


Risk Assessment:	Peoples' Services Department		 ST HELENS BOROUGH COUNCIL
Activity or site:	Coronavirus COVID-19: September 2021		
Date of assessment:	September 1st 2021	St. Mary's Catholic Primary School, Billinge	Review date: Revised end of Sept 2020; October 2020 and November 2020 Revised Jan 2021 Revised September 2021 – other safety measures, not in red, remain in place from Jan 2021 as they are still appropriate
<ul style="list-style-type: none"> This risk assessment should be produced and read in conjunction with the latest guidance on school re-opening issued by the Department for Education as follows: Schools COVID-19 Operational Guidance 27th August 2021 <p>and should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. This assessment must be communicated to all employees on a recorded basis.</p>			
<ul style="list-style-type: none"> What to do if a Pupil is Displaying Symptoms of Coronavirus (COVID-19) Safe Working in Education, Childcare and Children's Social Care Settings, including the use of Personal Protective Equipment (PPE) COVID-19: Cleaning in Non-Healthcare Setting Outside the Home Face Coverings in Education Children of Critical Workers and Vulnerable Children who can Access Schools or Educational Settings Providing School Meals during the Coronavirus (COVID-19) Outbreak Coronavirus (COVID-19) Safer Travel Guidance for Passengers Use of the NHS COVID-19 App in Education and Childcare Settings 		<ul style="list-style-type: none"> COVID-19 Induction for Newly Qualified Teachers Guidance Coronavirus (COVID-19): Test Kits for Schools and FE Providers Mass Asymptomatic Testing: Schools and Colleges Schools coronavirus (COVID-19) operational guidance <p>Early Years and Special School Settings to refer to specific guidance for their provisions and amend this model assessment as necessary</p> <ul style="list-style-type: none"> Actions for Early Years and Childcare Providers during the Coronavirus (COVID-19) Outbreak Guidance for Full Opening: Special Schools and Other Specialist Settings 	

<ul style="list-style-type: none"> Protective Measures for Holiday and After School Clubs, and other Out of School Settings during the Coronavirus (COVID-19) Outbreak <p>Coronavirus (COVID-19) Initial Teacher Training (ITT)</p>	<ul style="list-style-type: none"> Guidance for Special Schools, Specialist Post-16 Providers and Alternative Provision during the National Lockdown <p>Mass Asymptomatic Testing in Specialist Settings</p>			
<p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate</p>				
<ul style="list-style-type: none"> Making your Workplace COVID-Secure during the Coronavirus Pandemic (HSE) Talking with your Workers about Preventing Coronavirus (HSE) Infection at Work: Controlling the Risk (HSE) INDG136 Working with substances hazardous to health: A brief guide to COSHH 	<ul style="list-style-type: none"> INDG173 Personal protective equipment (PPE) at work: A brief guide HSG53 Respiratory Protective Equipment at Work: A Practical Guide HSG262 Managing Skin Exposure Risks at Work 			
What are the hazards? Don't forget long term health hazards	Who might be harmed and how? Identify groups of people and how the hazard could cause them harm	Current control measures List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	Any additional control measures required	Date implemented
Inadequate planning and organising prior to opening in September 2021	<ul style="list-style-type: none"> Staff Children & Young People Parents & Carers Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) Vulnerable Groups <p><i>(may feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> Health and safety compliance checks will be undertaken by Headteacher/Site Manager before opening. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned if staff become unwell. Staff asked to have lateral flow tests before returning to work and then twice weekly thereafter. Staff will be expected to report the findings of each test Headteacher to keep up to date with the latest government guidance and adjust working practices as required. Contingency Plan in place Staff briefed on the control measures within this risk assessment and changes to policies and procedures. INSET Sept 2021 Rigorous checks carried out by the Headteacher to ensure that all the necessary procedures are being followed. Governing Body, Parents, Staff and Unions consulted when agreeing the best approaches for the circumstances, with regular opportunities for feedback on the new arrangements. Close working with the Local Authority. 	<ul style="list-style-type: none"> Staff offered Lateral Flow tests Upon returning to school in Sept 2021 – staff and children to be reminded about the importance of hands, face and space. Contingency Plan includes the reintroduction of social distancing and one way systems 	September 2021

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		<ul style="list-style-type: none"> • Headteacher or member of Senior Leadership Team to be present around the school during the first half term to pick up on any issues or problems and support and reassure staff and children. • Visitors including Specialists, therapists, clinicians and other support staff for pupils with SEND will be briefed on current COVID-19 procedures in place at the school. 		
Inadequate Communication of Plans	<ul style="list-style-type: none"> • Staff • Children and Young People • Parents and Carers • Visitors (ie, Contractors, Suppliers, support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may feel tension and stress, and may not trust and co-operate with management, as a result of poor communication and not knowing what arrangements have been put in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> • Staying COVID-19 Secure in 2020 poster displayed upon entrance to the school/setting to confirm the premises have complied with the government's guidance on managing the risk of COVID-19. • Staff briefed on the plans / contingency plans as part of INSET Days in Sept 2021 • Plans for September 2021 clearly communicated to parents and carers via the school's newsletter July 2021 and via letters and emails • COVID-19 Contingency Plan and Revised Risk Assessment uploaded onto website • Signage displayed at entrance points to the building asking individuals with symptoms not to enter the premises and reiterating the kind of symptoms to look out for. • Children to continue to be dropped off at school gates. Reception parents may accompany their children to their classroom for first term • SLT and office staff will supervise at each gate. • Meetings to remain by appointment • Children will be taught in age appropriate ways about Coronavirus, how it is spread and how they can play their part in keeping everyone safe. For young children this will be done through age appropriate methods such as games and stories. 	<p>Staff offered Lateral Flow tests before returning to work and will be asked to test twice weekly until further notice</p> <p>Staff kept up to date via emails and text messages and weekly briefings</p> <p>Expectations of social distancing will be re-established and communicated to all staff and relevant pupils, were contingency plans are required due to an outbreak of covid-19.</p> <p>Contingency plans could include the</p>	<p>Plans shared with staff and parents July 2021 & Sept 2021</p> <p>September 2021</p> <p>Reminders sent out in weekly newsletters</p>

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		<ul style="list-style-type: none"> Parents, children and young people provided with details of education resources such as e-bug and PHE schools resources. Parents, children and young people made aware of recommendations on transport to and from the school/setting (including avoiding peak times), following the Coronavirus (COVID-19): safer travel guidance for passengers. Early consultation and communication undertaken with contractors and suppliers that will need to prepare to support the school's/setting's plans for opening (eg, cleaning, catering, food supplies, hygiene suppliers). Additional cleaning requirements discussed with cleaning contractors or staff, with additional hours agreed to allow for this. 	<p>need to re-introduce staggered arrival and departure times.</p> <p>Contingency plans could include the need to re-introduce social distancing for parents at the gates and the wearing of face coverings whilst on school grounds.</p>	
Inability to maintain social distancing to prevent/limit the spread of the COVID-19 virus <i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia))</i>	<ul style="list-style-type: none"> Staff Children & Young People Parents & Carers Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.) Vulnerable groups <p><i>(May become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<p>Social distancing does not need to be maintained from Sept 2021 - unless additional measures are needed in response to an outbreak within a class – i.e. 5 or more cases. If additional measures are advised, then some or all of the following measures will be reintroduced.</p> <ul style="list-style-type: none"> Children and young people in Y6 – Y2 classrooms and other learning environments will be seated side by side with desks positioned forward facing rather than face to face. Desks in Y2-Y6 adapted slightly to enable easier movement between rows and to enable effective teacher support to take place. Some desks organised in a horse-shoe shape, but those facing each other are 2m apart. This is considered less risk than those children sat side by side who turn to face each other directly when communicating. (Y2-Y6) These children also play with each other outside of the classroom base at a much closer distance. Rec and Y1 classrooms have circular tables – numbers on each table to be halved. Teachers' desks will be positioned as far away as practicably possible from the children's desks. 	Schools/settings with specialist and technical work or learning areas such as Science, should refer to CLEAPSS information on how to manage these areas during this outbreak.	September 2021

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	<p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p> <p><i>Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild, with younger children less likely to become unwell if infected with Coronavirus).</i></p>	<ul style="list-style-type: none"> • Given the resumption of a full range of curriculum subjects, children and young people will be organised into consistent full class-sized groups, which will be kept together at all times in the day, to minimise contact and mixing with other class groups. Older children will be encouraged to keep distance within class group. • Staff will modify their teaching approach to stay at the front of the class and maintain a distance from children and young people in their class as much as possible (ideally 2m), particularly close face-to-face support (noting that this is not possible at all times, which is why hygiene and hand cleaning is so important). Time spent within 1m of any adult or child/young person should be minimized. • Staff are able to wear visors and/or masks if working within 2m of children. • Parents to wear masks when dropping off and collecting from school site. • Staff supervising school gates are positioned away from children entering in a morning. Parents do not enter – unless to pass on an urgent message. During pick up, staff stand away from all parents entering the school site. Masks are carried by staff to put on if a parent approaches them to have a conversation. • Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by: <ul style="list-style-type: none"> ➢ Avoiding non-essential contact with others. ➢ Avoiding physical contact (eg hugs, handshakes, etc). ➢ Keeping a safe distance of at least 2 metres from other adults - and children when possible. ➢ If within 2m of another adult – time to be kept to no more than 5 minutes and distance not to be closer than 1m. ➢ Wearing face masks in communal areas – main reception area and when using the photocopier • With the exception of the Reception children, children are to be left at the school gate every morning. • Only 1 adult to accompany their child. 		

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		<ul style="list-style-type: none"> • Drop off and collection times are to be staggered (chn grouped alphabetically). • As well as staggered drop off and collection times – gates have also been allocated to groups for entry and exit purposes. • SLT on school gates with registers to ensure that parents are adhering to the drop off/collection slots and are using the allocated gate. • Collection from classroom door – allocated collection time and identified gate to be used. SLT/office staff to supervise school gates to ensure measures are adhered to. • Clear signage displayed throughout the school/setting, including classrooms, promoting social distancing. • Class teachers will remain with the same year group – although the school's PPA teacher will move between year groups. • Teaching assistants will remain within in the same key stage. • TA level 3s will provide cover within a key stage, as far as practicably possible, in order to cover staff absence or CPD time. They will only provide cover in a different key stage if absolutely necessary. • Midday supervisors will remain with an allocated year group – as far as practicably possible. • Wherever possible, children and young people will 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. • Wherever possible, children and young people will be seated at the same desk each day if they attend on consecutive days. • Movement around school to be restricted. Children do not need to use the internal corridors unless accessing the school dining room/sports hall. Registers will be taken electronically – lunch registers will be collected by office staff from outside the classroom doors. • Rooms will be accessed directly from outside wherever possible to reduce mixing, with different entrances/exists to be used for different class groups. With the exception of Y4/6 in a morning – all classes have their own entrance points. • Staggering of start and finish times/drop-off and collection times to reduce mixing between groups and volume at entrance points. 		

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		<ul style="list-style-type: none"> • Staggering of breaks to ensure that any corridors or circulation routes used have a limited number of children and young people using them at any time, keeping contact to a minimum and avoiding pinch points and bottlenecks wherever possible. • Staggering of lunch breaks with children and young people cleaning their hands beforehand. • Reception children to eat in their classroom base. • Y3 and Y5 to eat in their classroom base • Children and young people to be reminded of social distancing as break/lunch times begin. • Supervision levels enhanced at break/lunch times, especially for young children, to support social distancing. • Limiting the number of children or young people who use the toilet facilities to ensure the toilets do not become crowded, together with identified and marked queuing zones. These areas will be monitored closely by staff. • Staff to use the staff room only during their allocated time slots to ensure that staff are able to socially distance. • Staff meet weekly with HT (socially distanced in school hall) to review plans in place and to address any further concerns highlighted that week. • Use of outdoor space, wherever possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between children and staff. External areas to be designated for different groups. • Assemblies will take place with individual groups in their allocated classroom spaces rather than bringing children from different classes together into one hall or large space. • Where shared rooms such as halls, dining areas and internal and external sports facilities are used for lunch, exercise and breaks between lessons, there will be staggered use by different class groups, they will not be allowed to mix, they will not play sports or games together and there will be adequate cleaning between groups). • Staff, children and young people to be regularly reminded of the importance of social distancing both in the school/setting and outside of 		

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		<p>it, taking steps to minimise opportunities for the virus to spread by maintaining a distance of 2m between individuals, wherever possible.</p> <ul style="list-style-type: none"> • Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere. • Other resources will be rotated. • Only essential contractors allowed onto site by appointment. • External visitors, sports coaches etc allowed on site for educational/curricular or well-being purposes. Separate risk assessments to be completed. • Additional controls to be put in place where children and young people need additional support to follow the measures implemented (eg, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). • A separate risk assessment will be carried out if it is deemed that a child or young person may not be able to follow instructions, to determine what mitigations need to be put in place. 		
Ineffective cleaning and hygiene	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (ie, Contractors, Suppliers, support staff for pupils with SEND etc.) • Vulnerable groups (Elderly, Pregnant workers, those with existing underlying health conditions or those from a Black, Asian and Minority Ethnic (BAME) background) <p><i>(may become infected by coming into close contact with someone who has COVID-19, which is primarily spread from</i></p>	<ul style="list-style-type: none"> • School to be cleaned prior to re-opening, during the first 4 weeks of the summer break. • School will then be fully closed for the final 2 weeks. • Sufficient handwashing facilities available for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, ie, paper towels/hand dryer. • Alcohol-based hand sanitizer (containing at least 60% alcohol) will be placed at building entrance/exit points. Additional hand sanitizer/hand rub will be located in classrooms and other learning environments where access to handwashing is not readily available. These will be replenished regularly. • Objects and surfaces that are frequently touched will be cleaned more regularly e.g. desks cleaned at breaks and at lunchtimes • Cyber lab computers and desks to be cleaned after each class has used the room • Staff will be asked to wash/sanitize hands before and after using the printer/photocopier. Office staff will have their own, identified phone to use. If phone is used by other staff, it will be cleaned after use. 	<ul style="list-style-type: none"> • A separate risk assessment to be completed for any pupils with complex needs who would struggle to maintain as good respiratory hygiene as their peers ie, those who spit uncontrollably or use saliva as a sensory stimulant. 	September 2021

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	<p><i>person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> • Children's desks and work tops to be cleared at the end of every day to ensure that adequate cleaning can take place. • Disposable paper towels to be used for drying dishes etc • All staff, children and young people will be reminded to: <ul style="list-style-type: none"> ➢ Frequently wash their hands with soap and water. ➢ Clean their hands upon arrival at the school/setting, after using the toilet, before eating – including snacks, after blowing their nose, sneezing or coughing ➢ Avoid touching their mouth, eyes and nose, and to use a tissue when coughing or sneezing, following the NHS 'Catch it, Bin it, Kill it' approach. <p>Signage/posters reinforcing these messages will be displayed throughout the school/setting.</p> <ul style="list-style-type: none"> • Children and young people will be supervised to ensure they wash their hands correctly and those who have trouble cleaning their hands independently will be supported by staff. • Young children encouraged to learn and practice these good hygiene habits through games, songs and repetition. • Foot operated, lidded bins provided throughout the school/setting for disposal of used tissues, which are emptied regularly throughout the day. • Bins to be regularly emptied and disinfected • All spaces will be well ventilated using natural ventilation (opening windows). Air conditioning in the cyber lab must not be used. • Monitoring arrangements in place to ensure sufficient supplies of soap, hand towels, hand sanitizer and tissues are maintained. • Disposable paper towels provided within kitchen areas for drying hands/dishes. • Pupils will be instructed to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Back Packs will be permitted. • Children will come into school in PE kits on PE days so that no changing is taking place and kits are not travelling to and from school. 		

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Inappropriate use of offices and staff room	<ul style="list-style-type: none"> • Staff <p><i>(may become infected with COVID-19 through ineffective social distancing and hygiene control).</i></p>	<ul style="list-style-type: none"> • In order to limit the number of people in the school office at any one time, due to size of the office and the office having no external windows, people to only enter school office when invited to do so – there should not be any more than 3 people in the office at any one time. • Staff to leave a seat clear between themselves and the next person if possible – in order to reduce risk of infection as the space is quite enclosed. • Meeting Room can be used by the more vulnerable staff members at break times and lunchtimes if they feel the staff room is too busy as the meeting room will no longer be an additional office. • Staff will be encouraged not to share equipment, wherever possible. • Staff will be encouraged to bring in their own food, cutlery and dishes for personal use. Shared items e.g. cutlery will be locked away • Communal objects will be regularly cleaned e.g. like coffee/tea containers, microwave 		September 2021
Inappropriate cleaning methods adopted for cleaning and disinfection	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable groups <p><i>(may become infected with COVID-19 by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal using standard cleaning products. • All surfaces that a symptomatic person has come into contact will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells. • Cleaning will be disposed of in line with the Government's guidance on cleaning for non-healthcare settings. • Cleaning staff will be issued with suitable PPE, which will be worn at all times while cleaning. (see PPE section) 		September 2021
Inappropriate handling and disposal of waste	<ul style="list-style-type: none"> • Staff • Children & Young People • Visitors (ie, Contractors, Suppliers and support 	<ul style="list-style-type: none"> • Waste will be disposed of in line with the Government's guidance on cleaning for non-healthcare settings. • Waste from possible cases and cleaning of areas where possible cases have been (including tissues, disposable cloths, disposable PPE) will be 		September 2021

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	<p>staff for pupils with SEND etc.)</p> <ul style="list-style-type: none"> • Vulnerable groups <p><i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i></p>	<p>placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from children and separated from communal waste areas, and marked for storage for at least 72 hours and put in with the normal waste.</p> <ul style="list-style-type: none"> • Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's/settings's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment. 		
Inadequate provision, handling or use of Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Staff • Children & Young People <p><i>(may become infected with COVID-19 due to a lack of suitable PPE when undertaking direct care, incompatibility of PPE, lack of instruction and training on its proper use)</i></p>	<ul style="list-style-type: none"> • Existing routine use of PPE will continue for care of non-symptomatic children and young people who have intimate care needs or who present behaviours which may increase the risk of droplet transmission (such as spitting). • Appropriate PPE will be provided and worn by supervising staff should a child or young person become unwell with symptoms of Coronavirus while in the school/setting and need direct personal care until they can return home. These include: <ul style="list-style-type: none"> ➢ a fluid-resistant surgical face mask, if a distance of 2m cannot be maintained; ➢ a fluid-resistant surgical face mask, disposable gloves and a disposable plastic apron if physical contact with the child or young person is necessary, then and will be worn by the supervising adult. ➢ eye protection (ie, face visor or goggles) where a risk assessment determines that there is a risk of splashing fluids entering the eyes (eg, from coughing, spitting, or vomiting). • Cleaning staff will be issued with and wear disposable gloves and aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes, mouth and nose, will also be worn. • Guidance on safe working in education, childcare and children's social care referenced for preventing and controlling infection, including the use of PPE. 		September 2021

