





Activity/ Situation	COVID SECURE ARRANGEMENTS FROM 21 <sup>st</sup> FEBRUARY 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"/>
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> </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 and Spread of Coronavirus</b>				
Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended	Information communicated to staff, parents and pupils.	<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population	Information communicated to staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms	Information communicated to staff, parents and pupils.	<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 your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19				
Pupils and staff should return to school as soon as they can, in line with guidance for People with COVID-19 and their contacts	Information communicated to staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils in boarding schools should usually self-isolate in their boarding school. Only in exceptional circumstances, where there is an overriding health or safeguarding issue, should a pupil self-isolate away from school		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Information communicated to staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>	Information communicated to staff, parents and pupils.	<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have	Information communicated to staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employers will need to 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>	Information communicated to staff, parents and pupils.	<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outbreak Management</b>				
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	The School will report to and liaise with local Public Health contacts if necessary. Any measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

public health might advise a setting to temporarily reintroduce some control measures	recommended will be adopted at the time.			
In the event of an outbreak, a school may be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time	The School has retained a supply of lateral-flow kits to facilitate prompt testing should this be required.	<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	Whilst not advised, face coverings are allowed to be worn.	<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	Whilst not required, face coverings are allowed to be worn on school transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)	The School will liaise with local Public Health contacts and adopt any measures that might be recommended at the time.	<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	Noted but not currently applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
<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. Included again in School's internal document.	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

incorporated time for this is in timetables or lesson plans	Five minute transition times have been introduced between lessons.			
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"/>

<p>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</p>	<p>Soap and water and hand sanitiser remain the preferred and readily provided options.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Pupils are encouraged to use the facilities throughout the day. Staff have been asked to remind pupils in the School's internal document.</p>	<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>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</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>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Inadequate Cleaning/Sanitising</b></p>				
<p>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</p>	<p>Cleaning staff remain on site throughout the day with a rota of areas to monitor.</p>	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day		<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		<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"/>
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 and Spring Terms. 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"/>
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 checked="" type="checkbox"/>		No <input type="checkbox"/>	
<b>Assessor(s):</b> <b>Position(s):</b>	Alan Wooley School Business Leader  Alan Coney Premises Manager	<b>Signature(s):</b>		
<b>Date:</b>	7 March 2022	<b>Review Date:</b>	Continuous depending on Government guidance	

**Distribution:**

<i>Risk rating</i>	<i>Action</i>
<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	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	Less likely to occur

POTENTIAL OUTCOME		LIKELIHOOD				
Catastrophic						
Major						
Moderate						
Minor						
Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely