

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM 4 <sup>th</sup> JANUARY 2022			
Location	Ermysted's Grammar School			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
<b>HAZARD(S)</b>	<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</b></li> <li>✗ <b>Inadequate Cleaning/Sanitising</b></li> <li>✗ <b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></li> <li>✗ <b>Site User Becoming Unwell</b></li> <li>✗ <b>Site User Developing Symptoms</b></li> <li>✗ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✗ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✗ <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>✗ <b>Inadequate Ventilation</b></li> <li>✗ <b>Arrangements for Boarding Schools During Pandemic</b></li> </ul>			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<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>				
<b>Contact Between Individuals</b>				
It is no longer necessary to keep children in consistent groups ('bubbles')	Formal Year Group bubbles are no longer operating but the School has retained separate zoned areas as a base for each Year Group. We will be prepared to re-institute separation if advised to do so in due course as a preventative measure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups	Split breaks and some separation of Year Groups continue which would make the reintroduction of bubbles easier to deliver if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemblies have resumed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can mix at breaks and lunchtimes	Some mixing is inevitable but mitigated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	by split breaks and separation of Year Groups in Refectory.			
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	The School has moved its insurance arrangements to the DfE's Risk Protection Arrangement (RPA). The extent of cover for both travel within the UK and internationally has been reviewed and assessed to determine where that alone is sufficient and where additional external provision is likely to be required. No trip will be authorised without the insurance arrangements being reviewed by the School Business Leader. Currently there are no international trips planned in 2022.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake educational day visits	Any plans are and will be kept under continual review based on changing circumstances and guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits	Any plans are and will be kept under continual review based on changing circumstances and guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised	All previous trips were cancelled and the money committed was recovered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has resumed all before and after-school educational activities and wraparound childcare for pupils	Lunchtime and after school clubs and activities have resumed. However, similar precautions to those in operation during the day are incorporated – such as the maximisation of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	ventilation, the spacing of individuals where feasible (for example, music groups), additional cleaning after use.			
<b>Inadequate Cleaning/Sanitising</b>				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	The abolition of Year Group bubbles from September 2021 removed the requirement to clean rooms between their use by different groups of pupils. However, the School retained some of the additional cleaning resource that was introduced during the earlier stages of the pandemic and there are cleaning staff on site throughout the day tasked with cleaning communal areas and touch points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Part of the continuing regime.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Part of the continuing regime.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Part of the continuing regime.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a <b>contact</b> of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result	The latest Government guidance has been shared with pupils and parents on each occasion that it changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> <li>fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> </ul>	The definitions and latest Government guidance has been shared with pupils and parents on each	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>people who are not able to get vaccinated for medical reasons</li> <li>people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul>	occasion that it changes.			
Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.	Noted and understood and will be communicated and applied to any students who qualify.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close contacts will be identified via NHS Test and Trace	The School's Senior Leadership Team are no longer following up detailed contact tracing. Information communicated to staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact	The School's Senior Leadership Team are no longer following up detailed contact tracing but will assist if requested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Information communicated to staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)	Information communicated to staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.	Noted and understood and will be addressed by Headmaster and Senior Leadership Team in the unlikely event of the situation arising.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds	All attendees have been asked to take lateral-flow tests prior to attending any events and will continue to be reminded of the current Public Health guidance on each occasion.	<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"/>
Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures	Any significant number of absences have been and will be shared and reported as appropriate for further external guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 School has contacted and will continue to work with the Local Authority and Public Health England to advise them of case numbers in the School community.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 13 December office workers who can work from home should do so	Staff are aware of the Government instruction and a very limited number may do so (particularly those working during school holiday periods), but the vast majority are required to be on site to fulfil their roles whilst pupils are in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and young people previously considered CEV should attend their school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may	There are no pupils to whom this applies currently.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice				
