

RISK ASSESSMENT	COVID-19 School Reopening September 2021		Alameda Middle School
Assessment completed by: • Maxine Warner • Nicola Woodyat • Diana Fickling	Date Completed:	16.07.2021 Review and update 10.12.2021 Next review 17.12.2021	
	Next Review Date Due:	September 2021 Headteacher and Business Manager will review the daily DfE briefing. Weekly following bubble meetings which take place on Wednesday and then senior team on Thursday. Refer to risk assessment review document for a summary of changes.	

This risk assessment and the associated documents are based on government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
1a	Lack of or inadequate management on controlling risk of Coronavirus Planning and guidelines	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). illness or spread of infection in wider community, death of member of staff or pupil	In line with Government Road map step 4 school to follow DfE guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999602/Schools_guidance_Step_4_update.pdf - All staff and pupils when not in setting to follow government <u>guidelines</u> and Stay alert (NB School has no control over this). Done via staff training on, information for employees, weekly review and feedback system. For pupils, done via letters home, parent and pupils guides and daily circle time. - Follow Public Health and DfE guidance for schools found at https://www.gov.uk/coronavirus/education-and-childcare - Follow DfE <u>Guidance full opening- Schools</u> - Headteacher (delegated to Deputy HT in case of absence) to check this guidance DAILY as it is regularly updated with new practices. - Senior leadership team to discuss daily situation at school and what is happening nationally. - Review all activities to consider and manage risk of Coronavirus. - Develop or update the school <u>Flu Plan</u> for dealing with third wave or loss of critical staff for example Headteacher, SENDCO, site agent and high numbers of staff absent. - Review how to deal with loss of critical person or persons - Ensure robust cleaning of high contact surfaces throughout the day. Site agent & apprentice have a schedule. Housekeeping provided by Cleaning contract company. - Obtain advice where required from H&S consultant, NHS 111, DfE Helpline 0800 046 8687 or email DfE.coronavirushelpline@education.gov.uk and Local Authority Public Health Direct Dial: 0300 300 6247 Email: Sarah.lawrence2@centralbedfordshire.gov.uk - COVID 19 is RIDDOR <u>reportable</u> and should be reviewed if member of staff dies or if it is likely that transmission occurred within school – ie. If there were more than one case within two weeks. RIDDOR only refers to cases involving employees. - Contingency planning in place for outbreaks, remote education plans for groups and individuals isolating.	Y	Y
					Y	Y
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					Y	Y
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					Y	Y
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					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y

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				Transition to test at home - once pupils have been tested twice at school, year 7 pupils and year 8 pupils will be provided with home test kits for regular twice weekly testing at home (see separate Risk Assessment). • Share expectations for online learning and provide training. • Pupils told to sanitise hands on arrival. This is included in letters home and pupils guide. Sanitising included in timetable. • Display free <u>poster</u> on "catch it, bin it kill it poster" in toilets and staff and pupil notice boards. Reinforce this message through letters home, pupils guide, parent guide and circle time. • Provide tissues for classrooms. (Part of teachers' pack) • Time to monitor procedures added to senior leader timetable		
1c	Lack of or inadequate management on controlling risk of Coronavirus (cont) Staffing and organisation	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	• Consultation with Unions and communication with non-union staff on risk assessment and its control measures. Risk assessment is shared with all staff and consultation is transparent. Ongoing review and consultation is done through senior leaders each allocated teams (bubbles) with feedback discussed weekly at the senior leadership team meeting. Updates to the risk assessment are tracked and shared via the update document and feedback documents. Links included in the employee update. • School open and remains open on the ability to maintain COVID-19 prevention and system of controls within the school's setting. Adequate measured in place and Health and Safety competent person reviews risk assessment and controls. • Review staffing availability with changes in <u>shielding</u> and use "bubbles or groups" following DFE <u>guidance</u>. • All pupils travelling to England must adhere to travel legislation, to travel legislation: Announced on 27.11.2021 Changes to International travel and self-isolating rules: https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19	Y Y Y Y Y	Y Y Y Y Y

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				- Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. - Review staffing/pupils returning from abroad holidays and if 10 day isolation on return will impact on their attendance and school delivery (travel corridor <u>guidance</u>). - All teachers use their own lap top and pens and sanitise hands and wipe surfaces on desks where they work with anti viral wipes on arrival to a classroom. Desks must remain clear. Include in bubble meeting and information for employees. Teachers may wish to use "teaching zone" to maintain 2m distance from each other and pupils.		
1d	Lack of or inadequate management on controlling risk of Coronavirus (cont) Pupils, parents and visitors	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19) or if someone in their household displays these symptoms. Communicated via letter and signs in reception and gates and also on website. Added to screen in reception. Communication includes description of the symptoms. - One parent/carer or visitor in school reception at one time. Signage in place - No organised performances with audiences. - Visitors/contractors to school must be recorded (with contact details) and informed of school arrangements for COVID-19. - Parent/staff and pupil agreements/guides in place and clear communication with parents.	Y Y Y Y	Y Y Y Y

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1e	Lack of or inadequate management on controlling risk of Coronavirus (cont) Resources and sharing documents	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- Staff advised to sanitise hands and use anti-viral wipes before and after signing/sharing papers or computers and using the photocopier.	Y Y Y	Y Y Y
1f	Lack of or inadequate management on controlling risk of Coronavirus (cont) Additions	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	When signing in and out during the school day (other than at start or end of normal working hours), all staff should go via reception, not into the office. Speak to the member of staff on reception and ask to be signed in/out. Member of staff on reception to do this in order to minimise transmission via paper/pens.	Y	Y
1g	Lack of or inadequate management on controlling risk of Coronavirus (cont)	Staff, pupils, families of staff and pupils	Lack of management leading to spread of Virus resulting in	- Face coverings for staff, pupils and visitors are optional in all indoor areas - Clear portable Perspex screens are available be used also used by staff if required	Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
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	Face coverings	attending school	time off work or away from school (loss of education). Death of member of staff or pupil	From 2nd November re-introduction of face-coverings from all visitors, staff and pupils in the communal areas, face-coverings in the classrooms are optional for staff and pupils NB. No pupil should be denied education on the grounds that they are not wearing a face covering. - Letter home includes safe removal and storage information - Community time & assembly to explain why face coverings are being worn, where to wear them and how to take them off, put them on and store them. - Clean/sanitise hands before and after touching face coverings - Safe storage in a sealable plastic bag - If a face covering becomes damp it should not be worn - Pupils and staff informed not to touch the front of their face during use or when removing it - Temporary face coverings must be disposed of in "black bag" waste bin – not recycling - Some adults and pupils will be exempt from wearing face coverings – communicate this via letters and bubble meetings. clothing-masks-infographic-web-logo-who.png (2829×4001) (cousinssafety.co.uk)	Y Y Y Y Y	Y Y Y Y Y
1h	Lack of or inadequate management on controlling risk of Coronavirus (cont) Testing and track and trace	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from	- Track and trace system in place - Access to Public Health advice for school and local outbreaks - Access to testing for staff and pupils in years 7 and 8: - Staff is asked to continue conduct LFD tests at home twice weekly until further guidance from Government. - Pupils in year 7 and 8 after initial 2 tests in school to be issued are encouraged to take LFT tests twice weekly with home testing kits.	Y Y Y Y Y Y	Y Y Y Y Y Y

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			school (loss of education). Death of member of staff or pupil	○ Testing site remain available in school for those who is unable to tests at home. ○ KS 3 pupils (year 7 and 8) to be tested upon return to school on 04.01.2022 Changes to Track and Trace from 01.12.2021 All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted direct and required to self-isolate immediately and asked to book a PCR test. (For everyone else, isolation rules are unchanged.) Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school/college and have been identified as a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, should continue to attend school/college as normal. CBC flowcharts\CBC Parent Carer Flowchart Covid 23.11.21 PP.pdf N.B. By collecting and opening the test at home test kits the individual gives medical consent and is legally committed to reporting their results via the NHS Test and Trace reporting system. There is no need to specifically ask for medical consent for test at home. • Implementation of lateral flow testing (see separate risk assessment) • Offer tests for pupils and staff • Contingency planning in place for delivering remote education and face to face lessons for children self-isolating.	Y	Y
1j	Local outbreak of COVID19	Pupils and staff from your school and other schools	Spreading of the virus leading to illness and death	• Outbreak management plan or contingency plan in place • Schools to follow DFE contingency framework: education and childcare setting advice		

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				Implementation of stepping up or stepping down measures based on dynamic risk assessment approach and Outbreak Management Plan September 2021.docx - Public health advice sought for local outbreaks meeting the following threshold whichever is first: 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period - Local spikes in COVID19 to be managed through a dynamic risk assessment approach. - Encourage vaccination of staff and pupils aged 16-18 even during term time. - Available vaccination for pupils aged from 12 y.o. Communication letter sent to parents/carers		
2	New variant of COVID19 that can increase transmission by 50-70%	Staff, pupils, families of staff and pupils attending school	Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.	- Access to current accurate data on local rates of transmission - Daily review of COVID19 cases in school - Refer to specialist guidance from CLEAPSS, Association of PE Feb 21 guidance. School to follow advice from Local Public Health - From 02.11.2021 re-introduced face coverings for all visitors, staff and pupils in all communal areas. - Face coverings are optional for staff and pupils in classrooms and communal areas. - Staff advised to maintain 2m social distancing in communal areas.	Y Y Y Y Y Y	Y Y Y Y Y Y

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				- Optional for staff to wear additional PPE in the classrooms and can be provided at request (e.g. visor) "Teaching zone" is optional for staff to use within classrooms. - Existing control measures in place and are closely monitored and control measures adapted or new measures introduced following scientific advice. - School has the ability to be flexible in its approach to learning. Implementation of lateral flow testing to enable school staff and KS3 pupils to be tested weekly (see separate Risk Assessment) - Adequate staff and volunteers available and trained to compete lateral flow testing as per guidance. - Implementation of lateral flow testing for KS3 pupils and staff. Separate risk assessment completed for lateral flow testing and control measures in place before pupils return. - LFD test and home testing link to the school values and community time. Letter to be sent to parents stressing the importance of the tests to reduce spread of virus. - Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools. - For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges. LFD tests available for members of a household, childcare bubble of an early years child, a pupil, student or staff of a school, nursery or college. twice-weekly test available from: - through your employer if they offer testing to employees - at a local test site or pharmacy Find your local pharmacy and what their opening hours are. - by collecting a home test kit from a test site Find your nearest home test kit collection point.		

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				by ordering a home test kit online Order rapid lateral flow home test kits Students in Year 3 and above and staff who are household contacts of a positive case and are exempt from isolation (because they are under 18 or are fully vaccinated) are strongly encouraged to take a daily lateral flow test for 7 days and should only attend school or college if their lateral flow test is negative. Lateral flow tests should be taken for 7 days from the date of the first COVID symptoms in the household, or from the date of the first positive test if there were no symptoms. In addition to this, all household contacts are encouraged to follow national guidance and book a PCR test. People who have tested positive with a PCR test within the last 90 do not need to participate in daily LFD testing or be re-tested with PCR From 25.11.2021 Public Health are also encouraging families with younger children (i.e., in Year 2 and below) to follow this advice if they feel able to do so.		
3	Asymptomatic person (staff or pupil) in school	Staff, pupils, families of staff and pupils attending school	Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.	- Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known. - Everyone continues to follow good hygiene practices. - Anyone who has positive test from LFD test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known in line with Government guidance. - Adequate staff and volunteers available and trained to compete lateral flow testing as per guidance. From 16 August unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19. Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal. (DfE, 18th Aug 2021)	Y Y Y Y	Y Y Y Y

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				Students in Year 3 and above and staff who are household contacts of a positive case and are exempt from isolation (because they are under 18 or are fully vaccinated) are strongly encouraged to take a daily lateral flow test for 7 days and should only attend school or college if their lateral flow test is negative. Public Health are also encouraging families with younger children (i.e., in Year 2 and below) to follow this advice if they feel able to do so. Lateral flow tests should be taken for 7 days from the date of the first COVID symptoms in the household, or from the date of the first positive test if there were no symptoms. In addition to this, all household contacts are encouraged to follow national guidance and book a PCR test. People who have tested positive with a PCR test within the last 90 do not need to participate in daily LFD testing or be re-tested with PCR		
4	Vulnerable staff (including pregnant workers).	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<u>Clinically extremely vulnerable</u> - Review workforce to identify staff in clinically extremely vulnerable category as per <u>guidance</u>	Y	Y
					Y	Y
				From 1st April Changes guidance “<i>clinically extremely vulnerable (CEV) people are no longer advised to shield</i>” https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april	Y	Y
					Y	Y
				<u>Clinically Vulnerable</u> Complete individual risk assessment for staff who are clinically vulnerable and have requested a RA.	Y	Y
				Carry out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <u>guidance or upon request</u>.	Y	Y
				- Staff who are clinically vulnerable may continue to attend school in line with current guidance. - Pregnant staff review working arrangements and carry out or update pregnancy risk assessment following the Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice for employers and pregnant women.	Y	Y

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				- Follow advice for women from 28 weeks gestation or with underlying health conditions at any gestation who may be at greater risk. Employers and pregnant women should follow this advice and to continue to monitor for future updates to it. - In some cases pregnant where women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply from 13th December NB! In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have.		
5	Living with a shielded or clinically vulnerable person Staff or pupil	Staff, pupils and families of those attending school	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	- If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. - If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u>, they can attend the school setting - School to discuss any concerns with parents and provide reassurance on the measures the school are putting in place to reduce any risks.	Y	Y
6	Pupils who are shielding or self isolating	Staff, pupils and families of those attending school	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	Follow guidance on protecting the clinically extremely vulnerable, based on <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u>, From 1st April changes to shielding of the clinically extremely vulnerable https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april	Y	Y

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				- Identify pupils still unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). - The advice for pupils who remain in the clinically extremely vulnerable group is that they should not attend school while shielding applies nationally. - From 1st April all CEV children should attend early years provision, school, college, wraparound childcare and out-of-school settings, unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april - School can request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place. - Children who live with someone who is clinically extremely vulnerable, but who is not clinically extremely vulnerable themselves, should still attend education or childcare.		
7	Lack of social distancing in school General	Staff, pupils and family members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to	- School to follow latest Government advice include in staff and pupil guides & daily activities in school. - Laptops allocated for individual and in these cases are kept in the room where they are based. - Where supply staff are used this is kept as consistent as possible and full contact details and details on lessons they taught recorded. - Induction provided to supply staff on arrangements for managing the risk of Covid19. - School behaviour policy reviewed to include pupil expectations on following arrangements for managing the risk and sanctions for example social distancing, handwashing etc. Link to exclusion policy COVID appendix.	Y Y Y Y	Y Y Y Y

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			the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). It can cause illness and death	- From 02.11.2021 Face coverings are re-introduced for staff and pupils worn in communal areas - From 02.11.2021 all Visitors asked to wear face coverings when visiting school. From 7th December to cancel all indoor clubs, also this includes the common room and library.	Y Y Y Y Y Y	Y Y Y Y Y Y
7a	Lack of social distancing in school Transport to and from school	Staff, pupils and family members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a	- Face coverings to be worn in public transport including school bus. - Where pupils have worn a mask after travelling on a bus, a plastic bag is used as storage.	Y Y Y	Y Y Y

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			period after transfer (depending on such things as the surface type, its moisture content and temperature). It can cause illness and death			
7b	Lack of social distancing in school Classrooms	Staff, pupils and family members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as	- Teaching may choose to use “teaching zone” area marked out to show 2m distance. - Pupils to wash or sanitise hands thoroughly before going out for break/lunch. Included in timetable and ways of washing and sanitising properly included in community time. - Ventilate rooms before staff/pupils arrive and when they leave. - Ventilate rooms at break and lunchtimes, when unoccupied. - When occupied, improve ventilation in classrooms by opening windows and/or wedging external doors (i.e. fire exits, but NOT internal fire doors). https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm In cold weather external doors may be closed if windows remain open. If possible open highest windows, as this gives best circulation of fresh air. The windows need only be opened a small amount as colder air from outside will be drawn into the room. - Fire doors should NOT be wedged open. Updated advice is that fire safety measures should not be compromised, and fire doors should remain closed to ensure safe compartmentalisation. If the fire door is the only entrance/exit to the room the handle/door plate should be cleaned throughout the day to avoid transmission of Coronavirus		

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			the surface type, its moisture content and temperature). It can cause illness and recover and death	- Keep classrooms well ventilated and this to be monitored: - Teaching staff to open windows and internal doors before pupils arrive to classrooms - Teaching staff to open all windows and internal doors before leaving the classrooms to allow a good ventilation during the break. - Teachers may choose to wipe all surfaces where they have worked with an anti viral spray or bleach solution. w/c 18th October school will be piloting out CO2 monitors to help monitor level of ventilation in the rooms in line with How To DfE guide: DFE guidance\How to Use CO₂ monitors in education and childcare settings Oct21.pdf How to DfE guide NB! Because many factors influence the level of CO₂ measured in a space, a single snapshot reading is unlikely to be reliable. We therefore recommend waiting for 5 minutes before taking action, to allow for a reading to settle. It is important to remember that high CO₂ levels in a room are not a direct proxy for infection risk. CO₂ monitors are intended to help you identify areas that are poorly ventilated, so that you can explore what steps you can take to improve ventilation. There is no need to stop using the room.		
7c	Lack of social distancing in school Social and break times	Staff, pupils and family members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be	There is no requirements in place to maintain social distancing within the school setting. - Groups do not need to social distance during breaks and lunches but good handwashing/sanitising and ventilation measures are in place - On Monday 6th September 2021, <u>only</u> the hall is unavailable for lunch due to testing, instead quad and field to be used. - Tuck shop re-open from Monday 6th September - Wash or sanitise your hands before and after lunch	Y Y Y Y Y	Y Y Y Y Y

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			transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). It can cause illness and recover and death	Note: Please pick up any litter and belongings from field at the end of each break (lunch) Conditions to use playfield: - Only when not in use for any clubs - Only if grass is not wet or slippery From 7th December to cancel all indoor clubs, also this includes the common room and library.	Y	Y
7d	Lack of social distancing in school Offices, meeting rooms and spaces for staff to work	Staff, pupils and family members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to	- Accommodating staff in offices and maintaining social distancing is recommended for all staff. - Maximum occupancy numbers displayed in all meeting rooms and offices - Provide wipes in these areas and signs to remind staff to wipe tables before and after sitting at them. - Resources room to remain in place 2m markings in place. Only 2 people at desks and 1 at photocopiers (optional) - Front Office 2m marking remain in place. 2 people at the front desk and 1 could be at the back. (optional) - Finance Office 2m marking to remain in place and is optional to use.	Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y

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			surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). It can cause illness and recover and death			
7f	Lack of social distancing in school School reception	Staff, pupils and family members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to	• Reception area has a Perspex barrier between receptionist and any visitor or pupil. Marking on floor where pupil or visitor should stand • Parents encouraged to phone or email rather than come to the reception office – via letter and parent guide • Parents encouraged to pay electronically rather than cash which should be placed in an envelope. Communication with AiP (catering provider) to ensure message is shared. • Ensure drivers have access to hand sanitiser in reception	Y Y Y Y	Y Y Y Y

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			surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). It can cause illness and recover and death			
7g	Lack of social distancing in school Staffroom	Staff, pupils and family members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after	- Staff recommended to make own judgment and maintain social distancing in the staffroom - From 02.11.2021 Face covering are re-introduced in all communal areas	Y Y Y	Y Y Y

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					In Place	Adequate
			transfer (depending on such things as the surface type, its moisture content and temperature). It can cause illness and recover and death			
8	Access to curriculum – general Transmission through lack of or inadequate management on controlling risk of Coronavirus Transmission through lack of social distancing between bubbles Transmission through shared equipment	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- Pupils will be asked to wash their hands or sanitise after physical activity or changing classroom. - If accessing external facilities government guidance for the use of, and travel to and from, those facilities will be followed. - Follow Cleapps guidance GL344 Guide for doing practical work - Refer to specialist guidance from CLEAPSS, Association of PE Feb 21 guidance. - w/c 6th September reintroduce food technologies	Y Y Y	Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
8a	Access to the curriculum – PE	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- Pupils will be asked to wash their hands after physical activity. The AfPE guidance will be followed https://www.afpe.org.uk/physical-education/wp-content/uploads/afPE-Covid-19-FAQs-September-2020-Final-1.pdf - Refer to specialist guidance from CLEAPSS, Association of PE Feb 21 guidance. - Consider team sports that have been approved by the government list available at grassroots sports guidance. - No face coverings to be worn in PE. Access to Table tennis during lunch break from w/c 3rd May 2021 - Based on “ booking system” - Pupils advised to wash or sanitise their hand before and after game - Supervision in place - PE Apprentice to take out and return the equipment as booked/required. Transportation to Fixture - External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities - Driver window to be open for ventilation - Hand sanitiser to be provided	Y	Y
					Y	Y
	Transmission through lack of or inadequate management on controlling risk of Coronavirus				Y	Y
					Y	Y
	Transmission through lack of social distancing between bubbles				Y	Y
					Y	Y
	Transmission through equipment				Y	Y
					Y	Y
					Y	Y
					Y	Y
8b	Access the curriculum Science/DT/ Food Tech/Art	Staff, pupils, the wider community families of	Lack of management leading to spread of Virus resulting in	All pupils and teacher wash hands with soap and water on arrival and exit from the Lab	Y	Y
					Y	Y
					Y	Y

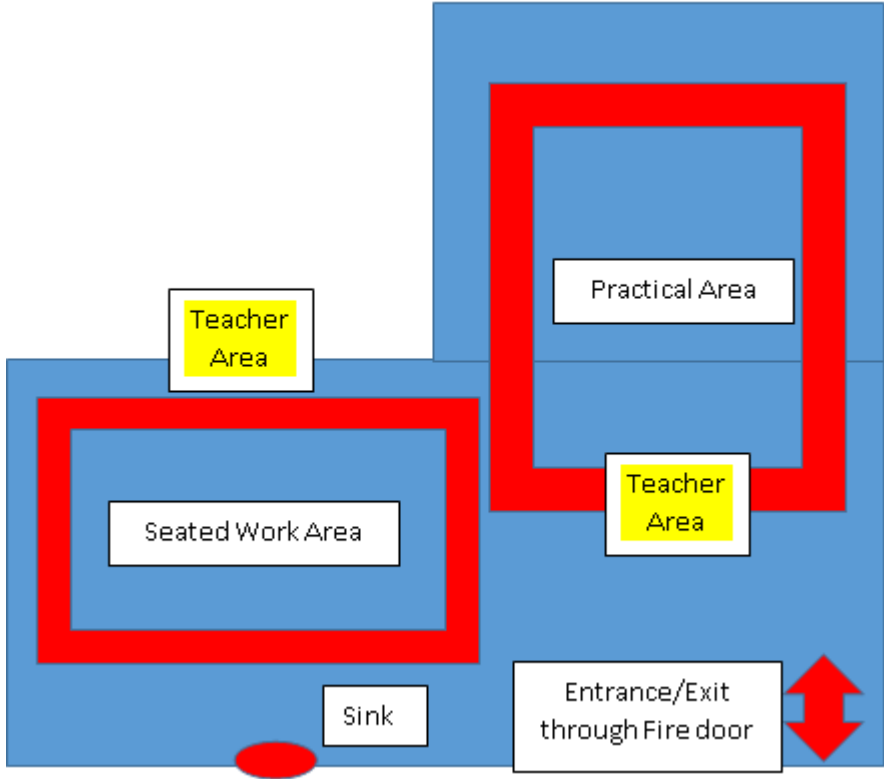
	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
		pupils attending Alameda,	time off work or away from school (loss of education). Death of member of staff or pupil	- Teacher may choose to maintains 2m social distancing from the group. If the technician or other adult needs to enter the lab, they may wish to maintain 2m social distancing. - Pupils will be asked to wash their hands or sanitise after physical activity or changing classroom. - Refer to specialist guidance from CLEAPSS, Association of PE guidance.	Y Y Y	Y Y Y
8c	Access to curriculum – specific interventions including pastoral support. Access to curriculum SEND interventions Transmission through lack of or inadequate management on controlling risk of Coronavirus Transmission through lack of social distancing between bubbles Transmission through equipment	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- Any interventions ensure good ventilation. - Staff and pupils will was or sanitise hands on arrival and before leaving. - Classroom to be well ventilated before and after each use, windows must be opened when intervention taking place. - Staff to use link T:\Free Rooms\Free Room Booking Form 21-22.xlsx to the rooms and intervention times - Meeting room in F-block to be booked through outlook calendar	Y Y Y Y Y Y	Y Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
8e	Access to the curriculum – whole class music Transmission through lack of or inadequate management on controlling risk of Coronavirus Transmission through lack of social distancing between bubbles Transmission through equipment Aerosol transmission through singing	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	Music/Dance/Drama Refer to DCMS guidance and Following guidance was withdrawn on 19th July : DfE guidance : https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing For events such as concerts complete a separate risk assessment. From 19.10.2021 all events are postponed until further notice	Y Y Y Y	Y Y Y Y
8f	Access to the curriculum – ICT Transmission through lack of or inadequate management on controlling risk of Coronavirus Transmission through lack of social distancing between bubbles	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	Teachers to may wish to stay 2m from pupils in the ICT room – floor markers added to show teacher area	Y Y Y Y	Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
	Transmission through equipment					
8g	Access to the curriculum – library	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- Pupils are asked to sanitise hands before and after handling book. Handled book to be placed back on the shelf. 2m social distancing for teacher and librarian through marked out areas (optional to use) - Sanitise hands arrival at library and arrival at classroom - Hand sanitiser pumps fitted at library entrance.	Y	Y
	Transmission through lack of or inadequate management on controlling risk of Coronavirus				Y	Y
	Transmission through lack of social distancing between bubbles				Y	Y
	Transmission through equipment - books				Y	Y
8h	Access to music 1:1 lessons	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil Allegations or safeguarding issues arising	- From w/c12th April 2021 One practice room will be used - One room can be used for 1:1 music lessons in school: - window to be open for ventilation - plexi glass screen to separate instrument teacher and student. - A rota so only one teacher is allocated to the needed hours. - Door handles and music stands to be cleaned using antiseptic wipes which will be in the room. - Peris are following the lateral flow testing twice a week and are logging this on the .gov system. 1 School per day as far as I know from the Peris responses so far - If pupil did not arrive to lesson, tutor to speak to reception who will then help to locate pupil - Form tutors to be given a schedule for 1:1 music lessons	Y	Y
	Transmission through lack of or inadequate management on controlling risk of Coronavirus				Y	Y
	Transmission through lack of social distancing between bubbles				Y	Y
	Safeguarding concerns regarding				Y	Y
					Y	Y
					Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
	online learning and potential allegations that can be made.		from online learning	- Online learning to be provided as an alternative. - Laptops to be set up in music rooms and log in details set for pupils. - Timetable of lessons provided to housekeeper who cleans rooms and lap tops between music lessons. - Pupils provide their own instruments and there is no sharing Peripatetic teaching online: Music/Dance/Drama Peripatetic music teachers can deliver lessons in school and they recommended to wear a face covering and maintain 2m social distancing – complete a separate risk assessment. - All peris to have to read the risk assessment and send a signed copy, to acknowledge that they understand and will abide by this risk assessment. If changes have to made, then the amendments must be signed. Printed copies to be filed in the staff files. - Each practice room room will only consist of the instruments needed, a music stand and a table where the laptop will be placed with an external mouse which can be cleaned. - The door (and window (where possible) will stay open and held by a labelled door stop in-between lessons for ventilation purposes. If the pupil feels sick during the lesson, the peri is to call the school reception, to make them aware and reception arrange first aid attendance. Safeguarding	Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
8i	Access to curriculum: Art and DT practical	Staff, pupils, families of staff and pupils	Lack of management leading to spread of virus, illness or death.	Art curriculum to be re-instated from September - All pupils and teacher to sanitise on arrival and exit from the workshop and when using machinery - Teacher may wish to have their own set of equipment for demonstrations - Teacher may choose to maintain 2m social distancing from the group	Y	Y
					Y	Y
					Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				D&T curriculum to resume form September will only be done in the workshop. • All pupils and teacher wash hands with soap and water on arrival and exit from the workshop, and before and after use of machinery by students • This will also be time that windows and the door are left open to ensure the classroom is well ventilated.	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y
				•		

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
	Workshop Layout					
9a	Staff or pupil comes into school when they feel unwell or have had symptoms or tested positive in the last 10 days	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population	- Refer to Public Health and DFE Guidance for Schools on Coronavirus - If a Pupil or member of staff displays the following symptoms, they should be sent home and arrange a PCR test (they should remain at home whilst awaiting the test result): - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - Loss or change of sense of smell or taste - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline.		

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				- Members of their households (including siblings) do not need to self isolate if - they have been fully vaccinated – this means 14 days have passed since the final dose of a COVID-19 vaccine given by the NHS - Under 18 years, 6 months old - Person taking part or have taken part in a COVID-19 vaccine trial - Unable to get vaccinated for medical reasons - Family or household members or close contacts identified through NHS Track and trace should get a PCR test even if they have no symptoms following <u>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</u> - This information is displayed on school website and in letter to parents. - The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. - If a Pupil or member of staff tests positive whilst not experiencing symptoms but develop the symptoms during the isolation period they should restart the 10 day isolation period from the day they develop symptoms. - Follow Flow chart. Shared in staff guide and displayed around school <u>CBC flowcharts\CBC Education Settings FLOWCHART 23.11.21 PP.pdf</u> - First aid procedure followed – COVID-19 appendix. Includes use of digital thermometer to clarify temperature. loss of sense of taste and smell - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. - This information is displayed on school website and in letter to parents and also on signs on gates. In staff and pupil guides.		

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
9b	Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity OR pupil or staff have someone in their household with symptoms and/or tests positive for COVID-19.	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	- First aid procedure followed – COVID-19 appendix. Includes use of digital thermometer to clarify temperature. - Member of staff dealing with ill pupil or staff should wear PPE (FFP2 mask, gloves and apron). PPE provided in line with DfE guidance: 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#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required - Appropriate PPE provided to First aiders. First aiders provided with fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons, eye protection (face visor). Provided with the following instructions in the staff guide: - a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus - if contact is necessary, then gloves, an apron and a facemask should be worn - if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn - When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <u>how to put PPE on and take it off safely</u> in order to reduce self-contamination. - If worn face masks then must follow: - cover both nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be cleaned after disposal	Y Y Y Y Y	Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				• Provide a dedicated room for them to wait to be collected which is at least 2 metres away from other people. Part of the first aid room to be used with dividing screen they can be isolated behind a shut door. • Open a window for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. • If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom. Use toilet in A6 corridor. If this is the case, the first aider informs the member of staff in the office and all other offices in the corridor to remain away from this area. Also to ensure that the housekeeper and cleaners complete a thorough clean of the toilet and corridor after use (see cleaning guidance below). • Make sure that children and young people know to tell a member of staff if they feel unwell. Include in daily circle time & pupil guide. • Call 999 if they are seriously ill or their life is at risk. First aid team aware via employee update & staff guide. • Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste.	Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
9c	Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity OR pupil or staff have someone in their household with symptoms and/or	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	• Clean down area where pupil has been including bathroom if used following cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • <u>Wash hands for 20 seconds thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone unwell.</u> •	Y	Y
					Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
	tests positive for COVID-19.					
9e	Parents/staff refusing to get tested or provide result of the test. LFD or PCR test. Parents not providing consent for lateral flow test before returning to school	Staff pupils	Unknown prevalence of virus Spread of the virus leading to illness or death.	- Staff only – Obtain advice from HR. - In parents and staff guide there is clear information that they must inform the school immediately of a positive results test from LFD or PCR. From 01.04.2021 reintroduction of confirmatory PCR required for all positive LFD tests The PCR test should be booked immediately either <u>online</u> or by calling 119 and should be undertaken within 2 days. - If PCR test is negative then member of staff and pupil can stop isolating and return to school. - In parents and staff guide there is clear information that they must inform the school immediately of the results test. % of uptake in lateral flow testing is recorded. - Record kept record of those pupils who do not take part in lateral flow tests and if later test negative due to experiencing symptoms. - School to keep LFD tests register for minimum 14 days and no longer then 12 months (in line with Government guidance) - Home testing kits for Staff and pupils to be conducted twice weekly. (see separate Risk Assessment) - By collecting and opening the test at home test kits the individual gives medical consent and is legally committed to reporting their results via the NHS Test and Trace reporting system. There is no need to specifically ask for medical consent for test at home. - Staff and pupils to report school their results - School to retain a small on site ATS to offer testing to pupils who are unable or unwilling to test themselves at home. - LFD Testing for staff and KS3 pupils is voluntary, however everyone is encouraged to participate to participate in the lateral flow device testing. Pupils	Y Y Y Y Y	Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				not undergoing testing should attend school in line with school's phased return arrangements. •		
10	Positive identified case of Coronavirus of a member of staff or pupil at your school setting PCR or LFT	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	- Follow Flow chart. Shared in staff guide and displayed around school CBC flowcharts\CBC Education Settings FLOWCHART 23.11.21 PP.pdf - Refer to Public Health and DFE Operational Guidance for schools, on Coronavirus. - Person testing positive is under NHS Track and Trace system - Staff only – the school will call the Self Isolation Hub on 0237436715 as soon as they have been made aware of any staff that have tested positive. - If cases amongst staff mean a setting meets the threshold the school will provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available here - IF LFT positive then the member of staff or pupil must arrange for a PCR test and remain at home for result. - If PCR test negative within 48 hours of positive test then they can return to school. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested - Staff and pupils are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: ➤ they are fully vaccinated ➤ they are below the age of 18 years and 6 months ➤ they have taken part in or are currently part of an approved COVID-19 vaccine trial ➤ they are not able to get vaccinated for medical reasons ➤ Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. •	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				- Public health advice sought for local outbreaks meeting the following threshold whichever is first: ➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period - From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. - Pupils will be contacted to Track and Trace and advised to take a PCR test - The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. Note: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. From 01.12.2021 All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted direct and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local Health Protection Team or NHS Test and Trace if they fall into this category and will be provided with details about self-isolation. Further actions for educational settings may be advised by the local Public Health Team and/or a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. For everyone else, isolation rules are unchanged. Individuals are not required to self-isolate if they live in the same household as someone with	Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				COVID-19, who is not a suspected or confirmed case of the Omicron variant, or if they are a close contact of someone with COVID-19, who is not a suspected or confirmed case of the Omicron variant, and any of the following apply: • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed that they have been in close contact with a positive case and advised to take a PCR test. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school/college and have been identified as a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, should continue to attend school/college as normal.		
11a	Lack of handwashing leading to spread of Coronavirus	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	• Print off laminate and display <u>Coronavirus handwashing</u> poster in entrance to school and on classrooms entrances, meeting rooms as a minimum. • Request visitors sanitise their hands • Educate pupils and staff on the importance of destination handwashing/sanitising ○ before leaving home ○ on arrival at school ○ after using the toilet ○ after breaks and sporting activities ○ before food preparation ○ before eating any food, including snacks ○ before changing room	Y Y Y	Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				○ before leaving school • Display handwashing <u>poster</u> in all toilets • Use free training and information resources such as <u>ebug</u> for pupils and short how to wash your hands videos https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be Included in circle time, pupil guide • Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers. • Bins emptied daily as a minimum. • Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational.	Y Y Y Y Y Y Y	Y Y Y Y Y Y Y
11b	Lack of handwashing leading to spread of Coronavirus (cont)			• Where possible pupils must use liquid soap and water for washing hands • Provide hand sanitisers (at least 60% alcohol content) for the following <u>areas for example:-</u> ○ School entrance where visitors and staff sign in ○ Classrooms (where the use can be supervised by the class teacher). ○ ICT room ○ Meeting rooms ○ Dining hall (once in use)	Y Y	Y Y
12	Poor handwashing or inadequate facilities for handwashing and maintaining social distancing	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting	• Ensure pupil and staff toilets are fully stocked with liquid hand soap and sinks are all operational. • Hand sanitizer provided to teachers and outside all classrooms. • Review numbers of operational toilets and urinal facilities to ensure this is sufficient capacity with social distancing measures. Add additional hand washing stations and sanitiser stations.	Y Y	Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
			in illness or death.	- Member of staff monitors toilets to check sinks are operational, they are not used as storage areas and social distancing is maintained. - Housekeeping staff go into toilets regularly to ensure sinks are operational and to clean. - Fabric towels (multi use) are removed and use single paper towels are used. - Display handwashing poster. - Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). Included in staff and pupil guides. In circle time. https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be	Y Y Y Y Y Y	Y Y Y Y Y Y
14	Events and Lettings at school and meetings	Staff, pupils, visitors.	Spread of virus to the rest of the school/visitor population resulting in illness.	- From Sep continue with virtual assemblies - Face to face parental meetings can be held. - Consider using a mix of Google meets for meetings/parents evenings and face to face. - Recommence lettings including grassroots sports based on national restriction. - Obtain copy of all lettings risk assessment including their controls for managing the risk from COVID. If holding larger event to consider following control measures: Advice from Central Bedfordshire 04.10.2021: "In addition to the <u>Contingency Framework guidance</u> set out by the DfE: Young people and adults should not attend the event if they are experiencing any of the following symptoms that are associated with COVID-19: ○ A high temperature/fever	Y Y Y Y Y Y	Y Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				○ A new, continuous cough ○ A loss or change to sense of smell or taste ○ Extreme fatigue ○ Aches and pains ○ Sore throat ○ Headache ○ Shortness of breath • Adults and young people aged 11 and over to take an LFD test prior to, and post attendance • Pre-register all attendees to have clear information on how many people will be attending. If large numbers are expected, consider splitting the attendees into smaller groups, or hold the open day/evening over multiple dates • Suggest just one parent/carer attends with the young person and advise against other siblings attending, where possible • If school expect to have large groups of attendees, recommend they wear a face covering as per government guidelines: <i>“We expect and recommend that members of the public continue to wear face coverings in crowded and enclosed spaces where you come into contact with people you don’t normally meet.”</i> • Online parents evening • Virtual Open evening From 19.10.2021 Large events are put on hold. Review after 5th November From 02.11.2021 re-introduced face-coverings for all staff, visitors and pupils in the all communal areas		

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				01.12.2021 Limit visitors to school		
15	Pupils ingesting the alcohol gel	Pupils	Sickness	- All alcohol-based gels are in an area which are supervised or monitored by staff. - Pupils permitted to carry and use their own supply of alcohol hand gel. Included in parent guide – importance of explaining to children the need to be responsible.	Y Y	Y Y
16	Location of wall mounted gels at a height that could get into a pupils eye	Pupils	Irritation and damage to eyes	- Any wall mounted pumps are at a position that is not in line with pupils head. - Site team to check daily supplies and refill sanitiser station.	Y Y	Y Y
17a	Lack or ineffective cleaning of high contact surfaces	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	- Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high. - Door keypads - Door Handles - classroom doors to be kept open - Payment systems –pupils just bring in lunches and sit at their desks - Keypads entries (on release during the day) except main entrance not without compromising safeguarding - Signing in book - visitors use own pen or wipe after each use - ICT equipment wiped between each use - Resources (rulers etc) pupils to have their own stationary packs. - Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps - Bottle fillers - Identify how to manage these areas effectively – include in staff guide - Sufficient resources dedicated for cleaning high contact surfaces (an additional cleaner in the day for cleaning throughout the day.) Additional cleaner from Cleaning company to be on site from 9am-3pm to clean high use areas and high contact surfaces described below: - door handles into classrooms - key pad entry systems - corridor doors hand plates (also doors propped open) - toilet doors, hand plates - classroom desks	Y Y Y	Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				These areas are cleaned with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach or another product suitable against viruses BS EN14476 –Following guidance on cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning schedule in place for: ○ more frequent cleaning of rooms/shared areas that are used by different groups (shared rooms identified on schedule) ○ toilets • For bleach - as a general rule make up (10 teaspoons bleach) added to 450ml of cold water (1 spray bottle) – Check manufacturers dilution rates.	Y	Y
17b	Lack or ineffective cleaning of high contact surfaces (cont)	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	• Refresh solution every 24hrs for continued effectiveness. • Spray onto a cloth onto high contact surfaces (see safe use of bleach guidance and COSHH Bleach template risk assessment – available to all staff) • Do not spray tables when pupils are seated at them. • Anti-bac surface wipes clearly labelled and available for staff to use in their classrooms. To be updated to QRD sanisafe wipes (email attached) or a spray from Herts full stop as these are effective against viruses: https://www.hertsfullstop.co.uk/product/345951546/Antiviral-Disinfectant-750ml • Spray bottles must be kept out of reach of children and used with disposable gloves. • Appropriate PPE (Personal Protective Equipment) must be work disposable apron, gloves (Refer to Safety Data Sheet). • Also clean with this solution classroom sinks and taps (high volume contact surfaces). • Review high contact surfaces and equipment • Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH assessment completed. • The school has an adequate and maintained supply of personal and domestic cleaning products available for school.	Y Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				Signage displayed to remind staff and pupils to wash their hands not touch their faces	N/A Y Y Y Y	N/A Y Y Y Y
18	Poor respiratory hygiene	Staff Pupils	Inhalation of virus or transfer of virus onto a surface that is picked up.	- Tissues and bins in every classroom including canteen and staffroom to support "catch it, bin it, kill it" - Display around school "catch it bin it kill it" posters around school and remind staff and pupils. - School to support pupils (could be those with complex needs or younger children) to get this right. - Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant. - Monitoring in place to identify pupils who spit or use saliva as a sensory stimulant.	Y Y Y N/A Y	Y Y Y N/A Y
19	Poor workplace ventilation leading to risk of coronavirus spreading	Staff Pupils	Spread of the virus leading to illness or death	- Follow HSE guidance on Heating ventilation and air conditioning. - Where possible ventilate the workplace using fresh air by keeping doors and windows open. In cooler weather windows should be opened just enough to provide constant background ventilation and opened ore fully during breaks to purge the air space. - Provide flexibility to allow suitable indoor clothing - Rearrange furniture where possible to avoid direct drafts - On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils. - Turn off recirculating air system that circulates between different rooms. - Single air conditioning units that draw in fresh air from outside can be used.	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y
20	Inadequate monitoring of illness and prevalence of COVID19 symptoms.	Staff Pupils	Outbreak unidentified leading to spread of the virus	- All staff informed in staff guide and in training that they must provide reason for illness when reporting absence - All pupils informed in parents' guide and in form time that they must provide reason for illness clarified in letters and "what to do if"	Y Y Y	Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				- Symptoms to report as potentially COVID-19 as per Public health guidance are clear - Protocol in place for recording pupil and staff absence and signposting them or providing them with home testing kit. Protocol also checks on result of test. - When a positive test is identified the school will contact local authority public health team - School will retain copy of all timetables, registers, and staff in close contact for each term. - Introduce lateral flow testing in line with Government guidance (see separate risk assessment)	Y	Y
					Y	Y
					Y	Y
					Y	Y
21	Staff and pupils concerned about risk of Coronavirus and self-isolating (without any symptoms)	Staff, pupils.	Loss of education	- Pupils and staff identified as close contacts are not required to self-isolate unless aged 18 and 6 months and haven't been double vaccination. - PCR test to be taken by those identified as close contacts. - School to set work that pupil can complete at home. Continue to develop home learning via Google Classroom. - Review business continuity plan if staff numbers become low. - Pupils self isolating will not be penalised for non-attendance. - Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <u>Guidance for Schools</u> - Staff individual risk assessment completed for staff concerned about risk to support them into work. - Pupils who are on free school meal will be issues with meal vouchers for the duration of their isolation.	Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
22	Staff refusing to participate with Testing or track and trace	Staff pupil	Spread of virus to the rest of the school population resulting in illness/death.	- In staff guide the school as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system. - School to seek advice from HR if they refuse to participate. - Signpost staff to Covid -19 app. However, following Central Bedfordshire Public Health Team refers to the government guidance: https://www.gov.uk/government/publications/use-of-the-	Y	Y
					Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges To prevent false notifications and minimise unnecessary operational impact there are circumstances under which the contact tracing functionality of the app should be turned off where mobile phones are left in lockers or bags in communal areas.		
23	Parents refusing to keep pupils off school when requested to self-isolate and test.	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	• Parental agreement in place that sets out the requirement for self-isolation and participation in testing and track and trace. • Call DFE Helpline 0800 046 8687 or email DfE.coronavirushelpline@education.gov.uk • Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE Guidance for Schools	Y Y	Y Y
24	School Trips	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	• School to follow current government advice – No foreign or overnight trips in the UK. <i>School should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</i> (DfE 2021) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002322/Schools_guidance_Step_4_update_for_14_July.pdf • . • School to follow current government advice regarding school trips • International school trips can re-commence from Autumn term with risk assessments completed for trips aware of travel list • Schools to follow <u>guidance</u> on health and safety and educational visits	Y Y	Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
25	School uniform	Staff Pupils	Spread of virus to the rest of the school population resulting in illness/death	- Pupils should wear school uniform and they do not need to be cleaned any more often than usual using usual detergents. - Pupils to wear PE kit to school (including tracksuit bottoms) for days that they are participating in PE	Y Y	Y Y
26	Pupils with EHCP and Vulnerable pupils	Pupils	Unable to attend school and parents then away from critical job	- Following Government advice on EHCP pupils review and update pupil risk assessment and https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people Those with an EHC plan should be risk-assessed https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance - Some pupils with SEND (whether with EHC plans or on SEN support) will be identified for specific help and support when returning to school with the changes. - Share risk assessment with staff working with pupil with EHCP.	Y Y	Y Y
27	Wrap around care	Pupils Staff	Spread of virus to the rest of the school population resulting in illness/death	- Review wrap around care and reopening this provision. No after school club currently. - From w/c13th September after school club will be open on Tuesdays Wednesdays and Thursdays from 3:20 till 5:30pm – Communication letter sent to parents who expressed an interest. - Parents informed to limit the use of different wrap around care providers (in parent guide). Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)	Y N/A Y Y	Y N/A Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
28	Transport	Pupils	Spread of virus to the rest of the school population resulting in illness/death	- Establish arrangements for - Use of sanitiser upon boarding and/or disembarking - Queuing and boarding - Distancing vehicles where possible - Use of face covering (pupils aged over 11) - Pupils should be informed that they must not board home to school transport if they or a member of their household has symptoms of Coronavirus.	Y	Y
					Y	Y
					Y	Y
					Y	Y
29	Ineffective Site Management leading to the spread of the virus	Staff, pupils, families of staff and pupils	Building not maintained or checked. Insufficient fire safety and legionella management. Causing injury	- Check security of supply chain and contractor service for example catering, cleaning contracts checked and ready to start or upscale again (agree dates). - Review Planned Preventive Maintenance schedule – and arrange for contractors to visit school out of school hours. Make sure statutory checks are up to date for example boiler servicing. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm - Follow DfE guidance on managing buildings https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak - Kitchen follows guidance for food businesses on coronavirus - Managing contractors - requirements expected from them to follow school social distancing measures – try to organise so outside main school hours. They receive a staff guide. - Legionella – if school building has been fully closed then it will need flushing through. School building has not been closed and where there are areas which have been temporarily closed, this has been done as part of EVERY checks weekly. - If building has been closed reinstate all site agent checks including weekly fire alarm check. As above	Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				- Review building projects planned for this term – Contractors to provide risk assessments and method statements for their works that include COVID-19 - Fire evacuation – schedule an evacuation for the Spring term – fire assembly points reviewed for social distancing <u>Fire Evacuation Policy - COVID-19 appendix.docx</u> - Review fire wardens to ensure we have enough trained staff. Training added to staff guide. - May reinstate Lockdown drills. from Sep 2021 - Grounds maintenance contract – arrange for grass cutting to continue. - Bins are emptied in classrooms and offices daily. - In house catering review Covid19 risk assessment - Kitchen follows guidance for <u>food businesses on coronavirus</u> - Review screening requirements for staff at till point etc. From 13 December consider if any of office workers who can work from home. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.	Y Y Y Y Y Y Y N/A	Y Y Y Y Y Y Y N/A
30	Lack of training on new working arrangements for school	Staff, pupils, families of staff and pupils	Unfamiliar with new working procedures leading lack of social distancing and increasing risk of infection that could lead to injury/illness or death.	Training Staff sessions ➤ Inform them of the changes to the risk assessment ➤ Arrangements from September ➤ LFT testing arrangement for staff ➤ Secondary schools – Lateral flow testing arrangements for staff and pupils ➤ Arrangements for face coverings in school (what areas if applicable) ➤ First aid arrangements ➤ Fire evacuation procedure ➤ Encourage vaccination and time off in term time • Where possible deliver staff training remotely. ○ Lateral flow testing arrangements for staff and pupils	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				○ First aid arrangements (COVID-19 Appendix) ○ Fire evacuation procedure (COVID-19 appendix) • Training for pupils – pupil guide & community time. Provide lessons on handwashing/use of hand sanitiser for example ebug and this video https://youtu.be/x3v521MTjio <u>Promoting good respiratory hygiene “catch it bin it kill it”</u> • Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. pupil guide & daily circle time. Also include track and trace and agreements to get tested and consent for lateral flow testing and consent for lateral flow testing and arrangements for home testing LFT (Year 7 and Year 8 pupils and staff)	Y	Y
31	First aid and medication and delivering personal care	Staff, pupils, families of staff and pupils	Insufficient first aider coverage	• Provide appropriate PPE for first aiders (mask, visors, disposable gloves and disposable aprons) Follow guidance • Inform first aiders what control measures are in place. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ • Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota).. • Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date. Include system in letter to ask parents to contact school office to arrange any medication to be brought in. Lead first aider to check epipens & inhalers. • Systems in place for checking any menu/ingredient changes (due to food shortages/changes) against pupils with allergens. • First aider and those administering medication to maintain social distancing where possible. • No sharing of ice pack covers between pupils (use disposable paper towels) • Member of staff dealing with ill pupil or staff should wear PPE (FFP2 mask, gloves and apron). PPE provided in line with DfE guidance: 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-	Y Y Y Y Y Y Y	Y Y Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				<u>equipment-ppe#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required</u> - First aiders provided with fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons, eye protection (face visor). Provided with the following instructions in the employee information (staff guide): a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus. - If contact is necessary, then gloves, an apron and a facemask should be worn. - If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn. Pupils who requires first aid assistance need to be sent to the reception with green slips and bottle of water (if possible) The office will contact first aider Member of staff to complete green slip with the details of the injury/illness/times etc. as follows : - Sanitise hands when writing green slip - Leave at the end of the desk for pupil to pick up - Ask pupils to sanitise hands before collecting green slip - First aider to sanitise hands after handling green slip	Y	Y
32	Pupils and staff working from home Social isolation leading to mental health problems	Staff, pupils, families of staff and pupils	Incorrect/poor work station set up leading to Musculoskeletal conditions Mental health	Refer to guidance on shielding. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Pupils - There is no legal requirement to provide DSE workstation assessments for pupils but parents should be encouraged to follow good practice. - Ensure any pupils not attending can access home learning via Google Classroom.	Y	Y
					Y	Y
					Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				Staff • Staff working from home – guidance provided on working from home and secure information complying with GDPR. • Staff provided with laptop and separate mouse- DSE assessment not required for working at home. • Share HSE <u>guidance</u> on working from home. Staff should follow good practice and work from a table. <u>Working from home (Schools) Guidance.docx</u> • Share Cousins Safety guidance of working at home and ask staff working from home to complete working at home <u>checklist</u> (if applicable) • Check staff complete the checklist and highlight any issues to you • School to consider staff mental health and review communication arrangements with staff. Weekly employee updates, staff wellbeing focus, regular team Google Hangouts or other arrangements in place to support individuals where needed. • School is buying into well-being package for staff and all Staff is encouraged to access Smart clinic via portal https://client.smartclinicuk.com/bookings/create/11948 or 0800 862 0142. • For any pregnant employees, update their pregnancy risk assessment to include this guidance https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people • Think about ways to improve mental health from working at home as it can be difficult to separate work from home life. Staff offered counselling either through wellbeing service or additional offer. • Encourage staff to speak to colleagues regularly • Identify staff that live on their own and ring them daily to make sure they are okay to make sure they are okay if self isolating. • • Pregnant staff– update their pregnancy risk assessment. •	Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
35	Stress and mental health Parents and pupils anxious	Staff, pupils, families of staff and pupils	Stress and anxiety leading to loss of sleep and changes in behaviour.	• Clear communication to parents on returning to school and how this will be managed. Via letters. • Additional pastoral support provided.	Y Y Y	Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
	Staff working long hours delivering face to face as well as setting work for those pupils at home		Resulting in time of work/school Increase in absenteeism and Presentism	• Recognise that parents and pupils that may have been shielding or those concerned about the comparatively increased risk from COVID 19 including those from Black, Asian, Minority Ethnic or who have certain conditions such as obesity and diabetes and support mechanisms in place to reassure parents and staff. • Monitor staff workload between classroom delivery and setting work for pupils at home. Line manager regular checks. Mechanism for staff to report concerns to line manager or buddy shared through employee update and staff guide. • Regular updates to parents on safety measures in place via regular letters. • Staff provided with tea, coffee and milk. Breaks are staggered to remove crowds and staff reminded about social distancing in these areas. Also reminded to wash hands before and after breaks. • Schools to link into Government resources including The Wellbeing for Education Return programme.and https://www.gov.uk/guidance/teaching-about-mental-wellbeing	Y Y Y Y	Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
36	Ineffective use of PPE	Staff, pupils, families of staff and pupils	PPE facemasks become contaminated and source of infection causing illness to wearer	- Refer to guidance in <u>safe working in education, childcare and children's social care</u> - School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid, delaying with a suspected case of COVID19 and personal care. - School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks). - Provide gloves for all staff who are wiping down surfaces - Pupils/staff using public transport or private transport to wear a face mask. - Face coverings used for transport to be placed in a plastic bag and stored in pupil/staff own bag. Face coverings are not left hanging round anyone's neck. - Separate PPE provided for lateral flow testing (see separate risk assessment)	Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
37	Risk of transmission through food preparation and delivery	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). illness or spread of infection in wider community, death of member of staff or pupil	- Those serving food are behind the counter follow own risk assessment - Additional supervision of queue and area around the serving hatch - Supervisor will have a 2 way radio to be able to communicate with the office staff to arrange for pupils to be stopped if area becomes too crowded. - No payment on site, pre-ordering only - Pupils may use hall for school lunches from 7th September - Tuck shop to be open during break from Sep 2021 - Pupils will use hand sanitiser before going to collect food, and again when they return. - Hand sanitiser will be provided at the queue for use there too. - Food is labelled so pupils can easily see what to collect - Staff supervising have a list of food orders so can support - Gloves worn during food set up.	Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y
					Y	Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
38	Visitors to school Lack of, or inadequate, management on controlling risk of Coronavirus.	Persons visiting the site, school staff, pupils.	Lack of management leading to spread of virus, illness or death.	• Visitor and contractor procedures in place to ensure they follow schools arrangements • Obtain COVID19 risk assessments from key contractors such as catering providers and how they manage deliveries. • Record of all visitors, including contractors to the site for Track and Trace. • All visitors, supply staff and contractors advised to maintain 2m social distancing. • On arrival at reception, (reception staff) ask visitors to confirm they have none of the symptoms of COVID-19 (and also have not displayed these in the last 10 days) these are then listed. Details on visitor checklist. • Visitor checklist provided for reception staff for reference: Please ask visitors: Do you have any of these symptoms? Please do not enter school grounds if you have any of the following. • A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal • You have been in contact one with someone who has tested positive to Covid19. If you have any of the above: • Get a test to check if you have coronavirus as soon as possible.	Y Y Y Y Y	Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				- Stay at home and do not have visitors until you get your test result – only leave your home to have a test. - Please make the school aware if needed. Further actions for reception staff: - When visitors are coming into school please sign them in (rather than handing over book and pen) - Ask them to scan the QR code if they have the app. - Give a visitor sticker - Ask them to use hand sanitiser and check to ensure they do this before accessing the school. - Signs up to support the message that visitors must not enter school if they are displaying symptoms of COVID-19 - Visitors asked to scan QR code if they have the App - Visitors asked to sanitise hands on arrival and reminded of the need to social distance from all members of the school community and each other (unless they are from the same household or bubble) - Visitor and contractor procedures in place to ensure they follow schools COVID arrangements - Obtain updated COVID19 risk assessments from key contractors such as catering providers and how they manage deliveries. - Record of all visitors, including contractors to the site.	Y Y Y	Y Y Y
38a	Contractor visits to the school Lack of, or inadequate, management on controlling risk of Coronavirus.	Contractors visiting the site, school staff, pupils.	Lack of management leading to spread of virus, illness or death.	- Contractor visits are scheduled outside school hours whenever possible. - In the case of an emergency, or if other constraints make this impossible, contractors may only attend the site under the supervision of the Site Team. - Reception staff ask all visitors to confirm they do not have Covid-19 symptoms before entry. They will be asked to sign in, and sanitise, upon arrival. - Contractors will also be advised to maintain social distancing.	Y Y Y Y Y	Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
				- Contractors advised to consider wearing own face mask or visor. This must be worn <u>at all times</u> on the school premises <i>unless the meeting or work takes place outdoors and with 2m social distancing</i>. If any person has an exemption from mask wearing, or is unable to wear one, they must inform the Site Team <u>before</u> arrival. - Contractors must provide their own pen and should follow the usual procedure in signing the Hazard Log for Contractors if they are to undertake any survey or work. - DBS and Safeguarding requirements are unchanged. Instead of lanyards however, contractors will be issued with a disposable 'Visitor' sticker. - Contractors must provide their own PPE, and this must be removed from site when work is done, along with all other waste arising from the works. - Contractors asked to work individually wherever possible. - When taking a break, contractors are asked to return to their vehicle, or to leave the site. There is no access to school kitchen facilities or equipment. - The Site Team will advise which toilet or handwashing facilities may be used. - Where appropriate, the work area will be sanitised before work commences. - Following completion, the work area will be sanitised by the Site Team	Y	Y
38b	Access to school for supply teachers and PGCE Students Transmission through lack of or inadequate management on controlling risk of Coronavirus Transmission through lack of social	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- All visitors are asked to confirm they do not have symptoms of COVID 19 on arrival. - Limit the number of supply staff in school to the absolute minimum. - All persons before being allowed to be in a classroom must meet with a member of SLT to: - Go through the risk assessment - be taken round the school to look at key areas including the classroom – identifying the 'teacher' zone, 'drop zone', also reception - where a pupil is sent to get support; medical room, library, staff room, toilets and reprographics. - SLT member to check if the person is able to adhere to the risk assessment.	Y Y	Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
	distancing between bubbles Transmission through equipment			- SLT member to reiterate what to do if the person displays any COVID – 19 symptoms - Supply/student to be issued with a Chrome book and shown how to access the Google Drive Learning Platform for access to lesson planning - Supply/student to be issued with a pack containing a copy of our current risk assessment - All persons encouraged to give feedback at any time to their line manager, mentor or SLT	Y Y Y Y	Y Y Y Y
38d	Transmission through use of Team facecovering Teach restraint Transmission through lack of or inadequate management on controlling risk of Coronavirus Transmission through lack of social distancing	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- See separate TeamTeach and individual pupil risk assessments - TeamTeach strategies only used by those who have received training - All TeamTeach staff provided with face covering and gloves to be used in the event of needing to restrain an identified pupil - TeamTeach team received additional training - All to use de-escalation techniques as a first response – only use physical interventions as a last resort	Y Y Y Y Y	Y Y Y Y Y

	Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
					In Place	Adequate
39	Transmission through training/CPD in school	Staff, pupils, the wider community families of pupils attending Alameda,	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	- Any trainers entering school confirm that they do not have symptoms of COVID-19 and have not displayed symptoms, nor have they been in contact with someone with symptoms for the past 10 days. Staff training: - Ensure doors and windows are open for good ventilation in the used area - Chairs spaced out to allow social distancing (as option) - Staff asked to wear wear face-coverings in all communal areas - Consider staff meetings remotely or within social distance where possible	Y Y	Y Y
40.	Assemblies, plays etc	Pupils and staff from your school and other schools	Spreading of the virus leading to illness and death	Complete a separate risk assessment for events but these can go ahead with appropriate control measures in place.	y	y