video Animation</a> (no sound but with explanatory text)</p> <p><b>Link:</b> <a href="#">Video on how to use home test kit</a> (with sound)</p> <p>Parents and households members with children attending school can also order the LFD test kits to use for themselves (rather than for the children who receive them via their school). <b>They can order them online</b> at <a href="http://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a></p>	
7	<p><b>Testing - people with symptoms of COVID-19</b></p> <p><b>People not getting tested if they have symptoms</b></p>	<p>Pupils, staff, contractors, visitors</p>	<p>The LFD kits are only for use by people who do not have symptoms of COVID-19.</p> <p>Anyone with symptoms needs to self isolate and get tested - including children of all ages, even those under 5.</p> <ul style="list-style-type: none"> <li>● <b>Link:</b> <a href="#">Guidance on Testing for Essential Workers (e.g. teachers)</a></li> <li>● <b>Link:</b> <a href="#">Guidance on Testing for Non-essential workers, e.g. parents and pupils</a></li> <li>● <b>Link:</b> <a href="#">Symptoms</a>                      <b>Link:</b> <a href="#">Essential Workers</a></li> </ul> <p>The school advises anyone with symptoms to self isolate and arrange a test.</p>	<b>In place? Comments?</b>
8	<p><b>Running COVID-19 testing sites in Secondary and Special Schools</b></p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> <li>● Secondary Schools will need to provide two LFD tests on site for their pupils as they return to school in September 2021. Action HR has provided a template risk assessment (updated 13/7/2021) based on the</li> </ul>	



		Operatives	<p><b>Test and Trace risk assessment with some additions to further assist schools. <a href="#">Link: Action HR's Template risk assessment for COVID testing sites in schools</a></b></p> <ul style="list-style-type: none"> <li>• When secondary school pupils have completed two LFD tests in schools, they will be able to recommence with undertaking the testing at home, with their parents reporting the results to the school and the NHS.</li> <li>• Secondary and special schools are advised to keep a small in-house testing facility so they can offer testing to pupils who are unwilling or unable to perform the LFD at home themselves or with the help of their parents. The historic information on this is therefore provided below for ease of reference.</li> </ul> <p>In addition, the Government prepared a series of guides and online training for the different roles associated with the testing sites.</p> <p><b>Link: <a href="#">Google Drive Folder</a> updated July 2021</b>  <b>Link: <a href="#">Link to Tessollo Training Login</a></b></p> <p>This school is running a testing site/this school is not running a testing site.*  * please delete as appropriate</p> <p>If running a testing site, the school will:</p> <ul style="list-style-type: none"> <li>• complete a risk assessment (for example by using the Action HR version or the Test and Trace version if preferred)</li> <li>• ensure operatives have completed the online training and onsite tool box talks</li> <li>• provide information to all working at the site on the fire evacuation arrangements, welfare facilities</li> <li>• factor in comfort breaks and hydration breaks for all working in the testing site</li> <li>• make this risk assessment available to those associated with the testing site</li> </ul>	
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9	<b>People returning from abroad</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• The school reminds staff and parents that the government is advising against travel to amber list countries for holiday purposes. Anyone travelling to amber list countries (for example due to family crises, etc.) must isolate for 10 days on their return to the UK and take tests.</li> <li>• It is not anticipated that staff or pupils will have travelled abroad to red listed countries. There are <a href="#">specific requirements</a> for those who have travelled from countries on the 'red list'. School leaders discuss this with staff where relevant. The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to quarantine when you travel to the UK</a>.</li> </ul> <p><b><i>“Travel and quarantine</i></b>  <i>All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.”</i></p> <p><a href="#">Red, amber and green list rules for entering UK</a></p>	
10	<b>Ventilation</b>  <b>Classrooms, offices, lunch halls and other areas in schools</b>	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• The school gives consideration as to whether there are any poorly ventilated areas. <a href="#">HSE Information on identifying poorly ventilated areas</a>.</li> <li>• If, using the HSE link above, the school identifies areas of concern where ventilation is thought to be poor, the school will investigate monitoring the air quality with a CO2 sensor. CO2 levels of between 800-1000ppm are indicative of a well-ventilated room.</li> <li>• <b>Classroom and office window(s)</b> are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately.</li> <li>• During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to</li> </ul>	

			<p>purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. Furniture is organised where possible to avoid people sitting in draughts.</p> <ul style="list-style-type: none"> <li>● <b>Hall exit doors/windows</b> are kept open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. In colder weather, if it is too cold in the dining area, windows are adjusted just enough to provide constant background ventilation, and opened more fully during times of non-occupation to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air.</li> <li>● <b>Note:</b> If you have windows in classrooms, offices or halls that can be opened, you do not need to keep your final exit classroom/office door open if the area is too cold. Internal doors would only need to be kept open if there were concerns there was insufficient throughput of air in an area (in those cases, if they were fire doors they would need to be held open with automatic door release mechanisms).</li> <li>● Mechanical ventilation systems are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted 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)</li> <li>● The school ensures that heating and ventilation systems are well maintained.</li> <li>● <b>Link:</b> <a href="#">REHVA Guidance updated 15/4/2021</a> (Federation of European Heating, Ventilation and Air Conditioning Associations)</li> <li>● <b>HSE Advice:</b></li> <li>● <b><i>The HSE advice includes the following sections:</i></b> <ul style="list-style-type: none"> <li>● <a href="#"><i>Why ventilation is important</i></a></li> <li>● <a href="#"><i>Balancing ventilation with keeping people warm</i></a></li> <li>● <a href="#"><i>Identifying poorly ventilated areas</i></a></li> <li>● <a href="#"><i>How to improve ventilation</i></a></li> <li>● <a href="#"><i>Natural ventilation</i></a></li> <li>● <a href="#"><i>Mechanical ventilation (including air conditioning)</i></a></li> </ul> </li> </ul>	
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	<p><b>Audiences, Assemblies, School Plays</b></p>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Fans and air cleaning units</u></a></li> <li>• <a href="#"><u>Ventilation in vehicles</u></a></li> <li>•</li> </ul> <ul style="list-style-type: none"> <li>• Events and assemblies are held in well ventilated areas.</li> <li>• The school gives consideration as to whether there are any poorly ventilated areas as detailed above in this row, and avoids the use of these for large gatherings.</li> <li>• The Schools Operational Guidance does not currently link to other guidance such as the <a href="#"><u>Working at Events and Attractions</u></a> or refer to specific controls other than ventilation. The school and H&amp;S will therefore monitor this area and consider a risk assessment approach for events.</li> </ul> <p><b>Excerpt from Government Guidelines:</b></p> <p><i>“...this means that <b>assemblies</b> can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.”</i></p> <p><i>“You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.”</i></p> <p><a href="#"><u>HSE Examples of how to improve ventilation in different workplaces and settings</u></a></p> <p><a href="#"><u>HSE information on ventilation including very useful video</u></a></p> <p><a href="#"><u>HSE Information on identifying poorly ventilated areas</u></a></p>	
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11	<p><b>Social distancing - Teaching, Classrooms Bubbles/Groups</b></p>	<ul style="list-style-type: none"> <li>● As per the Government Guidance for Step 4, issued in July 2021, the school is no longer operating social distancing or bubble arrangements.</li> <li>● The school has an Outbreak Management Plan ready to utilise in the event of an outbreak which includes scope for re-introducing bubbles and social distancing.</li> </ul> <p><b>Excerpt: <a href="#">Schools Operational Guidance</a></b></p> <p><b><i>“Mixing and ‘bubbles’</i></b></p> <p><i>We no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. If your school is still open in the week commencing 19 July, you may wish to continue with these measures until the end of your summer term.</i></p> <p><i>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</i></p> <p><i>You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.</i></p>	
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			<p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education."</p> <p><b>and:</b></p> <p>"Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. 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>	
12	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</b></p> <p><b>Handwashing</b></p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> <li>● <b>Link: <a href="#">Schools Operational Guidelines</a></b></li> <li>● <b>During the last 18 months, the school reviewed</b> the numbers of handwashing facilities in school and considered whether these were sufficient. As a result, the school provided additional sinks/hand sanitiser dispensing units. <b>The school is continuing to use these facilities to help ensure hand hygiene measures can be easily followed.</b></li> <li>● Where installing external sinks, the school considered aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc..</li> <li>● The school reviewed whether it had sufficient numbers of bins to support respiratory and handwashing hygiene, (pedal bins are most effective as they negate the need for hand contact with the bin), however the school decided ultimately, taking into account suitability in relation to the pupils (e.g. age and abilities of pupils). <b>These bins will remain in use.</b></li> <li>● On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control.</li> <li>● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors.</li> </ul>	

			<ul style="list-style-type: none"> <li>● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising.</li> <li>● All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes.</li> <li>● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. (See science section re' hand sanitiser in labs and D&amp;T areas.)</li> <li>● Soap, towels (where used) and hand sanitiser supplies are regularly replenished.</li> <li>● Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels.</li> <li>● <b>Link:</b> <a href="#">Public Health - washing your hands poster</a></li> <li>● <b>Link:</b> <a href="#">Public Health England - using hand rub poster</a></li> <li>● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'.</li> <li>● <b>Link:</b> <a href="#">Catch it, Kill it, Bin it poster</a></li> <li>● Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.) (<i>School, please change this to reflect what your school has.</i>)</li> <li>● First aiders have access to local handwashing facilities/hand sanitiser.</li> </ul>	
13	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</b></p>		<ul style="list-style-type: none"> <li>● There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)).</li> <li>● Toilets are cleaned regularly.</li> <li>● Signing in for visitors is followed with the following controls: <ul style="list-style-type: none"> <li>○ Hand sanitiser is provided next to the screen for visitors to use.</li> <li>○ Visitors sign in themselves.</li> <li>○ The touch screen is cleaned regularly during the day as it is a high touch point.</li> <li>○ The reception desk has a glazed window as part of its design and this remains in place.</li> </ul> </li> </ul>	





14	<b>After School Clubs, Breakfast Clubs, Holiday Clubs, Community Activities, Scouts, Guides</b>		<ul style="list-style-type: none"> <li>• The Government has provided guidance on the provision of these facilities</li> <li>• <b>Link: <a href="#">Protective Measures for Out of School Settings</a> - this guidance was updated on 19/7/2021</b> and advises on the controls required of providers for these activities and settings.</li> <li>• The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19.</li> <li>• The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control.</li> </ul>	
15	<b>Travelling to and from school</b>		<ul style="list-style-type: none"> <li>• The school encourages those who use public transport to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering. <b>Update:</b> The guidance on this has been updated again (19/7/2021) - <b>Link: <a href="#">Safer Travel Guidance for Passengers</a></b></li> </ul> <p><b>Excerpt from the <a href="#">Schools Operational Guidance</a></b></p> <p><b><i>"Face coverings</i></b></p>	

	<p><b>Dedicated school transport</b></p>		<p><i>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</i></p> <p><i>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college."</i></p> <ul style="list-style-type: none"> <li>● Where pupils travel to school on <b>dedicated school transport</b>, the provider and school should discuss what arrangements are in place. The aim is to ensure overcrowding is avoided. This includes: <ul style="list-style-type: none"> <li>○ children and young people continue to be encouraged to wash or sanitise their hands regularly</li> <li>○ there is a regular cleaning regime in place, with a particular focus on frequently touched surfaces</li> <li>○ organised queuing and boarding is put in place</li> <li>○ through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents</li> <li>○ children aged 11 years and over should wear face coverings unless individuals are exempt from wearing face coverings</li> </ul> </li> <li>● The school supports local authorities and AfC in promoting the use of face coverings on school transport.</li> <li>● <b>Link: <a href="#">Guidance on Transport to School and other Places of Education</a></b> updated on 19/7/2021.</li> </ul>	<p>NBN to ensure that school minibuses to have a supply of disposable face coverings.</p>
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			<p><b>Excerpt:</b></p> <p><i>“on dedicated transport:</i></p> <ul style="list-style-type: none"> <li>○ we recommend that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college</li> <li>○ we no longer recommend maximising distancing and minimising mixing, but unnecessary risks such as overcrowding should be minimised”</li> </ul>	
16	<p><b>Airborne transmission -</b></p> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>- Travelling</li> <li>- In school</li> </ul>	Staff, pupils	<p><b>In School</b></p> <ul style="list-style-type: none"> <li>● The Government is no longer advising for secondary school pupils, school staff or visitors to wear face coverings in classrooms or communal areas in schools. The school remains ready to reinstate this requirement in the event of a local outbreak after careful consideration with the local Public Health Advisers. This is reflected in the school’s Outbreak Management Plan.</li> <li>● This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what personal protective equipment (PPE) staff should wear in those instances - see the section of this risk assessment entitled “Provision of First Aid” which includes specific requirements re’ the wearing of fluid resisting surgical masks for these situations.</li> </ul> <p>Excerpt from <a href="#">Schools Operational Guidelines:</a></p> <p><b>“Face coverings</b></p>	

			<p><i>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</i></p> <p><i>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</i></p> <p><i>If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.</i></p> <p>Poster: <a href="#">Wearing face masks poster</a></p>	
17	<b>Meetings including Governing Body meetings</b>	Staff, visitors	<ul style="list-style-type: none"> <li>• The school places an emphasis on ensuring any meetings take place in well ventilated areas.</li> <li>• Hand and respiratory hygiene remain important and are promoted within the school including for meetings.</li> <li>• Hand sanitiser and bins are provided in meeting rooms.</li> </ul>	
18	<b>Music - Playing and Singing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• The school places an emphasis on ensuring these activities take place in well ventilated areas.</li> <li>• Hand and respiratory hygiene remain important and are promoted within the school including for these activities.</li> </ul>	

