

Risk assessment – Re-opening School in September 2020 – COVID-19

Company name: Bowdon Preparatory School.

Assessment carried out by: Senior Leadership Team

Persons Exposed: Employees, Pupils, Contractors, Visitors

How Might People be Harmed?: Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)

**Date of next review: 4/11/20
out: 28/10/20**

Date assessment was carried out:

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
School reopening after lockdown	<p>The building has been thoroughly cleaned with household disinfectant before reopening.</p> <p>All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19.</p> <p>The school's reopening plan has been created in line with current Government, Public Health, DfE guidelines.</p> <p>As part of the Government's guidelines</p> <p>All staff and children will have access to coronavirus tests via the NHS website.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable.</p>				
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, and to body)</p>	<p>Use of the NHS COVID-19 app in School.</p> <p>The NHS COVID-19 APP is available to download for anyone aged 16 or over if they choose.</p> <p>Staff are encouraged to use the app.</p> <p>School will continue to engage with NHS test and Trace alongside the app being used.</p> <p>All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves or a student;</p> <ul style="list-style-type: none"> • Trace – alerts the individual if they were in close contact with a confirmed case • Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter 				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<ul style="list-style-type: none"> • Check in – allows the individual to check in to locations via the app and official NHS QR codes • Symptoms – allows the individual to check symptoms against government guidance and to get advice • Test – allows the individual to order a free test and to receive results and advice via the app • Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice • Bluetooth must be enabled for the app to work • If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted. • The tracing function can be paused • A reminder can be set to switch the app back on • The app does not work if the phone is switched off <p>the use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for COVID. Escalation processes remain the same.</p> <p>the use of the app does not replace the requirement for social distancing</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Individuals must still report a positive case to the school setting</p> <p>Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self-isolate</p> <p>Under 16's</p> <p>The app is available to over 16's but it may happen that a younger student has downloaded the app.</p> <p>In this instance if they inform staff of a notification they should follow your usual procedures.</p> <p>The school has registered for an official NHS QR code to allow users to 'check-in' to participating venues on their app by scanning that code display. An NHS QR poster is displayed at all school entrances, for use by organisations that rent the school premises</p>				
Coronavirus spread from one country to another	Current UK Government Travel guidelines will be followed.	Update to staff handbook re quarantine requirements	KP	12/10/20	9/10/20

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Where necessary, the Headmistress will instruct all children and staff who have travelled abroad to adhere to prevailing government guidelines.</p>				
<p>Staff and children who have received medical advice regarding social distancing, shielding due to an underlying health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.</p>	<p>The school has liaised with their staff and parents to ascertain which members of staff and children are at higher or moderate risk from coronavirus. This includes information collated prior to phase 2 of opening – please refer to the school reopening plan September 2020.</p> <p>Where necessary the school has carried out a Vulnerable Person risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment.</p> <p>Staff and parents will follow the advice given to them by their/or their child's General Practitioner.</p> <p>Staff and parents have a responsibility to keep their Phase Leader / Headmistress informed of any changes to their/or their child's condition or the advice given to them by their/or their child's General Practitioner.</p> <p>The School have reviewed each individual case to ensure all necessary precautions are in place to protect each vulnerable person. Dependent on the individual's medical condition, extra precautionary measures have already been implemented e.g. adjustment to work routines, and/or provision of PPE/desktop fogging machine.</p>	<p>Investigate reallocation of printer use by staff/SLT to eliminate need to enter the office</p>	<p>KP</p>	<p>12/10/20</p>	<p>12/10/20</p>

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Temporary adjustments when necessary and practicable put in place for vulnerable staff including provision of visors and desktop fogging machines				
Staff and children showing signs or confirmed of having coronavirus COVID-19 in the last 7 days or a member of their household is suspected or confirmed as having coronavirus	<p>Staff and children are instructed NOT to attend school if they or a member of their household are displaying coronavirus symptoms.</p> <p>Staff and children are asked to follow the advice of the NHS/GP and should self-isolate for 7 to 14 days specific to PHE guidelines: This will be reviewed and amended as guidelines change in the daily email notification from the DfE.</p> <p>Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested.</p> <p>All staff and parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive).</p> <p>A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ pupil needs and the activities required.</p>				
Staff and children displaying symptoms	<p>Whilst on site.</p> <p>The school office will be notified immediately.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Staff and children displaying symptoms of coronavirus will be sent home.</p> <p>All remaining staff, and parents of children who have been in close contact will be kept informed of the person's condition and asked to monitor their own health.</p> <p>A suspected coronavirus letter will be emailed to parents of each pupil and parents/carers will be asked to monitor the health of their child.</p> <p>Where necessary the infected person will be moved to the Conference Room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</p> <p>Suitable PPE is available for First Aiders or staff providing care where a distance of 2 metres cannot be maintained.</p> <p>Staff and children who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</p> <p>Upon instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</p> <p>All staff and parents of children have a responsibility to inform the school immediately of the result of the COVID-19 test (either Negative OR Positive).</p> <p>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>appropriate to group sizes/ pupil needs and the activities required. See school reopening plan September 2020.</p> <p>Positive Result</p> <p>The Headmistress will notify the Local Health Protection Team, School Governors and local authority. A coronavirus email will be sent out to all staff and parents of any child who has had contact with the ill person (LHPT will provide template).</p> <p>The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and children home or the complete closure of the school.</p> <p>Where possible classrooms will be secured and left for 72 hours before a deep clean is carried out. Where this is not possible, the room will be fogged for 10 minutes before use. This will ensure any virus is destroyed and will protect the cleaning and teaching staff and pupils.</p> <p>Staff will also follow COVID-19 – Cleaning in non-healthcare settings (15 May 20) in particular:</p> <p>2.2.1.Principles of cleaning after the case has left the area</p> <p>DfE checklist and JBC Action Cards printed, laminated and distributed to appropriate staff</p>				
Unable to social distance on public transport	Public Transport				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Staff and children will be advised to practice social distancing.</p> <p>All staff and children will wear a face covering.</p> <p>The school will endeavour to encourage staff and children to walk or cycle to school.</p> <p>Car sharing or parents picking children up</p> <p>All staff and children will wear a face covering if they are travelling with person from another household.</p> <p>Parents are responsible for the safety of their own children with parents making all travel arrangements between themselves.</p> <p>Cycling</p> <p>No pupils currently cycle to school independently. Those that cycle/scoot are able to store their bicycle/scooter in a secure shed during the designated year group arrival/pick-up times.</p> <p>Training for removing face coverings</p> <p>The school will provide safe instruction to all staff and children on the importance of wearing a face covering and how to put it on and remove safely. See reopening plan for disposal / removal of face coverings when arriving at the school. Parents have been advised that all face coverings will be disposed of on arrival at school.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Unable to social distance when administering first aid</p>	<p>The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available.</p> <p>The school will ensure staff requalification dates have not lapsed. [See school first aid training log which houses dates and qualifications].</p> <p>The school will ensure all First Aiders receive refresher training to ensure they are:</p> <ul style="list-style-type: none"> • Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination • Aware of the importance to keep themselves safe (wear PPE, hand washing, CPR safety) etc. • Aware of the importance to keep up to date with relevant first aid advice • Aware of their own capabilities <p>Inhalers – should be administered/supervised by a member of staff in the child’s bubble. This should not be done in the office. In general, children should only come to the office if absolutely necessary.</p> <p>For advice on CPR during COVID-19 please follow the link below</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>RIDDOR</p> <p>The school will work closely with the Local Health Protection Team and follow their advice.</p> <p>The school will contact LHPT/LA immediately to report any confirmed coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.</p>				
<p>Unable to social distance during an emergency</p>	<p>Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>All alarm and emergency lighting systems are maintained by an appointed competent contractor.</p> <p>The COVID-19 fire procedure is explained to all staff members before the school reopens to children. This remains unchanged from prior practice and will be subject to regular practice and review as per policy.</p> <p>Regular fire evacuation drills are practiced termly as a minimum.</p> <p>All staff members receive fire awareness training at regular intervals.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Smoking is prohibited in the building in line with current legislation.				
Persons not following Social Distancing rules (mixing with other groups)	<p>There is a daily review to ensure that procedures are being followed consistently in the whole community. Any breaches will be dealt with in line with the Staff Code of Conduct or the Positive Behaviour Policy. The school will do everything possible to minimise contact and mixing of year group bubbles.</p> <p>All staff and children are instructed in the importance of minimising contact and practicing social distancing where possible.</p> <p>This includes:</p> <ul style="list-style-type: none"> ▪ Following all temporary alterations to the school's routine and procedures that have been implemented by the Headmistress /SLT to protect both the staff and children. ▪ Staff and children are required to wash their hands for 20 seconds regularly throughout the day. Hand Sanitiser units are strategy placed around the building to supplement hand washing. ▪ Staff and children are instructed to wash their hands before and after using equipment and eating, on arrival and when leaving their classroom. ▪ Staff and children are encouraged to cover their mouth and nose with a tissue. 'Catch it, bin it, kill it'. 	Wall-mounted hand sanitisers to be installed in all classrooms and common areas	NS	12.10.20	19.10.20

