

# RISK ASSESSMENT FORM



<b>Workplace</b>	Claverham Community College	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	All College staff	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Mr J Mercer	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole site	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	School opening during the Covid-19 pandemic.	Likely	4	Major (death or serious injury)
<b>Date</b>	14/05/2021	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	Safe operation of school during Covid-19	Low = 1-8	Medium = 9-14	High = 15-25

**This document was updated on 18<sup>th</sup> May 2021.**

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

*Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).*

The [DfE latest documents and guidance webpage](#) is being updated regularly

	What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	<p><b>Potential transmission to clinically vulnerable staff and pupils</b></p> <p>Guidance is available in the <a href="#">Schools coronavirus (COVID-</a></p>	All members of school community	<p><b>1a. Pupils:</b></p> <p>School attendance will be mandatory for all pupils from 8th March.</p>	2	3	6				

	<p><a href="#">19) operational guidance</a></p>	<p><b>The College will communicate with parents of clinically vulnerable pupils to inform them:</b></p> <p>Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>The school should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.</p> <p><b>Pupils who are under the care of a specialist health professional:</b></p> <p>Any pupils who cannot attend have the support they need to ensure they are able to access remote learning.</p> <p><b>1b. Staff:</b></p> <p><b>Clinically Extremely Vulnerable (CEV)</b> staff can attend the workplace from 1<sup>st</sup> April 2021. The College will talk to their staff about how they will be supported, including to work from home.</p>							
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		<p><b>People who live with those who are clinically extremely vulnerable or clinically vulnerable</b> can attend the workplace.</p> <p>Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the Headteacher. The Leadership Team and HR Officer will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process</p> <p>The HR Officer and Leadership Team will review systems to support the well-being of staff who may be anxious. Information about the extra mental health support for pupils and teachers is available. A Wellbeing for Education Return programme is available for schools.</p> <p>Supply teachers and other temporary or peripatetic teachers can move between schools, leaders have put steps in place to minimise the numbers of visitors to site where possible.</p> <p>Individual risk assessments have been completed by HR on all staff that fall into risk categories in relation to covid-19.</p> <p>The College will continue to host ITT trainees.</p> <p>The College will continue to assess the health and safety risks to staff and meet their equality duties as per local procedures.</p> <p>Consideration has been taken to any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If we are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, we will check the workplace risk assessment to see if any new risks have arisen. Risk assessments are used to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, are part of the general</p>							
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			<p>workplace risk assessment. The College will take appropriate sensible action to reduce, remove or control the risks.</p> <p>Volunteers continue to be used, where appropriate, to support the work of the school, as would usually be the case.</p> <p>Careful consideration is given to any use of volunteers. Mixing of volunteers across groups is kept to a minimum, and they should remain 2m from pupils and staff where possible, wearing a mask where social distancing is not possible.</p>						
2.	<b>Risk of ongoing contamination from pupils and staff</b>	All members of the school community	<p><a href="#">Movement around the site is cross referenced to the College site risk assessment, Asymptomatic testing for Covid-19 of staff and pupils risk assessment and general classroom / teaching area risk assessment during covid-19.</a></p> <p>Rapid testing using Lateral Flow Devices (LFD)s is being used to support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. The College are moving to a home testing model (for pupils, following the first 3 onsite tests). Home test kits are available for all staff on their return. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing.</p> <p>Testing remains voluntary but strongly encouraged.</p> <p>Individuals with a positive LFD test result will be required to self-isolate in line with the <a href="#">guidance for households with possible coronavirus infection</a>.</p> <p>For the home testing, pupils and staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Results will be reported via the NHS (gov.uk) website and the College online collection system.</p>	3	3	9			

		<p>Schools can now resume educational day visits. Any day visits must be conducted in line with relevant COVID-19 secure guidelines and regulations. This includes systems of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits.</p> <p>Schools may undertake domestic residential visits from 17th May. The school will adhere to the COVID-19 guidance and regulations in place at that time.</p> <p>Annex C of the <a href="#">Schools coronavirus (COVID-19) operational guidance</a> sets out the conditions that should be met when planning and undertaking a residential educational visit, including:</p> <ul style="list-style-type: none"> <li>● making sure that there is adequate financial protection in place.</li> <li>● Bubbles being formed from existing school bubbles</li> <li>● Bubbles are circa 30 children which are consistent with the bubbles in school</li> <li>● Only teachers and members of the school workforce already part of the established school bubble accompanying pupils</li> <li>● Parents, carers or volunteers should not accompany the group unless a parent is needed for the safe inclusion of a child with medical needs. In this case, there should be LFD tests before and after, social distance maintained, separate sleeping accommodation. The same applies to day trips.</li> <li>● Undertaking a full and thorough risk assessment</li> <li>● Checking the provider has assessed the risk and implemented appropriate control measures</li> <li>● Multiple bubbles only attending if the integrity of the separate bubbles can be maintained</li> </ul>							
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		<ul style="list-style-type: none"> <li>● Being familiar with the guidance on <u>hotels and other guest accommodation</u></li> <li>● If the visit contains more than 6 people, bubbles being broken down into smaller groups for sleeping and room sharing being limited as much as possible</li> <li>● The provider's risk assessment determining the appropriate size for the room's dependant on size and quality of the ventilation. This needs to be agreed in advance with the school.</li> <li>● Members of staff having their own room and not sharing</li> <li>● The use of consistent bubbles</li> <li>● Staff taking a Covid test prior to and after the visit</li> <li>● Secondary age children being encouraged to take a Covid test prior to and after the visit</li> <li>● Bubbles having access to their own wash facilities (shared toilet facilities are permitted)</li> <li>● Each bubble having exclusive access to hospitality facilities such as dining rooms</li> <li>● The school having a clear contingency plan for rapid response to someone showing symptoms, including isolation and repatriation</li> </ul> <p><b>The school will offer wraparound provision, such as breakfast and after-school clubs where appropriate.</b></p> <p>All parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.</p> <p>Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.</p> <p>From 17th May, where wraparound and other extra-curricular activities for children are taking place indoors, they can take</p>							
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		<p>place in groups of any number. However, it remains important to continue to minimise mixing between children where possible by keeping children in consistent groups when they attend the setting. The school will take into account the recommended occupancy levels of the premises being operated from and levels of ventilation.</p> <p>Guidance for <a href="#">providers of grassroots sport and sport facilities</a> recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person. The guidance <a href="#">for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a> may help you to plan extra-curricular provision, including appropriate group sizes.</p> <p>Parents should still not routinely be present. Where they do attend, the school will consider the ability to maintain social distancing in line with the current guidance.</p> <p>All outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</p> <p>There is no requirement for anyone to wear a face covering during clubs, measures should be put in place if masks need to be removed on arrival.</p> <p><b>Face Coverings</b></p> <p>Face coverings are expected to be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do</p>							
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		<p>not need to be worn by pupils when outdoors on the premises or by pupils and staff in classrooms.</p> <p>A reintroduction of face coverings in classrooms for pupils and staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. If this happens we communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.</p> <p>The school will have a small contingency supply of face masks available.</p> <p><b>2a – Pupils</b></p> <p>All pupils are to be kept in teaching groups in their consistent year group bubble.</p> <p>Seating plans via Classcharts will be used to identify proximity contacts.</p> <p>Staff <b>MUST</b> ensure that pupils engage in regular hand washing for 20 seconds with soap and water (or use sanitiser) at the following times:</p> <ul style="list-style-type: none"> <li>● arrival to school</li> <li>● returning from break time</li> <li>● before &amp; after eating</li> <li>● when they change rooms</li> </ul> <p>Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between bubble groups should be avoided.</p>							
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		<p>Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and bags are allowed.</p> <p>Tissues and bins are available to support pupils and staff to follow the catch it, kill it bin it approach. Members of staff will reinforce routines of using a tissue to cough or sneeze and bins for tissue waste</p> <p>Students will be reminded regularly not to touch their face with their hands. When they do so encourage them to wash or sanitise their hands immediately, for example when removing their mask or face covering.</p> <p>The staff will ensure ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available on the College website. The College will coordinate pastoral support for pupils, parents and staff.</p> <p>The SEND department will ensure that appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists.</p> <p>Individual risk assessments have been completed for pupils with EHC plans attending school, where appropriate.</p> <p>Year group bubbles should be kept apart, meaning that there will be no mixed year gatherings such as assemblies.</p> <p>Breaktime and lunchtimes are staggered so groups do not come into contact</p>							
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		<p>Staggered leaving times are in place at the end of the school day for each year group bubble.</p> <p>No face to tap drinking from water fountains, they are only to be used to fill personal water bottles..</p> <p>Parents are to use parent pay to load their child's account for the canteen.</p> <p>Pupils are not to enter their pin in the keypad at the tills in the canteen, they are to have a card with their number on it to show to the canteen staff so they can enter it to pay for their food.</p> <p>Toilet arrangements are in line with guidance for each group and are cleaned regularly during the day.</p> <p><b>2b – Staff</b></p> <p>The timetable is arranged to provide for appropriately sized groups whilst social distancing is encouraged in line with the detailed actions within the DfE guidance.</p> <p>All teaching staff and support staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving between classes / year groups they should keep their 2m distance from other staff and pupils as much as possible.</p> <p>Staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone, face mask and face shield are to be worn by staff when this is not possible.</p> <p>Staff should wear a face mask when in communal spaces indoors and in all other situations indoors when they are not able to maintain a 2m distance.</p>							
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		<p>Only four members of staff are to be in reprographics at any time, photocopying work to be emailed or dropped off to reprographics and they will be emailed by the technician when it is ready for collection.</p> <p>Ongoing leadership and HR support for any emerging anxiety and/or wellbeing issues</p> <p>All staff are to leave the college site by 5.30pm at the end of the school day so the premises can be thoroughly cleaned.</p> <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>The staffroom is not to be used as a communal area, maximum of 10 persons allowed in this space at any one time.</p> <p>Staff to maintain social distancing during lunch and break times.</p> <p>Hot water for drinks is available from the staffroom; hand gel from dispensers is to be used before touching any cupboards or equipment in this area.</p> <p>Maximum of 4 persons in reception at a time.</p> <p>Telephones should not be shared where possible or wiped down with antibacterial wipes between different users.</p> <p>Staff are not to enter offices other than their own.</p>							
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		<p>3 computers have been set up in the staffroom for staff use who do not have an office or a set classroom, computers are to be wiped down with anti bac wipes before and after use by each staff member.</p> <p>Any member of staff from different households who car share to work are advised to wear face masks during their journey.</p> <p>No staff are to have private deliveries delivered to the college.</p> <p>Loaned school uniform or returned purchased PE kit is to be quarantined for 72 hours before being loaned / sold again.</p> <p>On the day's pupils have a practical PE lesson they are to wear their PE kit in school all day instead of their uniform.</p> <p>For sports lessons, pupils are to be in consistent groups, sports equipment is to be thoroughly cleaned between each use by different individual groups. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows.</p> <p>The <u>'recreational team sport framework'</u> must be followed.</p> <p>Outdoor competition between different schools can now take place.</p> <p><b>2c – Buildings and resources</b></p> <p>All the usual building checks are undertaken to make the school safe. In the event that buildings have been closed or</p>							
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		<p>had reduced occupancy, water system stagnation can occur due to lack of use. Regular checks for this are carried out in line with guidance.</p> <p>Classrooms and other areas are deep cleaned.</p> <p>Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</p> <p>Pupils, parents/carers and any visitors, such as suppliers, are told not to enter the school if they are displaying any symptoms of coronavirus.</p> <p>Visitor and staff signing-in arrangements in place to include social distancing, good hygiene procedures and track and trace.</p> <p>All teaching areas at the front of the classrooms have been marked out with a 2 metre zone using hazard tape so staff can social distance from pupils.</p> <p>Thorough cleaning of rooms and equipment at the end of each day and between use by different group bubbles.</p> <p>One way system adopted and clearly marked for movement around site.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment must be cleaned frequently. When sharing equipment between different bubbles, staff should either:</p> <ul style="list-style-type: none"> <li>• clean it before it is moved between bubbles</li> <li>• allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> <p>Ensure good ventilation while maintaining a comfortable temperature. In cooler weather windows should be open just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</p>							
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		<p>Where possible doors are to be propped open to reduce door handle contact etc (<i>Ensure fire safety &amp; safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted</i>)</p> <p>Staff can continue to use the air conditioning system as normal as it does not recirculate the air from the room but draws air from outside. Please ensure that there is also an adequate supply of fresh air and ventilation.</p> <p>Sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, hand sanitiser is located in classrooms, offices and other learning environments.</p> <p>Halls, dining areas and internal and external sports facilities used for lunch and exercise are in line with latest guidance.</p> <p>Furniture is arranged in classrooms to allow for seating pupils side by side and facing forwards where possible.</p> <p>Offices are adapted to enable social distancing for teaching, admin and support staff where possible.</p> <p>Kitchens comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>. They should be able to provide food to all pupils who want it, including FSM.</p> <p>There is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. As well as careful social distancing, music lessons should take place in small groups outdoors or in large, well ventilated rooms.</p> <p>In Music lessons or other related situations, any background or accompanying music to levels should be kept to a level which does not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to</p>							
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			<p>reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones.</p> <p>Indoor or outdoor face-to-face performances can now take place. The school will follow the latest advice in the <a href="#">working safely during COVID-19 in the performing arts</a> guidance, which provides details of how to manage audiences as well as carry out performing arts safely.</p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</p> <p>The College 'systems of control' build upon the hierarchy of protective measures in use since the Covid-19 pandemic. The College has incorporated these measures to the fullest extent possible.</p> <p><a href="#">schools coronavirus (COVID-19) operational guidance.</a></p> <p>For individual and frequently used equipment, it is recommended that staff and pupils have their own equipment that is not shared.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</p> <p>Risk assessments are kept under regular review in line with government guidance.</p>						
3.	<p><b>Site Safety risks</b></p> <ul style="list-style-type: none"> <li>● Fire procedures</li> <li>● Lockdown</li> <li>● Movement for lunch / transitions</li> <li>● Toilets</li> </ul>	All members of the school community	<p>SLT lead identified</p> <p>The College continues to take the <a href="#">attendance register</a> and follows up any absences in line with statutory guidance.</p> <p>The College follows risk assessments for premises and accessing outside equipment and areas.</p>	2	3	6			

	<ul style="list-style-type: none"> <li>• <b>Security including risk of theft</b></li> <li>• <b>Data breaches</b></li> </ul>		<p>Pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Updated fire evacuation information has been shared with all staff during briefings and pupils during tutor time.</p> <p>Revised lunch and break rotas are followed to ensure safe movement around school.</p> <p>Pupils must seek permission to use toilets and should avoid this during lesson times. Staff must that they know where the children in their class are at all times</p> <p>High expectations of how children move around school are upheld by all members of staff. students are regularly reminded of these in tutor periods.</p> <p>Any incidents are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</p> <p>Fire evacuation drills are carried out regularly as normal (following social distancing as appropriate). Adjustments should be made to the fire drill to allow for social distancing as appropriate.</p> <p>E-safety policies and procedures are regularly reviewed incorporating any lessons learned during home learning</p>						
4.	<b>Risk of transmission between parents and pupils during school drop-off and collection times</b>	All members of the school community	<p><a href="#">The access and egress of college site risk assessment is cross referenced to this risk assessment.</a></p> <p>Parents and carers are not to gather at the entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Leadership Team and other members of staff supervise the drop off and collection of pupils and any issues are addressed.</p>	2	3	6			



5.	<p><b>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</b></p> <p>The <u>DfE Guidance for full opening – Section 2</u> details a new framework for transporting pupils to and from schools</p>	Pupils	<p><b>Dedicated school transport (including statutory provision)</b></p> <p>Local authorities are not required to uniformly apply the social distancing guidelines for public transport, on dedicated school or college transport. However, distancing should still be put in place within vehicles wherever possible.</p> <p>The College regularly liaises with the transport hub regarding transport arrangements. We liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. <a href="mailto:mainstream-transport.cts@eastsussex.gov.uk">mainstream-transport.cts@eastsussex.gov.uk</a></p> <p>Transport providers are encouraged to provide hand sanitiser to be used by pupils when boarding and disembarking. Students should be grouped together on transport in year group bubbles, where possible, and social distancing within vehicles is adopted whenever possible.</p> <p>Parents/carers and pupils are made aware of recommendations on transport to and from school (including avoiding peak times).</p> <p>Face masks are to be worn by all pupils when on the transport.</p> <p><b>Wider public transport</b></p> <p>Parents, Carers and students are made aware that its use by pupils, particularly in peak times, should be kept to an absolute minimum.</p> <p>Where possible and safe to do so, parents, staff and pupils are encouraged to walk or cycle to school.</p> <p>Any families using public transport are referred to the <u>safer travel guidance for passengers</u>.</p>	2	3	6				
6.	<p><b>Risk of ongoing contamination from people (staff,</b></p>	All members of the school community	<p>The College minimises any visitors to the school and shares clear messages about social distancing procedures for</p>	2	3	6				

<p><b>parents/carers, visitors, contractors and/or deliveries) coming into school</b></p>	<p>adults. Ensure records are kept of all visitors; names, dates, and contact details.</p> <p>Revised visitor arrangements are in place to ensure social distancing and hygiene:</p> <p>All visitors to the site are to be signed in and out by reception staff.</p> <p>All parents/carers, visitors, contractors and delivery drivers coming into the school are required to wear a face mask in corridors and communal areas where social distancing cannot be maintained.</p> <p>All contractors, school meal providers and cleaning company staff can fulfil all risk assessment requirements.</p> <p>Contractors are made aware of any changes to school day – e.g. staggered lunchtimes</p> <p>The College will engage with local immunisation services and programmes as normal.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide intervention as usual, these staff are to follow the same control measures of social distancing and wear a face mask and face shield when this is not possible.</p> <p>Parents and carers bringing or collecting pupils during the day are required to phone ahead and arrange to drop/collect safely and not enter the site if possible.</p> <p>Strict hand sanitising procedures are in place as soon as pupils/staff/visitors/contractors arrive in school</p> <p>Reception layout is compliant with social distancing guidances e.g. screens, barriers etc.</p> <p>The DfE guidance for Health and Safety is followed:</p>							
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7.	<b>Risk that contamination exists within the school environment due to ineffective hygiene measures.</b>	All members of the school community	<p>Site staff follow <u>DfE Planning Guidance for full reopening – Section 2 School Operations</u> and are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be followed when there is a suspected or confirmed case.</p> <p>All frequently touched surfaces, equipment, toilets, door handles, banisters and toilets used during the day are cleaned thoroughly each day.</p> <p>All hand washing sinks, soap dispensers, hand gel etc. are checked 3 times a day to ensure stock levels are adequate</p> <p>The site is inspected daily to ensure good/effective hygiene levels.</p>	2	3	6			

			<p>Any books that go between home and school are quarantined for 72 hours.</p> <p>Equipment such as books and games, are either regularly cleaned or quarantined for 48 hours between use by different student bubbles. All touched surfaces are regularly cleaned.</p> <p>The College day-time cleaner is employed to clean all touch points in corridors, staircases, toilets etc., throughout the school day.</p> <p>Frequent enhanced cleaning is carried out on surfaces that pupils are frequently touching such as desks, chairs, doors, sinks, toilets, light switches and bannisters each day, using standard cleaning products.</p> <p>All resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).</p> <p>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance.</p> <p>The hall, gym, dance Studio and sports Hall are disinfected daily when in use by using a fogging machine. The same applies when exams are set up in these areas.</p>						
8.	<p><b>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</b></p>	<p>All members of the school community</p>	<p><a href="#">This risk assessment is cross referenced to the First aid risk assessment.</a></p> <p>The College understands the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>.</p> <p>Staff and parents understand their responsibility that should they be showing symptoms of COVID-19 they should be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance.</p>	2	3	6			

		<p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</p> <p>In the case of a member of the College community displaying symptoms of COVID-19, immediate action will be taken to isolate the pupil / member of staff to a room behind a closed door. If appropriate we will arrange adult supervision in line with guidelines. Ideally the space used will have a window that can be opened for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else.</p> <p>Suitable PPE supplies are located in the First Aid room (e.g. non latex gloves, aprons, masks and face shields) to be used by:</p> <ul style="list-style-type: none"> <li>○ The supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li> <li>○ staff caring for pupils with routine intimate care needs that involve the use of PPE.</li> </ul> <p>In the likelihood of an incident necessitating the use of 'positive handling', the member of staff using restraint must be replaced with another member of staff in full PPE as soon as possible i.e. apron, face mask, gloves and visor/goggles.</p>							
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		<p>Employers have a duty of care for all staff and the College will ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. The Principal has communicated to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.</p> <p>The PCR test kits in school can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for the College to determine how to prioritise the distribution of these test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>PCR kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</p> <p>If the school is notified of a positive COVID19 test result for a member of staff or a pupil, a designated member of the Leadership Team must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. They will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate our call to the PHE local health protection team.</p> <p>It is important that the College takes swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1.</p> <p>PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice</p>							
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			<p>on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.</p> <p>In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</p> <p>The College will call <b>Surrey &amp; Sussex Health Protection Team (HPT) on 0344 225 3861</b> (0844 967 0069 out of hours) if:</p> <ul style="list-style-type: none"> <li>• 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people</li> <li>• 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60</li> <li>• 3 (or more) bubbles within your school/setting contain at least one confirmed case</li> </ul> <p>A deep clean of the medical room and other facilities will be done before they are used again after being occupied by a suspected positive case of COVID-19. The updated <a href="#">cleaning of non-healthcare settings guidance</a> describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment i.e. gloves , face mask and apron should be worn.</p>						
9.	<b>Contingency planning for a potential local outbreak</b>	All pupils and staff	<p>Leaders and governors have devised contingency plans, including the remote delivery of education, to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p>	2	3	6			

**Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed

**Signature and review**

<b>Name of Manager:</b>	Mr J Mercer	<b>Signature of Manager:</b>	J Mercer	<b>Date</b> :	14/05/2021
<b>1<sup>st</sup> review undertaken on:</b>	Mr J Mercer	<b>Signature of Manager:</b>	J Mercer	<b>Date</b> :	20/05/2021
<b>2<sup>nd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date</b> :	
<b>3<sup>rd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date</b> :	