	<p><b>Wind and Brass All instruments</b></p> <p><b>Drama</b></p> <p><b>Parent and Child Singing Groups</b></p>	<ul style="list-style-type: none"> <li>• Instruments, if used by different pupils, are thoroughly cleaned (particularly mouth pieces) for general infection control purposes.</li> <li>• Handwashing/hand sanitising takes place before and after handling instruments, especially if being used by more than one person.</li> </ul> <p><b>Parent and Child Singing Groups</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Actions for Early Years Settings - Singing in Parent and Child Groups</u></a> This guidance has been updated.</li> </ul> <p><b>Excerpt:</b></p> <p><b><i>“Parent and child groups</i></b></p> <p><i>Parent and child groups can operate as normal and without restrictions on attendance.</i></p> <p><i>You should follow the control measures in this guidance, which will help towards mitigating the risks of COVID-19 for all children and adults.</i></p> <p><i>There are no limits on the number of people who can sing indoors or outdoors. Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices.</i></p>	
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			<p><i>In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on <u>keeping yourself and others safe.</u></i></p>	
19	<b>PE and Sports</b>	Staff, pupils	<ul style="list-style-type: none"> <li>● The school is mindful that the COVID-19 controls in relation to sports activities in education have been relaxed and will organise activities taking account of the following controls: <ul style="list-style-type: none"> <li>○ ventilation;</li> <li>○ good hand and respiratory hygiene;</li> <li>○ enhanced cleaning including taking a measured and reasonable approach to cleaning equipment used for sports. Cleaning requirements will vary depending on the nature of the equipment, for example, items such as eye protection would require cleaning between different users as part of general infection control arrangements.</li> <li>○ For events to which audiences are invited, the protocol as detailed in the 'Audiences' part of this risk assessment will be followed.</li> </ul> </li> </ul> <p><b>Excerpt:</b></p> <p><i>"You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and <b>equipment</b> (for example, twice per day), with a particular focus on frequently touched surfaces."</i></p>	

20	<b>Swimming</b>	Pupils, staff	<ul style="list-style-type: none"> <li>Swim England has updated a number of documents in line with Step 4 and these can be accessed <a href="#">here</a>.</li> <li>Of particular note is this <b>excerpt from the Swim England Best Practice Step 4 document:</b> <p><i>“Cleaning</i></p> <p><i>We would recommend that the enhanced cleaning regimes implemented during the pandemic should be maintained for both equipment, changing and seating areas.</i></p> <p><i>Pool users should be encouraged to bring their own equipment where possible.</i></p> <p><i>We would recommend equipment is not shared unless cleaned in between use. Swimming pool water, which has been shown to inactivate the virus , can be used for this purpose.”</i></p> </li> </ul>	
21	<b>Exams</b>		<ul style="list-style-type: none"> <li><a href="#">Government COVID-19 Guidance</a> updated on 13/7/2021 includes practical information including room set and the school considers this guidance if it is planning exams.</li> <li>The controls the school uses focus on include:</li> <li>No-one attending if they have symptoms of COVID-19 or have been told to isolate by Test and Trace;</li> <li>Ventilation - windows and doors are kept open (no propping open of fire doors);</li> <li>Hand hygiene;</li> <li>Cleaning regimes for areas and equipment (typically cleaning twice a day) and focussing on high touch points;</li> </ul>	

			<ul style="list-style-type: none"> <li>• The school ensures it is first aid prepared (e.g. for events such as asthma attack, onset of COVID symptoms, etc.)</li> <li>• There are arrangements in place if a pupil is unable to attend due to having symptoms.</li> </ul>	
22	<b>Educational Visits</b>	Staff, pupils	<p><b>"Educational visits</b></p> <p><i>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</i></p> <p><i>We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</i></p> <p><i>You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</i></p> <p><i>You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association</i></p>	



			<p><i>(BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</i></p> <p><i>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <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>.”</i></p> <ul style="list-style-type: none"> <li>● When considering booking new visits, please ensure that you are booking with providers that offer rearrangement and/ or a complete refund in the event of any further travel disruption due to the pandemic, as insurers are likely to decline covering cancellation due to covid now this is a 'known event'. This is an instance when it is necessary to read the small print contained in contracts - before signing or paying any money. For those schools that book travel and accommodation directly with airlines, coach companies, hotels etc please again ensure the providers are promising similar terms.</li> <li>● While the UK Government may be slowly increasing the number of countries on the travel 'green list', please remember that each country (even within the EU) sets their own entry requirements regarding vaccination and quarantine. See the FCDO website for current details <a href="#">Foreign travel advice - GOV.UK (www.gov.uk)</a></li> </ul> <ul style="list-style-type: none"> <li>● The school also makes use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• When planning either day trips or residential trips, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what COVID-19 control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues.</li> <li>• The school requests the COVID-19 risk assessment of the venue.</li> <li>• The school will continue to monitor the situation and be advised by Action HR's Educational Visits Adviser.</li> <li>• The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school.</li> </ul>	
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23	<b>Provision of first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>● First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</li> <li>● Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons).</li> <li>● First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases.</li> <li>● A disposable plastic apron is recommended.</li> <li>● Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</li> <li>● Where possible a window is kept open in the first aid room to help ensure good ventilation.</li> <li>● Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> <li>● See also the section on ‘Someone develops COVID-19 symptoms whilst at school’</li> <li>● Excerpt from <a href="#">Government Guidance</a>: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) (updated December 2020):</li> </ul> <p><i>“When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <a href="#">how to put PPE on and take it off safely</a> in order to reduce self-contamination.</i></p> <p><i>Face masks must:</i></p> <ul style="list-style-type: none"> <li>● <i>cover both nose and mouth</i></li> <li>● <i>not be allowed to dangle around the neck</i></li> </ul>	
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|  |  |  | <ul style="list-style-type: none"><li>● <i>not be touched once put on, except when carefully removed before disposal</i></li><li>● <i>be changed when they become moist or damaged</i></li><li>● <i>be worn once and then discarded - hands must be cleaned after disposal"</i></li></ul> |  |
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24	<b>Administering Cardiopulmonary Resuscitation (CPR)</b>	<p><b>Schools - please read all the advice and excerpts provided in this section on CPR.</b></p> <ul style="list-style-type: none"> <li>• Link: <a href="#">HSE Guidance on CPR</a> for adults (last reviewed on 19/7/2021)</li> </ul> <p>The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used if there is one available. However, for children, the advice is that rescue breaths should be provided. The following excerpt should be read in relation to adults. (Further down in this row, important information about CPR for children is also provided.)</p> <p><b>Excerpt: Preserve life: CPR for ADULTS</b></p> <p><i>“Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</i></p> <p><i>Ask for help. If a portable defibrillator is available, ask for it</i></p> <p><i>Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation</i></p> <p><i>If available, use:</i></p> <ul style="list-style-type: none"> <li>○ <i>a fluid-repellent surgical mask</i></li> </ul>	
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- disposable gloves
- eye protection
- apron or other suitable covering

Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see [specific guidance from the Resuscitation Council UK](#))

- [Government Advice to First Aiders including Resuscitation](#) reviewed on 19/7/2021

Excerpt:

**“Cardiopulmonary resuscitation**

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the police service this would be a dynamic risk assessment) to assess appropriate infection control precautions.

**In adults**, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes where cardiac arrest has not occurred due to lack of oxygen (asphyxial arrest).

**In children**, cardiac arrest is more likely to be caused by a respiratory problem or lack of oxygen. Therefore, chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield, if one is available.

			<p><i>If you perform mouth to mouth ventilation on someone with COVID-19 you should stay at home and complete <a href="#">10 full days self-isolation</a>.</i></p> <p><i>If you perform mouth-to-mouth ventilation on someone who does not have COVID-19, no additional actions need to be taken other than monitoring yourself for symptoms of COVID-19 over the following 14 days.</i></p> <p><i>However, if they are subsequently diagnosed with COVID-19 you may be contacted by NHS Test and Trace and asked to self-isolate.</i></p> <p><i>If you develop symptoms of COVID-19, however mild, or receive a positive test result, inform your employer and follow the <a href="#">stay at home guidance</a>.”</i></p> <ul style="list-style-type: none"> <li>● <b><a href="#">Resuscitation Council Advice</a> - for CHILDREN - see also the excerpt above which includes important advice about use of resuscitation face shields for mouth-to-mouth resuscitation for children</b></li> </ul> <p>Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. It has been updated and this update is included in the following <b>excerpt</b>:</p> <p><b>CPR FOR CHILDREN</b></p> <p><i>“We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.</i></p>	
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		<p><i>For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.</i></p> <p><i>Therefore, if there is any doubt about what to do, this statement should be used.</i></p> <p><i>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.”</i></p> <p>If schools do not already have <b>resuscitation shields</b> in their first aid kits, then it is advisable for them to purchase these. Here are some examples. <b>Link:</b> <a href="#">Examples of Resuscitation Shields</a></p> <ul style="list-style-type: none"> <li>• The following link provides information on donning masks:</li> <li>• <a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>• The following link provides information on how to safely remove the masks and other PPE:</li> <li>• <a href="#">Advice on removing surgical masks and other PPE.</a></li> </ul>	
25	<b>Administering medication</b>	<p><b>Medication</b></p> <ul style="list-style-type: none"> <li>• The school has a medication policy in place that is followed</li> <li>• Staff dispensing medication to students should minimise contact.</li> <li>• Wash hands before and after dispensing the medication</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> <li>• If required, gloves will be worn by staff when giving medication.</li> <li>• Surgical masks are worn for situations in which a distance of 2m from the child cannot be maintained.</li> </ul>	




			<ul style="list-style-type: none"> <li>• If there is a risk of contamination with splashes, droplets of blood or body fluids, a visor or goggles are also worn, in addition to the surgical mask.</li> </ul>	
26	<p><b>Someone develops COVID-19 symptoms whilst at school</b></p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> <li>• If anyone is experiencing <a href="#">symptoms</a> - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <a href="#">staying at home guidance</a> and arrange to be tested to confirm if they have COVID-19.</li> <li>• If a pupil is awaiting collection, they are moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</li> <li>• Where possible, a window is opened for ventilation.</li> <li>• If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li> <li>• Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</li> <li>• Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.</li> </ul>	

			<ul style="list-style-type: none"> <li>Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste.</li> <li><b>Link:</b> <a href="#">guidance on cleaning in non-healthcare settings</a>.</li> <li>Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by AfC (for Kingston and Richmond Schools) or Sutton's Head of Pupil Based Commissioning (for Sutton Schools).</li> </ul>	
27	<b>Laundry</b>		<ul style="list-style-type: none"> <li>Public Health advises items should be washed in accordance with the manufacturer's instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</li> <li>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</li> <li>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</li> <li>People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry.</li> <li>The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble.</li> </ul>	
28	<b>Uniforms</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Government advice notes that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>During the cooler months, the school encourages pupils (and parents) to ensure pupils bring in additional clothing including gloves and hats in case they become cold during the school day due to the increased ventilation. The school is flexible in its approach and accepts these items may need to be 'home' clothes rather than strict uniform.</li> </ul>	

29	<p><b>Routine cleaning of communal areas of the school estate</b></p>	<p>Staff/ Cleaning Contractors</p>	<p>For <b>routine</b> cleaning (i.e. <b>not</b> cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> <li>● Disposable gloves are provided for staff/contractors (see next bullet point)</li> <li>● Staff wear their usual washable uniform/clothing</li> <li>● Mops are used for the tasks</li> <li>● Staff wash their hands when they have finished their task and dispose of the gloves.</li> <li>● Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal.</li> <li>● As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.</li> <li>● The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school.</li> <li>● Jet washing can recommence if the school wishes to clean a particular area of the school estate (jet washing is not required as part of COVID cleaning arrangements). Only staff who have suitable experience in using jet washing equipment should do this work. A full risk assessment should be in place for the task and operators should wear: <ul style="list-style-type: none"> <li>○ Disposable IIR surgical masks (which are replaced if they become wet);</li> <li>○ Eye Protection BS EN166-2: Full Face Shield for Chemical Splash Back and Medium-Energy Impact</li> <li>○ Gloves BS EN374</li> <li>○ Ear Protection BS EN352 - Ear Defenders / Muffs / Plugs</li> <li>○ Waterproofs / High Visibility jacket / Vest</li> <li>○ Footwear BS EN 345 - Safety Wellingtons, Safety Boots/Shoes</li> </ul> </li> <li>●</li> </ul>	
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30	<b>Cleaning Lifts</b>	Staff cleaning / contractors cleaning	<ul style="list-style-type: none"> <li>• The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed</li> <li>• Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product</li> <li>• Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process</li> <li>• Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed.</li> </ul>	
31	<b>Storage and issuing of masks</b>  <b>Putting on the masks</b>	Staff	<ul style="list-style-type: none"> <li>• Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean.</li> <li>• The following link provides information on donning masks: <b>Link: <a href="#">Advice on donning surgical masks and other PPE.</a></b></li> <li>• The following link provides information on how to safely remove the masks and other PPE: <b>Link: <a href="#">Advice on removing surgical masks and other PPE.</a></b> <b>Video: <a href="#">PPE - Donning and Doffing PPE Video, Public Health England</a></b></li> </ul>	
32	<b>Fire Doors</b>	All	<ul style="list-style-type: none"> <li>• The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation).</li> <li>• <b># School - please note here which action you have taken by deleting the following scenarios which don't apply to your school.</b></li> </ul>	

			<ul style="list-style-type: none"> <li>○ <i>The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with.#</i></li> <li>○ <i>Consideration has been given as to whether the fitting of an automatic door release mechanism would make things easier - <b>if opting for battery operated ones, the school always checks there is sufficient automatic smoke detection and sounders to support each one.</b> The school has had these devices fitted to the fire doors causing concern.</i></li> <li>○ <i>There are no fire doors presenting these issues as those we have are already held open with automatic door release mechanisms.#</i></li> </ul>	
33	<b>Food and drink</b>  <b>Catering</b>	All	<ul style="list-style-type: none"> <li>● Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc.</li> <li>● The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the <a href="#">Government Guidance for Restaurants/Pubs/Bars...</a></li> <li>● Pupils are not allowed to swap food from their lunch boxes/plates.</li> </ul> <p>Controls for managing catering facilities include:</p> <ul style="list-style-type: none"> <li>● regular handwashing;</li> <li>● those with symptoms to stay at home and get tested;</li> <li>● prompt removal of anyone with symptoms;</li> <li>● active engagement in test and trace;</li> <li>● risk assessment in place for activities;</li> <li>● limit unnecessary visits into the kitchen.</li> </ul>	
34	<b>Science and DT</b>	All	<ul style="list-style-type: none"> <li>● The school organises science activities taking into consideration the following controls: <ul style="list-style-type: none"> <li>○ ventilation</li> <li>○ cleaning of shared resources such as goggles as it would do pre-pandemic from a general infection control perspective</li> <li>○ hand washing/hand sanitising, taking care not to use flammable hand sanitiser in science or d&amp;t areas. See the next two rows for further information on this.</li> </ul> </li> <li>● CLEAPSS has updated its <b>Science Guidance document GL343 - Guide to doing practical work during the COVID-19 pandemic.</b> It includes useful</li> </ul>	

		<p>information about controls required during Step 4 and comments on measuring carbon dioxide levels in Science areas.</p> <ul style="list-style-type: none"> <li>• PPE e.g. safety spectacles or goggles will need to be sanitised before and after each use. CLEAPSS refers to using Milton, ensuring sufficient air-drying time after cleaning.</li> <li>• CLEAPSS continues to advise schools do <b>not</b> to attempt the following practical activities in biology: <ul style="list-style-type: none"> <li>- Cheek cell sampling</li> <li>- Lung volume / capacity &amp; other breathing based activities</li> <li>- Activities which make use of saliva.</li> </ul> </li> </ul> <p><a href="http://primary.cleapss.org.uk/">http://primary.cleapss.org.uk/</a>  <a href="http://science.cleapss.org.uk/">http://science.cleapss.org.uk/</a>      <a href="http://dt.cleapss.org.uk/">http://dt.cleapss.org.uk/</a></p>	
35	<p><b>Safe storage of alcohol based hand sanitiser supplies - for all schools</b></p>  <p><small>Danger Highly Flammable/No Smoking/Naked Lights Signs</small></p>	<p><b>Storage of Supplies of alcohol based hand sanitiser</b></p> <ul style="list-style-type: none"> <li>• Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> <li>○ are not stored within fire escape routes including stairwells;</li> <li>○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources;</li> <li>○ there is a no smoking policy in place;</li> <li>○ the containers are kept tightly closed;</li> <li>○ are not stored in the same room as Oxygen cylinders;</li> <li>○ are located in a room with a fire door;</li> <li>○ where available they are kept in a fire resisting cabinet;</li> <li>○ signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames);</li> <li>○ the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following</li> </ul> </li> </ul>	

			<p>these bullet points.</p> <p><b>Use of alcohol-containing hand sanitiser</b></p> <ul style="list-style-type: none"> <li>Where a school has Oxygen cylinders on site and/or in use by pupils, before anyone uses, adjusts or checks the cylinders, they will wash and dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice: <ul style="list-style-type: none"> <li><b>Excerpt from a BOC guide on Oxygen cylinders:</b> <p><i>“You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment.” Source: The Home Oxygen Handbook by BOC .</i></p> </li> </ul> </li> <li>The row below discusses hand sanitiser in science and D&amp;T in relation to fire safety.</li> </ul>	
36	<b>Fire Safety - alcohol containing hand sanitiser advice for Science and D&amp;T</b>	Staff, pupils	<ul style="list-style-type: none"> <li>CLEAPSS science documents include reference to the fact that alcohol containing hand sanitiser is identified as a fire risk in <b>labs</b>. To address this, please ensure alcohol containing hand sanitiser is not used in labs or technician preparation rooms, science stores, etc.. Identify a sink in each lab and preparation room to be used for hand washing and provide soap and paper towels together with a handy bin.</li> <li>CLEAPSS guidance refers to the use of alcohol free sanitiser in <b>labs</b> and <b>D&amp;T</b> rooms, however, the use of soap, water and paper towels would be most effective in relation to COVID-19 and provides a simpler solution than</li> </ul>	

