





Activity/ Situation	COVID SECURE ARRANGEMENTS FROM 1 <sup>st</sup> APRIL 2022			
Location				
Persons at Risk	Pupils <input type="checkbox"/>	Employees <input type="checkbox"/>	Visitors <input type="checkbox"/>	Contractors <input type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ <b>Contact Between Individuals and Spread of Coronavirus</b></li> <li>✗ <b>Outbreak Management</b></li> <li>✗ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✗ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✗ <b>Inadequate Cleaning/Sanitising</b></li> <li>✗ <b>Inadequate Ventilation</b></li> <li>✗ <b>Site user becoming unwell</b></li> <li>✗ <b>Site user developing symptoms</b></li> </ul>			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the <a href="#">Equality Act</a> by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				
<p><b>Contact Between Individuals and Spread of Coronavirus</b></p>				
Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff in mainstream primary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population	<a href="#">Get tested for coronavirus (COVID-19) - NHS (www.nhs.uk)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending our school where they have a confirmed or suspected case of COVID-19, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19	Any decision would need to be carefully considered in light of all the circumstances and current public health advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children advised to not drink water from the water fountains. They should have a water bottle that is refilled from the water coolers or classroom taps (drinking water)	Water fountain water supply has been cut off and 'out of use' signs placed on them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again	Staff, children and young people who were previously identified as being in one of these groups are advised to continue to follow <a href="#">Guidance for people previously</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<a href="https://www.gov.uk/guidance/considered-clinically-extremely-vulnerable-from-covid-19">considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a>			
Staff and children and young people over the age of 12 with a weakened immune system should follow <a href="https://www.gov.uk/guidance/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk">COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff, children and young people previously considered CEV should attend school and should follow the same <a href="https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support">Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</a> guidance as the rest of the population	Specialist or clinician advice regarding additional precautions for CEV will be followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst individual risk assessments are not required, we will discuss any concerns that people previously considered CEV may have		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In regard to pregnant employees, we will follow this specific guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory certification is no longer in place and so venues and events are not required by law to use the NHS COVID Pass as a condition of entry, but some may do so voluntarily	Further information on this is available in the guidance on <a href="https://www.gov.uk/guidance/using-your-nhs-covid-pass-for-travel-abroad-and-at-venues-and-settings-in-england">Using your NHS COVID Pass for travel abroad and at venues and settings in England - GOV.UK (www.gov.uk)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The NHS COVID Pass is not used as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outbreak Management</b>				
We will continue to work with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in our setting or if central government offers the area an enhanced response package, a director of public health might advise us to temporarily reintroduce some control measures.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of an outbreak, we may be advised by our local health team or director of public health to undertake testing for staff for a period of time.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				

Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)	Our contingency plans cover this possibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn in these circumstances	Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including; <ul style="list-style-type: none"> <li>when they arrive at the school</li> <li>before eating</li> </ul>	Regular handwashing will take place at the times mentioned. Hand sanitiser will be used where hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	washing is not possible			
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Adequate time allocated for hand washing within the timetables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	Opportunities provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	Included in child's care plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	Support provided by 1:1 TAs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	N/A at this time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Length of time encouraged. Hand sanitiser used when hand washing not possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	The school has plentiful handwashing and hand sanitiser stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The preferred method of washing hands is through the use of soap and water for at least 20 seconds. Where this may be impractical or difficult to achieve (e.g. due to time constraints in between lessons) then this can be supplemented with the use of alcohol based hand cleansers/gels. However, the use of such gels is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> . In normal circumstances pupils should not be using alcohol based hand cleansers unsupervised because of the risk of ingestion and/or misuse	Skin friendly cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p><b>CATCH IT</b>   <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p><b>BIN IT</b>   <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p><b>KILL IT</b>   <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates</p>	<p>The <a href="#">e-bug</a> website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Inadequate Cleaning/Sanitising</b></p>				
<p>A cleaning schedule that includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces is in place</p>	<p><a href="#">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Classrooms and work areas will be stocked ready for a response to any ad hoc cleaning requirements.</p>	<p>Provisions will be set up in each classroom (or office area) and contain the following;</p> <ol style="list-style-type: none"> <li>1) Anti-bacterial wipes for general cleaning of touch surfaces (e.g lunchtime clean of door handle)</li> <li>2) Hand sanitiser for added protection but not a replacement for good hand-washing.</li> <li>3) Lidded bin for tissues (pedal bin type). These will have a bin bag inside.</li> <li>4) Boxes of tissues</li> </ol>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins for tissues and other rubbish are emptied throughout the day</p>	<p>Personal waste (e.g tissues) is placed in a lidded bin and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


	disposed of daily. Children/staff are reminded to place tissues in the lidded bin and not the general waste bin. Waste bins are emptied as part of the daily cleaning schedule.			
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Cleaning supervisor works with school secretary to maintain adequate stocks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff must not share crockery or cutlery	Staff will keep their own crockery and cutlery separate at all times. No crockery/cutlery, either used or unused should be left in the staff room on surfaces or on the draining board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Co2 monitors used and monitored to detect areas of poor ventilation.  Monitors are to be placed: <ul style="list-style-type: none"> <li>• At head height when individuals are seated</li> <li>• Away from windows</li> <li>• At least 0.5m from occupants</li> </ul> Readings are to be checked at multiple times throughout the day, however are not to cause a disruption to learning. All readings should be allowed to 'settle' for 5 minutes before any action is taken: <ul style="list-style-type: none"> <li>• A reading below 800ppm (parts per million) implies the areas is well ventilated.</li> <li>• A consistent value over 800ppm should be seen as an early indicator to improve ventilation in the area.</li> <li>• A consistent value of 1500pm in an occupied space is an indication of poor ventilation and action should be taken to improve the ventilation. (although there is no need to stop utilising the area).</li> </ul>	All teaching areas are to be checked multiple times, over a two-week period. If the readings show an area to be consistently ventilated well, no additional checks are required unless the learning environment changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	Where possible, occupied room windows should be open. A comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	teaching environment should be maintained. Children should not need to wear outdoor coats within the classroom.			
Ventilate spaces with outdoor air	<b>Natural ventilation</b> – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<b>natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)  Opened more fully during breaks to purge the air in the space)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	<a href="#">Symptoms of coronavirus (COVID-19)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	The first aid room will be used in these circumstances with other non-Covid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>related first aid taking place in the school office. In the instance of the first aider operating from the school office. First aid supplies will be used from the portable first aid kits (red rucksacks) and ice packs in the staff room.</p> <p>If a child is brought to the office who is displaying symptoms the child will be isolated as follows:</p> <p>The plastic coated bench will be used in all cases to reduce the risk of spread.</p> <p>The window will remain open at all times.</p>			
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>If the event arose, the disabled toilet would be used, as it is a single use toilet and is adjacent to the first aid room and holding bay in the office. This would be cleaned by the first aider with the product D10 under controlled use of the product following COSHH guidance.</p> <p>There are vulnerable children who may need to use this toilet as the children need assistance with toileting and it is equipped for such. If necessary, the toilet will be cleaned by the teaching assistant accompanying the child.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Should a child displaying COVID symptoms needs to use the facilities, male staff would need to use the ladies' toilet situated near the IT suite as an emergency measure until the disabled has been cleaned as above.			
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary	Provided within the first aid room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room used by the pupil awaiting collection should be cleaned after they have left	This would be cleaned by the first aider with the product D10 under controlled use of the product following COSHH guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household	When the call is made to request for a child(ren) to be collected, the school office will ascertain the method of transport and advice against using public transport. If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Staff and pupils should not come into the school if they have symptoms, and either a high temperature or feel too unwell to be in school.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils with a positive test result should self-isolate in line with <a href="#">self isolation guidance</a>	Adults are to stay at home for 5 days and those under 18 for 3 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do	<a href="#">When to self-isolate and what to do - Coronavirus (COVID-19)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures				
		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)		<b>To be actioned by</b>		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		<b>Name</b>	<b>Date</b>	
Outbreak Management Plan to be created and reviewed in accordance with national guidance.		Liz Clark	Ongoing	
All actions will be revisited where a risk is further identified by any staff member.		Liz Clark	As they occur	
Periodic checks on the actions of identified hazards to promote continuity.		Emma Moss	As they occur	
Regularly review the risk assessment – it is a working document.		All Staff	Ongoing daily	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment				
		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?				
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Assessor(s):</b>	<b>Liz Clark (Headteacher)</b>	<b>Signature(s):</b>		
<b>Position(s):</b>	<b>Emma Moss (SBM)</b>			
<b>Date:</b>	<b>01.04.22</b>	<b>Review Date:</b>	<b>Weekly as a minimum</b>	
<b>Distribution:</b>				

Risk rating	Action
<b>HIGH</b>	<b>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</b>
<b>MEDIUM</b>	<b>Review/add controls (as far as reasonably practicable) &amp; monitor</b>
<b>LOW</b>	<b>Monitor control measures</b>

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely	Remote	Minor					
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**