

## COVID-19 Risk Assessment

Trust: <b>Lincoln Anglican Academy Trust</b>	Academy: <b>The Magdalen Church of England / Methodist Primary School, Wainfleet</b>			
Date of Assessment: <b>30-04-2021</b>	Assessed By: (detail all involved)	<b>-Gareth Smith Executive Head teacher / Paul Smith Site Manager / -Rachel Street Business and Operations Partner</b>		
Date Authorised: <b>30-04-2021</b>	Authorised By: (detail all involved)	<b>Sue Alldread Chair of Governors</b>		
Date Communicated: <b>04-05-2021</b>	How Communicated?	<b>Via Email to all staff, shared with parents via the school website</b>		
Planned Review Date: <b>21-06-2021</b>	Date Reviewed:	Reviewed By:	(detail all involved)	

### Hazard: Contraction of Coronavirus COVID-19

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. England entered a state of national lockdown from 5.1.21, which included the closure of schools. From 8<sup>th</sup> March 2021, schools are expected to return in full and a roadmap has been developed to ease the country of lockdown.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
- It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

### Who might be harmed:

Employees, contractors or visitors. Employees and their family members who are in the vulnerable categories.

### How might people be harmed

Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.  
Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.

**Assessed Risk:** Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied, and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk	Likelihood of Occurrence					Hazard Severity				
									Negligible	Slight	Moderate	High	Very High
without controls	Very Likely (5)	Very High (5)	High (25)	Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Medium	Medium	Medium	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	Medium	High	High	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High	High	High	High
				Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	High	High	High	High
with controls	Possible (3)	High (4)	Medium (12)										

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>Government guidance not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Daily Government statements and information updates are monitored by the Trust central team and details should be provided to school leaders to act upon.</li> <li>Staff should be advised of any relevant information prior to returning to the school.</li> <li>Staff should be informed of any relevant new information as soon as possible.</li> <li>Pupils, parents, carers, etc. should be informed of any relevant information prior to pupils returning to school.</li> <li>Pupils, parents, carers, etc. should be informed of any relevant new information as soon as possible.</li> <li>Staff should be advised to be alert for anyone displaying the symptoms of COVID-19 (e.g. fever, continuous cough or loss of sense of taste/smell).</li> <li>2 metre social distancing should be applied in all settings at all times whenever possible. Staff, pupils, parents, carers, visitors, contractors and others should be reminded of this, and signage should be provided to reinforce the message. (Note: It is acknowledged that enforcing social distancing of 2 metres with younger (e.g. Nursery and Key Stage 1) children could be impossible to fully achieve at all times.)</li> <li>Where adequate social distancing cannot be maintained, staff and visitors must wear face coverings.</li> <li>A positive result from an LFD test should be treated in the same way as a positive result from a PCR test (see guidance further down). For primary schools, a confirmation PCR test should be undertaken, but schools should not wait for the PCR result before taking action. Secondary school staff do not require a confirmatory PCR test and again a positive LFD test should be treated as per the guidance below.</li> </ul>	<b>LOW</b>	<ul style="list-style-type: none"> <li>All daily information and updates are shared with ALL staff as and when they are released.</li> <li>All new information and updates are shared with ALL staff as soon as is possible.</li> <li>Pupils and parents are kept updated with all key and new information, this is sent out via e-mail, class messages, texts and is published on the school website.</li> <li>Social distancing is adhered to at all times with robust measures in place to ensure social distancing between staff / pupils / parents / carers / visitors and contractors.</li> <li>Social distancing signage is displayed in and around the school building.</li> <li>Staff wear face masks / visors and ensure that Full PPE is used when and where required.</li> <li>Regular messages are sent to ALL staff to ensure that there are no breaches of control and safety measures and to ensure that a common and safe approach is followed and maintained throughout.</li> <li>Staff have been encouraged to take part in the LFD testing scheme and have opted in to the scheme.</li> <li>All staff are fully aware that a positive result from an LFD will be treated in just the same way as a positive result from a PCR test.</li> <li>All staff who have opted in, fully understand the need to record the results on the Government portal and via the school online recording form.</li> </ul>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<b>The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules.</li> <li>The continuation of maintenance and testing should be ensured for key items and systems including:</li> <li>Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan.</li> <li>Gas and heating systems including supplies to kitchens, laboratories and classrooms.</li> <li>Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers.</li> <li>Kitchen/catering equipment.</li> <li>Security systems including the intruder alarm, access control system and CCTV.</li> <li>Ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems).</li> <li>Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or COSHH Regulations, should be continued.</li> <li>It should be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing.</li> </ul>	<b>LOW</b>	<ul style="list-style-type: none"> <li>All scheduled maintenance is still taking place in accordance with our regular maintenance schedule.</li> <li>All regular testing of key items including water systems, heating systems, fire safety, fire alarm, emergency lighting, fire suppression systems, sprinklers and fire extinguishers will continue as normal.</li> <li>All regular testing of kitchen and catering equipment, security systems, intruder alarm and CCTV will continue as normal.</li> </ul>

