

# Fire and Risk Management Services

## Risk Assessment Form

Assessor: <b>Nick O'Sullivan</b>		Date: <b>May 2021</b>		Activity: <b>Operating a Primary School for all pupils from 8<sup>th</sup> March 2021 - COVID19. Step 3.</b>			Location: <b>Bridstow CE Primary School</b>					
Standard of dress for activity (if relevant)				PPE required: <b>Disposable Gloves, Aprons, Face masks, Fluid Resistant Face Masks, Goggles or Face Shields*</b>			Other equipment used during activity: <b>Cleaning equipment + bleach based cleaning products</b>					
Persons exposed (please tick):		<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Pupils</b>	<input checked="" type="checkbox"/>	<b>Public</b>	<input type="checkbox"/>	<b>Others</b>	<input checked="" type="checkbox"/>	<b>Expectant Mothers</b>	<input checked="" type="checkbox"/>	
<b>Hazards Identified – Guidance Note:</b> Look at the activity and identify hazard(s), tick if <b>present</b> and <b>significant</b> . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.												
<b>Physical Injury Hazards</b>				<b>Physical Agents and Hazardous Substances</b>				<b>Miscellaneous</b>				
Hit by moving vehicles				<b>Hazardous substances</b>				<input checked="" type="checkbox"/>	Display Screen Equipment			
Contact with moving part of a machine				<b>Micro organisms</b>				<input checked="" type="checkbox"/>	Hot work/fire hazards			<input checked="" type="checkbox"/>
Hit by moving materials/substances i.e. water				Ionising radiation					Vibration			
Fall(s) from height				Noise					Restricted access			
Slips, trips and falls from the same level				Pressure systems					Manual handling			
Contact with/ use of live electrical equipment				Ultraviolet light					Lone working			
Contact with cold objects				Lasers					Confined spaces			
Contact with hot objects				Flammable liquid/solids					Waste produced by activity			<input checked="" type="checkbox"/>
Contact with sharp objects				Extremes of Temperature					<b>Stress</b>			<input checked="" type="checkbox"/>
Impact with objects									Posture			
Physical attack									<b>Unauthorised entrance to site</b>			<input checked="" type="checkbox"/>
Finger "nips"												
<b>Danger to others from failure of pupils/ parents to comply with safety instructions from staff</b>				<input checked="" type="checkbox"/>								

## Fire and Risk Management Services

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
<b>Pupils &amp; staff with prior medical conditions deemed as 'Clinically Extremely Vulnerable' (CEV).</b>	1. Persons with prescribed medical conditions and deemed previously as 'clinically extremely vulnerable' are more at risk from COVID19 effects.	Pupils Children/ Staff	<ol style="list-style-type: none"> <li>The national shielding advice for all adults and children paused on 31<sup>st</sup> March 21. The small number of pupils who will remain on the CEV shielded patient list should continue to remain away from school;</li> <li>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, there is an expectation that School will be able to immediately offer them access to remote education;</li> <li>CEV staff are advised to continue to work from home <u>unless</u> their role cannot be accomplished without attending School. The control measures in operation must be explained to them to reassure. Any concerns from these CEV staff members to be addressed sympathetically;</li> </ol>	4	3	12	H	1. Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 10 days because of a contact alert.	

## Fire and Risk Management Services

			<p>4. Clinically Vulnerable (CV) staff can continue to attend school. While in School they <b>must</b> follow the system of controls to minimise the risks of transmission.</p> <p>5. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>6. A person who lives with those who are/ were defined clinically extremely vulnerable or clinically vulnerable can attend School;</p> <p>7. Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people which will be kept updated. School Management are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation,</p>					
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## Fire and Risk Management Services

			may be at greater risk of severe illness if they catch coronavirus (COVID-19), where the NEM's Risk Assessment will be reviewed fortnightly.						
<b>Persons entering site with COVID19 symptoms</b>	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	1. Staff, children & pupils <b>must not attend</b> if they have symptoms or are self-isolating due to symptoms in their household/ support bubble or via receiving an alert from the NHS 'Test & trace' process or they have had a positive result from either an LFD or PCR test or they are legally required to quarantine, having recently visited countries outside the Common Travel Area. They must immediately cease to attend and not attend for at least 10 days <b>from the day after</b> : a. the start of their symptoms b. the test date if they did not have any symptoms but have had a positive test (whether this was a	4	2	8	M	1. Remind parents & staff that the 10 full days self-isolation period for persons displaying symptoms is still current. Other Household members still need to isolate for 10 days; 2. Any person – staff or Pupils or members of their household, if producing a positive result on an LFD test device, <b>must isolate</b> until they can firstly undergo a PCR test <b>within 2 days</b> and whilst waiting for the PCR result. <b>If the PCR test is taken</b>	