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		<ul style="list-style-type: none"> • Relevant staff trained on how to put PPE on and take it off safely and the need for scrupulous hand hygiene in order to reduce self-contamination. • Local supply chains established and maintained for the obtaining of PPE. • Only PPE that is CE marked and purchased from a reliable source will be used by staff. • Staff to be reminded: <ul style="list-style-type: none"> ➢ to avoid touching their face, eyes, nose or mouth when wearing PPE (ie, gloves). ➢ that torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use. ➢ to cover any cuts and abrasions with a waterproof dressing. ➢ that the wearing of gloves is not a substitute for good hand washing protocols. 		
Contact Dermatitis, skin irritation, exacerbation of existing skin conditions	<ul style="list-style-type: none"> • Staff <p><i>(may suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition as a result of frequent hand washing)</i></p>	<ul style="list-style-type: none"> • Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin symptoms (i.e., Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing. • Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring. 		September 2021
Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.) <p><i>(may cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly)</i></p>	<ul style="list-style-type: none"> • COSHH Risk Assessment completed for use of hand rub/sanitiser within the school/setting. • Hand sanitiser/hand rub will only be used where access to hand washing with soap and running water is not readily available and where hands are not visibly soiled. • Bottles of hand sanitiser/hand rub to be stored out of the sight and reach of young children to reduce unintended, adverse consequences. • Where hand sanitiser has to be used by children and young people, this will be used under strict adult supervision. • Staff, children and young people encouraged to report any adverse effects experienced with the use of hand sanitizer/hand rub, with advice sought from GP where serious reactions occur. 		September 2021

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Vulnerable Groups at higher risk of severe illness from Coronavirus (COVID-19)	<ul style="list-style-type: none"> • Older Staff • Male Staff • Pregnant Staff • Children & Young People • Parents & Carers • Those with existing underlying health conditions or from a Black, Asian and Minority Ethnic (BAME) background <p><i>(who are at higher risk of severe illness or poorer outcomes from contracting Coronavirus)</i></p>	<ul style="list-style-type: none"> • Headteachers to identify and be aware of Staff who fall into one of the vulnerable risk groups as determined by Public Health England or who are from a BAME background, to ensure they are given adequate protection and support to enable them to comply with Government Health recommendations. Separate individual risk assessments will be completed for such Staff who are more susceptible to severe illness or poor outcomes from COVID-19. (in line with the recommendations made by occupational health in the document EDUCATION Recovery Return to School Document by the LA). • Separate individual risk assessments will be completed for any children and young people determined by a medical practitioner as being clinically extremely vulnerable and more susceptible to severe illness or poor outcomes from COVID-19. • All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg, disabled staff. • Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc. • A separate individual risk assessment will be undertaken for pregnant women over 28 weeks gestation, or under 28 weeks with an underlying health condition, which may make them more susceptible to more severe symptoms or effects from the disease. 		September 2021
Use of Shared Equipment and Resources	<ul style="list-style-type: none"> • Staff • Children and Young People <p><i>(may become infected by touching equipment and resources that have the COVID-19 virus on them, and then</i></p>	<p>Limiting the use of shared resources is no longer required from Sept 2021 - unless additional measures are needed in response to an outbreak within a class – i.e. 5 or more cases. If additional measures are advised, then some or all of the following measures will be reintroduced.</p> <ul style="list-style-type: none"> • The use of shared resources will be reduced by: <ul style="list-style-type: none"> ➢ minimizing the number of shared resources and equipment in use within the classroom 		September 2021

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	<i>touching their mouth, nose, or eyes).</i>	<ul style="list-style-type: none"> ➤ limiting the amount of shared resources that are taken home and limiting exchange of take-home resources between children, young people and staff. ➤ seeking to prevent the sharing of stationery and other equipment where possible. Children have been asked to provide their own pencil case that will be left in school for the half-term. Those that cannot will have packs made up for them. Whiteboards, pens, phoneme frames etc. will be given to every child and will be stored in a named zip wallet. Children will be told not to share resources. ➤ Staff will be responsible for the cleaning of their own school laptop. ➤ Frequently cleaning any shared resources and equipment between class groups, such as sports and art equipment. If equipment is unable to be cleaned, it will be used on a rota basis with 3 days being left clear between the use of resources. ➤ Reading books will be sent home, but returned books will be left in the storage boxes for a minimum of 3 days before being entered back into the school's system and re-allocated. ➤ KS2 Home School diaries will be brought in by the child and shown to the teacher who will respond to any messages. The diary will then be put back in the child's locker. Teacher to wash hands. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from use. • Classroom resources such as books and games shared within the designated groups will be cleaned regularly, along with all frequently touched surfaces. • Any resources that are shared between classes, such as sport, art and science equipment, will be cleaned frequently and meticulously and always between different class groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). • Practical lessons will only be undertaken if shared equipment and resources can be cleaned thoroughly. • Outdoor play equipment including fixed play equipment shall only be used if it can be cleaned frequently and always between groups of children using it, and multiple groups will not use it simultaneously. 		