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<ul style="list-style-type: none"> ▪ Cleaning routines have been enhanced to include hospital standard residual disinfection products in high use areas. ▪ The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building. ▪ Where possible staff and children will refrain from having close face to face contact with another person. ▪ Staff are instructed to socially distance at all times from children and other members of staff. ▪ Staff and children are discouraged from gathering in large close groups. ▪ Staff and children are instructed not to cross in the corridors; Staff to supervise movement within the building to ensure route is clear <p>See School Plan for further details on how the school will manage and implement social distancing measures.</p>				
Cross-Contamination from sharing of equipment	Classroom based resources, such as books and games, can be used and shared within the bubble; however, these must be cleaned regularly, along with all frequently touched surfaces. As a minimum there will be cleaning spray in each room which teachers should use as classes switch rooms. Larger rooms will be fogged between use by different bubbles.				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Staff and pupils should have their own set of frequently used equipment, such as pencils and pens (including board pens) – these should not be shared.</p> <p>All staff to use their own/designated cup or mug – this should have a lid if it is to be removed from the designated area. Any communal crockery/cutlery used should be placed in the dishwasher after use.</p> <p>Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor equipment will be cleaned frequently.</p> <p>Letter to parents - no items to be brought in - exception would be musical instruments. These could be left in meeting room and parents should then notify their child's teacher directly to collect.</p>				
Lack of Social Distancing around site and in classrooms.	<p>Each year group bubble is responsible for managing and implementing their own social distancing/minimal contact plan.</p> <p>All plans have been created by the Headmistress and SLT.</p> <p>The school will stagger start and finish times where necessary – currently all year group bubbles have their</p>	All staff, contractors and visitors to wear face coverings when moving around the school and in communal areas. Staff, contractors and	All staff and visitors. KP to advise staff of updated procedures	2.11.20 30.10.20	2.11.20 28.10.20

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>own designated zones and entrance and exit points (see re-opening plan). We will avoid pupils moving from one year group bubble to another and ensure where possible pupils do not need to move through another bubble to get to the toilet. Movement along corridors will therefore be very limited to staff.</p> <p>Lunch will be extended to allow social distancing between year group bubbles and the dining hall will be cleaned down between bubbles.</p> <p>Pupils will remain in their year bubble for wet play, with supervision from year bubble staff where possible. Where this is not possible due to need for year staff to take breaks, playtime assistants will be expected to maintain social distancing.</p> <p>An additional drinks station will be set up to minimise staff contact and enable staff to have access to hot water for drinks. Use of the staff room will be limited to collection of food/drinks, with a maximum 2 staff in the staffroom at any one time.</p> <p>Peripatetic Teachers, Supply and Temporary Staff</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They must ensure they minimise contact and maintain as much distance as possible from other staff. Peri staff will need to work timetables around pupils' lunch times as pupils cannot go into different lunch sittings. Visiting staff to bring their own food and drinks and avoid using staff</p>	<p>visitors to supply their own face coverings to be stored in a resealable plastic bag when not in use and washed daily. Where personal face coverings are not available, staff and visitors will be provided with disposable masks and will be responsible for their safe disposal by double-bagging and removal from site.</p>			