## Fire and Risk Management Services

			<p><a href="#">Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</a>);</p> <p>2. School will not take children/pupil's temperatures every morning;</p> <p>3. Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ol style="list-style-type: none"> <li>a. the symptomatic person subsequently tests positive;</li> <li>b. they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test);</li> <li>c. they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local</li> </ol>					<p>within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	
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## Fire and Risk Management Services

			health protection team if escalated); d. they have tested positive from an LFD <b>or PCR</b> test as part of a community or worker programme.						
<b>COVID19 virus being accidentally brought onto the site.</b>	<ol style="list-style-type: none"> <li>1. Transmission of COVID19 to the School/ Nursery community;</li> <li>2. Some BAME children/ pupils &amp; staff members are statistically at higher risk;</li> </ol>	Children/ Pupils/ Staff/ Others	<ol style="list-style-type: none"> <li>1. School Management will notify pupils &amp; parent and staff of the process for removing face coverings when pupils and staff who use them arrive at school. Pupils <b>must</b> be instructed <b>not to touch</b> the front of their face covering during use or when removing them. They <b>must</b> wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a sealable plastic bag they can take home with them, and then wash their hands again before heading to their classroom;</li> <li>2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds</li> </ol>	4	2	8	M	<ol style="list-style-type: none"> <li>1. Where Classroom settings can keep children and young people in these groups away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk. With younger pupils or pupils with complex needs, this may not be possible at all times therefore staff should avoid face to face contact and minimise the time spent within 1-metre of anyone;</li> <li>2. Breakfast &amp; After-School Clubs have resumed. Class</li> </ol>	

## Fire and Risk Management Services

			<p>with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. The hand washing times should be:</p> <ol style="list-style-type: none"> <li>a. When arriving at School;</li> <li>b. Returning from breaks;</li> <li>c. When they change rooms;</li> <li>d. Before &amp; after eating;</li> <li>e. Support those pupils who may need assistance in washing their hands effectively or more frequently because of medical conditions e.g., pupils who use saliva as a sensory stimulant;</li> </ol> <p>3. School Management will update pupils, their Parents and staff on the required behaviour policies. This will be undertaken as soon as practicable in the Spring Term with the consequences for poor behaviour &amp; deliberately breaking rules, including the likely sanctions;</p>			<p>groups are maintained to avoid bubbles crossing.</p> <ol style="list-style-type: none"> <li>3. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school;</li> <li>4. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between children/ staff;</li> <li>5. Removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) to reduce the risk of transmission;</li> </ol>	
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## Fire and Risk Management Services

			<p>4. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</p> <p>5. Cleaning frequently touched surfaces e.g., books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard products, such as detergents and bleach;</p> <p>6. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break &amp; lunch times). Adequate time will be allowed for cleaning surfaces in the Dining areas;</p> <p>7. In the School/ Nursery Reception area, mark out a 2-metre exclusion zone <b>OR</b> use barrier screens for any visitors to remain behind whilst dealing with staff. A record of all visitors to a School setting must be maintained, with visits outside school hours being the preferred option;</p>				<p>6. Lidded Bins for tissues are emptied throughout the day;</p> <p>7. School Management will promote Staff &amp; Parents awareness of the NHS 'Test &amp; trace' process and responsibility to inform school management if they are advised to socially isolate for 10 days because of a contact alert;</p> <p>8. Staff &amp; Parents aware of their responsibility to inform school management if they are required to quarantine having recently visited countries outside the Common Travel Area;</p> <p>9. Supply teachers, peripatetic teachers/ sports coaches <b>and those</b></p>	
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## Fire and Risk Management Services

			<p>8. School will maintain <b>consistent</b>, distinct groups or 'bubbles' that do not mix which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. School will endeavour to limit interaction and the sharing of rooms and social spaces between groups as much as possible. We will keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for:</p> <ul style="list-style-type: none"> <li>a. specialist teaching;</li> <li>b. wraparound care;</li> <li>c. transport;</li> </ul> <p>9. For smaller Primary schools, individual classes/ years should be normally be their own 'bubble' or group. In larger Primary Schools, the individual class will form the individual 'bubble' or group. This may produce situations</p>			<p><b>working in before and after school clubs/</b> can now move between schools. The persons concerned should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual;</p> <p>10. Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and</p>	
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## Fire and Risk Management Services

			<p>where siblings are in different groups;</p> <p>10. Teachers and other staff <u>can</u> operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults;</p> <p>11. Ensure that, wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Where space allows, we will attempt to seat pupils side by side and facing forwards, rather than face to face or side on. Pupils will be sat at the same desk each day and there will be no need to adjust our Class sizes from the usual;</p>				<p>staff where possible;</p> <p>11. Staff may need to be redeployed; however, any redeployments will not be made at the expense of supporting SEND pupils;</p>	
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# Fire and Risk Management Services

			<p>12. Pupil groups will be kept apart, meaning that large gatherings such as assemblies or collective worship <u>with more than one group</u>, will be suspended until further notice;</p> <p>13. Wearing a face covering or face mask for pupils in Primary schools is not recommended by Government. From 17<sup>th</sup> May 21, face coverings are no longer recommended to be worn by staff <u>in Classrooms</u>. However, staff and adult visitors should continue to wear face coverings in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas);</p> <p>14. Face visors or shields should not <u>normally</u> be worn as an alternative to face coverings/ masks;</p> <p>15. If a child, young person or other learner becomes</p>						
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## Fire and Risk Management Services

			<p>unwell with symptoms of coronavirus while in their school/ nursery setting and needs direct personal care until they can return home. A fluid resistant (IIR type) face mask <b>must</b> be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a fluid resistant (IIR type) face mask <b>must</b> 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 (goggles or face shield) should also be worn;</p> <p>16. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p>						
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## Fire and Risk Management Services

			<p>17. Ensure that all adults and children are aware to:</p> <ul style="list-style-type: none"> <li>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>b. Clean their hands-on arrival at the School/ Nursery, after using a toilet, after breaks, before and after eating, and after sneezing or coughing;</li> <li>c. Encouraged not to touch their mouth, eyes and nose;</li> <li>d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</li> <li>e. Ensure that help is available for pupils and children who have trouble cleaning their hands independently;</li> </ul> <p>18. The School usual uniform policy will resume, with parents notified that pupil uniform does not need cleaning any more often than usual or cleaned using</p>					
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# Fire and Risk Management Services

			<p>different methods from normal;</p> <p>19. Maximise natural &amp; mechanical ventilation throughout the school/ nursery setting e.g., 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). Opening internal doors can also assist with creating a throughput of air;</p> <p>20. To balance the need for increased ventilation while maintaining a comfortable temperature, we will consider:</p> <ul style="list-style-type: none"> <li>a. opening high level windows in colder weather in preference to low level to reduce draughts;</li> <li>b. increasing the ventilation while spaces are unoccupied (for example, between classes, during</li> </ul>						
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## Fire and Risk Management Services

			<p>break and lunch, when a room is unused)</p> <ul style="list-style-type: none"> <li>c. providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform;</li> <li>d. rearranging furniture where possible to avoid direct draughts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces;</li> </ul> <p>21. Accessing Classrooms directly from outside where possible *See local signage at the School;</p> <p>22. Stagger the following activities so that all children are not moving around the school/ nursery at the same time:</p> <ul style="list-style-type: none"> <li>a. Assemblies;</li> <li>b. Break times including lunch. Dining areas must be cleaned between groups;</li> </ul>					
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## Fire and Risk Management Services

			<p>c. Drop-off &amp; collection times;</p> <p>d. Place divider markings down the middle of the corridor to keep groups apart as they move through the School/ Nursery setting where spaces are accessed by corridors;</p> <p>e. Monitor that toilets &amp; cloakrooms do not become crowded by limiting the number of children who use the toilet facilities at one time;</p> <p>23. School Management will support &amp; promote the asymptomatic testing process using the LFD routine test kits for staff to <u>voluntarily</u> test twice weekly at their homes &amp; follow the guidance and risk assessment set out for their settings;</p> <p>24. Separate to the asymptomatic testing regime, School received an</p>					
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## Fire and Risk Management Services

			<p>initial supply of 10 PCR test kits before the start of the autumn term in 2020. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes symptomatic, and School Management believe they may have barriers to accessing testing elsewhere where the kits can be given directly to:</p> <ul style="list-style-type: none"> <li>a. Staff - If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus (COVID-19);</li> <li>b. Parents collecting a pupil who has developed symptoms at School;</li> </ul> <p>25. Parents/ Carers notified that if their child needs to be accompanied to the School or Nursery setting, only one parent/ carer should attend;</p> <p>26. Parents/ Carers and young people are notified of their allocated drop off and</p>					
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## Fire and Risk Management Services

			<p>collection times and the process for doing so, including protocols for minimising person to person contact (for example, which entrance to use);</p> <p>27. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p> <p>28. Stagger the use of staff rooms and offices to minimise occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's;</p> <p>29. Canteens, School Kitchens and School meal providers will resume supply from 8<sup>th</sup> March 2021. There is specific guidance for Canteens &amp; School meal providers for them to observe;</p> <p>30. Pupils and Teaching staff can take books and other shared resources home, although unnecessary sharing should</p>					
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## Fire and Risk Management Services

			<p>be avoided, especially where this does not contribute to pupil education and development;</p> <p>31. Individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared;</p> <p>32. Classroom based resources, such as books and games, can be used and shared within the pupil group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be <b>cleaned frequently and always before it is moved between</b> classes/ bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups;</p>					
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## Fire and Risk Management Services

			<p>33. School will assess the ability to clean equipment used in the delivery of therapies e.g., physiotherapy equipment or sensory equipment, to determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> <li>a. restricted to one user;</li> <li>b. left unused for a period of 48 hours (72 hours for plastics) between use by different individuals;</li> </ul> <p>34. Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed;</p> <p>35. Outdoor playground equipment can be used but will be more frequently cleaned. This also applies to</p>					
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## Fire and Risk Management Services

			<p>resources used inside and outside by wraparound care providers;</p> <p>36. For Physical activities, pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in sports settings because of the way in which people breathe during exercise. School can work with external coaches &amp; organisations for PE activities &amp; we will obtain a copy of their Risk Assessments before doing so. Indoor and outdoor competition between different schools can take place;</p>					
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# Fire and Risk Management Services

			<p>37. School Management have noted that there may be an additional risk of infection in environments where pupils or others are singing, chanting, playing wind or brass instruments or shouting. To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, handwashing before &amp; after handling instrument, physical distancing and playing outside wherever possible, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, although singing is allowed as part of an act of worship;</p> <p>38. Floor tape or paint to mark areas to remind staff to keep to a 2-metre distance in</p>						
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## Fire and Risk Management Services

			<p>Offices, Staff rooms. PPA work in a common area should be avoided unless workstations &amp; shared equipment <b>must be</b> cleaned in between users;</p> <p>39. If staff meetings are necessary, keeping all attendees 2-metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p>						
<p><b>Transport &amp; journeys to/ from School/ Nursery</b></p>	<p>1. Transmission of COVID19 to the School/ Nursery community.</p>	<p>Children/ Pupils/ Staff/ Others</p>	<p>1. School Management encourages parents and children &amp; staff to walk or cycle to their school/ nursery where possible;</p> <p>2. Pupils should not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of COVID-19;</p> <p>3. School Management will ensure that transport arrangements cater for any changes to start and finish times;</p>	4	2	8	M	<p>1. If someone who uses transport tests positive, the assessment is likely to take account of factors such as:</p> <ul style="list-style-type: none"> <li>a. Vehicle size;</li> <li>b. Degree of face-to-face contact;</li> <li>c. Length of time in close proximity;</li> </ul>	

## Fire and Risk Management Services

			<p>4. Government advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre with a face covering' approach where this is not possible, although social distancing should be put in place whenever possible;</p> <p>5. School Management will liaise with transport providers to ensure:</p> <ul style="list-style-type: none"> <li>a. Pupils are grouped together on transport, where possible, should reflect the groups that are adopted within School;</li> <li>b. Hand sanitiser is provided and used by pupils upon boarding and/or disembarking;</li> <li>c. Organised queuing and boarding are implemented, where possible;</li> </ul>					
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## Fire and Risk Management Services

			<ul style="list-style-type: none"> <li>d. Social distancing <u>within</u> vehicles is maximised, wherever possible;</li> <li>e. Get written assurance from transport providers of details of their additional cleaning of vehicles programme;</li> <li>f. Get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus;</li> </ul> <p>6. When using minibuses/ coaches:</p> <ul style="list-style-type: none"> <li>a. Substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;</li> <li>b. Cordoning off seats and eliminating face-to-face seating, where vehicle</li> </ul>					
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## Fire and Risk Management Services

			capacity allows, to help passengers spread out.						
<b>Pupil/ Child or adult displays COVID19 symptoms whilst at School/ Nursery.</b>	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	<p>1. If anyone becomes unwell with a new, continuous cough or high temperature (37.8°C) or anosmia in an education or childcare setting, they <b>must</b> be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a pupil displays COVID-19 symptoms, or has a positive test, while at school they should avoid using public transport and, wherever possible, be collected by a member of their family or household;</p> <p>2. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, as long as it is age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative</p>	4	2	8	M	<p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment;</p> <p>2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal. LFD test kits are made available to staff members for routine testing at their homes.</p> <p>3. Staff &amp; Parents aware of the NHS 'Test &amp; trace' process and responsibility to inform school management if they are advised to socially isolate for</p>	

## Fire and Risk Management Services

			<p>arrangements may need to be organised by the school or LA;</p> <ol style="list-style-type: none"> <li>3. If a child is awaiting collection, they should be moved, if possible, 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. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</li> <li>4. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</li> <li>5. PPE <b>must</b> be worn by staff caring for the child while they await collection if a distance of 2 metres cannot</li> </ol>					10 full days because of a contact alert.	
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## Fire and Risk Management Services

			<p>be maintained (such as for a very young child or a child with complex needs);</p> <p>6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>7. If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature (37.8°C) or anosmia, <b><u>they do not need to go home unless they develop symptoms themselves</u></b> (and in which case, they should arrange for a test) or the child subsequently tests positive. They <b><u>must</u></b> wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant <b><u>must</u></b> occur, after someone with</p>					
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## Fire and Risk Management Services

			<p>symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>8. All staff and pupils/ children who are attending a school or nursery setting will have access to a test if they display symptoms of coronavirus and should get tested in this scenario;</p> <p>9. Where the child, pupil or staff member tests subsequently positive, the rest of their Class or group within their Nursery should be sent home and advised to self-isolate for 10 full days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms;</p> <p>10. Schools Management understands the NHS Test and Trace process and how to contact their local Public Health England health</p>					
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## Fire and Risk Management Services

			<p>protection team or if additional support is needed, then contact the DfE Helpline on 0800 046 8687, option1;</p> <p>11. School Management have ensured that staff members and parents/carers are aware that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>a. Book a PCR test if they are displaying symptoms. Staff and pupils <b>must</b> not come into School if they have symptoms and must be sent home to self-isolate if they develop them in School. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing LFD kit;</li> <li>b. Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test &amp; Trace;</li> </ul>					
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## Fire and Risk Management Services

			<p>c. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19;</p> <p>12. Anyone who displays symptoms of COVID-19 can and should get a test;</p> <p>13. School Management <b>must</b> take swift action when they become aware that someone who has attended School has tested positive for COVID-19. School Management will contact the local health protection team. This local health protection team will also contact schools directly if they become aware that someone who has tested positive for COVID-19 attended the school – as identified by NHS Test and Trace;</p> <p>14. If Schools has two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, we</p>						
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# Fire and Risk Management Services

			<p>may have an outbreak, and School Management will continue to work with their local health protection team who will be able to advise if additional action is required;</p> <p>15. In some cases, our local health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p>						
<b>Educational visits</b>	<ol style="list-style-type: none"> <li>1. Increased exposure to persons outside their community;</li> <li>2. Reliance on the visit environment being kept clean &amp; appropriately cleaned;</li> <li>3. Visit to areas subsequently designated as a COVID19 'hotspot'.</li> </ol>	Pupils/ Staff	<ol style="list-style-type: none"> <li>1. School Management is aware that the UK is still operating under COVID-19 restrictions and that any educational visit that takes you to either <a href="#">Scotland</a>, <a href="#">Wales</a> or <a href="#">Northern Ireland</a> must be COVID-19 compliant with the required regulations at the educational visit destination;</li> <li>2. Government has relaxed the restriction on day educational visits from 12<sup>th</sup> April 21. A Risk Assessment must be submitted by the</li> </ol>	3	3	9	M	<ol style="list-style-type: none"> <li>1. Bubble size considerations:                     <ol style="list-style-type: none"> <li>a. Bubbles should only be formed from existing school bubbles such that residential visit bubbles only have pupils from a single existing bubble;</li> <li>b. Form bubbles no larger than circa 30 children – where possible</li> </ol> </li> </ol>	