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		<ul style="list-style-type: none"> • Malleable resources, such as play dough, where used with younger children will not be shared. • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and children will be discouraged from sharing these. 		
Travelling to School during the outbreak	<ul style="list-style-type: none"> • Staff • Children and Young People <p><i>(may become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> • Travel arrangements will be revised in consultation with the Home to School Transport Service, where required, for relevant children and young people. This will include the measures being put in place to reduce contact. • Unnecessary non-essential work travel will be avoided/minimised wherever possible. • Staff, children and young people are requested to avoid public transport if at all possible – where use of public transport is necessary, they are to conform with all requirements, eg, wearing mandatory face coverings, social distancing, etc. • Staff, children and young people are supported to walk, cycle or drive to work wherever possible, with the provision of safe bike storage • Staff have been requested not to share cars, wherever possible. • Where travelling cannot be avoided for work purposes and staff have to travel together in one vehicle, the following mitigation methods have been implemented: <ul style="list-style-type: none"> ➢ Use of fixed travel partners; ➢ Avoidance of sitting face-to-face; ➢ Refraining from playing music or radio broadcasts that may encourage shouting or raising of voices above normal conversation levels. 		September 2021
Inadequate Induction of New and Temporary Staff	<ul style="list-style-type: none"> • Staff (including Supply Teachers and other temporary workers) <p><i>(may suffer injury or ill health through a lack of understanding on the hazards and risks they may face, the control measures</i></p>	<ul style="list-style-type: none"> • New and Temporary staff will be provided with clear instructions and information, and adequate training, on how to work safely, including arrangements for infection control, social distancing, first aid, fire and evacuation. 		September 2021

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	<i>in place and emergency procedures to be followed)</i>			
Inadequate First Aid Facilities, Personnel and Equipment and Information for First Aiders	<ul style="list-style-type: none"> • Staff • Children and Young People • Visitors • Designated First Aiders <p><i>(may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices)</i></p>	<ul style="list-style-type: none"> • First aid needs assessment reviewed to determine adequate and appropriate equipment, facilities and personnel to ensure staff, children and young people receive immediate attention if they are injured or taken ill. • Standard Infection Prevention and Control Procedures (ie, maintaining good hand, respiratory and personal hygiene) followed at all times by First Aiders to protect themselves and others and limit the risk of spread of COVID-19. • Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste). • PPE provided and used by first aiders as necessary with suspected cases of COVID-19 (ie, fluid resistant surgical mask, disposable gloves, disposable apron, and goggles or visor where the risk of splashing is present). • The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed. Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread. • Guidance provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov and specific guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK • Medical Room, where provided, re-organised in line with social distancing provisions and cleaned after each use. (This will be the meeting room for suspected cases of COVID 19.) • Higher risk activities have been suspended, where required 		September 2021

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Individuals displaying Symptoms of Coronavirus (COVID-19) whilst attending the school/setting <i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia))</i>	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable groups <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<ul style="list-style-type: none"> • Staff, children and young people, parents, carers or any visitors, such as contractors, suppliers, etc., will be instructed not to attend or enter the school/setting if they or someone within their household is displaying any symptoms of Coronavirus or has tested positive within the last 10 days to avoid spreading infection to others. • If a child, young person or staff member develops symptoms compatible with Coronavirus (whilst at the school/setting, they will be sent home and advised to self-isolate following government guidance/test and trace guidance until the results of a PCR are known. • All staff, children and young people attending the school/setting will have access to a test if they display symptoms of Coronavirus, as will members of their household. • Where the child, young person or staff member tests negative, they will be allowed to return to the school/setting and their fellow household members can end their self-isolation. • Where the child, young person or staff member tests positive they will need to follow the guidance given by test and trace. • Immediate contacts of the child/staff member do not need to isolate if they have been fully vaccinated and at least 14 days have passed; have taken part in or are currently part of an approved COVID-19 vaccine trial; are not able to be vaccinated for medical reasons or are under 18 years and 6 months. They can attend school – unless feeling unwell themselves • Isolation Room - (a clean, well-ventilated room, with opening window, closable door and minimal non-fabric furniture) will be identified, in a location away from staff, children and young people and other visitors, for the isolation of any potentially infectious child/individual who cannot be immediately leave the setting. This is the school's meeting room. Appropriate adult supervision will be provided for children, where required. (Where it is not possible to isolate the child/individual, they will be moved to an area which is at least 2 metres away from other people). Protocol in place for responding to a suspected case of Coronavirus within the school/setting. • PPE will be worn by staff caring for any symptomatic child whilst they await collection, if a distance of 2m cannot be maintained. 		September 2021

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		<ul style="list-style-type: none"> • Temperature monitoring or asking parents to report children and young people's temperature at the start of the day will not be undertaken, as this is an unreliable method for identifying Coronavirus COVID-19. • The PHE's Flowchart describing the Return to Work Process for a Symptomatic Worker following a SARS-CoV-2 (COVID-19) Test will be followed prior to allowing workers back into the workplace. • Staff and other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds with soap and running water or use alcohol-based hand sanitizer (with more than 60% alcohol content). They will not be required to go home and self-isolate unless the symptomatic person tests positive; they develop symptoms themselves (in which case, they should arrange a test); or are requested to do so by NHS Test and Trace or PHE Advice Service/PHE Local Health Protection Team. 		
Lack of testing, inspection and maintenance of Building-Related Systems	<ul style="list-style-type: none"> • All building occupants <i>(may be exposed to increased risk of injury or ill health from a lack of testing, inspection and maintenance of building related systems not being operational due to the school/setting being completely or partially closed, or having reduced occupancy during the Coronavirus (COVID-19) outbreak)</i> 	<ul style="list-style-type: none"> • Member of staff identified with responsibility for managing the premises (with cover arrangements put in place in case of staff illness), reviewing risk assessments and implementing any measures to ensure that safety is maintained for wider opening. • All systems within school buildings that have been completely or partially closed, will be re-commissioned before re-opening, as would normally be done after a long holiday period. This will be undertaken in consultation with the school's Competent Person(s)/Property Support Officer, but in particular: <p>Hot and Cold Water Systems (ie, tanks, sinks, basins, showers, drinking water outlets – taps and water fountains, calorifiers, direct-fired water heaters)</p> <ul style="list-style-type: none"> ➤ Water systems which have not been maintained or remained partly operational at a reduced capacity during the lockdown, will be disinfected, flushed and certified by a competent contractor before the school re-opens. <p>Gas safety</p> 		September 2021