			<p>schools trying to source alcohol free sanitiser.</p> <ul style="list-style-type: none"> <li>• If a school does need to buy hand sanitiser for its labs/D&amp;T rooms rather than the soap and water option, check product details for the following phrase: <i>“99.99% effective against viruses and bacteria”</i> as this is a regulated term used in the UK to show that a product has been through a number of BS standard tests on this issue.</li> </ul>	
37	<b>Hiring out premises</b>	Hirers, staff, visitors	<ul style="list-style-type: none"> <li>• When hiring out school facilities, the school checks that the hirer has a COVID-19 risk assessment in place for their activity.</li> </ul> <p>The <a href="#"><u>COVID-19 Guidance for Grassroots Sports - Public and Sport Providers</u></a> provides detailed information and advice on managing these facilities which includes cleaning arrangements, water fountain use, handwashing/ sanitising provisions, ventilation and so on.</p>	
38	<b>Communicating with staff and parents</b>	All	<ul style="list-style-type: none"> <li>• Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment.</li> <li>• Parents and carers have been updated with a summary of the main COVID controls and arrangements in place. (Consider including photographs of the changes the school has made as part of this so that parents and children can see these to reassure them and help them understand how things will be.) Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important.</li> <li>• Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures.</li> <li>• Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school.</li> </ul>	



			<ul style="list-style-type: none"> <li>• Share with parents the following guidance: <a href="#">Guidance for Parents and Carers</a></li> </ul>	
39	<p>Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.</p>	-	<ul style="list-style-type: none"> <li>• Link: <a href="#">Schools Coronavirus Operational Guide</a></li> <li>• Link: <a href="#">Schools Restricting Attendance During National Lockdown</a></li> <li>• Link: <a href="#">People wearing face masks poster</a></li> <li>• Link: <a href="#">LFD Video Animation</a></li> <li>• Link: <a href="#">Video on how to use home test kit</a></li> <li>• Link: <a href="#">Google Drive Folder for ATS Testing Sites in Secondary Schools</a></li> <li>• Link: <a href="#">Link to Tessollo Training Login</a></li> <li>• Link: <a href="#">Action HR's Template risk assessment for COVID testing sites in schools</a> updated 13/7/2021</li> <li>• Link: <a href="#">Template Risk Assessment for Home Testing Kits</a></li> <li>• Link: <a href="#">Guidance for Full Opening of Special Schools and Specialist Settings</a></li> <li>• Link: <a href="#">How schools can order test kits</a></li> <li>• Link: <a href="#">Information about the NHS Covid App</a></li> <li>• Link: <a href="#">Guidance for Parents and Carers</a> updated 19/7/2021</li> <li>• Link: <a href="#">New HSE Guidance on CPR</a></li> <li>• Link: <a href="#">Performing Arts Handling Equipment Safely</a></li> <li>• Link: <a href="#">hygiene: handwashing, sanitation facilities and toilets</a></li> <li>• Link: <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a> for medium alert areas</li> <li>• Link: <a href="#">Guidance on Transport to School and other Places of Education</a></li> <li>• <a href="#">Safe Working in Education, Child Care and Children's Social Care Settings including use of PPE</a></li> <li>• <a href="#">Government Advice - for Special Schools STEP 4 Additional Guidance</a></li> <li>• <a href="#">Actions for Schools During the Coronavirus</a></li> <li>• <a href="#">Guidelines on hand hygiene</a></li> </ul>	

			<ul style="list-style-type: none"> <li>• Link: <a href="#">Public Health - washing your hands poster</a></li> <li>• Link: <a href="#">Public Health England - using hand rub poster</a></li> <li>• <a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>• <a href="#">Advice on removing surgical masks and other PPE.</a></li> <li>• Video: <a href="#">PPE - Donning and Doffing PPE Video, Public Health England</a></li> <li>• <a href="#">School Premises - Managing Partially Opened Buildings</a></li> <li>• <a href="#">Guidance on Ventilation by REHVA</a></li> <li>• <a href="#">guidance on cleaning in non-healthcare settings.</a></li> <li>• <a href="#">DfE Summary of Government Advice Scientific Evidence Summary</a></li> <li>• <a href="#">Covid Secure Poster</a></li> <li>• <a href="#">staying at home guidance</a></li> <li>• <a href="#">Catch it, Kill it, Bin it poster</a></li> </ul>	
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## Action Plan for Improvement

No	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual R	By Who	Target Date	Completion Date	Completed By
1	Overall approach to infection control at school	Initial two LFD test provided for pupils at secondary school as they return in September. Arrangements to communicated to students and parents		SLT	13/08/2021		
2	Overall approach to infection control at school	The school to have outbreak management planning plan based on information and advice provided in the Government's <a href="#">Contingency Framework</a> .		SLT	01/09/2021		

3	Traveling on school minibuses	Ensure there is a supply of disposable face coverings school minibuses.		NBN	01/09/2021		
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