



Risk Assessment Template* – School Reopening in Autumn 2021 During the Coronavirus (COVID-19) Pandemic

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School Name:	Derby High School
Site Details:	Hillsway, Littleover, Derby, DE23 3DT
Risk Assessor's Name:	Bursar, Head, SLT and H&S Governor
Risk Assessment Date:	2 nd September 2021

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe return of the staff and pupils of the School from September 2021 in line with the government guidance.

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>Staff with underlying health conditions that may put them at high risk of severe illness from COVID-19, i.e. those that are classed as clinically extremely vulnerable (CEV).</p>	<p><i>Clinically extremely vulnerable staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p>	<p><i>Considerations</i> For staff who are CEV, the latest Schools COVID-19 operational guidance states that: “Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.”</p> <p><i>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work”.</i></p> <p><i>The Health & Safety Executive (HSE) guidance on protecting vulnerable workers during the coronavirus (COVID-19) pandemic states: “During the pandemic, the government has defined some people as clinically extremely vulnerable (previously described as shielded).</i></p> <p><i>These workers are at increased risk of severe illness from coronavirus. Since 1 April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can. Employers are encouraged to talk to any clinically extremely vulnerable workers returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.”</i></p> <p><i>The HSE guidance on talking with your workers about preventing coronavirus (COVID-19) states:</i></p>

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		<p>People who have been shielding and people who live with those who have been shielding can be very anxious about the idea of returning to work.</p> <p>You can help these workers by explaining how you'll support them. This could include:</p> <ul style="list-style-type: none"> • working from home where possible • giving them different tasks to do.” <p>You are likely to already have a list of staff that fall into the clinically extremely vulnerable (CEV) group.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • For CEV staff who are anxious about returning to work, Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then Line Managers to hold conversations with CEV staff to explain how the school is managing the risks from COVID-19 and discuss the specific concerns that they have. Any concerns will be addressed on a case-by-case basis, with formal records of conversations retained, including details of any specific control measures agreed to reduce the risk so far as is reasonably practicable (you may wish to record this as an individual risk assessment, although it should be noted that the HSE confirm in the guidance that individual risk assessments are not required). • The school has completed a robust risk assessment in line with the latest government guidance to ensure that the risk presented by COVID-19 is reduced so far as is reasonably practicable.
<p>Staff who may otherwise be at increased risk from COVID-19</p>	<p>Staff who may otherwise be at increased risk from COVID-19.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at work.</p>	<p>Considerations</p> <p>For staff who may otherwise be at increased risk from COVID-19 the latest HSE guidance on supporting workers in higher-risk groups states:</p> <p>“There is significant and growing evidence on the groups of people who may be at more risk of being infected and/or an adverse outcome if infected:</p> <ul style="list-style-type: none"> • UK government – Third quarterly report on progress to address COVID-19 health inequalities • Wales – COVID-19 BAME Advisory Group: potential impact of COVID-19 • Scotland – Expert Reference Group on COVID-19 and ethnicity <p>The higher-risk groups include those who:</p> <ul style="list-style-type: none"> • are older males • have a high body mass index (BMI) • have health conditions such as diabetes • are from some Black, Asian or minority ethnicity (BAME) backgrounds

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		<p><i>Public Health England, supported by HSE and the Faculty of Occupational Medicine, have worked together to consider strategies to lessen workplace risks of COVID-19 for BAME groups. This work has been reflected in the Equalities Minister's report.</i></p> <p><i>There are currently no expectations of additional controls specifically for these groups. However, make sure existing controls identified by your risk assessment, for example adequate ventilation, good hygiene and cleaning, are applied strictly. As an employer, you can support these individuals/groups in your workforce by ensuring:</i></p> <ul style="list-style-type: none"> <i>• you emphasise the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently</i> <i>• they have individual discussions with their managers around their particular concerns</i> <i>• you/they discuss the risk management measures you have put in place to minimise transmission to keep them, and others, safe</i> <i>• you explain the controls you will put/already have in place to protect them and other workers.”</i> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> <i>• For any staff who may otherwise be at increased risk from COVID-19 and are anxious about returning to work, Line Managers to hold conversations to explain how the school is managing the risks from COVID-19 and discuss the specific concerns that they have. Any concerns will be addressed on a case-by-case basis, with formal records of conversations retained, including details of any specific control measures agreed to reduce the risk so far as is reasonably practicable (you may wish to record this as an individual risk assessment, although it should be noted that the HSE confirm in the guidance that individual risk assessments are not required).</i> <i>• The school has completed a robust risk assessment in line with the latest government guidance to ensure that the risk presented by COVID-19 is reduced so far as is reasonably practicable.</i>
<p>Pregnant staff</p>	<p><i>Pregnant staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p>	<p><i>Considerations</i></p> <p><i>You are likely to already have procedures in place to complete a pregnancy risk assessment for staff upon being notified of their pregnancy. You should ensure that the risk of contracting COVID-19 in the workplace is considered as part of the pregnancy risk assessment to identify any additional action that needs to be taken to mitigate risks.</i></p> <p><i>The HSE guidance for pregnant workers states:</i></p> <p><i>“If you cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.”</i></p>

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		<p>The advice for pregnant employees guidance states: <i>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</i></p> <p><i>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</i></p> <p><i>Your employer should ensure you are able to adhere to any active national guidance on social distancing.</i></p> <p><i>For many workers, this may require working flexibly from home in a different capacity.</i></p> <p><i>All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</i></p> <p><i>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.”</i></p> <p><i>You will need to ensure that pregnancy risk assessments are regularly reviewed, and in particular:</i></p> <ul style="list-style-type: none"> • <i>Prior to 28 weeks’ gestation, whereby it has been identified that pregnant women have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19; and/or</i> • <i>If the pregnant employee develops any pregnancy-related health conditions.</i> <p><i>We have updated our template New and Expectant Mothers Risk Assessment form to include COVID-19 as a hazard for consideration.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> • <i>Review form used to complete pregnancy risk assessments to include COVID-19 as a hazard (N.B. you may wish to use our template New and Expectant Mothers Risk Assessment form).</i> • <i>Review the latest guidance relating to pregnant employees and ensure that COVID-19 is considered as a hazard in any existing/future pregnancy risk assessments.</i>

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		<ul style="list-style-type: none"> • Remind employees to notify the school without delay if they become pregnant to enable a pregnancy risk assessment to be completed as soon as possible. • Ensure that any pregnancy risk assessments completed are reviewed regularly, and in particular prior to 28 weeks' gestation whereby it has been identified that pregnant women have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19, and/or if the pregnant employee develops any pregnancy-related health conditions.
<p>Pupils with underlying health conditions that may put them at high risk of severe illness from COVID-19, i.e. those that are classed as clinically extremely vulnerable (CEV).</p>	<p><i>Clinically extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at school.</i></p>	<p><i>Considerations</i> For pupils who are CEV, the latest Schools COVID-19 operational guidance states that: <i>"All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</i></p> <p><i>Further information is available in the guidance on supporting pupils at school with medical conditions."</i></p> <p><i>You are likely to already be aware of any pupils who fall into the CEV category, and so will need to liaise with their parents/carers to determine whether they will be attending the school in the 2021 Autumn term, or whether they have been advised by their clinician or other specialist not to attend.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> • Liaise with the parents/carers of CEV pupils to determine whether they will be attending the school in the 2021 Autumn term, or whether they have been advised by their clinician or other specialist not to attend. • For any CEV pupils that have been advised by their clinician or other specialist not to attend school, then suitable remote education to be provided.
<p>Hazards associated with setting up and operating an Asymptomatic Testing Site (ATS) using lateral flow devices (LFDs) in line with the government's mass asymptomatic testing programme</p>	<p><i>All.</i></p> <p><i>Spread of COVID-19, as well as various injuries (e.g. slips/trips/falls, manual handling of test deliveries etc.).</i></p>	<p><i>Considerations</i> The latest Schools COVID-19 operational guidance states that: <i>"Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances."</i></p> <p><i>And</i></p> <p><i>"As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</i></p>

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		<p><i>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</i></p> <p><i>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</i></p> <p><i>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</i></p> <p><i>There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.”</i></p> <p><i>And</i></p> <p><i>“Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</i></p> <p><i>Whilst awaiting the PCR result, the individual should continue to self-isolate.</i></p> <p><i>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms.”</i></p> <p><i>You will already be familiar with operating an ATS from previous terms. You’ll need to review the government guidance and all associated resources to review and update your risk assessment for setting up and operating an Asymptomatic Testing Site (ATS). In addition, we would recommend that the risk assessment considers the hazards posed by individuals being tested becoming complacent in following your COVID-19 protective measures upon notification of a negative LFD test result. Staff and pupils should be advised that the tests are not 100% accurate, and so it is important that they adhere to the rules at all times.</i></p>

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		<p>Please note that participation in testing for both staff and pupils is voluntary (although strongly encouraged). Staff/pupils do not need to provide proof of a negative test result to attend school in person.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Review the government guidance and all available resources to compile a risk assessment for setting up and operating an Asymptomatic Testing Site (ATS). • Ensure that any staff and volunteers working in the ATS are briefed on the content of the risk assessment. • Ensure that staff and pupils are regularly briefed that upon notification of a negative test result, it is imperative that they continue to follow all other rules (e.g. maintaining good hand/respiratory hygiene etc.) and must not become complacent.
<p>Lack of staff available to operate safe staff:pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site as a result of:</p> <ul style="list-style-type: none"> • Developing symptoms of COVID-19 • Testing positive for COVID-19 • Being required to self-isolate • Needing to take time off to care for a dependent who tests positive or is required to self-isolate • Being required to quarantine after travelling from (or through) a country on the amber or red list 	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>Considerations</p> <p>The changes to the rules for self-isolation which came into force from 16th August 2021 will greatly reduce the risk of significant numbers of staff being absent from the school at the same time. However, the risk of key staff being absent remains and so you'll need to think about the staff required for the day-to-day operation of your site, for example:</p> <ul style="list-style-type: none"> • Senior management; • Estates/facilities/maintenance staff to complete opening and closing of the site, routine monitoring (such as weekly fire alarm checks, temperature checks and flushing for prevention of legionella etc.), and deal with any urgent maintenance issues; • Catering staff to provide food for staff and pupils; • Cleaning/housekeeping staff to maintain high levels of cleanliness; • First aid and medical staff (please refer to the section of this risk assessment entitled 'lack of adequate trained first aid/medical/administration of medication personnel'); • Staff trained to assist in emergency evacuations (please refer to the section of this risk assessment entitled 'lack of adequate trained fire personnel'); and • Teaching staff to supervise pupils during classes and breaks. <p>Then for each of these key groups you'll need to try and identify the minimum service requirements to keep the site functioning safely and make contingency plans where possible should staffing levels fall below what is required (e.g. for a day school, staff and pupils could be asked to bring in a packed lunch should the catering staff levels fall below minimum requirements, estates/facilities/maintenance staff could train others in opening and closing procedures in case they are not able to attend site etc.).</p>

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		<p><i>It would also be useful to identify the key staffing scenarios that may trigger closure or partial closure of the school (N.B. this may already be covered in your general business continuity plans).</i></p> <p><i>You may wish to consider keeping key staff such as cleaners, medical staff, estates/facilities/maintenance etc. in small 'bubbles' to reduce the risk of whole teams needing to self-isolate should one staff member develop symptoms (although vaccination status will now determine whether an individual is required to self-isolate, unless they test positive themselves).</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> <i>• Complete review of key staff and agree on minimum service requirements.</i> <i>• Develop contingency plans where appropriate.</i> <i>• Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible.</i> <i>• Consider keeping key staff such as cleaners, medical staff, estates/facilities/maintenance etc. in small 'bubbles' to reduce the risk of whole teams needing to self-isolate should one staff member develop symptoms.</i>
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site they must be sent home and advised to follow the <u>stay at home guidance</u>.</i></p> <p><i>If a pupil becomes unwell with a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site, they must be sent home with their parent/carer and advised to follow the <u>stay at home guidance</u>.</i></p> <p><i>If their life is at risk or if they are seriously ill, then a member of staff should call 999. They should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to. They must self-isolate for at least 10 days and should arrange to have a PCR test to see if they have COVID-19 (N.B. the isolation period includes the day the symptoms started and the next 10 full days). This still applies even if they have received one or more doses of COVID-19 vaccine. Other members of their household and any close contacts should arrange to get a PCR test as soon as possible and self-isolate for 10 days from when the symptomatic person first had symptoms. From 16 August 2021, individuals living in the same household as someone with COVID-19 and/or any close contacts are not required to self-isolate if any of the following apply:</i></p>

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		<ul style="list-style-type: none"> • They are fully vaccinated (i.e. they have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since they received the recommended doses of that vaccine) • They are below the age of 18 years 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. <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Schools should ask parents/carers and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • If the PCR test is negative, the individual feels well (and has not had diarrhoea or vomiting for at least 2 days), nobody else in their household has symptoms or has tested positive for COVID-19, and the individual has not been advised by NHS Test & Trace that they are legally required to self-isolate, then they can stop self-isolating. • If the PCR test is negative but the individual still has symptoms, they may have another viral illness such as a cold, flu or a stomach bug. They should stay at home until they feel well and for at least 2 more days if they have had diarrhoea or vomiting. • if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms (or if they did not have any symptoms, from when their test was taken) and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. <p>The latest Schools COVID-19 operational guidance states that: "For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left."</p>

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		<p>Consider that parents/carers/family members attending site to collect a pupil/member of staff/contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the school.</p> <p>The use of PPE in education, childcare and children’s social care settings guidance states: <i>“In non-residential settings, if a child, young person or student displays COVID-19 symptoms, or has a positive test while at their setting, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so, the child should walk, cycle or scoot home.</i></p> <p><i>If this is not possible, and the setting needs to take responsibility for transporting them home, or if a symptomatic child or young person needs to be transported between residential settings, you should do one of the following:</i></p> <ul style="list-style-type: none"> • <i>use a vehicle with a bulkhead or partition that separates the driver and passenger</i> • <i>the driver and passenger should maintain a distance of 2 metres from each other</i> • <i>the driver should use PPE, and the passenger should wear a face covering if they are old enough and able to do so.”</i> <p><i>Staff, contractors and pupils should be made aware that they must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing that school that they have developed symptoms of COVID-19).</i></p> <p><i>If a member of staff is diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the case of disease report form. Further information is available from the Health & Safety Executive (HSE).</i></p> <p><i>If a member of staff dies as a result of COVID-19 and there is reasonable evidence that a work-related exposure caused the worker’s death then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the case of disease report form. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the Health & Safety Executive (HSE).</i></p>

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		<p>If an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2), this must be reported to the enforcing authority under RIDDOR 2013 as a dangerous occurrence. Further information is available from the Health & Safety Executive (HSE).</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Regularly brief staff and pupils on the symptoms of COVID-19. • For staff and secondary age pupils, the programme of rapid testing using Lateral Flow Devices (LFD)s will help to identify people who are infectious but do not have any COVID-19 symptoms. • Display posters informing of symptoms in prominent locations. • Inform pupils, parents/carers, visitors, such as suppliers, and contractors not to attend/visit the school if: <ul style="list-style-type: none"> ○ they have one or more COVID-19 symptoms ○ they have had a positive test within the last 10 days ○ they are required to self-isolate ○ they are required to quarantine following travel from (or through) an amber or red list country • Develop a written procedure outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site and/or receive a positive test result (including procedures for isolation, provision of first aid treatment/assistance, notifying them of the need to follow the stay at home guidance, arranging a test, reporting of test results, and internal recording) and ensure that this is communicated to all staff. • Consider means of communication to staff, pupils and parents/carers following a confirmed case at the school, and agree on who will be responsible for coordinating this. • Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures. • For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms. • Identify suitable isolation rooms/areas for any suspected cases and ensure that suitable signage is in place. • Review movements of suspected/confirmed case(s) and ensure that suitable cleaning is undertaken in line with the guidance in COVID-19: cleaning in non-healthcare settings outside the home. • Ensure that staff wear appropriate PPE when caring for a symptomatic individual/confirmed case. • Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE here). • Public health advice to be sought if the number of confirmed cases meets or exceeds the thresholds stated in the contingency framework (refer to the 'failure to develop a contingency plan for outbreaks or changes in restrictions' section of this risk assessment for further details).

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<p>Hazards associated with providing quarantine arrangements for pupils arriving from amber and red list countries</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>If you're providing quarantine arrangements for pupils arriving from amber or red list countries, you'll need to review the guidance documents below and complete a risk assessment to identify the hazards and outline the control measures required to comply with the guidance and reduce the risk so far as is reasonably practicable:</i></p> <ul style="list-style-type: none"> • <i>Boarding school students from red list countries: quarantine arrangements</i>; and • <i>Quarantine and testing if you've been in an amber list country</i>. <p><i>Your risk assessment should outline how you will comply with the guidance and quarantine boarding pupils safely, including:</i></p> <ul style="list-style-type: none"> • <i>Information provided to parents/carers and pupils prior to travelling;</i> • <i>Transport to the school from the port of entry;</i> • <i>Quarantine in school boarding facilities (including how this will be staffed and designation of 'households');</i> • <i>Supervising and supporting boarding pupils during quarantine;</i> • <i>Exercise and fresh air for pupils quarantining and how this will be managed;</i> • <i>Testing boarding school pupils;</i> • <i>Visitors to boarding school pupils in quarantine (including contractors);</i> • <i>Leaving quarantine under exceptional circumstances; and</i> • <i>Ending quarantine.</i> <p><i>The <i>Boarding school students from red list countries: quarantine arrangements</i> guidance states that: "Fire safety risk assessments should be updated to consider the need for social distancing on evacuation and risk assessments in completing emergency repairs and maintenance should consider the need for social distancing. Schools can seek advice from <i>Public Health England's local health protection teams</i> if needed."</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> • <i>Review the <i>Boarding school students from red list countries: quarantine arrangements</i> and <i>Quarantine and testing if you've been in an amber list country</i> guidance documents and complete a risk assessment outlining how you will comply with the guidance and quarantine boarding pupils safely.</i> • <i>Ensure that any staff involved in the quarantine arrangements are briefed on the content of the risk assessment and procedures to be followed.</i> • <i>Update fire safety risk assessments to consider the need for social distancing on evacuation.</i>

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		<ul style="list-style-type: none"> Update risk assessments for completion of emergency repairs by both internal maintenance staff and/or contractors to consider the need for social distancing. Ensure that sufficient information on your quarantine arrangements are provided to parents/carers and boarding pupils in advance so that they know what to expect.
Failure to implement suitable social distancing	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states: “We no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.”</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> Ensure that the school’s contingency plan (or outbreak management plan) allows for the quick reintroduction of bubbles should it be required.
Failure to implement suitable use of face coverings	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site</p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states: “Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school or college.”</p> <p>And</p> <p>“If you have a substantial increase in the number of positive cases in your school (see Stepping measures up and down section for more information), a director of public health might advise you that face coverings</p>

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		<p><i>should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.”</i></p> <p><i>Please note that the guidance is advisory, and so schools are not able to mandate the use of face coverings for staff or pupils (other than in circumstances where the use of face coverings is required in law). This is confirmed in the schools guidance which states: “No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.”</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> • <i>Staff and pupils aged 11 and over to be advised to wear face coverings when using public transport (unless exempt).</i> • <i>Staff and pupils aged 11 and over to wear face coverings when using dedicated school transport (unless exempt).</i> • <i>Risk assessments for educational visits to consider whether the wearing of face coverings will be required in line with the government guidance (i.e. if visiting any enclosed and crowded spaces where staff/pupils may come into contact with people they don’t normally meet).</i> • <i>Ensure that the school’s contingency plan (or outbreak management plan) allows for the quick reintroduction of face coverings in communal areas or classrooms for staff, pupils, visitors and contractors (unless exempt) if required.</i>
<p>Failure to implement suitable protective measures in staff offices etc.</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>The latest Working safely during coronavirus (COVID-19): Offices, factories and labs guidance states: “From Step 4, social distancing guidance no longer applies and there are no limits on social contact between people from different households. COVID-19 can still be spread through social contact. You can mitigate this risk by reducing the number of people your workers come into contact with.</i></p> <p><i>Examples of ways to do this include:</i></p> <ul style="list-style-type: none"> • <i>reducing the number of people each person has contact with by using ‘fixed teams or partnering’ or ‘cohorting’ (so each person works with only a few others)</i> • <i>reviewing layouts, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each other)</i> <p><i>And</i></p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p><i>“Workstations should be assigned to an individual if possible. Often this will not be possible, and if they need to be shared, there should be ways to clean them between each user.”</i></p> <p>You’ll need to review the latest Working safely during coronavirus (COVID-19): Offices, factories and lab guidance and decide how the protective measures can best be applied for your staff offices and similar areas, such as reception etc.</p> <p>Get staff involved in the process where possible, as they can provide valuable ideas and feedback and it will assist in driving accountability.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Consider ways in which to reduce the number of people each staff member has contact with by using ‘fixed teams or partnering’ or ‘cohorting’ (so each person works with only a few others). • Review layouts for staff offices and similar areas such as reception etc., using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each other). • Workstations to be assigned to an individual staff member where possible. Where this is not possible, ensure that there is a way for them to be cleaned between each user.
<p>Assemblies and/or collective worship</p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states that: “assemblies can resume”.</p> <p>The latest guidance for the safe use of places of worship states that: “There are no limits on the number of people who can sing or perform indoors or outdoors. However, some activities can also increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more particles as they breathe heavily, such as singing, dancing, exercising or raising their voices.</p> <p>The risk is greatest where these activities take place when people are in close contact with others, for example in crowded indoor spaces where people are raising their voices.</p> <p>In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on keeping yourself and others safe as we return to normality.”</p> <p>Ventilation will be particularly important for mitigating the risk during assemblies and collective worship going forward, and so you should ensure that any venues used for such activities have good levels of ventilation. If</p>

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		<p>ventilation is poor, then in line with the guidance you should take steps to improve fresh air flow in these areas.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Ensuring that venues used for assemblies and/or collective worship have good levels of ventilation. <p>We will be taking a cautious and considered approach to bringing the whole school back together for assemblies. At the start of term we will continue with live whole school assemblies on Teams. Gradually we will build in year group, followed by Key Stage assemblies with the hope that by the end of September we will be able to confidently bring everyone together.</p>
<p>Hazards associated with music, dance, and drama activities</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>There is no specific guidance for music, dance and drama activities provided in the latest Schools COVID-19 operational guidance. However, hand/respiratory hygiene, cleaning, and ventilation will continue to be important control measures.</p> <p>You'll need to review and update your music, drama and dance activity risk assessments to consider the risks posed by COVID-19 and ensure that suitable control measures are in place.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Review all music, drama and dance activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures. • Higher risk activities such as singing, wind and brass playing to only take place in well-ventilated rooms/spaces. • Ensure that staff and pupils wash their hands thoroughly before and after handling equipment/instruments, especially if being used by more than one person. • Avoid the sharing of instruments where possible. If instruments have to be shared ensure that they are disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. • Ensure that instruments are cleaned by the pupils playing them, where possible.
<p>Hazards associated with physical activities</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff,</p>	<p>Considerations</p> <p>There is no specific guidance for physical activities provided in the latest Schools COVID-19 operational guidance. However, hand/respiratory hygiene, cleaning, and ventilation will continue to be important control measures and you will need to follow any guidance issued by the various National Governing Bodies (NGBs).</p>

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	<p>pupils and others on site.</p>	<p>You'll need to review and update your PE/Sport activity risk assessments to consider the risks posed by COVID-19 and ensure that suitable control measures are in place in line with the latest guidance. To assist in this, you should refer to:</p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • information on school swimming, water safety and returning to pools guidance from Swim England • using changing rooms safely <p>If you use any external coaches/instructors you should liaise with them to ensure that you are satisfied with the risk assessment, control measures and procedures that they have in place.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Review all PE/Sport activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance. • Where any PE/Sport activities are delivered by external coaches/instructors, the school will liaise with them to ensure that we are satisfied with the risk assessment and procedures that they have in place. • Participants to wash hands thoroughly before and after physical activities. • Any shared sports equipment to be cleaned more regularly. • Physical/sporting activities to be delivered outside wherever possible, or where this is not possible, use large, well-ventilated spaces for these activities (N.B. spaces used for these activities should also be cleaned more regularly).
<p>Hazards associated with indoor and outdoor events organised by the school (e.g. conferences, exhibitions, grassroots sports events, performing arts events etc.)</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site during the event.</p>	<p>Considerations</p> <p>If you organise any indoor/outdoor events such as conferences, exhibitions, sports events, live performances etc. then you will need to ensure that a risk assessment is completed in line with the latest Working safely during coronavirus (COVID-19): Events and attractions guidance.</p> <p>You should also ensure that the key findings of the risk assessment are communicated to all staff (and others, where relevant, e.g. volunteers, contractors etc.) involved in the running of the event so that they are aware of the hazards identified and the agreed control measures, as well as any specific procedures to be followed.</p> <p>If any element of your event is being managed by a third party (e.g. a contractor), you should liaise with them to ensure that you are satisfied with the risk assessment and procedures that they have in place.</p> <p>Control measures may include:</p>

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		<ul style="list-style-type: none"> • Ensure that a risk assessment is completed for any events in line with the latest Working safely during coronavirus (COVID-19): Events and attractions guidance (you may wish to introduce a sign-off or approval system for this, such as requiring permission and sign-off for all events from a member of SLT/SMT). • Event Organiser to ensure that the key findings of the risk assessment are communicated to all staff (and others, where relevant, e.g. volunteers, contractors etc.) involved in the running of the event.
Educational visits.	<p>All.</p> <p>Travelling against FCO/ government advice.</p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states that:</p> <p>“Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p>We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>You 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.</p> <p>You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers’ Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p> <p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).”</p> <p>Please also refer to the addendum in School’s risk assessments and Visits, Trips and Events policy.</p> <p>Control measures may include:</p>

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		<ul style="list-style-type: none"> • Staff responsible for planning and organising educational visits to be instructed to follow the latest government guidance and national guidance available in the OEAPNG document 4.4k Coronavirus. • Consider compiling an addendum to your Educational Visits Policy to consider the additional risks posed by COVID-19 and set out the specific procedures for Visit Leaders and others to follow and ensure that this is adequately communicated to staff. • Educational Visit Coordinators (EVCs) and persons with responsibility for reviewing/approving/signing-off educational visits to ensure that visit risk assessments consider COVID-19 as a hazard and provide details of the agreed control measures. • Educational Visit Coordinators (EVCs) and persons with responsibility for reviewing/approving/signing-off educational visits to ensure Visit Leaders have suitable contingency plans in place (this will be of particular importance for any domestic residential and/or international visits).
Hazards associated with extra-curricular provision (e.g. breakfast, after-school provision and holiday clubs etc.)	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest guidance for holiday or after-school clubs and other out-of-school settings for children states: “Wraparound childcare and other organised activities for children may take place in groups of any number.”</p> <p>And</p> <p>“Providers caring for children:</p> <ul style="list-style-type: none"> • under 5 years only should refer to the guidance for early years and childcare providers during the COVID-19 pandemic • both under 5 years and aged 5 years and over, in mixed groups together, should follow this guidance.” <p>If you provide before/after school clubs and/or holiday clubs, you’ll need to review the guidance mentioned above and complete and record a risk assessment (or ensure that this is addressed in your overarching COVID-19 risk assessment).</p> <p>If any before/after school clubs and/or holiday clubs are delivered on your site by any third-party providers, you should liaise with them to ensure that you are satisfied with the risk assessment, control measures and procedures that they have in place.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Where before/after school and/or holiday clubs are provided by the school – review the protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak (and where you are providing care for children under the age of 5, the

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		<p>guidance for early years and childcare providers during the COVID-19 pandemic) and complete and record a risk assessment to identify the hazards and agree on suitable control measures (or ensure that this is addressed in your overarching COVID-19 risk assessment).</p> <ul style="list-style-type: none"> • Where before/after school or holiday clubs are delivered on your site by any third party providers - review the protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak (and where they are providing care for children under the age of 5, the guidance for early years and childcare providers during the COVID-19 pandemic) and liaise with the provider to ensure that you are satisfied with the risk assessment and procedures that they have in place.
<p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.</p>	<p>All</p> <p>Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, especially if using public transport.</p>	<p>Considerations:</p> <p>Staff and pupils may be at risk of contracting the virus whilst travelling to/from the site, particularly if they need to use public transport.</p> <p>Your responsibility for ensuring that staff can commute into work safely, and pupils can travel to/from the school safely is limited as there are many factors that are outside of your control; however, it is recommended that you promote safe travel and make reasonable adjustments to facilitate this wherever possible.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • If staff or pupils must use public transport, adjust their hours of work/learning to allow them to travel outside of peak times where possible. • Ensure staff, pupils and parents/carers are aware of recommendations on transport to and from the school (including avoiding peak times) as outlined in Coronavirus (COVID-19): safer travel guidance for passengers. • Encourage staff, pupils and parents/carers to walk or cycle to the school if possible and provide additional bike racks and storage for bags/clothes to facilitate this. • Provide additional parking facilities where possible to enable more staff to drive into work. • Provide hand washing facilities or alcohol hand rub/sanitiser at entry points and instruct staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace.
<p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school-operated transport</p>	<p>All.</p> <p>Staff and pupils may be at risk of contracting the virus on school-</p>	<p>Considerations</p> <p>If you provide transport for pupils to and from the school, for educational visits, and/or for sports fixtures, you will need to consider the risk of direct and indirect transmission and implement suitable control measures to minimise the risk.</p> <p>The latest dedicated transport to schools and colleges COVID-19 operational guidance states:</p>

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	<p><i>operated transport (e.g. minibuses, coaches etc.).</i></p>	<p><i>“Schools and colleges no longer need to:</i></p> <ul style="list-style-type: none"> <i>• keep children and young people in consistent groups or bubbles</i> <i>• be responsible for tracing close contacts of those who test positive for COVID-19 - close contacts will be identified via NHS Test and Trace</i> <p><i>Wearing face coverings is no longer a legal requirement on public transport but the government expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet.</i></p> <p><i>On dedicated transport:</i></p> <ul style="list-style-type: none"> <i>• we recommend that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college</i> <i>• we no longer recommend maximising distancing and minimising mixing, but unnecessary risks such as overcrowding should be minimized</i> <p><i>Further information about face coverings is available.”</i></p> <p><i>And</i></p> <p><i>“Schools and colleges should have contingency plans outlining how they would operate if the number of positive cases substantially increases in their school or local area. The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. If a particular setting has been advised to consider reintroducing bubbles to reduce mixing for a temporary period, you should consider whether it is possible to temporarily reinstate any measures you previously had in place to reduce mixing on transport.”</i></p> <p><i>You should review the above guidance and ensure that your transport risk assessments are updated to consider the risks posed by COVID-19.</i></p> <p><i>If transport is operated by a third party provider, you should liaise with them to ensure that you are satisfied with the risk assessment and procedures that they have in place.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> <i>• Ensure that vehicles are cleaned regularly, paying particular attention to frequently touched surfaces.</i>

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		<ul style="list-style-type: none"> • Maximise ventilation whilst vehicles are occupied by opening windows and ceiling vents (N.B. You should balance the need for increased ventilation while maintaining a comfortable temperature). Ensure that any mechanical ventilation systems in vehicles are set so that air does not recirculate where possible. • Make sure transport staff/providers do not work if they have symptoms of COVID-19, have tested positive for COVID-19 within the last 10 days, or if they are required to self-isolate or quarantine. • Ensure staff, pupils and parents/carers are aware of recommendations on transport to and from the school as outlined in Coronavirus (COVID-19): safer travel guidance for passengers. • Provide alcohol hand rub/sanitiser in vehicles and ensure that occupants use this upon boarding/disembarking vehicles. • Ensure that staff and pupils aged 11 and over wear a face covering when travelling on dedicated transport (unless they are exempt). • Where any transport is operated by a third party provider, the school will liaise with them to ensure that we are satisfied with the risk assessment and procedures that they have in place.
<p>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states that:</p> <p>“Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important.</p> <p>The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.”</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol hand rub/sanitiser). Consider installation of additional handwashing facilities where necessary. Review handwashing facilities available and where a sink is not nearby, provide alcohol hand rub/sanitiser or skin friendly skin cleaning wipes in classrooms and other learning environments, as well as reception areas, staff rooms and meeting rooms, and other prominent locations (N.B. it should be noted that in line with CLEAPSS guidance, alcohol hand rub/sanitiser should not be used in science lab environments). • Implement procedures to ensure that handwashing facilities are checked and cleaned regularly, and that supplies of hand soap, alcohol hand rub/sanitiser, skin friendly skin wipes, and paper towels are checked and topped up where necessary. • Review stocks of hand soap, alcohol hand rub/sanitiser, skin friendly skin wipes, paper towels and tissues; and purchase additional stocks if required.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Provide tissues and bins in classrooms and other key areas to support the ‘catch it, bin it, kill it’ approach and ensure that these are topped up (with bins emptied) regularly. • Remind staff, pupils, contractors and visitors of the need to wash their hands regularly (and upon arrival at the school, when they return from breaks, after using the toilet or changing a nappy, before and after eating or handling food, when changing rooms, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available here). You may wish to draw up a schedule, especially for younger pupils. • Remind staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, ‘catch it, bin it, kill it’). • Remind staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth). • Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices. • Staff to supervise young children and those with complex needs to ensure they wash their hands for 20 seconds, more often than usual (and upon arrival at the school, when they return from breaks, after using the toilet, before and after eating, when changing rooms, and after blowing their nose/sneezing/coughing/touching their face) with soap and water or alcohol hand rub/sanitiser and catch coughs and sneezes in tissues. If alcohol hand rub/sanitiser is being used, then staff to closely supervise safe use given the ingestion risk. Skin friendly skin cleaning wipes can be used as an alternative. • Staff to encourage young children to learn and practice good hand and respiratory hygiene through games, songs and repetition.
Contractors/ visitors attending site.	<p>All.</p> <p>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states that “You should ensure that key contractors are aware of the school’s control measures and ways of working.”</p> <p>You should inform visitors, such as suppliers, and contractors not to attend/visit the school if:</p> <ul style="list-style-type: none"> • they have one or more COVID-19 symptoms • they have had a positive test within the last 10 days • they are required to self-isolate • they are required to quarantine following travel from (or through) an amber or red list country <p>We have produced a template Visitor and Contractor Induction Checklist which may assist you in this. Please note that this addresses risks associated with COVID-19, and so should be used in conjunction with your existing induction procedures.</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p>Control measures may include:</p> <ul style="list-style-type: none"> • Record to be kept of all contractors/visitors attending site. (N.B. you will already have a contractor/visitor sign in/out process in place, and this will aid contact tracing if NHS Test & Trace require your assistance in identifying close contacts) • Inform visitors, such as suppliers, and contractors not to attend/visit the school if: <ul style="list-style-type: none"> ○ they have one or more COVID-19 symptoms ○ they have had a positive test within the last 10 days ○ they are required to self-isolate ○ they are required to quarantine following travel from (or through) an amber or red list country • Provide hand washing facilities or alcohol hand rub/sanitiser at entry points and insist that contractors/visitors thoroughly clean their hands before entering. • Upon arrival at the site, staff to brief contractors/visitors on the school's protective measures and any procedures to be followed (you may wish to use our template Visitor and Contractor Induction Checklist – please note that this is specific to COVID-19, and so should be used to supplement your existing induction procedures). • Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures.
<p>Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contact with contaminated surfaces.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest cleaning in non-healthcare settings outside the home guidance states that:</p> <p>“Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.</p> <p>The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.</p> <p>In situations where someone has symptoms of COVID-19, it is advised that you store personal waste for 72 hours as an additional precaution.”</p> <p>And</p> <p>“Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p><i>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.”</i></p> <p><i>You should already have enhanced cleaning regimes in place and these should remain in place. You may wish to review your cleaning schedules and consider refresher training for those staff responsible for your general cleaning regime ready for the return in September.</i></p> <p><i>If you employ cleaning staff, then you’ll be responsible for ensuring that suitable procedures are in place, suitable personal protective equipment (PPE) is made available and worn/taken off and stored correctly; and that suitable training is provided. If you use a contract cleaner, you should liaise with them to ensure that you are satisfied with the procedures, PPE and training that they have in place.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> <i>• Enhanced cleaning regime to remain in place, i.e. routine cleaning and disinfection of frequently touched surfaces (e.g. door handles, lift buttons, light switches, handrails, work surfaces etc.), bathrooms and communal kitchens. N.B. as a minimum, frequently touched surfaces, bathrooms and communal kitchens should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities.</i> <i>• Ensure routine cleaning and disinfection of toilets.</i> <i>• Reduce clutter and remove any items that are difficult to clean.</i> <i>• Ensure that bins for tissues are emptied regularly (N.B. you should ensure that lidded bins are provided where possible).</i> <i>• Ensure that COSHH assessments are completed for any hazardous cleaning substances used.</i> <i>• Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.</i> <i>• Cleaning staff to be provided with suitable PPE for the task (N.B. when cleaning surfaces in areas where no one has symptoms of, or confirmed COVID-19, it is not necessary to wear PPE or clothing over and above what would usually be used).</i> <i>• Review cleaning schedules.</i>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> Consider refresher training for cleaning staff to ensure that they are aware of the cleaning regime, including cleaning schedules, substances/equipment and/or PPE to be used (N.B. all training should be recorded).
<p>Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states that: “You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.”</p> <p>The latest cleaning in non-healthcare settings outside the home guidance states that: “Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.”</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided wherever possible (i.e. staff and pupils to have their own items). Equipment that needs to be shared between staff and/or pupils (e.g. kettles, interactive whiteboard remote controls etc.) to be cleaned regularly (e.g. twice per day). Reduce clutter and remove any items that are difficult to clean. Ensure that COSHH assessments are completed for any hazardous cleaning substances used. Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. Cleaning staff (and where relevant, Teaching staff) to be provided with suitable PPE for the task (N.B. when cleaning equipment in areas where no one has symptoms of, or confirmed COVID-19, it is not necessary to wear PPE or clothing over and above what would usually be used). Review cleaning schedules. Consider refresher training for cleaning staff (and where relevant, Teaching staff) to ensure that they are aware of the cleaning regime, including cleaning schedules, substances/equipment and/or PPE to be used (N.B. all training should be recorded).
<p>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. a boarding house used to</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff,</p>	<p>Considerations</p> <p>If you employ cleaning staff, then you’ll be responsible for ensuring that suitable procedures are in place, suitable PPE is made available and worn/taken off and stored correctly; and that suitable training is provided. If you use a contract cleaner, you should liaise with them to ensure that you are satisfied with the procedures, PPE and training that they have in place.</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>quarantine suspected/ confirmed cases of COVID-19, isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p><i>pupils and others on site.</i></p>	<p>You'll need to keep up to date on the latest government guidance document COVID-19: cleaning in non-healthcare settings outside the home as this may be subject to change.</p> <p>You should already have a cleaning regime for areas known or suspected to be contaminated in place. You may wish to consider refresher training for those staff responsible for cleaning areas known or suspected to be contaminated ready for the return in September.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Staff or contract cleaners to follow the latest government guidance on COVID-19: cleaning in non-healthcare settings outside the home, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required. • Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly, or confirmation of a negative test result. • Potentially contaminated laundry items to be washed in accordance with the manufacturer's instructions using the warmest water setting and items dried completely. Staff must not shake dirty laundry prior to washing. • Waste from suspected/confirmed cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/ disposed of in line with the government guidance. • Ensure that COSHH assessments are completed for any hazardous cleaning substances used. • Review stocks of cleaning substances, equipment, and PPE, and purchase additional stocks if required. • Provide cleaning staff with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as where unwell individuals have slept in a boarding room/dormitory, or there is visible contamination with bodily fluids. Fluid resistant surgical masks (also known as Type IIR) will also be required for individuals completing cleaning activities within 2m of a suspected/confirmed case). • Consider refresher training for cleaning staff to ensure that they are aware of the cleaning regime for areas known or suspected to be contaminated, including the latest government guidance, substances/equipment and/or PPE to be used (N.B. all training should be recorded).
<p>Hazards associated with the catering provision</p>	<p><i>All</i></p>	<p>Considerations The Food Standards Agency states that:</p>

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	<p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>"It is very unlikely that people can catch COVID-19 from food. COVID-19 is a respiratory illness and not known to be transmitted by exposure to food or food packaging" (source: Food Standards Agency accessed 24/08/2021).</p> <p>If you manage the catering provision and/or your staff undertake any food preparation, then you will be responsible for ensuring that suitable procedures are in place to minimise the risk of infection and that suitable training is provided to staff.</p> <p>If you already have risk assessments/procedures in place, then these are likely to require a review against the latest guidance prior to returning in September.</p> <p>If you use a contract caterer, you should liaise with them to ensure that you are satisfied with the procedures and training that they have in place.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Where the catering provision is managed in-house - review the guidance document Working safely during coronavirus (COVID-19): Restaurants, pubs, bars, nightclubs and takeaway services and ensure that a risk assessment outlining how the guidance will be implemented is compiled (or that your existing risk assessment is reviewed and updated). Ensure that procedures are updated where necessary, and that staff receive training on any changes (N.B. any training should be recorded). • Where the catering provision is managed by a contractor - review the guidance document Working safely during coronavirus (COVID-19): Restaurants, pubs, bars, nightclubs and takeaway services and liaise with the catering contractor to ensure that you are satisfied with the risk assessment, procedures, and training that they have in place. • Clean non-disposable condiment containers after each use, or provide only disposable condiments. • Reduce the number of surfaces touched by both staff and customers. For example, ask customers not to lean on counters when placing orders. • Temporarily halt the use of cash for payments at refectories, tuck shops etc. and use contactless card payments where possible. • Use screens at points of service, for example at tills and counters, to reduce the risk of COVID-19 spreading between front of house workers and customers. • Consider ways to reduce risk of COVID-19 spreading because of customer self-service of food, cutlery and condiments. For example, discourage customer self-service or clean frequently touched surfaces regularly.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Minimise contact between kitchen workers and front of house workers, delivery drivers or riders. For example, by having zones from which delivery drivers can collect packaged food items. • Review and increase cleaning regimes for areas where food is prepared, purchased and consumed. Ensure that cleaning schedules are updated where necessary. • Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals. • Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques. • If you need to hire in any temporary agency staff to assist with catering provision, ensure that your medical questionnaires include a line on the virus symptoms.
<p>Lack of adequate trained fire personnel.</p>	<p>All.</p> <p>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</p>	<p>Considerations</p> <p>As a result of the COVID-19 pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include managers and other staff with key roles in your fire evacuation procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.). The risk of fire is ever present, and as such you will need to ensure that your procedures continue to respond accordingly and are flexed and adapted to any changes in staff.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?). • Identify further key persons required, together with deputies/cover, and provide training accordingly (N.B. any training should be recorded. Hettle Andrews can provide a RoSPA approved online Fire Marshal training course upon request at a cost of £18 per person). • Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required (N.B. any training should be recorded).
<p>New fire hazards as a result of implementing control measures for COVID-19.</p>	<p>All.</p> <p>Increased risk of fire, and/or delays in persons evacuating from the building.</p>	<p>Considerations</p> <p>You will need to consider any potential new fire hazards introduced as a result of implementing control measures for COVID-19, such as propping doors open to minimise multi-touch points and improve ventilation and storage of large quantities of alcohol hand rub/sanitiser etc.).</p> <p>Note that the National Fire Chiefs Council (NFCC) guidance document COVID-19 – Protection - Advice to Premises states that:</p> <p>“The internal fire protection measures such as fire doors should be kept closed and in good order as these provide vital protection in event of fire.”</p> <p>And</p>

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		<p><i>“Other alterations – such as wedging fire doors open to reduce the need to touch door handles or sealing fire doors in order to prevent air movement between sections of a building – could affect fire safety measures to provide protection from fire and access to means of escape and is not acceptable. Government guidance to premises makes it clear that measures to reduce COVID risk should only be taken if they do not compromise fire safety. Similarly, premises may have undertaken other measures, such as partitioning or simply locking of doors, that may compromise a building’s existing fire strategy.”</i></p> <p><i>And</i></p> <p><i>“Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.”</i></p> <p><i>Therefore you should ensure that staff do not use wedges or other items to prop fire doors open.</i></p> <p><i>You should ensure that your fire risk assessment and fire procedures are reviewed and updated as a result of any changes. You will also need to ensure that any changes to the fire risk assessment are communicated to staff.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> <i>• Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such as propping doors open to minimise multi-touch points and improve ventilation and storage of large quantities of alcohol hand rub/sanitiser etc.) and ensure that the fire risk assessment is reviewed and updated (N.B. fire doors should not be propped open, and can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose).</i> <i>• Ensure that any changes to the fire risk assessment are communicated to staff.</i>
<p>Lack of adequate trained first aid/medical/administration of medication personnel.</p>	<p><i>All.</i></p> <p><i>Various injuries/illness as a result of delayed access to first</i></p>	<p><i>Considerations</i></p> <p><i>As a result of the COVID-19 pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include trained first aiders, on-site medical staff, and/or those responsible for administering medication. The risk of injury/illness is ever present, and as such you will need to ensure that your procedures continue to respond accordingly and are flexed and adapted to any changes in staff.</i></p> <p><i>Control measures may include:</i></p>

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	aid/administration of medication.	<ul style="list-style-type: none"> Review list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?). Review your first aid needs risk assessment to take account of reduced staff. Work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site.
Provision of first aid/ medical treatment/care to symptomatic individuals/confirmed cases.	<p>Staff administering first aid/ medical treatment.</p> <p>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</p>	<p><i>Considerations</i> First aiders, in-house medical staff and/or boarding staff may need to provide treatment or care to symptomatic individuals/confirmed cases, resulting in a risk of them contracting COVID-19 and spreading it to others.</p> <p>The use of PPE in education, childcare and children’s social care guidance states that: “Depending on how close you need be to an individual with COVID-19 symptoms you may need the following PPE:</p> <ul style="list-style-type: none"> fluid-resistant surgical face masks (also known as Type IIR) disposable gloves disposable plastic aprons eye protection (for example, a face visor or goggles) <p>How much PPE you need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have.</p> <ul style="list-style-type: none"> A face mask should be worn if you are in face-to-face contact. If physical contact is necessary, then gloves, an apron and a face mask should be worn. Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. <p>If a child tests positive for COVID-19 and needs to remain in a residential setting, the same type and level of PPE as above should be used.</p> <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</p> <p>Face masks should:</p> <ul style="list-style-type: none"> cover both the 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

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		<ul style="list-style-type: none"> • <i>be worn once and then discarded - hands should be cleaned after disposal.”</i> <p><i>You may wish to consider refresher training for those staff responsible for caring for symptomatic individuals/confirmed cases ready for the return in September.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> • <i>Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals/confirmed cases and to outline PPE requirements.</i> • <i>Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles). N.B. PPE should be available in areas other than your isolation room(s) to enable staff to don appropriate items of PPE prior to entering.</i> • <i>Consider refresher training for first aiders, in-house medical staff and any other staff responsible for caring for a symptomatic individual/confirmed case in the procedures to be followed, including the latest government guidance and what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded).</i> • <i>Review bodily fluid and infection control procedures.</i>
<p>Legionella risk arising from unused buildings and/or parts of the premises.</p>	<p><i>All.</i></p> <p><i>Exposure to legionella bacteria leading to serious illness or death.</i></p>	<p><i>Considerations</i></p> <p><i>You are likely to already have procedures in place for recommissioning school buildings following the annual summer shutdown, and so these should be followed as normal.</i></p> <p><i>If buildings have been closed or had reduced occupancy during the summer break, , water system stagnation can occur due to lack of use, increasing the risks of Legionnaires’ disease. As such, there are a number of factors that need to be considered when bringing the water system back into use. We would recommend that you liaise with your water hygiene contractor to determine what steps need to be taken prior to reopening. Advice on this can be found in the HSE guidance on <u>Legionella risks during the coronavirus outbreak</u>.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> • <i>Consult with Estates/Facilities staff and water hygiene contractor to determine what steps (if any) need to be taken prior to reopening in September. N.B. you should allow plenty of time for this, at least 1 week.</i> • <i>Identify any buildings and internal/external areas of the site that are likely to be unoccupied after reopening and review list of infrequently used outlets.</i>

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		<ul style="list-style-type: none"> • Ensure that all infrequently used outlets are flushed regularly (weekly is recommended as a minimum). N.B. if you are unable to perform weekly flushing for any reason you should contact your water hygiene contractor for advice). • Ensure that both the legionella risk assessment and legionella written control scheme are updated in line with the above. • Ensure that persons tasked with actions relating to the legionella written control scheme (e.g. Estates/Facilities/Maintenance staff or third party contractor etc.) are advised of any changes. N.B. if there are any aspects of your legionella written control scheme that you will be unable to maintain upon reopening then you should contact your water hygiene contractor for advice.
<p>Poor ventilation</p>	<p>All.</p> <p>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states that:</p> <p>“When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers’ recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information.</p>

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		<p><i>DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed."</i></p> <p><i>Further guidance is available from the Federation of European Heating, Ventilation and Air Conditioning Associations in their guidance document entitled How to operate HVAC and other building service systems to prevent the spread of the coronavirus (SARS-CoV-2) disease (COVID-19) in workplaces which provides a summary of practical measures for building services operation during an epidemic, including:</i></p> <ul style="list-style-type: none"> <i>• Provide adequate ventilation of spaces with outdoor air</i> <i>• Switch ventilation on at nominal speed at least 2 hours before the building opening time and set it off or to lower speed 2 hours after the building usage time</i> <i>• Overrule demand-controlled ventilation settings to force the ventilation system to operate at nominal speed</i> <i>• Open windows regularly (even in mechanically ventilated buildings)</i> <i>• Keep toilet ventilation in operation at nominal speed in similar fashion to the main ventilation system</i> <i>• Avoid opening windows in toilets to maintain negative pressure and the right direction of mechanical ventilation air flows</i> <i>• Instruct building occupants to flush toilets with closed lid</i> <i>• Switch air handling units with recirculation to 100% outdoor air</i> <i>• Inspect heat recovery equipment to be sure that leakages are under control</i> <i>• Ensure adequate outdoor air ventilation in rooms with fan coils or split units</i> <i>• Do not change heating, cooling and possible humidification setpoints</i> <i>• Carry out scheduled duct cleaning as normal (additional cleaning is not required)</i> <i>• Replace central outdoor air and extract air filters as normal, according to the maintenance schedule</i> <i>• Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection</i> <i>• Introduce an IAQ (CO2) sensor network that allows occupants and facility managers to monitor that ventilation is operating adequately.</i> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> <i>• Identify those areas that are poorly ventilated (e.g. areas with no mechanical or natural ventilation, areas with mechanical ventilation systems that only recirculate air, and/or areas that feel stuffy or smell bad. You may wish to use a CO2 monitor to assist in this) and take steps to improve air flow.</i>

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		<ul style="list-style-type: none"> • Advising staff to open windows where possible and safe to do so (in cooler weather, this will need to be <i>balanced with keeping workplace temperatures comfortable</i>). • Allow staff and pupils to wear additional, suitable indoor clothing where necessary (i.e. in cooler weather) • Rearranging furniture where possible to avoid direct draughts. • Assessing which internal/external doors (if any) can be propped open to improve ventilation (N.B. this will need to be considered from a fire risk assessment perspective, and your fire risk assessment updated where appropriate, as well as considering safeguarding and security risks. Fire doors should not be propped open) and advising staff on which doors can be propped open and the procedures to follow. • Ensuring that building services operation is reviewed against the latest guidance provided by the HSE, CIBSE, and Federation of European Heating, Ventilation and Air Conditioning Associations.
<p>Failure to complete adequate cleaning and checks prior to reopening the School</p>	<p>All</p> <p>Various issues could arise as a result of not completing the necessary checks</p>	<p>Considerations You are likely to already have procedures in place for recommissioning school buildings following the annual summer shutdown, and so these should be followed as normal.</p> <p>Areas to consider include:</p> <ul style="list-style-type: none"> • Completing a visual inspection of the site to determine levels of cleanliness and identify any damage or other concerns; • Testing/ inspecting all relevant fire safety equipment and systems before allowing employees and pupils back onto site. This would typically include: <ul style="list-style-type: none"> ○ A full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate); ○ A full discharge test of the emergency lighting system across the site; ○ A visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged; ○ Checking that fire escape routes are clear of any obstructions; ○ Checking that final fire escape doors are unlocked and operational; ○ Checking the operation of internal fire doors to ensure that they close properly; and ○ Checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. • You'll need to check that any statutory inspections are up to date in line with the periods set out within the written scheme (e.g. lifting equipment, pressure systems etc.). If not you will need to contact the inspecting body (this is usually arranged via your insurers) as soon as possible. • Legionella – please refer to the 'Legionella risk arising from unused buildings and/or parts of the premises' section of this risk assessment for further information; and

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		<ul style="list-style-type: none"> • <i>Identifying any other formal maintenance inspections, testing, or specialist cleaning which may have been missed as a result of the various lockdowns and arranging for these to be completed before reoccupation where required (e.g. inspection of fixed electrical wiring, gas appliances, deep cleaning of the kitchen extraction system etc.).</i> <p><i>A member of staff should be identified for managing premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for reopening in September.</i></p> <p><i>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> • <i>Plans for recommissioning school buildings following the annual summer shutdown to be implemented as normal.</i> • <i>Nominate a member of staff for managing the premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for reopening in September.</i> • <i>Complete a visual inspection of the buildings to determine levels of cleanliness and identify any damage or other concerns.</i> • <i>Review maintenance records to determine any inspections, tests and/or specialist cleaning that may have been missed during the various lockdown periods and/or that will be required prior to reopening.</i> • <i>Arrange for a competent person to test/ inspect all relevant fire safety equipment and systems to ensure that they are fully operational prior to reopening.</i> • <i>Ensure that a written plan is formulated to ensure that all necessary inspections, tests, and cleaning are undertaken prior to reopening in September (N.B. you may wish to develop a checklist for this). N.B. if there are any inspections, tests, and/or specialist cleaning that cannot be undertaken prior to reopening for any reason then you will need to consider the legal and safety implications and seek competent advice where necessary.</i>
Poor staff wellbeing	<p><i>Staff.</i></p> <p><i>Poor mental health, including work-related stress.</i></p>	<p><i>Considerations</i></p> <p><i>All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the changes in your protective measures for the return in September. Some staff may be particularly anxious about returning, and so you may need extra systems in place to support staff wellbeing.</i></p> <p><i>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing.</i></p>

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		<p>You should already have a stress risk assessment in place and this should be reviewed to consider the additional concerns posed by COVID-19 and new ways of working (or you may wish to compile a specific stress risk assessment for COVID-19) including:</p> <ul style="list-style-type: none"> • Fears around job security (especially relevant for those staff who have been furloughed); • Fear/anxiety about returning to the workplace; • Fear/anxiety surrounding the virus and lockdown; • Workload; • Changes to the way in which they work (e.g. provision of remote teaching, working from home); and • Communication (e.g. general communication between staff and their colleagues and line manager, especially where working from home). <p>The HSE have a dedicated webpage for work-related stress with some example risk assessments which although not specific to COVID-19, would still act as a useful base.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Update the existing stress risk assessment to consider the additional concerns raised by COVID-19 (as outlined above). • Consult with staff on the changes to your protective measures that are being implemented for the return in September. • Brief all staff in the protective measures that are (or will be) in place. • Provide all staff with contact details for a nominated member of staff (or group of staff) to whom they can report any issues or concerns. • Provide staff with contact details of your Employee Assistance Programme (EAP) or counselling service where available.
<p>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p>Staff.</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p> <p>Fear/anxiety/stress caused by difficulty in</p>	<p>Considerations</p> <p>Even after reopening in September, you may still have some staff working from home (e.g. those that are self-isolating), or the school may need to make the switch to virtual provision as a result of an outbreak or local lockdown. You'll need to ensure that suitable measures are in place to protect and promote their health, safety and welfare. You'll need to conduct a suitable and sufficient risk assessment of homeworking activities undertaken by your employees to identify any hazards and assess the degree of risk.</p> <p>The HSE have confirmed that there is no increased risk for DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments. However, you could</p>

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	<p>completing work, and lack of social interaction.</p> <p>Lack of insurance cover for school-owned equipment used in the home.</p>	<p>provide workers with advice on completing their own basic assessment at home and we have produced a Temporary Home Worker Self-Assessment Checklist.</p> <p>There are of course many challenges to ensuring the wellbeing of employees in their home as supervision and monitoring is extremely difficult. The fact that many employees who are currently working from home will not have previously done so and won't continue to do so following the COVID-19 pandemic, adds further challenges as they are unlikely to have appropriate workstations in their home. You can download our guidance document Working from Home: A Brief Guide for Employers.</p> <p>If you have employees that are likely to be working from home on a long term basis then you must ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. Further information is available from the HSE. You should also consider introducing a home working policy if you don't already have one in place.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document Working from Home: A Brief Guide for Employers). • Provide employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme etc.). • For those staff working from home temporarily, consider issuing a homeworker checklist to assist in identifying any individual issues (you can download our Temporary Home Worker Self-Assessment Checklist). • Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.). • Where feasible, consider providing employees using a laptop and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.). • Line Managers to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have. • Line Managers to keep their teams up to date on any changes that may impact them.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> For those staff who will be working from home on a long-term basis, ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. Liaise with your broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.
Poor pupil wellbeing	<i>Pupils.</i> <i>Fear, anxiety, and poor mental health.</i>	<p>Considerations The latest Schools COVID-19 operational guidance states that: “Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.”</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> Review all relevant government guidance and develop a plan of action on how the school can best support returning pupils using available resources (N.B. where the school has a School Nurse or other medical staff, you should also involve them in the planning process). Ensure that pupils are informed of who they can speak to if they have any wellbeing concerns.
Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<i>Pupils.</i> <i>Aches and pains from adopting poor posture whilst using DSE.</i> <i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.</i>	<p>Considerations Even after reopening in September, you may still have pupils learning at home (e.g. those that are self-isolating), or the school may need to make the switch to remote learning as a result of an outbreak or local lockdown.</p> <p>A template for providing remote education information to parents is available from the DfE, together with guidance for parents on supporting their child's remote education during coronavirus (COVID-19).</p> <p>For those pupils learning at home, you'll need to take steps to protect and promote their health, safety and welfare. The NHS has produced some useful guidance on the mental health and wellbeing aspects of COVID-19 available here.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> Provide pupils with guidance on how to safely learn at home. You can download our guidance document Top Tips for Pupils Learning from Home (aimed at younger pupils), and Top Tips for Students Learning from Home (aimed at older pupils). Provide pupils learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.).

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>Fear/anxiety caused by attending school</p>	<p>Staff, pupils, and parents/carers.</p> <p>Staff, pupils, and/or parents/carers may suffer negative mental health effects as a result of fear/anxiety about returning to or attending the school.</p>	<ul style="list-style-type: none"> • Review communication channels for academic and pastoral support. <p>Considerations: Individuals will respond in different ways to being asked to return to or attend school, particularly in light of the easing of restrictions. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health. It is important that you take steps to alleviate worries or concerns where possible.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Provide staff, pupils and parents/carers with details of the measures that you will be taking to minimise the risk of them contracting the virus at the school. • Identify any specific concerns that employees, pupils, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible. • Make reasonable adjustments where possible to alleviate concerns on a case by case basis. • Review and update Bereavement Procedure (if you have not already done so).
<p>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions</p>	<p>Staff and pupils.</p> <p>Various potential safeguarding issues.</p>	<p>Considerations Even after returning in September, you may still have pupils learning at home (e.g. those that are self-isolating), or the school may need to make the switch to remote learning as a result of an outbreak or local lockdown. You'll need to take steps to ensure that your child protection/safeguarding procedures are reviewed and updated against the latest government guidance document Safeguarding and remote education during coronavirus (COVID-19). This guidance document states that: "Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's staff behaviour policy (sometimes known as a code of conduct) will apply.</p> <p>Schools and colleges may want to update their policies to reflect remote online education. Schools and colleges (led by their designated safeguarding lead) should review and update their child protection policy to reflect the fact pupils and students will be learning online and in the classroom."</p> <p>You'll need to ensure that staff are clear on what is/is not acceptable in terms of methods of communication with their pupils and consider how risks arising from virtual/online provision (especially 11 sessions) can be minimised.</p> <p>In addition, you may wish to direct parents/carers to read the relevant guidance document at Coronavirus (COVID-19): support for parents and carers to keep children safe online.</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p>Control measures may include:</p> <ul style="list-style-type: none"> • DSL or Deputy DSL to lead a review of the child protection/safeguarding procedures and staff behaviour policy/code of conduct against the government guidance document Safeguarding and remote education during coronavirus (COVID-19) to consider potential issues with virtual/online teaching and learning. • Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy and staff behaviour policy/code of conduct (e.g. via email, available on staff intranet etc.) and briefed on the key changes. • Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/safeguarding policy and staff behaviour policy/code of conduct to be kept under review as the situation evolves and following changes to the government guidance.
<p>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff</p>	<p>All</p> <p>Lack of suitable child protection/safeguarding staff leading to issues with recording and reporting</p>	<p>Considerations</p> <p>The DSL, Deputy DSL and/or other key child protection/safeguarding staff may be absent from the school (i.e. they may need to self-isolate).</p> <p>The government guidance document Keeping children safe in education 2021: Statutory guidance for schools and colleges states that:</p> <p>“During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.”</p> <p>You are likely to already have plans in place for absence/illness of the DSL/Deputy DSL, although it would be beneficial to review these given the current situation.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> • Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation (i.e. are any self-isolating?). • Review contingency plans in place for the unexpected absence of the DSL/Deputy DSL. • Ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.
<p>Lack of adequate communication related to</p>	<p>All</p>	<p>Considerations:</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>COVID-19 procedures to staff, pupils, parents/carers, contractors and visitors</p>	<p><i>Staff, pupils, parents, contractors and visitors not being made aware of procedures</i></p>	<p><i>You'll need to provide lots of different information to different groups of people prior to and upon reopening in September, and so it would be beneficial to compile an internal and external communication plan to consider:</i></p> <ul style="list-style-type: none"> • <i>What information needs to be communicated;</i> • <i>When (i.e. before reopening, upon arrival, ongoing etc.);</i> • <i>To whom (i.e. staff, pupils, parents, visitors, contractors etc.);</i> • <i>Person(s) responsible;</i> • <i>Means of communication; and</i> • <i>How various communications, such as staff/pupil inductions etc., will be evidenced.</i> <p><i>You could review the 'description of hazard' column in this risk assessment to identify the key communication points required to formulate your plan.</i></p> <p><i>Even if information has been provided previously, it would be good practice to review and refresh this for your return in September to reduce the risk of complacency setting in. You may also have some new staff, pupils, and/or parents/carers that will not have received your previous communications. In addition, the guidance has been amended significantly since the last academic year in line with the easing of restrictions and staff/parents/carers/pupils may not be fully aware of these changes.</i></p> <p><i>Some staff may require additional/refresher training to assist with your measures, and so it would be beneficial to complete a training needs analysis. Again you could review the 'description of hazard' column to identify any additional internal/external staff training requirements (e.g. what to do in the event of a suspected case, cleaning staff on your enhanced regimes, first aiders/medical staff on treatment of symptomatic individuals, use of PPE, setting up/managing your asymptomatic test site etc.) and then assign persons responsible for organising and target dates. You should ensure that sufficient records are kept for any internal training provided (e.g. who attended, when the training was provided, and what was covered) to assist in claims defensibility if needed.</i></p> <p><i>You will also need to update your staff disciplinary and pupil behaviour policies to reflect the new rules and routines. You may wish to consider developing a separate COVID-19 Code of Conduct that can be briefed to staff and pupils, and used to support disciplinary action for non-compliance.</i></p> <p><i>Control measures may include:</i></p> <ul style="list-style-type: none"> • <i>Develop communication plan to consider both internal and external communications (i.e. what needs to be communicated, when, to whom, and how).</i>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Liaise with contractors/ in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon returning in September (please also refer to the sections of this template risk assessment covering cleaning and catering). • Compile and issue formal communications to parents/carers to advise them of key information including: <ul style="list-style-type: none"> ○ That they and/or their child/ren must not enter the school site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they are required to self-isolate, and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection; ○ That their child must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 10 days; ○ Copies of relevant risk assessments to demonstrate how you intend to minimise the risk; and ○ Advice on use of public transport (i.e. they could be directed to read the safer travel guidance for passengers and to avoid travelling during peak times) , or where the school will be providing transport for pupils, the procedures for them to follow and measures in place to minimise the risk (e.g. pupils aged 11 and over wearing face coverings, unless exempt etc.). • Consider how to engage parents and pupils in relevant education resources such as e-bug and the Public Health England website. • Compile and issue formal communications to staff to advise them of key information including: <ul style="list-style-type: none"> ○ That they must not enter the school site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they are required to self-isolate, and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection; ○ That they must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 10 days; ○ Procedures to follow should either they or either a pupil/visitor/contractor etc. develop COVID-19 symptoms whilst on site; ○ Hygiene and cleaning procedures; ○ Any changes to fire risk assessments/procedures; ○ Copies of relevant risk assessments to demonstrate how you intend to minimise the risk; and ○ Advice on use of public transport (i.e. they could be directed to read the safer travel guidance for passengers and to avoid travelling during peak times). N.B. you may wish to compile a COVID-19 staff induction that can be provided to all staff prior to their return to site that can be used as a formal process to cover all of the above. This could be delivered online (e.g. via a virtual training session, video tutorial etc.) You should also consider a formal induction for pupils. It is recommended that inductions are recorded as evidence of training. • Complete a training needs analysis to identify any additional/refresher staff training that will be required (e.g. cleaning staff, catering staff, first aiders/medical staff/boarding staff responding to a suspected case, staff setting up and running your asymptomatic testing site etc.).

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> Review and update staff disciplinary and pupil behaviour policies to reflect the new rules and routines. (N.B. you may wish to consider developing a separate COVID-19 Code of Conduct that can be briefed to staff and pupils, and used to support disciplinary action for non-compliance).
<p>Failure to consult with staff and others on the risks presented by COVID-19.</p>	<p>Staff.</p> <p>Staff are not provided with the opportunity to actively contribute to the risk assessment process.</p>	<p>Considerations:</p> <p>The HSE guidance risk assessment during the coronavirus (COVID-19) pandemic states that: “You must consult your workforce on health and safety matters, talking to workers and their representatives helps to reduce risk.”</p> <p>You’ll need to decide on how best to involve staff and others in the process.</p> <p>Control measures may include:</p> <ul style="list-style-type: none"> Setting up a working group for COVID-19 to consult with staff and others on the risks presented and planned control measures. Issuing copies of risk assessments (including any reviews/updates) to staff and others and inviting feedback. Providing all staff contact details for a nominated member of staff (or group of staff) to whom they can report any issues or concerns. Consider publishing the COVID-19 risk assessment on the school website to provide transparency of approach (HSE would expect all employers with over 50 staff to do so). Adding COVID-19 as a rolling item for the H&S Committee and/or management meetings.
<p>Failure to develop a contingency plan for outbreaks or changes in restrictions</p>	<p>All.</p>	<p>Considerations:</p> <p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states that: “You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p><i>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework.</i></p> <p><i>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.”</i></p> <p><i>The contingency framework states: The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.</i></p> <p><i>For most education and childcare settings, whichever of these thresholds is reached first:</i></p> <ul style="list-style-type: none"> <i>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</i> <i>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</i> <p><i>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</i></p> <ul style="list-style-type: none"> <i>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</i> <p><i>Identifying a group that is likely to have mixed closely will be different for each setting. The annex gives examples for each sector, but a group will rarely mean a whole setting or year group.”</i></p> <p><i>You’ll need to review the contingency framework: education and childcare settings guidance and develop suitable contingency plans, including roles and responsibilities (e.g. who will be responsible for seeking public health advice if required etc.).</i></p> <p><i>Control measures may include:</i></p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Review the Contingency framework: education and childcare settings guidance and develop suitable contingency plans. • Public health advice to be sought if the thresholds set out in the contingency framework are reached, i.e.: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period • For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time - 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.
<p>Failure to implement and adhere to the latest government advice/guidance</p>	<p>All.</p> <p>Failure to adhere to government advice/guidance resulting in increased risk of infection.</p>	<p>Considerations</p> <p>As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. It is imperative that you keep up to date with the latest public health and other advice on COVID-19 available at websites such as:</p> <ul style="list-style-type: none"> • https://www.gov.uk/coronavirus • https://www.nhs.uk/conditions/coronavirus-covid-19/ • Guidance on protecting people who are clinically extremely vulnerable from COVID-19 • Protect vulnerable workers during the coronavirus (COVID-19) pandemic • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person • Actions for schools during the coronavirus outbreak • Early years and childcare: coronavirus (COVID-19) • Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak • Use of PPE in education, childcare and children's social care • Dedicated transport to schools and colleges COVID-19 operational guidance • Coronavirus (COVID-19): safer travel guidance for passengers • Coronavirus (COVID-19): test kits for schools and FE providers • Special schools and other specialist settings: coronavirus (COVID-19) • Quarantine arrangements for boarding school students from red list countries • Contingency framework: education and childcare settings • Safeguarding and remote education during coronavirus (COVID-19) • CIBSE – Emerging from Lockdown

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Safeguarding and remote education during coronavirus (COVID-19) • COVID-19: cleaning in non-healthcare settings outside the home • Independent Schools' Bursars Association (ISBA) • Independent Schools Council (ISC) • Association of School and College Leaders (ASCL) • Boarding Schools' Association (BSA) latest COVID-19 updates <p>Control measures may include:</p> <ul style="list-style-type: none"> • Nominate a member of staff (or number of staff) to complete a daily/weekly review of the above and any other key information channels and feedback key points to SMT/SLT (N.B. you can sign up to the Department for Education update service here which will alert you via email to any changes in the guidance for education). • SMT/ SLT to review key points and decide on any actions required. • Develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by SMT/ SLT. • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils.
<p>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</p>	<p>All.</p> <p><i>Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution</i></p>	<p>Considerations</p> <p>The latest Schools COVID-19 operational guidance states that:</p> <p><i>“You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the health and safety advice for schools.”</i></p> <p><i>You’ll need to ensure that the risk assessment is discussed and agreed at Board/Senior level, and especially following any significant reviews (such as prior to reopening in Autumn 2021).</i></p> <p>You’ll also need to:</p> <ul style="list-style-type: none"> • <i>Put measures in place to ensure that the content of this risk assessment and any related policies/ procedures are being properly implemented and adhered to;</i> • <i>Ensure that the circumstances under which this risk assessment will be reviewed are clearly defined, e.g.:</i>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	and/or civil litigation.	<ul style="list-style-type: none"> ○ Periodically (e.g. weekly, monthly etc. – to be determined by the school); ○ Following any confirmed cases of COVID-19 amongst the staff or pupil population; ○ Following any accidents/incidents/near misses associated with measures you have implemented for COVID-19; and/or ○ Following any changes to the matters to which it relates (i.e. changes in legislation, Government guidance, public health advice, changes in ways of working/ procedures etc.); and ● Notify your staff and their health and safety representatives of review outcomes. <p>Control measures may include:</p> <ul style="list-style-type: none"> ● Ensure that this risk assessment is reviewed and agreed at Board/Senior level prior to reopening in Autumn 2021. ● Nominate a member of SLT to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures. ● Develop procedures to monitor compliance, such as cleaning checklists, health & safety walks to observe hygiene practices and ventilation etc. and task relevant staff with completing and reviewing them. ● Hold regular meetings to discuss the school's COVID-19 response (you may wish to set up a specific action group, or simply add COVID-19 as an agenda item to your SLT/management and H&S Committee meetings). ● Develop action plans with SMART targets to address any issues, with periodic monitoring by SLT. ● Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required (i.e. periodically, following any confirmed cases of COVID-19 amongst the staff or pupil population, following any accidents/incidents/near misses associated with measures you have implemented for COVID-19; and/or following any changes to the matters to which it relates) and that updates are communicated to staff and where relevant, parents/carers and pupils.
Other hazards identified...		<p>Are there any other hazards related to your site or operations that need to be considered? If so, please provide details here.</p> <p>Remember that Hettle Andrews ONE clients can contact our Risk Services team for advice Monday – Friday 9am til 5pm. Please call 0121 423 6222 or email ONE@hettleandrews.co.uk</p>

Signed on behalf of Board of Governors: H Barton - H&S Governor

Date: 6th September 2021

Next review due: Ongoing