Individual risk assessments for colleagues formally considered to be CEV are undertaken and reviewed regularly	There are no staff to whom this applies currently.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women should follow the latest government guidance and avoid anyone who has symptoms of coronavirus. Pregnant women should be particularly attentive to social distancing. Pregnant colleagues should follow the same guidance as for previously defined CEV colleagues and an individual covid risk assessment should be completed and regularly reviewed in addition to the New and Expectant Mother (NEM) workplace risk assessment	Guidance has been shared previously and any staff to whom it might apply invited to contact the Headmaster in confidence. Adjustments have previously been made where appropriate but there are no staff to whom this applies currently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing	The Headmaster wrote to staff at the beginning of September and the School Business Leader presented information at the INSET session on the first day of the Autumn Term. Further discussions and support has been provided to individuals who have expressed concerns, including offering contacts for confidential counselling. Practical adjustments have also been made to rooming arrangements and accommodation to try and address concerns where they have been raised.	<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	Procedures in place.	<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 existing procedure continues in place to hold any pupil in the Medical Room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Staff providing medical support have instructions. Appropriate arrangements established for use of separate toilet which can be isolated following use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary	Established procedures already in place are being tightened given the increased transmissibility of the Omicron variant with staff advised to utilise wider PPE and not just face coverings. Any pupil being treated in the Medical Room for any reason is also required to wear a face covering.	<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	Arrangements in place for cleaning of the Medical Room once vacated. Again, procedures already in place are being tightened given the increased transmissibility of the Omicron variant.	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				

<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p>	<p>That guidance has been shared repeatedly with parents, pupils and staff. The procedure seems to be well understood and embedded across the School community but there is no complacency and guidance is reinforced in response to every report of a positive lateral flow test or report of other symptoms. Government announcements on 5 January will change this effective 11 January, with a lateral-flow test being considered sufficient evidence of a positive result without a supporting PCR test.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Secondary school pupils should continue to test twice weekly at home</p>	<p>The School has continued to secure and issue an adequate supply of test kits to all pupils.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff in all settings should undertake twice weekly home tests</p>	<p>The School has continued to make test kits available to all staff and to remind them of the importance of continued testing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Secondary schools should 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</p>	<p>A location has been designated and the facility can be made available if required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p>	<p>Guidance shared repeatedly with parents, pupils and staff.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Guidance shared repeatedly with parents, pupils and staff but will soon be suspended.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate	Guidance shared repeatedly with parents, pupils and staff but will soon be over-ridden when instruction for an additional PCR test is suspended.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Guidance shared repeatedly with parents, pupils and staff but will soon be suspended.	<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	Guidance shared repeatedly with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation	Guidance shared with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation	Guidance shared with parents, pupils and staff.	<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>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> </ul>	Guidance shared repeatedly with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Five minute transition times have been introduced between lessons.	<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Guidance shared with parents, pupils and staff. A significant range of additional handwashing facilities were installed in 2020 and remain in place. Pupils are instructed to wash their hands on arrival at the School and all pupils are directed to wash their hands again before eating at lunchtime.	<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	A significant range of additional handwashing facilities and sanitiser dispensers were installed in 2020 and remain in place. Around 30 sanitiser dispensers were replaced at the end of December 2021 to ensure that all are working effectively. Cleaning staff are instructed to ensure that dispensers are topped up as part of their routine around the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances	The School has a variety of hand cleansing and sanitising products available. Alcohol based cleaners are	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

pupils should not be using alcohol based hand cleansers because of the risk of ingestion	used in wall mounted dispensers. Other dispensers contain non-alcohol gels and soap products.			