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		<ul style="list-style-type: none"> ➤ Gas services remain in normal operation and planned gas safety checks including gas detection and/or interlocking continue to be undertaken. <p>Fire Safety</p> <ul style="list-style-type: none"> ➤ Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people. ➤ Fire assembly point re-organised to meet social distancing requirements. ➤ Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational. ➤ Regular hazard spotting carried out to identify escape route obstructions. ➤ Daily checks to ensure that all fire doors are operational. ➤ Fire drills continue to be held on a termly basis as normal, with a practise undertaken in the 2nd week once all reception children are in school full time. ➤ Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. These doors must remain closed to prevent the risk of uncontrolled fire spread and smoke should a fire occur. <p>Security including access control and intruder alarm systems</p> <ul style="list-style-type: none"> ➤ All areas of the school kept secure in line with current security arrangements. ➤ Keyholder information updated, as necessary. <p>Ventilation</p> <ul style="list-style-type: none"> ➤ All systems remain energised in normal operating mode. ➤ Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened. ➤ Where centralised or local mechanical ventilation is present, recirculatory systems have been adjusted to full fresh air. (If this is not possible, systems will be operated as normal). Where ventilation units 		

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		<p>have filters present, enhanced precautions must be taken when changing filters.</p> <p>Electrical Systems</p> <ul style="list-style-type: none"> ➤ Building-related electrical systems remain in use and are tested as appropriate. <p>Drainage Systems</p> <ul style="list-style-type: none"> ➤ Checks on traps undertaken to ensure they have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers. ➤ Where toilets are put back into use, flushing of toilets to be undertaken with the lids down and toilet ventilation systems working. <p>Plant and Equipment</p> <ul style="list-style-type: none"> ➤ Plant and equipment continues to be maintained in line with manufacturer's instructions. ➤ Scheduled thorough examination and testing of lifting and pressure equipment to continue to be undertaken during the Coronavirus outbreak, following the updated HSE Guidance during the Coronavirus outbreak. https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf. ➤ School/setting will agree safe access and working arrangements with the contractor prior to commencing work on site. ➤ Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school/setting will adopt a risk based process, in consultation with their Competent Person, to determine the whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment. 		
Inadequate arrangements for School Meal provision	<ul style="list-style-type: none"> • Staff • Children and Young People 	<ul style="list-style-type: none"> • School/setting will continue working with their Catering Service provider to ensure food is available for children and young people who attend and ensure staff are able to prepare, serve and work safely. 		September 2021

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	<p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<ul style="list-style-type: none"> • Children and young people will clean their hands before eating their lunch. • Children and young people will clean their hands before eating their lunch. <p>Bubbles are no longer being used from Sept 2021 and therefore the children will eat their meals together as they did before COVID-19 - unless additional measures are needed in response to an outbreak within a class – i.e. 5 or more cases. If additional measures are advised, then some or all of the following measures will be reintroduced.</p> <ul style="list-style-type: none"> • Lunch times (and any 'snack' times for early years) arranged so that children eat their lunch in their assigned groups and do not mix with children from other groups, by both: having several lunch sittings and serving lunch in more than one location, including (if appropriate) in their assigned classroom. • Children and young people will clean their hands before eating their lunch. • Tables will be cleaned between each group. • Dining area layouts configured to ensure distance is maintained with tables facing forwards and side by side. • Reception, Y3 and Y5 to eat in their classrooms 		
Stress, Mental Health and Wellbeing adversely affected during the outbreak and upon return to school/setting	<ul style="list-style-type: none"> • Staff • Children and young people <p><i>(may be suffering with stress, mental health or wellbeing difficulties as a result of feeling disconnected, isolated from others or abandoned due to being/working at home for a long period of time; with children and young people missing the routine of school, seeing their</i></p>	<ul style="list-style-type: none"> • Access to PHE online resources to promote and support mental wellbeing of children whilst learning at home. This includes wider guidance on supporting children and young people's mental health • Digital support includes: <ul style="list-style-type: none"> ➢ an educational resource for adults about children and young people's mental health. ➢ The PHE Every Mind Matters platform about looking after your own mental health ➢ Rise Above, targeted at young people, which also has schools-facing lesson plans. 	<ul style="list-style-type: none"> • The Council's 'Adapting to the New Norm' guidance issued to all staff. 	September 2021

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	<i>friends and being supported by Teachers and other adults in the school/setting. Also, having experienced bereavements in their immediate family or wider circle of friends, or had increased caring responsibilities)</i>	<ul style="list-style-type: none"> • Children and young people will be provided with opportunities to talk about their experiences, one-to-one conversations with trusted adults, where this may be supportive. • Positive opportunities will be provided for children and young people to renew and develop friendships and peer groups and other enriching developmental activities. • Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support. • Counselling services available via Management/Self-Referral to the Occupational Health Unit for any staff who are particularly anxious. • Staff workload monitored by management and adjusted as necessary. • Staff encouraged to speak regularly with their colleagues. • Subject Leads will have access to the DfE's training module on <u>teaching about mental wellbeing</u> to assist in the training of Teachers who will be teaching pupils about mental health and wellbeing. • Teaching staff will have access to the free MindEd learning platform for professionals, which includes a <u>Coronavirus (COVID-19) Staff Resilience Hub</u> with materials on peer support, stress, fear and trauma and bereavement, to support vulnerable pupils upon return to school. 		
Educational Visits	<ul style="list-style-type: none"> • Staff • Children and Young People • Parent Volunteers 	<ul style="list-style-type: none"> • No educational visits to planned for the first half-term – as a minimum in order to monitor rising infection rates and all visitors in school to be made aware of any current restrictions or safety measures in place. • All trips will be undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. • Outdoor spaces in the local area to be made use of to support delivery of the curriculum. • A full and thorough risk assessment in relation to all educational visits to ensure they can be done safely will be carried out; consideration will be given to control measures that need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues. • The school will consult the <u>health and safety guidance on educational visits</u> when considering visits 		September 2021

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Face to face meetings	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<p style="color: red;">Face to face meetings can now take place from September 2021, but staff are reminded to be cautious if meeting in a confined space. Masks may be worn, or social distancing may be observed. If infection rates continue to rise, the following measures may need to be reintroduced.</p> <ul style="list-style-type: none"> • Remote working tools (ie, video/tele-conferencing) utilised instead of face to face meetings, wherever practicable. • Where a face to face meeting cannot be avoided and is the only option participants will be kept to the absolute minimum with only essential persons present and social distancing will be maintained throughout. • Meetings will be held outdoors, wherever possible, or in well-ventilated room (ie, opening window) of sufficient size. • The sharing of pens and other objects will be avoided to prevent transmission during meetings. • Hand sanitiser will be provided in meeting rooms. • Meeting room thoroughly cleaned after each use. 		September 2021
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> • Staff • Children and Young People • Parents/Carers • Contractors <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (eg, estates related) have been designated as essential work by the government and will continue. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Arrangements in place for contractors to use a different entrance to staff and pupils, where possible, and classes organised so that contractors and staff/children and young people are kept apart. • Contractors will be monitored to ensure social distancing is being maintained throughout any such works. • Normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction, where required) in consultation with Property Services. 		September 2021