<b>Transmission of COVID-19 by ventilation systems</b>	High	<ul style="list-style-type: none"> <li>• Ventilation systems should be set to "Full Fresh Air".</li> <li>• Windows should be opened and used to create natural ventilation where safe to do so (i.e. where doing so does not compromise security).</li> <li>• In order to maintain a comfortable temperature, high level windows may be opened in preference to low level to reduce draughts</li> <li>• Clinically vulnerable and clinically extremely vulnerable pupils should be identified.</li> <li>• Clinically extremely vulnerable pupils should not attend school, with suitable home-schooling arrangements put in place as an alternative.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Windows continue to be open to ensure natural ventilation is created in all rooms.</li> <li>• We have identified all clinically vulnerable and clinically extremely vulnerable pupils and have ensured that appropriate contact is implemented and home-school arrangements and virtual learning is in place for any clinically extremely vulnerable pupils.</li> <li>• Where possible high level windows will be opened instead of low level windows in order to maintain a comfortable temperature and to reduce draughts.</li> <li>• All care plans and risk assessments for all clinically vulnerable pupils have been updated.</li> </ul>
<b>Extremely vulnerable pupils may be exposed to COVID-19 if attending the school</b>	High	<ul style="list-style-type: none"> <li>• Clinically extremely vulnerable pupils should not attend school, whilst shielding applies nationally. Suitable home-schooling arrangements put in place as an alternative.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• We have identified all clinically vulnerable and clinically extremely vulnerable pupils and have ensured that appropriate contact is implemented and home-school arrangements and virtual learning is in place for any clinically extremely vulnerable pupils.</li> <li>• All care plans and risk assessments for all clinically vulnerable pupils have been updated.</li> </ul>
<b>Pupils do not attend school</b>	High	<ul style="list-style-type: none"> <li>• Pupils, families and carers who are reluctant and anxious about attending school should be reassured about control measures being put in place to reduce risks.</li> <li>• Parents of pupils of compulsory school age should be reminded that pupils must be in school unless a statutory reason applies.</li> <li>• The additional catch up funding provided can be used to support attendance</li> <li>• Social workers (if applicable) should be kept informed of non-attendance</li> </ul>	Low	<ul style="list-style-type: none"> <li>• All pupils and families will be continually contacted and reassured about the control measures within school and how these will reduce the risk to pupils attending school.</li> <li>• Parents will be reminded that pupils MUST be in school unless there is a statutory reason why they are not.</li> <li>• Where necessary, we will use any catch up funding to support attendance of pupils.</li> </ul>

<b>Staff may be exposed to COVID-19 if attending the school</b>	High	<ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable members of staff should be identified.</li> <li>Clinically extremely vulnerable members of staff should not attend school.</li> <li>Clinically vulnerable staff should return to work with control measures/ a personal risk assessment in place.</li> <li>Pregnant staff should be supported to work from home where possible. Where it is not possible for them to work from home, a risk assessment should be carried out and acted upon before they commence work. Staff in their third trimester should be supported to work from home. Specific guidance for pregnant employees should be followed. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></li> <li>Any additional medical provision or personal protective equipment needed for clinically vulnerable members of staff should be provided.</li> </ul>	Low	<ul style="list-style-type: none"> <li>All clinically vulnerable and clinically extremely vulnerable members of staff have been identified.</li> <li>All clinically vulnerable staff have had a meeting to discuss their options and have been supported in being able to work from home.</li> <li>Full risk assessments have been created and updated for all members of staff within this category.</li> <li>All necessary PPE will be provided as and when is necessary.</li> </ul>
<b>School Workforce – Staff who may be at increased risk from COVID-19 but are not included on the CEV list</b>	High	<ul style="list-style-type: none"> <li>Where staff raise concerns that they may be more at risk due to their personal characteristics, their concerns should be discussed and the measures that are being put in place to reduce the risk should be explained.</li> <li>These staff should return to work with control measures/ a personal risk assessment in place.</li> </ul>	Low	<ul style="list-style-type: none"> <li>If any staff raise concerns that they may be more at risk, their concerns will always be discussed with a member of SLT and a personal risk assessment will then be undertaken.</li> <li>Where additional measures have been requested or undertaken, as a school we will always accommodate these requests where possible.</li> </ul>