# Fire and Risk Management Services

			<p>Trip Leader to School Management for approval before the trip occurs. School will also need to confirm with their Insurers that any offsite trip will be covered in the current pandemic;</p> <p>3. School Management are aware that domestic residential educational visits can resume from 17<sup>th</sup> May 21. Children will be kept within their consistent groups (bubbles) for the purpose of the visit;</p> <p>4. For residential educational visits, School Management will ask the accommodation provider to confirm that:</p> <p>a) They are confident they can maintain the integrity of the school bubble and prevent mixing with other guests and bubbles;</p> <p>b) Have assessed overnight sleeping arrangements in line with the size of the group that will be</p>			<p>we will aim to establish smaller bubbles;</p> <p>c. Only Teachers and members of the School workforce already part of the established school bubble should accompany pupils on the visit as they are part of the existing school bubble – they do not count towards the bubble size above;</p> <p>d. Parents, carers or volunteers should not accompany the group to maintain the integrity of the bubble;</p> <p>2. The Visit Risk Assessment should</p>	
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# Fire and Risk Management Services

			<p>expected to share rooms or dormitories, particularly in respect of measures to ensure appropriate ventilation;</p> <p>c) Have measures in place to ensure the effective and frequent sanitising and cleaning of any shared facilities such as:</p> <ol style="list-style-type: none"> <li>I. bathrooms kitchen or dining;</li> <li>II. any potentially shared equipment or communal facilities;</li> <li>III. frequent touched surfaces;</li> </ol> <p>5. Overnight sleeping arrangements place children and staff at increased risk of exposure to COVID-19. As a consequence, if the educational visit contains more than 6 people, we will ensure that the bubble is broken down into smaller groups for sleeping and room sharing is limited as far as possible. Members of school staff will have their</p>					<p>include how the integrity of the bubble will be maintained throughout (including during recreational times) – we will not:</p> <ol style="list-style-type: none"> <li>a) ‘Top up’ or mix the bubbles at any time during the visit;</li> <li>b) Think very carefully about how we will maintain the integrity of large bubbles;</li> <li>c) The integrity of the bubbles will be maintained and bubble mixing prevented if more than one bubble is going on the trip</li> <li>d) How we will maintain the bubble</li> </ol>	
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## Fire and Risk Management Services

			<p>own single room and will not share with other members of school staff;</p> <p>6. Given the complexities attached to international travel at this stage of the pandemic, Government recommends schools do not go on any international visits this academic year up to and including 5 September 2021. The position beyond 5 September will be reviewed again in advance of Step 4;</p>					<p>throughout the visit and ensure that bubbles do not mix with other school groups or bubbles or other guests;</p> <p>e) Contingency plans enable a rapid response to symptoms developing in the group or someone needing to self-isolate.</p>	
<p><b>Stress upon staff members</b></p>	<ol style="list-style-type: none"> <li>1. Roles may be overlapping with greater demands in shorter term;</li> <li>2. Parents may make increased demands upon staff.</li> </ol>	<p>Staff</p>	<ol style="list-style-type: none"> <li>1. Prioritisation of important tasks for the School/ Nursery community for that day/ week;</li> <li>2. Regular feedback &amp; updates for remaining staff as a group activity;</li> <li>3. Risk Assessments &amp; safety information made easily available to all staff e.g., copies displayed on H&amp;S Notice Board;</li> </ol>	<p>3</p>	<p>3</p>	<p>9</p>	<p>M</p>	<p>Minimise/ only essential contact with staff members outside working hours.</p>	

## Fire and Risk Management Services

			<ol style="list-style-type: none"> <li>4. Staff kept informed of developments before pupils/ children &amp; parent community;</li> <li>5. Staff aware of need to report concerns to School Management;</li> <li>6. Governing Body aware of the need to support Headteacher &amp; Leadership Team.</li> </ol>						
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**S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H**

Assessment authorised by Headteacher			
Print Name: Dan Brearey		Signature:	
		Date: 11.5.21	
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	
<b>6 - 10</b>	<b>M - MEDIUM</b>	Attempt to improve controls so far as is reasonably practicable	Acceptable = Risk Level & Controls Acceptable
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			

# Fire and Risk Management Services

Assessment Review		
Reviewed by:	Review date: <b>Daily in first week/ Weekly for first month/ Monthly</b>	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:
Have new equipment or materials been introduced? (Y/N):	What:	New controls: