



## RISK ASSESSMENT FOR: Full School Reopening September 2020 during COVID 19 outbreak.

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Risk assessment applies to mainstream schools, Special schools, special post-16 institutions and hospital schools:

<b>Establishment: Kingsgate Primary School</b>	<b>Assessment by: Liz Hayward</b>	<b>Date: 9.7.20</b>
<b>Risk assessment number/ref: RA-001</b>	<b>Headteacher Approval:</b> 	<b>Date: 14.7.20</b>
	<b>Chair of Governors Approval:</b> 	<b>Date: 15.7.20</b>
	<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N</b>	<b>Yes</b>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Risk to clinically vulnerable groups from COVID</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Government guidance on clinically vulnerable people to be followed. (link to schools <a href="#">Government Guidance</a> referenced above).</li> <li>Pupils who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield.</li> <li>Clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</li> <li>Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been</li> </ul>	Complete RA for staff currently working from home	DH	15.7.20	


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<p><b>SEND pupils</b></p> <p><b>Black, Asian and Minority Ethnic Groups (BAME)</b></p>	<p>Evidence suggest that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19.</p>	<p>advised to take extra care in observing social distancing and should work from home where possible.</p> <ul style="list-style-type: none"> <li>Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly.</li> </ul>	<p>Pupil local individual SEND care plans and risk assessments (where in place) to include the need for possible close contact and relevant PPE use (See First Aid section) Risk assessment undertaken with BAME staff members using Individual Risk Assessment form</p>	<p>DHs</p>	<p>15.7.20</p>	
<p><b>Possible transmission of the virus through person-to-person contact.</b></p>	<p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>the virus can survive for up to 72 hours out of the body on surfaces which</li> </ul>	<p>Schools should refer to this guidance <a href="#">Guidance for full reopening of schools</a></p> <p><b>PREVENTION:</b></p> <ol style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>Clean hands thoroughly more often than usual</li> <li>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>Minimise contact between individuals and maintain social distancing wherever possible</li> <li>Where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p><b>RESPONSE TO ANY INFECTION</b></p>				

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	<p>people have coughed on, etc</p> <ul style="list-style-type: none"> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<ol style="list-style-type: none"> <li>7. Engage with the NHS Test and Trace process</li> <li>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9. Contain any outbreak by following local health protection team advice</li> </ol>				
<p><b>PREVENTION:</b></p> <p><b>Personal Hygiene</b></p>		<ul style="list-style-type: none"> <li>• Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up.</li> <li>• Ensure soap and hand towels are regularly topped up at all washing stations.</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</li> <li>• Site staff to regularly clean the hand washing facilities.</li> <li>• Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</li> <li>• Tissues will be provided for classrooms. Staff to replenish as needed.</li> <li>• Ensure bins are provided for tissues in every classroom.</li> </ul> <p><b>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</b></p>				
<p><b>PREVENTION:</b></p>		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush</p>				

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<p><b>Enhanced Cleaning</b></p>		<p>handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				

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		<p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for taps, door handles etc.</p>				
<p><b>PREVENTION:</b></p> <p><b>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</b></p>		<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p><b>Activities and resources</b></p> <ul style="list-style-type: none"> <li>• Re-plan lessons / activities to avoid shared resources.</li> <li>• Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</li> </ul> <p><b>For secondary Science and DT also consider CLEAPPS advice for suggested considerations in undertaking practical work when schools reopen in September 2020</b></p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc.). This must be built into end of lesson activity routines.</p>	Letter to parents	HT	15.7.20	

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		<p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for IT support staff etc. to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>				
<p><b>Managing cases of confirmed coronavirus in a setting</b></p> <p>Covid-19 Outbreaks on site</p>	<p>Staff, pupils, contractors, visitors</p>	<p>If anyone in the school becomes unwell with a new, continuous 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 '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>• Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>• If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> </ul> <p>This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>				

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		<ul style="list-style-type: none"> <li>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> </ul> <p><b>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</b></p>				
Testing and contact tracing	Staff, Pupils, visitors, contactors	<p><b>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</b></p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	 <p>NHS Test and Trace for SCHOOLS and E</p> <p>Slides distributed to staff</p>	HT	9.7.20	Yes

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		<ul style="list-style-type: none"> <li>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> </ul> <p><b><i>By the September 2020, all schools will be provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></b></p>				
<b>Communication to parents and carers</b>	Staff, Pupils, visitors, contactors	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> <li>Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed.</li> <li>Parents/carers to be advised to follow guidance below <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul>	Parent letter	HT	15.7.20	
<b>Access and egress onto school premises</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Entry into building must be controlled</li> </ul>				





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		<b>Visitors</b> <ul style="list-style-type: none"> <li>• Only essential visitors are allowed onto the school site.</li> <li>• Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</li> <li>• Signage in reception regarding good hygiene.</li> <li>• A record should be kept of all visitors</li> </ul>				
<b>Staff Areas</b>	Staff, contractors, visitors	<ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Minimise sharing of items</li> <li>• Items to be sanitised before sharing / re-use by another person</li> <li>• Handwashing /sanitisation protocols to be followed</li> </ul>				
<b>Corridors / staircases</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>• Demarcation of adequate social distancing where queuing is expected.</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Increased natural ventilation by opening windows</li> <li>• Reduce need for children to regularly leave the classroom where possible (containment/non mixing)</li> <li>• Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection.</li> </ul>	Pictorial notices to maintain social distancing displayed	DHs	31.8.20	
<b>Classrooms</b>	Staff, pupils, contractors,	<ul style="list-style-type: none"> <li>• For younger children the emphasis will be on separating year groups,</li> <li>• For older children social distancing should be implemented where possible i.e. they should also be supported to maintain distance and not touch staff where possible.</li> <li>• Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs, where possible</li> <li>• Increased natural ventilation and avoid rooms with no natural ventilation where possible.</li> </ul>	Pictorial notices to maintain social distancing displayed	DHs	31.8.20	

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		<ul style="list-style-type: none"> <li>• Soft play / furnishing and items with intricate parts removed (Early years settings)</li> <li>• Increased cleaning frequencies of hard surfaces/emptying of bins</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly</li> <li>• Resources that are shared between classes or bubbles, such as Sports, Art and Science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>• Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>• Items to be sanitised before sharing / re-use by another person</li> <li>• Teachers to ensure they clean their hands and surfaces, before and after handling pupils' books.</li> </ul>				
<b>Lunch times</b>	Staff, pupils, contractors,	<ul style="list-style-type: none"> <li>• Staggered lunch times to keep groups apart</li> <li>• Social distancing guidelines to be applied</li> <li>• Adequate supervision ratios to enforce social distancing guidelines</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Hand washing / sanitisation prior to food consumption – children to be supervised</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Minimise sharing of items and crockery</li> <li>• Items to be washed / sanitised before sharing / re-use by another person</li> <li>• Consider other reduced risk option for kitchen staff and pupils e.g. have packed lunches prepared and delivered to the classrooms for consumption. This will allow for segregation and reduced traffic, areas to be cleaned down, utensils/surfaces touching and transmission</li> </ul>				
<b>Hall / assemblies</b>	Staff, pupils, Contractors,	<ul style="list-style-type: none"> <li>• Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</li> </ul>	Pictorial notices to maintain social distancing displayed	DHs	31.8.20	

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		<ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied, where possible</li> <li>• Adequate supervision ratios</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Enhanced cleaning regime in place to clean hard surfaces in between groups.</li> <li>• Utilise outdoor spaces for PE where practicable.</li> </ul>				
<b>Toilets</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>• Entry into WC to be controlled</li> <li>• Children to remain in team 'bubbles'</li> <li>• Hand washing protocol increased to before and after use of toilet facilities</li> <li>• Hand washing poster displayed in all WCs</li> <li>• Increased cleaning protocols</li> </ul>	Pictorial notices to maintain social distancing displayed	DHs	31.8.20	
<b>School Kitchens / school meal provision</b>	Staff, pupils, contractors	<ul style="list-style-type: none"> <li>• Staggered lunch and break times</li> <li>• Social distancing guidelines to be applied</li> <li>• Handwashing /sanitisation protocols to be followed</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Work with school meal providers (Caterlink) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils</li> <li>• Combination of packed lunches / hot meal provision to minimise dining room traffic / volume</li> </ul>	Perspex screens to be fitted at serving area	SBM	31.8.20	
<b>Break times</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• Staggered break times to minimise mixing of groups</li> <li>• Playground to be sectorised to help keep groups separate</li> <li>• Social distancing to be implemented to minimise contact with other groups</li> <li>• Adequate supervision ratios to monitor social distancing</li> <li>• Rotate indoor / outdoor play to minimise contact</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces</li> <li>• Soft play items removed (early years settings)</li> <li>• Water fountains taken out of use – individual water bottles/disposable cups to be used</li> <li>• Rigorous cleaning regimes to be introduced between groups.</li> </ul>				

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<b>Fire drills / Emergency situations</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to safely evacuate all personnel on the school premises</li> <li>Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable</li> <li>Fire drill to be undertaken as soon as possible after re-occupation</li> </ul>	Fire drill to take place at the start of term	SBM	25.9.20	
<b>First Aid</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to administer First Aid</li> <li>Check First aid boxes content and facilities available</li> <li>Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting</li> <li>PPE / Handwashing protocols to be followed</li> </ul>				
<b>Transport Arrangements</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>Protocol in place in line with <a href="#">Government Guidance</a></li> <li>Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements.</li> <li>If using your own school minibus follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements.</li> </ul>				
<b>Protocol for managing cases where staff/pupil feels unwell whilst on site</b>	Staff, pupils, contractors, visitors	<p>Protocol developed in line with <a href="#">Government Guidance</a> to include:</p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</li> <li>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</li> <li>• They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>				
School Trips	Staff, pupils	<ul style="list-style-type: none"> <li>• School trips to be planned and risk assessed in line with current government social distancing guidelines.</li> </ul>	No school trips in autumn term. To be reviewed Dec 20	HT	31.10.20	
<b>Reoccupation of areas which have not been in use during lockdown.</b>	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards.</p> <ul style="list-style-type: none"> <li>• Building services maintained in accordance with the PPM schedule:</li> <li>• Maintenance checks of plant and equipment undertaken – including school kitchen equipment.</li> <li>• Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> <li>○ Fire alarm panel status green</li> <li>○ Fire call points operational</li> <li>○ Emergency lighting operational</li> <li>○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained</li> </ul> </li> <li>• Gas systems maintained</li> </ul>				

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	ensure they are in full working order is required.	<ul style="list-style-type: none"> <li>• Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period</li> <li>• Electrical equipment and systems maintained</li> <li>• Electrical gate systems maintained</li> <li>• Lifts and lifting equipment/hoists maintained</li> <li>• Ventilation / air conditioning / extraction systems maintained</li> <li>• Asbestos management arrangements in place</li> <li>• Boiler room plant inspected / maintained</li> <li>• Fume cupboards maintenance up to date (Secondary schools only)</li> <li>• Identify and remedy possible vermin infestations</li> </ul>				
<b>Fire Safety</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building.</li> <li>• Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary</li> <li>• Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.</li> </ul>				
<b>Passenger Lifts</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Procedure in place for control of access to lifts</li> <li>• Increased Hygiene protocols introduced</li> </ul>				
<b>COSHH Cleaning / Sanitisation products</b>	Staff, Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> <li>• Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>• Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>• Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> <li>• Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place.</li> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Dealing with / clearing up with Body Fluids</b>	Staff, pupils, visitors	Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include: <ul style="list-style-type: none"> <li>○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>○ PPE and waste disposal protocols to be followed (double bag waste)</li> <li>○ Handwashing protocols to be followed</li> </ul>				
<b>Business Continuity</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Schools Business Continuity Plan reviewed to include COVID-19 related risks</li> <li>• Contingency Plans to be developed for school recovery in the event of local lockdown being initiated</li> </ul>				
<b>Contractors and Visitors</b>		<ul style="list-style-type: none"> <li>• Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where visits can happen outside of school hours, they should.</li> <li>• Site inductions are to be carried out following social distancing principles</li> <li>• All contractors will be informed before entering school regarding social distancing and good hygiene control measures.</li> <li>• Staff and contractors are to maintain a safe distance between themselves and others.</li> <li>• All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</li> <li>• Agree approach to scheduled / ongoing building works.</li> <li>• Settings to seek confirmation of the contractor's method statement / risk assessment.</li> <li>• Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus.</li> <li>• A record should be kept of all visitors.</li> </ul>				
<b>Mental Wellbeing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Schools mental wellbeing and support mechanisms for staff and pupils reviewed</li> <li>• Staff to be reminded of Employee Assistance Programme</li> </ul>	Staff briefing	HT	15.7.20	



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Adherence to rules within school</b>		<ul style="list-style-type: none"> <li>Update behaviour policies</li> <li>Communicate the new rules to staff, students and parents</li> <li>Reinforce the new rules through daily teacher reminders</li> <li>Display the new rules prominently through the school and at the gate</li> </ul>	Parent letter Staff briefing	HT	15.7.20	
<b>Taking Fees</b>		Payments should be made by direct debit or contactless methods wherever possible. Consider risks from fingerprint contact payment, (handwashing / sanitizing to be enforced).	School to be cashless	SBM	31.8.20	

## Relevant links

Guidance for full opening - Schools (Autumn 2020)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)