<p><b>Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed</b></p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Staff and pupils should be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance.</li> <li>• Anyone told to self-isolate by Track and Trace has a legal obligation to do so unless leaving home to avoid risk of injury, illness or harm</li> <li>• Staff to teach correct hand-washing procedures to pupils and to build hand-washing time into the daily routine (e.g. on arrival, before and after breaks and before leaving school).</li> <li>• Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect to be provided.</li> <li>• This risk assessment should be provided to staff, who should sign to acknowledge they have read and understood it.</li> <li>• This risk assessment should be published on the school website and parents/carers should be advised how they can access it.</li> <li>• Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms.</li> <li>• All persons should be instructed to use alcohol- based hand sanitiser before entering a room. Signage to this effect should be provided.</li> <li>• Tissues should be provided for personal use in all rooms.</li> <li>• Staff and pupils should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team.</li> <li>• Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures.</li> </ul>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• All rules, safety procedures, measures and expectations have been shared and explained to all staff and pupils. These will be kept up to date and amended in line with updated and current government guidance.</li> <li>• Anyone who has been told to self-isolate must do so.</li> <li>• Correct hand washing and hand hygiene is built into all classes and staff’s daily routines.</li> <li>• The risk assessment is shared with all staff, this includes all updates and amendments.</li> <li>• The risk assessment is published on the school website and is available for all parents to access.</li> <li>• Automatic Alcohol based hand sanitiser gel points are positioned throughout the school buildings as well as at the entrances and exits.</li> <li>• All staff and pupils are instructed to use alcohol-based sanitiser before entering a room.</li> <li>• Tissues are supplied for personal use in all rooms.</li> <li>• <b>All staff MUST report any breaches of safety measures or control measures to the Executive Headteacher immediately to ensure the ongoing safety of all staff and pupils within school is maintained.</b></li> </ul> <p><b>If staff do not follow the required safety practices and procedures appropriate disciplinary action WILL be taken.</b></p>
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<b>Staff or pupils attending the school and living with clinically vulnerable or extremely vulnerable people could introduce COVID-19 to their family home</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Pupils and members of staff living with clinically vulnerable and clinically extremely vulnerable people should be identified.</li> <li>Members of staff/pupils living with clinically extremely vulnerable people should attend school with control measures/a personal risk assessment in place</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>Pupils and staff living with clinically vulnerable and clinically vulnerable people have been identified.</li> </ul> <p>Members of staff who are living with clinically extremely vulnerable people will be supported in school and will have a personal risk assessment if necessary.</p>
<b>Staff or pupils at the school display symptoms of COVID-19 (e.g. continuous cough, fever or loss of sense of taste/smell)</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Staff and pupils should be told not to attend school if they display symptoms of COVID-19. They should be told to stay at home, self-isolate in line with government guidance and arrange to be tested. They should only leave the house to attend the test or for a medical emergency (e.g. symptoms significantly worsen).</li> <li>Anyone developing symptoms whilst at school should be sent home. Should they need to wait to be collected, they should do so in a designated isolation room separate from other people. They should not return home using public transport. They should be told to stay at home, self-isolate in line with government guidance. They should only leave the house to attend the test or for a medical emergency (e.g. symptoms significantly worsen).</li> <li>The affected person should not return to school until they and their household is symptom free and the recommended isolation period is complete.</li> <li>If the affected person is tested and the result of the test is positive for COVID-19:</li> <li>Anyone with whom they had contact should go home and self-isolate in line with government guidance (e.g. the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.).</li> <li>Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> <li>The school should contact Public Health England and follow any guidance given.</li> <li>Any staff attending to the affected person should wear personal protective equipment including mask, visor, gloves and apron, and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>There are very clear and robust procedures in place which will ensure that staff and pupils will not attend school if they display symptoms of COVID-19.</li> <li>If pupils develop symptoms while they are at school, they will be moved to the isolation room which is located next to the Year 6 classroom.</li> <li>It is made clear to both pupils and staff that anyone who has been affected cannot return to school until a negative test result has been returned.</li> <li>All areas where the affected person has been will be thoroughly deep cleaned, including any objects that they have touched or used.</li> <li>The school will always contact Public Health England and follow the advice that we are given by them.</li> </ul> <p>Any staff that deals with the affected pupil will always wear full PPE including facemask / visor/ gloves and apron and will then follow the appropriate disposal procedures of their PPE.</p>