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>room. They must read our risk assessments and agree to abide by them.</p> <p>Visitors to Site:</p> <p>Information will be available for all visitors to the site, such as contractors, with hygiene requirements being explained to visitors on or before arrival Guidance on physical distancing will be displayed on site.</p> <p>Contact details will be kept of all visitors for track and trace purposes.</p> <p>Caretakers and Cleaners/Cleaning Contractors</p> <p>Protective floor markings are installed where required.</p> <p>All unnecessary furniture is removed and stored safely.</p> <p>The school will manage contractors to ensure all works carried out do not have an impact on the staff and children's health.</p> <p>The caretakers/cleaners will ensure that there are adequate supplies of tissues, soap, hot water and paper towels and that bins are emptied regularly.in line with expected practice relating to Covid 19.</p> <p>The caretakers/cleaners will ensure proven effective hand sanitiser/gel is made available to the whole school for more hygienic hand washing.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.</p> <p>Cleaning rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day.</p> <p>The caretakers/cleaners will check cleaning product supplies, handwashing/drying, hand sanitiser and PPE stock levels are maintained.</p> <p>The caretakers/cleaners will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.</p> <p>The caretakers/cleaners will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessments.</p> <p>The kitchen area in the staff room will be wiped down daily with hospital grade residual effective cleaning product.</p> <p>Catering</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>The Bursar/Catering Manager will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling.</p> <p>The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below.</p> <p>The catering staff will ensure food is bought from reputable sources and used by the recommended date.</p> <p>The catering staff will ensure personal hygiene and handwashing is maintained.</p> <p>The Catering Manager will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.</p> <p>The catering staff will clean and disinfect food storage and preparation areas.</p> <p>The catering staff will ensure a clean uniform is worn each day.</p> <p>The Catering Manager will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron)</p> <p>The Catering Manager will review the menu to reduce time taken by children to consume lunch, allowing time for cleaning between year groups.</p> <p>The Catering Manager will plan meals to reflect the equipment needed and its location.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>The Catering Manager will look at ways to protect staff whilst serving.</p> <p>Library</p> <p>The school library will not be used by individual pupils.</p> <p>Books will be collected by teaching staff and wiped down and cleaned before and after use.</p> <p>The school will keep abreast of all current guidelines in relation to library safety including the regular cleaning of all resources and quarantining of resources for 48 hours between use.</p> <p>The school will review their collection and return books process.</p> <p>The school will monitor and manage the number of persons in the library at any one time.</p> <p>Physical Education</p> <p>PE lessons will follow current guidelines and only introduce contact sports and indoor gym sessions when it is safe to do so. This will be reviewed half termly as a minimum or as and when DfE guidance indicates a change in practice.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation"</p> <p>https://www.gov.uk/government/publications/coronavirus-</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.</p> <p>Where necessary floor marks/grids are marked out as a visual reminder of the importance of minimising contact/maintaining social distancing.</p> <p>Practical lesson plans are reviewed to minimise contact and ensure social distancing is maintained.</p> <p>All PE staff will carry out dynamic risk assessments regularly and make adjustments when necessary.</p> <p>The sports hall and Prep Gym will be well ventilated during use and fogged between year groups.</p> <p>Offices/Reception area</p> <p>Staff are limited to 3 persons maximum working in the office. Other staff should not enter or use equipment in the main office.</p> <p>A desktop fogging machine has been installed for use throughout the day</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Equipment that needs to be shared will be sanitised before and after use.</p> <p>If required, and where possible staff may be asked to work from home.</p> <p>Touch points on equipment will be wiped down regularly.</p> <p>Only essential visitors and contractors are allowed on site and by appointment only.</p> <p>Visitors are discouraged from gathering in large groups.</p> <p>Where possible staff will refrain from having close face to face contact with others.</p> <p>Rooms are to be well ventilated.</p> <p>See School Plan for further details on how the school will manage and implement COVID safety measures including cleaning and management of resources, toilet provision and access and egress points.</p>				
Children mixing with other groups during Extra-curricular Provision	<p>The school has assessed the need to resume pre- and after-school provision.</p> <p>The school can offer pre/after-school provision from Wednesday 2nd September 2020</p> <p>Children, where possible, will be placed in year group class bubbles.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Physical sports and activity groups will follow the same regulations as curriculum PE.</p> <p>Staff have had discussion regarding expectations and extra measures in place as per re-opening plan.</p>				
<p>Arranging and/or attending inappropriate Education Visits</p>	<p>No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so.</p> <p>The school Educational Visits Co-ordinator is responsible for arranging non-overnight domestic educational visits.</p> <p>All non-overnight educational visits will be arranged with both educational value and coronavirus in mind.</p> <p>All Educational Visits will be evaluated using a Trip Planning Form, checked by a Phase Leader and approved by the Headmistress prior to the trip taking place.</p>				
<p>Visitors not following the School's COVID-19 risk reduction procedures</p>	<p>Visitors are briefed on the school's risk reduction processes by the person responsible for inviting the visitor</p>	<p>Summary of COVID-19 procedures to be added to visitor pack</p>	<p>KP</p>	<p>12/10/20</p>	
<p>Unable to stop the virus from spreading</p> <p>Personal Hygiene</p>	<p>Transmission</p> <p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>This virus can be readily isolated from respiratory secretions.</p> <p>There are two routes by which COVID-19 can be spread:</p> <ol style="list-style-type: none"> 1. directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. 2. indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. <p>Handwashing</p> <p>Handwashing is one of the most important ways of controlling the spread of infections,</p> <p>The recommended method is the use of liquid soap, warm water and paper towels.</p> <p>Always wash hands after using the toilet, before eating or handling food, and after handling animals.</p> <p>Coughing and sneezing</p> <p>Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue.</p> <p>Wash hands after using or disposing of tissues.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Spitting should be discouraged.</p> <p>Personal protective equipment (PPE)</p> <p>PPE for cleaners as per MSDS and/or COSHH risk assessments.</p> <p>PPE for cleaners when completing a Deep Clean.</p> <p>The correct PPE should be used when handling cleaning chemicals.</p> <p>PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS.</p> <p>PPE is worn by First Aiders when required.</p>				
<p>Unable to stop the virus from spreading</p> <p>General Cleaning</p>	<p>Cleaning of the environment</p> <p>The school is cleaned with normal household disinfectant with hospital grade residual-effective product being used in high touch areas.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids. • All potentially contaminated high-contact areas such as bathrooms, door handles, door plates, telephones, grab-rails in corridors and stairwells 				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</p> <p>Cleaning contracts will be monitored to ensure that cleaners are appropriately trained with access to PPE.</p> <p>Cleaning of blood and body fluid spillages</p> <p>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</p> <p>Intimate care provision should follow the same PPE requirements as per pre Covid-19.</p> <p>When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.</p> <p>Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.</p> <p>Clinical waste</p> <p>Always segregate domestic and clinical waste, in accordance with local policy.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins.</p> <p>All clinical waste must be removed by a registered waste contractor.</p> <p>All clinical waste bags should be less than two-thirds full and stored in a dedicated area.</p>				
<p>Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19</p>	<p>Deep Cleaning</p> <p>School will follow all DFE/PHE advice regarding deep cleaning such as COVID19- cleaning in non-healthcare settings (15 May 2020).</p> <p>The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</p> <p>Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. If this is not possible, the area will be fogged with disinfectant to eliminate air and surface contamination.</p> <p>Suitable personal protective equipment is available: face visor, fluid resistant type IIR surgical mask, disposable gloves and apron, disposable eye protection (where there is a risk of splashing).</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Once used, all PPE is disposed of; hands are washed before and after cleaning for at least 20 seconds.</p> <p>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</p> <p>Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids.</p> <p>Cleaning of the environment</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine.</p> <p>A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.</p> <p>If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses.</p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. If this is not possible, the area will be fogged with disinfectant to eliminate air and surface contamination.</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>Clinical waste</p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put in with the normal waste</p> <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</p> <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist</p>				