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Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> • Staff • Children & Young People (failure to ensure controls are implemented may result in infection)	<ul style="list-style-type: none"> • The governing body continues to meet regularly. If face to face meetings resume, social distancing will still be observed, and face masks may be worn in order to reduce the risk of infection. The hall will be used for meetings, as it is a larger space and hand sanitiser will be made available. Governors should bring own drinks or disposable cups used. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 		September 2021
Spread of infection through singing, chanting, playing wind/ brass instruments or shouting.	<ul style="list-style-type: none"> • Staff • Children & Young People (may be at risk of infection where singing, chanting, playing wind or brass instruments or shouting is occurring - even where individuals are at a distance).	<ul style="list-style-type: none"> • Music lessons will be limited to a single class of pupils when teaching singing, brass and or woodwind • Physical distancing will be maintained when pupils are playing instruments or singing in small groups such as in music lessons. • Positioning pupils back-to-back or side-to-side. • The sharing of brass and woodwind instruments will not take place. Students will be assigned their own instrument • Ensuring good ventilation within the room. • Support and guidance on musical learning during the COVID-19 pandemic is available via the Council's Music Service. Contact - NicolaSkrzypczak@sthelens.gov.uk or JeremySleith@sthelens.gov.uk 		September 2021
Spread of infection through participating in physical education	<ul style="list-style-type: none"> • Staff • Children & Young People 	<ul style="list-style-type: none"> • Pupils kept in consistent class groups during PE lessons. • Sports equipment thoroughly cleaned between each use by different individual groups. 		September 2021

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and school sport activities.	may be at risk of infection through close contact sport and the way in which people breathe during exercise)	<ul style="list-style-type: none"> • Use of outdoor space prioritised, where possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. • PE risk assessments will be reviewed in line with the latest COVID-19 advice from the Association for Physical Education (AfPE) and the Youth Sport Trust. Reference will also be made to the Government's guidance on 'Coronavirus (COVID-19): Phased Return of Sport and Recreation' and guidance from Sport England for Grassroot Sport. • Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school. • The school will continue to work with Sport4Kids – this company has worked with our key worker children and wider year groups since school closed and have successful social distancing lesson plans in place. 		
Lack of engagement with the NHS Test and Trace Service leading to potential outbreaks occurring	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may be exposed to Coronavirus (COVID-19) infection should there be an outbreak in the school as a result of ineffective arrangements for testing and self-isolation of infected persons)</i></p>	<ul style="list-style-type: none"> • Current Government guidance is being followed by engaging with the NHS Test and Trace process, where required. • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of their objections under NHS Test and Trace requirements. • Advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the class. • A temporary record of all staff, children and young people, parents and visitors using the school (and of any mixing of class groups) will be held for a period of 21 days, in a manageable way, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the school and wider society. • The school will notify the Local Test and Trace Team, who will liaise with PH where required, should they reach any of the identified thresholds as specified in the https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings 	Staff induction for return to full school re-opening to include reiteration of information about the NHS Test and Trace process.	September 2021

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		<ul style="list-style-type: none"> ➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: ➤ 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period Identifying a group that is likely to have mixed closely will be different for each setting. ➤ The headteacher will refer to annex of the guidance for their school sector, but a group will rarely mean a whole setting or year group. • The headteacher will be provided with the PHE NW COVID-19 Resource Pack for Schools (Version 7.0) to provide additional advice during the Covid -19 pandemic. 		
Inadequate management of confirmed cases of Coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift action to respond to a positive case)</i></p>	<ul style="list-style-type: none"> • cases of Coronavirus (COVID-19) amongst the school community. • Contact details for local Public Health England Team and Local Authority Health and Safety Team are readily to hand. • Arrangements are in place to notify the appropriate authorities of any cases that test positive (eg, the local Public Health Team, the Local Authority and the DfE, as required). • A confidential record is maintained of all staff and pupils who are self-isolating who have tested positive. These records are kept up to date and carefully tracked so that no pupils or staff are accepted back into school before the isolation period has elapsed. • Use is made of any template letters provided by Public Health England/Local Authority as directed locally. Support and advice are sought from the Public Health/Health and Safety Section for any queries/complex cases. Further advice is sought from the DfE/PHE as required. 		September 2021
Inadequate management of an outbreak of Coronavirus	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support 	<ul style="list-style-type: none"> • Current Government guidance to contain any outbreak by adhering to local Health Protection Team advice is being followed. • A St Helens Council Outbreak Management Plan has been developed to rapidly respond to help contain any clusters of infection or outbreaks, with 		September 2021

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(COVID-19) within the school	<ul style="list-style-type: none"> • staff for pupils with SEND etc.) • Vulnerable Groups <p><i>may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift or appropriate action to manage an outbreak)</i></p>	<p>business contingency plans put in place should several people in the school be asked to self-isolate or the school is put in lockdown.</p> <ul style="list-style-type: none"> • Advice provided by the local Health Protection Team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with the Local Authority and local Public Health England. 		
Altered behaviours when returning to the school/setting which may affect the covid arrangements	<ul style="list-style-type: none"> • Staff • Children and Young People • <i>(may become infected by coming into close contact with someone who has COVID-19, through disregard of the new arrangements)</i> 	<ul style="list-style-type: none"> • Behaviour Policy to be reviewed and updated to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure pupils understand them and can enforce them rigorously. • Clear messages given to children and young people on the importance and reasons for covid safety measures in the school. • Senior Leaders monitor areas where there are breaches of covid safety measures and the arrangements are reviewed. 		September 2021
Home working (when required) (Working with Display Screen Equipment (DSE))	<ul style="list-style-type: none"> • Staff (working at home on a long-term basis) • <i>(may suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or work environments)</i> 	<ul style="list-style-type: none"> • Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid: <ul style="list-style-type: none"> ➢ avoid awkward, static postures by regularly changing position; ➢ get up and move or do stretching exercises; ➢ avoid eye fatigue by changing focus or blinking from time to time. • Basic home workstation self-assessment to be completed by staff working at home on a long-term basis and who use DSE daily, for an hour or more at a time, using the HSE's practical Workstation Checklist. <ul style="list-style-type: none"> • Where possible, additional DSE equipment provided to support prolonged use of portable DSE at home (eg, separate monitor, keyboard, mouse, monitor riser, ergonomic chair). 		September 2021

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Uncontrolled Access to the School Premises posing a risk to social distancing and infection control	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may contract Coronavirus (COVID-19) as a result of inadequate management of persons entering the site who may spread the virus through poor hygiene, infection control and social distancing practices)</i></p>	<ul style="list-style-type: none"> • Visitors will be allowed onto site by appointment. • Visitor Protocol in place and displayed in a prominent location upon entrance to the building. • Procedure in place for Receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • Record held of all persons visiting the school with sufficient detail to support contact tracing if required by NHS Test and Trace. Records will be held for 21 days and securely disposed of after that time. • Staff to use the name signing in sheet – staff to move own name only • A dedicated waiting area and meeting room is made available for visitors, adjacent to Reception where possible. • Designated person(s) will be assigned to receive deliveries. • Deliveries will be managed effectively in a timely manner, with recipients adhering to safe distancing, and wearing PPE were appropriate. 		September 2021
Risk of COVID-19 transmission during periods of high prevalence	<ul style="list-style-type: none"> • Staff • Children & Young People • Parents & Carers • Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(May be at increased risk from contracting or spreading COVID-19 infection during periods of high prevalence in the community)</i></p>	<ul style="list-style-type: none"> • Staff will be encouraged to continue to participate in surge testing in the local area, during periods of high prevalence, whether vaccinated or not. • Staff will be advised to take particular caution when meeting anyone outside their own household or support bubble and be encouraged to, wherever possible: <ul style="list-style-type: none"> ➤ Meet outside rather than inside; ➤ Keep 2 metres apart from people they do not live with (unless they have formed a support bubble with them), this includes friends and family they don't live with; and • Minimise travel in and out of affected areas. 	Appropriate signage to be displayed as a visual reminder for both staff and other building users of expectations during periods of high prevalence	September 2021

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<h2 style="color: blue;">After School and Breakfast Club (ABC Club)</h2>				
What are the hazards?	Who might be harmed and how?	Current Control Measures	Any additional control measures required	Date Implemented
Drop off/ Pick Up	ABC Staff, parents and children. Increased risk of catching COVID-19	<ul style="list-style-type: none"> • ABC door back in use • ABC bookings and payment to be taken via Parent Pay – contactless system • Children will only be permitted to access club, without prior bookings, in the case of an emergency • ABC signing in table to be placed lengthways between the entrance door and hall – acting as a barrier between parents and staff to reduce risk of spread of infection • ABC staff to record who dropped off/collected the children – in lieu of parental signatures <p style="color: red;">If infection rates increase, it may be necessary ask parents to drop the children off at the door once more – without entering the hall</p>	Numbers to be monitored to ensure that numbers enable social distancing measures to be adhered to	September 2021
Children	Children and ABC Staff Increased risk of catching COVID-19 through poor hygiene	<ul style="list-style-type: none"> • Children to wash hand upon entry into club and at regular intervals throughout the session e.g. before food/ before and after using toys • Staff to ensure that all table surfaces are cleaned thoroughly before putting away and before use <p style="color: red;">If infection rates increase, it may be necessary to bubble the children once more into KS1 and KS2 bubbles</p>	Numbers to be monitored to ensure that numbers enable social distancing measures to be adhered to	September 2021

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Toys/Equipment	Children and ABC staff Opportunities for spread of COVID-19 through contact of contaminated surfaces	<ul style="list-style-type: none"> • Toys to be thoroughly cleaned before and after use. Staff to put toys away once cleaned • Greater use of television/DVDs – as allows children to watch without having close contact with each other • Soft toys/furnishings removed for first half term whilst infection rates are monitored • Art/craft activities to be stopped if infection rates rise • Children encouraged to play outdoors • If scooters used – they must be wiped down after use • Wii controls wiped down before and after use • If infection rates rise, toys rotated between bubbles – not to cross bubble unless cleaned or following a 3-day storage period • If infection rates rise, games with lots of pieces to be stored away 	Toy Rota to be created to record cleaning and rotation	September 2021
Food Safety	Children and ABC staff Opportunities for spread of COVID-19 through contact of contaminated surfaces and contaminated food through touching	<ul style="list-style-type: none"> • Children to wash hands before and after eating • Staff to wipe down food packages following delivery – gloves can be worn or hands washed before and after wiping down • All staff food hygiene trained • Surfaces wiped down before and after food preparation • In infection rates rise, food to be plated up on individual children's plates- no shared food • Food initially to be finger food e.g. sandwiches, crumpets, wraps, bagels, croissants- to avoid the need to use cutlery – for first half term only whilst infection rates are monitored • Tables to be wiped before and after eating • If infection rates rise, children to be sat side to side – not face to face when eating • If numbers in club high – operate staggered eating times 		September 2021
Toilets	Children Increased opportunities for spread of COVID-19	<ul style="list-style-type: none"> • Y4 toilet to be used. However, if infection rates rise - Breakfast Club: Children are to be directed to use their allocated toilet blocks in the mornings. These blocks will have been cleaned the evening before and will only be used by the allocated bubble during the day. This is will ensure that children from other bubbles do not use each other's toilets 		September 2021

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		<ul style="list-style-type: none"> • Staff to accompany the younger children to the correct toilet block • After School Club: Children to use the Y4/5 toilets. These toilets will have been cleaned by the caretaker prior to their use and again after club has closed at 5.30pm. This late night cleaning will ensure that the toilets are clean for the following day for the allocated bubble to use • Posters in toilets to remind the children to wash their hands • Staff to remind the children about handwashing 		
First Aid	As per whole school risk assessment			September 2021
Individual Displaying Symptoms of COVID-19	As per whole school risk assessment			September 2021