<b>People living with staff or pupils display symptoms of COVID-19</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Staff and pupils should be told not to attend school if anyone they live with displays symptoms of COVID-19. They should be told to stay at home and self-isolate in line with government guidance and arrange to be tested if they develop symptoms. They should only leave the house to attend the test or for a medical emergency (e.g. symptoms significantly worsen).</li> <li>• The potentially affected person should not return to work until a 10-day self-isolation period has expired with all persons in the household free of symptoms.</li> <li>• If the affected pupil/member of staff is tested and the result of the test is positive for COVID-19:</li> <li>• Anyone with whom they had contact should go home and self-isolate in line with government guidance (e.g. the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.).</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> <li>• The school should contact Public Health England and follow any guidance given.</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>• There are very clear and robust procedures in place which will ensure that staff and pupils will not attend school if they live with someone who display symptoms of COVID-19.</li> <li>• It is made clear to both pupils and staff that anyone who has been affected cannot return to school until a negative test result has been returned.</li> <li>• All areas where the affected person has been will be thoroughly deep cleaned, including any objects that they have touched or used.</li> <li>• The school will always contact Public Health England and follow the advice that we are given by them.</li> </ul>
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<p><b>Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school</b></p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• All lettings and third party education provision (e.g. sports clubs) should be ceased.</li> <li>• Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school.</li> <li>• Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible.</li> <li>• Face coverings must be worn by all visitors in all areas.</li> <li>• Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used.</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>• A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way.</li> <li>• Cash payments should not be accepted</li> <li>• A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors.</li> <li>• Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books.</li> <li>• Pens intended for shared use in reception (e.g. with visitor books) should be removed.</li> <li>• Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc.</li> <li>• Handshakes should be avoided when greeting visitors.</li> <li>• If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit:</li> <li>• Anyone with whom they had contact should go home and self-isolate in line with government guidance.</li> <li>• Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned.</li> <li>• The school should contact Public Health England and follow any guidance given.</li> </ul>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• All Lettings have been cancelled.</li> <li>• Signage is displayed at the entrance and other visible areas of the school to ensure that visitors know not to enter if they are any one, they live with have symptoms of COVID-19.</li> <li>• All visitors and contractors will be provided with timeslots, prior to their visit.</li> <li>• Alcohol based hand sanitiser is provided at the entrance of the school so this can be used before entering the building.</li> <li>• A drop box has been installed outside, to ensure letters etc can be delivered without having to deliver anything in person.</li> <li>• No cash is currently being used within school.</li> <li>• There is a whole school ‘no shared pens’ rule in place and all staff are encouraged to carry their own pen at all times.</li> <li>• No handshakes are permitted as a greeting either in or outside of school.</li> <li>• If any visitors have advised us that they have tested positive for COVID-19 within 14 days of their visit anyone has had contact will go home to self-isolate.</li> <li>• We will always contact Public Health England and follow the advice given.</li> </ul>
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<b>Infection with COVID-19 whilst travelling to school on public transport</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Shared school transport (e.g. buses and shared taxis) should only be used if absolutely necessary to reduce interaction between pupils</li> <li>Pupils should be told to wear face coverings/masks when using shared transport/taxis.</li> <li>Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>There will be no shared school transport that we will use within a school day.</li> <li>Pupils who come to school via Bus / Taxi will always wear a face covering and this will be removed once they enter school.</li> <li>Alcohol based hand sanitiser gel is available and this will be used before they enter the building.</li> </ul>
<b>Infection with COVID-19 whilst entering the school grounds/buildings during drop-off/arrival</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Staggered arrival and departure times should be scheduled to reduce the size of any congregating groups.</li> <li>Separate arrival and departure routes should be provided to avoid persons from passing each other whilst approaching/leaving the school.</li> <li>Direct external access to each classroom should be used wherever possible.</li> <li>A queue system with line markings at 2 metre intervals should be considered at pupil collection points.</li> <li>Parents/carers should be asked to wear masks whenever they are on the school site</li> <li>Parents/carers should be told to maintain 2 metre separation from each other whilst waiting. Signage to this effect should be provided, and staff should be told to monitor for any non-compliance and provide appropriate advice if required.</li> <li>Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>We have an extremely robust staggered start and end time in place to reduce the size of any potentials class congestion.</li> <li>We have a very clear and robustly marked one way system in and out of the school site to ensure that people are not passing each other.</li> <li>Clear yellow line markings and standing spots 2Metres apart are clearly marked around collection and waiting zones.</li> <li>Alcohol based hand sanitiser is located at key points around the school and is always used before entering the school building.</li> </ul>

<b>Spread of COVID-19 within classrooms</b>	High	<ul style="list-style-type: none"> <li>• Class sizes do not need to be adjusted from normal size</li> <li>• Consistent cohorts (also known as “social bubbles”) to be maintained by not mixing with other groups.</li> <li>• Teachers and staff can operate across different classes to facilitate the delivery of the timetable and specialist provision</li> <li>• Pupils should be encouraged to keep their distance within groups</li> <li>• Where possible adults should maintain a 2 metre distance from each other and other children. It is acknowledged that this may not be feasible for younger children.</li> <li>• Classroom layouts to support social distancing as far as possible, for example by seating pupils side by side and facing forwards, rather than face to face or side on</li> <li>• Unnecessary items/furniture should be removed to create additional usable space.</li> <li>• For pupils in year 7 and above, face coverings should be worn in classrooms and during activities unless social distancing can be maintained.</li> <li>• Groups should use the same classroom/area every day.</li> <li>• Pupils should be seated at the same desk every day and use the same set of equipment (e.g. laptops, books, pens, pencils, etc.) as far as possible</li> <li>• Classroom based resources such as books and games, can be used and shared within the bubble. These should be thoroughly cleaned frequently, along with all frequently touched surfaces.</li> <li>• Resources shared between bubbles such as sport, art and science equipment should be cleaned frequently and when moved between bubbles</li> <li>• The classroom should be thoroughly cleaned before and after use.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. when the class are using the playground and/or dining room).</li> <li>• It should be ensured that COSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Class sizes are limited to a maximum of 15 pupils.</li> <li>• Unnecessary items and furniture have been removed to create additional safe space.</li> <li>• Pupil's desks have been spaced apart as much as we possibly can, taking into account the size of the room.</li> <li>• KS1 and KS2 group bubbles have been established and are safely maintained.</li> <li>• Each group will use the same classroom everyday.</li> <li>• All pupils are seated at the same desk everyday and have their own personal set of equipment, which is not shared with other pupils.</li> <li>• Any soft furnishings and soft toys which we have deemed difficult to clean have been removed.</li> <li>• All toys are always thoroughly cleaned before and after their use.</li> <li>• The classrooms are subjected to a thorough and enhanced deep clean before and after use.</li> <li>• All CoSHH assessments have been carried and all staff who are involved in the cleaning with received appropriate training and have been issued with the correct personal protective equipment.</li> </ul>
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<b>Spread of COVID-19 in cloakrooms/coat lobbies etc.</b>	High	<ul style="list-style-type: none"> <li>Interaction should be reduced as far as possible and pupils should be encouraged to keep their distance within groups. Supervision should be provided from at least 2 metres distance if required.</li> <li>Pupils should hang their coats on the same peg every day.</li> <li>Pupils should be told to store any bags, etc. under their desk to reduce the need to visit the cloakroom.</li> <li>Pupils should be encouraged to limit the amount of equipment they bring into school each day</li> <li>The cloakroom should be thoroughly cleaned at the end of each day.</li> <li>Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. after break times).</li> <li>It should be ensured that COSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment</li> </ul>	Low	<ul style="list-style-type: none"> <li>If the cloakrooms need to be used, only one pupil will be allowed to use it at any one time and this will always be supervised.</li> <li>All cloakrooms are thoroughly cleaned at the end of each day.</li> <li>Additional cleaning is scheduled throughout the day in all areas of the school which are being used.</li> <li>All CoSHH assessments have been carried and all staff who are involved in the cleaning with received appropriate training and have been issued with the correct personal protective equipment.</li> </ul>
<b>Spread of COVID-19 in toilets</b>	High	<ul style="list-style-type: none"> <li>Interaction should be reduced as far as possible Pupils should be encouraged to keep their distance within groups</li> <li>Hand sanitiser gel should be used before accessing toilet facilities.</li> <li>Pupils and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet.</li> <li>Paper hand towels, with bins for disposal of used towels, should be provided to replace hand dryers.</li> </ul>	Low	<ul style="list-style-type: none"> <li>All pupils know that only one person is allowed to use the toilet at any one time.</li> <li>All pupils and staff know and are instructed regularly throughout the day to thoroughly wash their hands after using the toilet.</li> </ul>
<b>Spread of COVID-19 in playgrounds</b>	High	<ul style="list-style-type: none"> <li>Use of the playground should be staggered so that only one group is present at any one time. Where this is not possible, groups should remain at least 2 metres apart from each other.</li> <li>Support staff (e.g. Lunchtime Supervisors) should stay within their allocated "bubble".</li> <li>Shared outdoor play equipment (e.g. climbing frames) should be thoroughly cleaned between each use by different groups.</li> <li>Any items provided for individual use (e.g. hoops or balls) should be cleaned before and after use.</li> <li>Alcohol based hand sanitiser gel should be used before re-entering the school. This should be provided at all points of entry.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Break times and lunch times are staggered and the use of playgrounds is only one group at a time.</li> <li>No items are provided for individual use.</li> <li>Alcohol based hand sanitiser is located at key points around the school and is always used before entering the school building.</li> </ul>

<b>Spread of COVID-19 on circulation routes</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Use of the corridors by large groups of people and interaction should be avoided where possible (e.g. by following an external route).</li> <li>• Class break/lunch times should be staggered to prevent two groups from needing to use the same corridor at the same time.</li> <li>• A one-way system should be adopted, with clear signage provided, to reduce contact in corridors and on stairwells.</li> <li>• (Primary Schools) Face coverings should be considered for staff and visitors in indoor areas outside classrooms where social distancing cannot easily be maintained., such as corridors, staff rooms and communal areas. (Children in primary schools do not need a face covering)</li> <li>• Face visors or shields should not be worn as an alternative to face coverings. They should only be used after carrying out a risk assessment for specific situation and must be cleaned appropriately</li> <li>• A small stock of face coverings should be provided in case they are needed.</li> <li>• Pupils and staff should be given instruction in the safe application, use, removal and disposal of face coverings.</li> <li>• Staff and pupils using corridors should maintain 2 metre separation where possible.</li> <li>• Doors should be propped open where it does not impact on fire protection. If fire doors need to be propped open, automatic self-closing devices linked to the fire alarm should be installed.</li> <li>• Areas of the school that are not needed to be used/redundant rooms should be cordoned off, though without impeding evacuation routes.</li> <li>• Corridors should be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, handrails and elevators.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. after break times).</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>• The use of all corridors is limited and all staff and pupils know that at no time should any large groups of staff or pupils be moving through the corridors.</li> <li>• Groups break and lunch times are staggered and use different areas of the school.</li> <li>• A 2M separation distance is maintained by staff from pupils when moving through the corridor.</li> <li>• Doors are propped open to assist with the natural ventilation and air flow. All doors are fitted with an automatic self-closing device to ensure that this does not impact on fire protection.</li> <li>• Areas of the school which are not being used are appropriately cordoned off.</li> <li>• All corridors are subject to an enhanced deep clean at the end of the day.</li> <li>• Additional cleaning is scheduled throughout the day in all areas of the school which are being used.</li> </ul>
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<b>Spread of COVID-19 in the dining room / assembly hall</b>	High	<ul style="list-style-type: none"> <li>Assemblies should be ceased.</li> <li>Lunch times should be staggered to reduce the number of people using the dining room at any one time.</li> <li>Alcohol based hand sanitiser gel should be used before entering the dining room. This should be provided at all points of entry.</li> <li>Groups should be seated together, at the same set of tables every day, and at least 2 metres apart from any other groups.</li> <li>Tables and chairs should be thoroughly cleaned when set up and when taken down for storage.</li> <li>Existing high standards of kitchen hygiene should be maintained for plates, trays, cutlery, etc.</li> </ul>	Low	<ul style="list-style-type: none"> <li>There are no whole school assemblies or collective worship sessions taking place in the hall.</li> <li>Lunchtimes do not take place in the hall, pupils have their lunches in the classroom in their bubble.</li> <li>All tables and chairs are thoroughly cleaned.</li> <li>Existing standards of kitchen hygiene are maintained.</li> </ul>
<b>Spread of COVID-19 in the school kitchen</b>	High	<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser gel should be used by staff before entering the kitchen.</li> <li>All required personal protective equipment that is required in accordance with food hygiene precautions should continue to be used.</li> <li>Additional personal protective equipment should be provided to ensure that all kitchen staff are wearing masks, gloves and aprons/protective uniforms at all times.</li> <li>Personal protective equipment to be disposed of in a bin when use has been finished, with the bin liner to be sealed and removed to the external waste at the end of the working day.</li> <li>Staff to wash hands thoroughly for at least 20 seconds after removing uniforms and personal protective equipment.</li> <li>Any reusable uniforms, etc. to be washed at a minimum of 60 degrees Celsius at the end of the working day, and before being used again.</li> </ul>		<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser is used by ALL kitchen staff before they enter the kitchen.</li> <li>Kitchen staff continue to use all personal protective equipment, which is required in accordance with food hygiene.</li> <li>Kitchen staff wear face masks / visors / aprons / gloves and protective uniforms at all times.</li> <li>All kitchen staff understand the importance and necessity of washing their hands thoroughly for at least 20 seconds after removing their uniforms and personal protective equipment.</li> </ul> <p>All kitchen staff uniforms are washed at the end of a working day, before being used again at a minimum of 60 degrees Celsius.</p>

<b>Spread of COVID-19 in the staff room</b>	High	<ul style="list-style-type: none"> <li>• Class break and lunch times should be staggered to reduce the numbers of staff using the staff room at any one time.</li> <li>• Staff should be told only to visit the staff room on limited occasions, and to take their breaks in their classrooms where possible.</li> <li>• Seating should be spaced 2 metres apart and not directly facing other seating.</li> <li>• Shared use of cups, mugs, plates, etc. should be ceased.</li> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the kitchen and upon leaving the staff room to return to their class.</li> <li>• The staff room should be thoroughly cleaned at the end of the working day.</li> <li>• Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. when all classes are in session).</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Class breaks and lunchtimes are staggered to reduce the number of staff using the staff room at any one time.</li> <li>• Staff only visit the staffroom on limited occasions during the day.</li> <li>• Seating within the staff room is spaced out to ensure at least a 2M distance between them.</li> <li>• There is absolutely no sharing of cups, mugs, plates etc.</li> <li>• Alcohol based hand sanitiser is located at key points around the school and is always used before entering the staff room and from leaving the staffroom and before entering the classrooms.</li> </ul>
<b>Spread of COVID-19 in offices</b>	High	<ul style="list-style-type: none"> <li>• All staff that are able to do so, should be allowed and facilitated to work from home.</li> <li>• Where staff cannot work from home, workstations should be separated by at least two metres. Where this is not possible, they should be either separate by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working.</li> <li>• Alcohol based hand sanitiser gel should be used by staff before entering the office and upon leaving to attend another area.</li> <li>• The office should be thoroughly cleaned at the end of the working day.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• All office staff have been given the opportunity to work from home, which is fully supported to enable this to happen.</li> <li>• Office workstations are separated by more than 2M.</li> <li>• Alcohol based hand sanitiser is located at key points around the school and is always used before entering or leaving the office area.</li> <li>• The office is subject to an enhanced clean at the end of each working day.</li> </ul>



<b>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school</b>	High	<ul style="list-style-type: none"> <li>• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.</li> <li>• Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19.</li> <li>• Face coverings must be worn by all visitors to the school premises</li> <li>• Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>• Handshakes should be avoided when greeting visitors.</li> <li>• Meeting attendees should remain at least 2 metres apart from each other.</li> <li>• Shared use of items (e.g. paperwork) should be avoided where possible.</li> <li>• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons.</li> <li>• The room should be thoroughly cleaned when the meeting has concluded and before being used again.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Face to Face meetings will not take place and instead the use of telephone calls / video meetings and video conferencing will replace face to face meetings.</li> <li>• Any visitors to the school are always told not to visit if they or anyone they live with has COVID-19 symptoms.</li> <li>• Alcohol based hand sanitiser is located at key points around the school and is always used before entering the school building.</li> <li>• No handshakes are allowed as a method of greeting someone in school.</li> </ul> <p>If a meeting does need to take place, social distancing will be applied and the room and contents will be subject to an enhanced deep clean afterwards.</p>
<b>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment</b>	High	<ul style="list-style-type: none"> <li>• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.</li> <li>• The meeting should be avoided if anyone who will be attending the meeting or anyone, they live with have symptoms of COVID-19.</li> <li>• Face coverings must be worn by all attending the meeting</li> <li>• Use of shared vehicles/pool cars should be avoided.</li> <li>• The meeting should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house.</li> <li>• Handshakes should be avoided when greeting.</li> <li>• Meeting attendees should remain at least 2 metres apart from each other.</li> <li>• Shared use of items (e.g. paperwork) should be avoided where possible.</li> <li>• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Face to Face meetings will not take place and instead the use of telephone calls / video meetings and video conferencing will replace face to face meetings.</li> <li>• Car sharing will not take place.</li> <li>• Alcohol based hand sanitiser will continued to be used if a meeting does need to take place.</li> <li>• No handshakes are allowed as a method of greeting anyone.</li> <li>• If a meeting does need to take place, social distancing will be applied, and it will be conducted outside not inside someone's house.</li> </ul>

<b>Spread of COVID-19 as a result of persons moving between different areas of the school</b>	High	<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms.</li> <li>All persons should be instructed to use alcohol- based hand sanitiser before entering a room. Signage to this effect should be provided.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser is located at key points around the school and is always used before entering the school building.</li> <li>Everyone within the building is instructed to use the alcohol based hand sanitiser and there is adequate signage around school to ensure that people are aware.</li> </ul>
<b>Infection with COVID-19 while dealing with a first aid incident or the administration of medicines</b>	High	<ul style="list-style-type: none"> <li>First aiders should be provided with adequate personal protective equipment including disposable face masks, visors, gloves and aprons. They should be told to wear these at all times when treating an injured person, and to dispose of them in a bin when finished then wash their hands thoroughly for at least 20 seconds.</li> <li>Alcohol based hand sanitiser gel should be used before and after completing the accident book. Use of shared pens should be avoided.</li> </ul>	Low	<ul style="list-style-type: none"> <li>All first aiders have been provided with adequate personal protective equipment and understand that this should be worn at all times, when treating an injured person.</li> <li>Alcohol based hand sanitiser is always used before and after completing an accident form. No shared pens are ever used, every member of staff must carry their own personal pen.</li> </ul>
<b>Inadequate measures in place to deal with a fire or emergency</b>	High	<ul style="list-style-type: none"> <li>The Fire Risk Assessment should be reviewed ensuring that all required measures for fire prevention, detection and response are not adversely affected.</li> <li>Fire and emergency evacuation procedures should be reviewed and communicated. These should be practised at the earliest opportunity.</li> <li>Personal Emergency Evacuation Plans should be updated and implemented.</li> <li>Lockdown procedures should be reviewed, and any required changes should be implemented and communicated to staff/pupils as required.</li> <li>A designated isolation room should be created to be used should persons display symptoms of COVID-19.</li> </ul>	Low	<ul style="list-style-type: none"> <li>The fire risk assessment has been thoroughly reviewed to ensure that fire protection and response has not been adversely affected.</li> <li>Fire and emergency evacuation procedures have been reviewed and communicated with all staff and pupils.</li> <li>Lockdown procedures have been reviewed and updated.</li> </ul> <p>A designated isolation room has been assigned, which is the intervention room located next to the Year 6 classroom.</p>
<b>Staff suffer from mental health problems</b>	High	<ul style="list-style-type: none"> <li>Supervisors should maintain regular contact with their staff, whether they are working at home or at the school.</li> <li>Workloads should be managed to avoid overloading staff.</li> <li>Staff should be encouraged to raise any concerns with their supervisor.</li> <li>Staff should be encouraged to access the APL well-being service</li> </ul>	Low	<ul style="list-style-type: none"> <li>Any staff who are working from home will receive regular welfare calls.</li> <li>We also ask that any staff working from home remain in contact with school as well.</li> <li>If staff need additional support with their own mental health and wellbeing, we always signpost them to our SAS wellbeing service.</li> </ul>

<b>Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times.</li> <li>• If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established. Advice from the Trust should be sought where appropriate</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>• There are no shortages of staff and as such we have adequate numbers of first aiders / fire marshals etc..</li> </ul> <p>We have adequate numbers of teaching staff to ensure that lessons can continue as normal.</p>
<b>Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Sufficient stock of personal protective equipment should be sourced and stored for use.</li> <li>• Staff should be provided with training in the use and disposal of personal protective equipment.</li> <li>• It should be ensured that COSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.</li> <li>• Cleaning frequencies should be enhanced across the school, with particular focus on heavy use areas (e.g. doors, handrails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.).</li> <li>• Additional waste disposal bins should be provided throughout the school. Bin liners should be of the tie top variety and should be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (e.g. tissues from a person displaying symptoms of COVID-19).</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>• We have a full supply of personal protective equipment which is regularly monitored, updated and ordered by the site manager to ensure that stocks do not run out.</li> <li>• All staff have been provided with adequate training in the use and disposal of PPE.</li> <li>• All cleaning frequencies have been enhanced to ensure that all areas of the school building are subject to an enhanced deep clean including classroom, desks, tables, chairs, toilets, taps, staff room etc...</li> <li>• Additional waste disposal bins have been provided throughout the school and we have robust procedures in place for dealing with suspected contaminated items.</li> </ul>

<b>Extra-curricular provision – Wraparound care</b>	High	<ul style="list-style-type: none"> <li>• Government guidance should be consulted and followed.</li> <li>• From 8<sup>th</sup> March, after school educational activities and wraparound care should resume where: <ul style="list-style-type: none"> <li>• the provision is being offered as part of the school's educational activities (including catch-up provision) -the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>• the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul> </li> <li>• The school should work with other external providers to try to ensure, as far as possible, that pupils are kept in a group with other pupils from the same bubble they are in during the school day.</li> <li>• Parents should be advised to limit the number of wraparound care providers they use as far as possible.</li> <li>• Parents should be advised to seek assurance from childcare providers that appropriate protective measures are in place, and only to use providers that can demonstrate this.</li> <li>• Contact sports should not take place.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• All Government guidance is consulted and adhered to.</li> <li>• Pupils will be kept within the same bubble that they are in during the school day.</li> <li>• Parents are advised to limit the number of wraparound care providers as much as they can.</li> <li>• No contact sports will take place within school.</li> </ul>
<b>Transmission of COVID when physical activity and sport is undertaken</b>		<ul style="list-style-type: none"> <li>• Pupils should be kept in consistent groups.</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups.</li> <li>• Outdoor sports should be prioritised where possible and large, ventilated indoor spaces used where not</li> <li>• Competitions between different schools should not take place</li> <li>• If provision is via an external provider, schools must satisfy themselves that appropriate protective measures are in place</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Pupils will always be kept in consistent groups,</li> <li>• All sports equipment will be thoroughly cleaned after it has been used by different groups</li> <li>• Outdoor sports will always be prioritised</li> <li>• Competitions by different schools will not take place</li> </ul>

<b>Transmission of COVID through participation in music, drama and dance</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Music, dance and drama can continue as part of the school curriculum, there may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place</li> <li>• You should not host live performances, but may consider alternatives such as live streaming and recording performances</li> <li>• Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained</li> <li>• Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space and ensure good ventilation</li> <li>• In smaller groups where activities are permitted, strict social distancing between each singer and player/others should be observed. Pupils should be positioned back to back where possible</li> <li>• Ensure handwashing takes place before and after using instruments and avoid sharing equipment where possible. If equipment is shared, disinfect regularly</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>• We will not host any live performances, but we will utilise any performances that are streamed or pre-recorded as and when appropriate.</li> <li>• Singing will only take place when there is a significantly large enough space to do so, which also has natural airflow and enough space for social distancing to be maintained.</li> <li>• In smaller groups if singing takes place, pupils will be positioned back to back.</li> <li>• Regular handwashing and cleaning will continue to take place.</li> </ul>
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