What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment				
How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	Weekly		SLT		

Useful Websites

Health and Safety Responsibilities	https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
	https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm
	https://www.hse.gov.uk/services/education/faqs.htm#a1
Business Continuity Plan	https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings
Guidance for full opening – schools (published 2 nd July 2020)	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Current guidance on shielding	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

Current guidance on Clinically vulnerable	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Other nonmedical vulnerable people	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
Providing extra mental health support	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
	http://www.educationsupport.org.uk/
	https://www.eventbrite.co.uk/e/dfesupporting-pupil-and-student-mental-wellbeing-tickets-110796856380
Behaviour Expectations	https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools
Remote Education Support	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res
	https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
	https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/
	https://edtech-demonstrator.lgfl.net/
	https://get-help-with-tech.education.gov.uk/about-bt-wifi
Coronavirus Symptoms	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf
Stay at home guidance	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
Arranging a Test	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Testing and Tracing	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
NHS COVID-19 App	https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges

	https://covid19.nhs.uk/pdf/introducing-the-app.pdf https://covid19.nhs.uk/ https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace
Contacting your Local Health Protection Team	https://www.gov.uk/guidance/contacts-phe-health-protection-teams
Guidance on staff wearing PPE	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Site Manager/Caretaker	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm
	https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area
Catering	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
Safer Travel	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Educational Visits	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Extra-curricular provision	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
Physical Education and Sports	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
	https://www.sportengland.org/how-we-can-help/coronavirus
	https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf

STEM

<http://www.cleapss.org.uk/>

<https://www.ase.org.uk/resources/health-and-safety-resources>

<https://www.data.org.uk/for-education/health-and-safety>

