

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM 29 <sup>th</sup> NOVEMBER 2021				
Location	Sheep Dip Lane Academy				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ Contact Between Individuals</li> <li>✗ Inadequate Cleaning/Sanitising</li> <li>✗ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> <li>✗ Inadequate Hand Washing/Personal Hygiene</li> <li>✗ Inadequate Personal Protection &amp; PPE</li> <li>✗ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✗ Inadequate Ventilation</li> </ul>				
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A	
<p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the <a href="#">Equality Act</a> by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>					
<b>Contact Between Individuals</b>					
It is no longer necessary to keep children in consistent groups ('bubbles')	SDLA to review the need to have class bubbles when it is deemed necessary following multiple positive cases wherever possible to avoid unnecessary transmission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups	Outbreak Management Plan in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assemblies have resumed	SDLA this will be phased back in with some still on Teams, some in the hall with classes, phase assemblies before whole school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pupils can mix at breaks and lunchtimes	SDLA playgrounds/field have been divided into zones. Break times remain staggered to reduce behaviour incidents and allow socialisation. During wet breaks pupils will do activities at their tables in class.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Schools, out of school settings and colleges will want to consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</p>	<p>the event of a COVID-19 related cancellation</p> <p>Zurich insurance have confirmed that in the event of a Covid related cancellation a full refund will be guaranteed, as long as the Academy can prove that any Covid guidance in existence at the point of making the booking has been followed</p>			
<p>Schools can undertake educational day visits</p>	<p>Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021</p> <p>Any booking commitments should be following any Covid outbreak guidance at the point of booking to ensure that insurance cover remains in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools can undertake domestic residential education visits</p>	<p>Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021</p> <p>Any booking commitments should be following any Covid outbreak guidance at the point of booking to ensure that insurance cover remains in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>No international visits were postponed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has resumed all before and after-school educational activities and wraparound childcare for pupils</p>	<p>More information on planning extra-curricular provision can be found in the guidance for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p> <p>After school provision will continue. This is usually scaled back anyway towards the Christmas break. Within these sessions it is important to:</p> <ul style="list-style-type: none"> <li>• Check register of all attendees</li> <li>• In childcare provision, where possible, try and implement a bubble system to limit transmission. This would be keeping pupils together within their own year group or phase</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Ensure all hygiene procedures are followed by the leader of the session</li> <li>• Make sure the rooms are ventilated</li> </ul>			
<b>Inadequate Cleaning/Sanitising</b>				
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	<u>Cleaning of non-healthcare settings outside the home</u>  Additional cleaning arrangements are in place to ensure surfaces and equipment are cleaned frequently  Additional cleaning is recorded daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Key pads are cleaned throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	These bins are emptied as required and are cleaned daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Stocks of cleaning, materials are available in all areas  Additional supplies of cleaning materials are available to all staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age.	These will be contacted directly and told to isolate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact  This is likely to be a small number of individuals who would be at most risk of contracting Covid-19 due to the nature of the close contact.	NHS Test and Trace will work with the positive case to identify close contacts  Staff are aware that 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 as long as the following applies  <ul style="list-style-type: none"> <li>• They are fully vaccinated</li> <li>• They are under the age of 18 years and 6 months</li> <li>• They have taken part in, or are currently part of an approved Covid-19 vaccine trial</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• <b>They are not able to be vaccinated for medical reasons</b></li> </ul> <p>If someone in the household has tested positive for Covid 19 staff will be required to undertake daily LFT testing until the completion of the self-isolation has been completed by the person in the household who has tested positive</p> <p>NHS Test and Trace will work with any identified positive case to identify close contacts and schools may be contacted in <b>exceptional</b> cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>			
<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age</p>	<p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school</p>	<p>Staff and pupils who have tested positive for Covid 19 will not be allowed into the Academy to prevent infection of others.</p> <p>If a member of staff is well enough home working arrangements will be put in place</p> <p>If a pupil is in self-isolation and is well enough , home learning will be provided to any pupil required to self- isolate</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>In the event of this instruction staff / pupils will be sent home and instructed to follow the advice given by the NHS Test and Trace</p> <p>As above arrangements will be made for home learning/home working if required</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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)</p>	<p>Staff are aware of the need to self-isolate if testing positive. Home working will be arranged where possible</p> <p>If a pupil is in self-isolation due to testing positive home learning will be provided for completion if the pupil is well enough Home learning will be put in place for any pupils self-isolating due to Quarantine regulations</p> <p>Any staff member required to self-isolate due to quarantine requirements will not be allowed to attend work and will be advised of the HR process covering this situation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Covered under our Outbreak Management Plan</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> <li>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.</p>	<p>Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	communicating with staff and parents.			
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	Further information is available in the guidance on <a href="#">Supporting pupils with medical conditions at school</a>  SDLA 2 Children CEV are aware and returned to school in Spring 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEV colleagues currently undertaking 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: <ul style="list-style-type: none"> <li>➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role;</li> <li>➤ they <b>should not</b> provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid;</li> <li>➤ continuation of the current amended duties for the time being may be appropriate depending on the risk assessment</li> <li>➤ arrangements to be reviewed again towards the end of September when it is anticipated the Covid risk should be reduced.</li> </ul> <p><b>Pregnant Colleagues</b> For pregnant colleagues at any gestational stage we have been following the same guidance as the for CEV colleagues so the approach outlined above should also be followed for these colleagues</p>	SDLA all affected staff have returned to the work place. Individual risk assessments are in place.  All affected staff are aware and have received 2 doses of the vaccination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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,	Read about the: <a href="#">extra mental health support for pupils and teachers</a> , <a href="#">Wellbeing for Education return programme</a>  <a href="#">Education Support</a> provides a free helpline for school staff and targeted support for mental health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





you may need extra systems in place to support staff wellbeing	Academy staff have qualified Mental Health First Aid trained staff available for additional support if required			
<b>Site User Becoming Unwell</b>				
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	<a href="#">Symptoms of coronavirus (COVID-19)</a>			
	All staff are aware of the need to report any symptoms of Covid 19 and will be sent home and asked to arrange a POCR test  Staff are trained in awareness of the symptoms of Covid 19 and will monitor pupils for symptoms while they are in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	All staff are aware of the need to isolate a pupil or colleague who is showing symptoms of Covid whilst awaiting collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SDLA room 79 Principals office to be used to isolate a member of staff or pupil suspected of having a symptom linked to Covid 19. Refer to the procedures displayed in room 79 at all times			
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	A separate toilet will be identified in this situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SDLA the SLT/Admin white zone toilet to be used if required. Signage is ready in situ for this eventuality. Staff would be allocated purple zone additional toilet in this situation until a deep clean of the toilet area has been undertaken			
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary	PPE is available to staff caring for pupils or staff awaiting collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room used by the pupil awaiting collection should be cleaned after they have left	The area will be cleaned as soon as possible after use. If cleaning cannot be arranged immediately the room will be closed until a deep clean can be carried out	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household	Pupils will not be allowed to go home using public transport where at all possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If transport is need arrangements will be made for a taxi to collect the pupil and parent/carer			



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 the event of this situation the academy will carry out a risk assessment of the situation and make the appropriate decision for the safe transportation of the pupil to home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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  Academy staff are aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> 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  Staff are aware of this. Staff or pupils will be sent home if they display symptoms throughout the school day  All advice received from DFE/Public health will be followed to ensure the risk of transmission is reduced as far as possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary school pupils should continue to test twice weekly at home		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff in all settings should undertake twice weekly home tests	All staff have access to test kits and will continue to test prior to attending the school to work and during the holiday periods to allow for cover to be put into place for return to school following the holiday period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Primary age pupils (those in year 6 and below) do not need to test	SDLA Parents and Staff aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> . They will also	SDLA Parents and Staff aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<a href="#">need to get a free PCR test to check if they have COVID-19.</a>				
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	SDLA Parents and Staff aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate	SDLA Parents and Staff aware and of the importance of following all advice given to them by NHS Track and Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Staff are aware of this requirement  Pupils with symptoms are advised to stay at home and order a PCR test  In a case where a parent insists on a pupil attending the Principal will make a reasonable judgement and decide if they will refuse the pupil until testing is complete in order to protect other pupils and staff from possible infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do	<a href="#">When to self-isolate and what to do - Coronavirus (COVID-19)</a>  Staff are aware that they need to follow all advice provided to them by public Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including; <ul style="list-style-type: none"> <li>when they arrive at the school</li> <li>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> </ul>	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	SDLA handwashing video is to be shared to train all pupils on entry the first day. Staff to supervise handwashing and sanitising routines each hour, on entry, before lunch and before/after breaks to ensure this is done adequately by all pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	SDLA in the event of children spitting excessively PPE will be issued i.e. face shields and opportunity will be given for frequent hand washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more	SDLA in this event opportunity for frequent hand washing will be given. Extra tissues available throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

opportunities to wash their hands and this has been considered				
Help given to pupils with complex needs to clean their hands properly	SDLA visual and verbal i.e. pictures or singing songs provided to support with the hand washing process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	SDLA support plans and risk assessments are in place and reviewed annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Pupils and staff are aware of good hand hygiene practice and there are posters in place in handwashing areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	All classrooms have hand sanitiser stations  Hand sanitiser is available at additional locations around the academy such as halls/meeting rooms/ class breakout areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	All classrooms have a hand sanitiser station  Pupils are supervised when using hand sanitiser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Pupils have been shown how to follow good hand hygiene practice. Posters are in place in all pupil cloakrooms  Videos are available to demonstrate to pupils how to wash hands well.  Pupils will be reminded about the need to practice good hand hygiene at the start of the new term	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p> These posters are on display throughout the Academy and in all areas where lidded tissue disposal bins are located</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Each classroom has a lidded disposal bin			
Disposable tissues are available in each room for both staff and pupil use	Each classroom has tissues available for staff and pupil use Additional supplies can be obtained upon request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Each classroom has a lidded disposal bin Lidded bins are also located in communal areas throughout the academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <a href="#">e-bug</a> website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are worn in communal areas in all settings by staff and visitors unless they are exempt	SDLA face coverings are no longer mandated for pupils, staff or visitors in classrooms or in communal areas. it is still an option for <u>members of staff to wear face-covering if they choose to do so for their own safety. PPE will still be available within the academies. It is also advised that face-coverings are worn in any enclosed spaces within the buildings.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are worn in communal areas in Secondary Schools by pupils or students in Year 7 and above unless they are exempt		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in classrooms (by pupils, staff and visitors, unless exempt)	This is covered in the Outbreak Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	SDLA transparent face coverings are available upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth	Staff are aware of how to wear face coverings correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<p>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</p> <p>SDLA visors are in place for members of staff that wish to wear a visor and a face covering but staff are aware visors cannot be worn as an alternative to face coverings unless exempt</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	SDLA guidance in place for staff and children, transparent masks are also available upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Staff are aware of how to safely put on and remove face coverings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<p>Staff are aware of how to safely put on and remove face coverings</p> <p>Spare masks are available so that a clean face covering can be used in place of requiring storage</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	Spare masks are available for staff to change throughout the day as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing <a href="#">aerosol generating procedures (AGPs)</a>	SDLA referring to guidance none of the list of medical procedures would take place within school unless by visiting Parademics. Standard PPE could be provided if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	SDLA full PPE is available to all staff and guidance has been issued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				

Key contractors are made aware of the school's control measures and ways of working	All contractors are briefed on Covid safe procedures prior to entering the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on is explained to visitors and contractors on or before arrival	Signage providing site rules is posted at each entrance to the building  Contractors and visitors are briefed upon entering the building at the point of signing in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Site manager aware of the requirement to check contractor Risk assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including:  <b>mechanical ventilation systems</b> – 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 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)  Office windows are opened at the start of the working day  Doors are opened where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	<b>Natural ventilation</b> – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	Windows are opened at the start of the school day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>CO2 monitors are steadily being implemented into our academies.</u>	<b>SDLA</b> Please ensure that these are checked for appropriate ventilation as per the guidance provided by the Trust Central Team. The displayed figure 0-800 excellent air conditions. 801-1500 adequate ventilation. 1500 or above windows and doors opened immediately to purge the air and allow fresh flow into the room until the levels drop back to adequate levels again. <b><u>Over lunchtime all windows opened to clear the air completely.</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<b>natural ventilation</b> – 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	The opening of windows is adjusted throughout the day as required to ensure pupils and staff remain comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	The opening of windows is adjusted throughout the day as required to ensure pupils and staff remain comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures		<b>High</b> <input checked="" type="checkbox"/>	<b>Med</b> <input type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	

Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)		To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name		Date	
To continue to follow government advice as it becomes available and review this risk assessment as necessary		F Parish A Parkhurst S Foster		30/11/2021	
To continue to review the local infection rate figures and review this risk assessment as necessary		F Parish A Parkhurst S Foster		Weekly	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment			High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
<b>Assessor(s):</b>	S Foster – Academy Business Manager	<b>Signature(s):</b>	S Foster		
<b>Date:</b>	30/11/2021	<b>Review Date:</b>	Following any new guidance or Dec 21		
<b>Distribution:</b>					



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

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

**LIKELIHOOD**