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	Pupils are encouraged to use the facilities throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	   	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are worn when moving around the premises, outside of classrooms, such as in corridors and communal areas in Secondary Schools by pupils or students in Year 7 and above unless they are exempt	Guidance shared with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are worn in classrooms by all pupils in Year 7 or above unless they are exempt	Guidance shared with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are not worn in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers are not expected to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings are sensitive to the needs of individual teachers	Guidance shared with parents, pupils and staff. However, staff may wear face coverings if they choose to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other adults in the classroom DO wear face coverings unless they are exempt	Guidance shared with pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt	Guidance shared with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are mindful and respectful of such circumstances where people may not be able to wear a face covering	Guidance shared with parents, pupils and staff. A confidential list of pupils who are exempt has been circulated to staff.	<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	Noted but not currently applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School has a small contingency supply of face coverings available for people who: <ul style="list-style-type: none"> <li>are struggling to access a face covering</li> <li>are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>have forgotten their face covering</li> </ul>	The School has a supply and face coverings have been made available on request throughout the pandemic. In January 2022 a stock was placed in each classroom.	<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	Guidance information has been shared.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Guidance shared with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When wearing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> <li>wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> </ul>	Guidance has been shared with parents, pupils and staff, but clearly the actions of individuals are down to them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul>				
<p>When removing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> <li>wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>only handle the straps, ties or clips</li> <li>not give it to someone else to use</li> <li>if single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</li> <li>if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul>	<p>Guidance has been shared with parents, pupils and staff, but clearly the actions of individuals are down to them.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully</p>	<p>Guidance has been shared with parents, pupils and staff, but clearly the actions of individuals are down to them.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Visitors, Contractors &amp; Spread of Coronavirus</b></p>				
<p>School strongly encourages parents and other visitors to take a lateral flow device (LFD) test before entering the school</p>	<p>The request has been shared but it is voluntary rather than mandatory and the School does not (and cannot) ask for evidence.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Key contractors are made aware of the school's control measures and ways of working</p>	<p>Guidance and requirements shared in advance. Wherever possible, contractors' visits are scheduled outside the normal days and hours</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	of the School's operation.			
School ensures site guidance on is explained to visitors and contractors on or before arrival		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	The School can control the activities of contractors whilst on site but has no method of controlling behaviours elsewhere. For example, the School would not know and cannot control several individuals from a contractor sharing a vehicle and what measures they may take in wearing face coverings in such circumstances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	If required.	<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	30 CO2 monitors have been deployed around the School and readings checked in all areas. There are no rooms which have breached the CO2 threshold when ventilated and almost all are towards the lower end of the reading spectrum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where Co2 monitor readings are consistently high for at least 1 week (1500ppm or higher) the school has either bid for air cleaning units (HEPA filtration) or purchased units to improve ventilation	No rooms at the School have come anywhere near this level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	The maximisation of ventilation throughout the School's buildings has been at the core of measures during the Autumn Term. Staff instructed to ensure windows and doors remain open (other than fire doors).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ventilate spaces with outdoor air	Staff instructed to ensure windows and doors remain open (other than fire doors).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	Staff given guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Staff instructed to ensure windows and doors remain open (other than fire doors).	<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	Staff given guidance. Pupils allowed to wear coats in classrooms.	<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	Not suitable for use or necessary in most classrooms given existing heating installations. Small number added in some office accommodation. Separate issue of electrical safety and overloading of circuits needs to be considered. Staff instructed not to introduce anything without the agreement of the Premises Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Arrangements for Boarding Schools During Pandemic</b>				
Where pupils travel from abroad to attend a boarding school you will need to explain the rules to pupils and their parents before they travel to the UK		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All pupils travelling to England must adhere to <a href="#">travel legislation</a> , details of which are set out in <a href="#">government travel advice</a>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boarding pupils should not use public transport if they are symptomatic		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In the case of any localised outbreaks, we expect them to keep the residential provision open if at all possible		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School maintain safe staff ratios, particularly for those pupils or students whose needs mean that they are safer remaining in the setting than returning home		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	Low <input checked="" 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>		
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 type="checkbox"/>	Low <input checked="" 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>	Alan Wooley School Business Leader	<b>Signature(s):</b>		
<b>Position(s):</b>	Alan Coney Premises Manager			
<b>Date:</b>	6 January 2022	<b>Review Date:</b>	Continuous depending on Government guidance	
<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	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**