

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Knutton St Mary's CE Academy	Prepared By: C Leach APT H&S C Completed By: Julie Rowlandson - Principal	Date: 7-12-2020
<p>Activity Workplace: Novel Coronavirus (COVID-19) Revision: 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. Information Source: GOV.UK R10 SBMAT email 22-09-2020 and Guidance for full opening: schools Updated 1 October 2020 R11 Coronavirus (COVID-19): test kits for schools and FE providers, Updated 7 October 2020. Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Updated 13 October 2020. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, Updated 15 October 2020. COVID-19: cleaning in non-healthcare settings outside the home, Updated 16 October 2020. R12 SBMAT email 06-11-2020 and Guidance Education and childcare settings: New National Restrictions from 5 November 2020 and DFE guidance regarding ventilation. R13 Guidance for the full opening schools : Updated 3-12-2020 and close contact meanings added to last page.</p>	Manager: Julie Rowlandson - Principal	Next Annual Review Date: Ongoing / as required, in line with updated government guidance

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Hazard		Initial risk			Action plan			Residual risk				
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H	
<p>Awareness and understanding</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. R13 Staff, pupils, parents, visitors and contractors who</p> <p>a. currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19</p> <p>b. have been in close contact with persons with symptoms</p> <p>c. someone in their household has symptoms even if tested negative for COVID-19</p> <p>d. have tested positive to a COVID-19 test in the last 10 days.</p> <p>e. have been contacted by NHS Test and Trace within the last 14 days</p> <p>f. have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption</p>	<p>Amended risk assessments to be regularly emailed to all Federation staff and Governors and placed on Federation website. Staff to sign to say that they have read and understood any updated versions as they are implemented.</p> <p>Reminders sent to parents re face coverings and 10 day isolation requirements to include updated close contact definition even if a negative test</p>	Principal	8/12/2020	Admin	8/12/2020	Admin	Weekly from 1/9/2020
		1	4	LOW								

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>g. still have a high temperature after the isolation period has ended are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>2.Regular GOV.UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff.</p> <p>3. R13 COVID-19 risk assessment and revisions communicated to staff.</p> <p>4.Signs at all entry gates and external doors advising all persons who</p> <p>a. currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19</p> <p>b. have been in close contact with persons with symptoms</p> <p>c. have someone in their household who has symptoms even if tested negative for COVID-19</p> <p>d. have tested positive to a COVID-19 test in the last 10 days</p>	<p>result has been received</p> <p>Text reminders to parents that child should not attend if they or anyone in the household has symptoms – even if a negative test result has been received</p> <p>PHE and Gov Uk signs in place in the academy. Weekly checks to ensure all are in place.</p> <p>Ensure signs are up to date referencing 10 days isolation.</p> <p>Principal to complete site walk weekly with site manager and Bursar to ensure signs are visible and up to date.</p> <p>E-bug resources to be visible in</p>	<p>Admin</p> <p>Principal / Bursar / Site manager</p> <p>Principal / Bursar / Site manager</p> <p>Principal / Bursar / Site manager</p> <p>All staff</p>	<p>1/9/2020</p> <p>1/9/2020</p> <p>Ongoing weekly</p> <p>Ongoing weekly</p> <p>From 1/9/2020</p>			
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>e. have been contacted by NHS Test and Trace within the last 14 days</p> <p>f. have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption</p> <p>g. still have a high temperature after the isolation period has ended</p> <p>MUST not attend the school, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>5. Signs at all entry gates and external doors advising all persons of 2-meter social distancing rule where possible or 1-meter distancing plus using additional measures.</p> <p>6. Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for social distancing, hygiene, wearing of face masks/ face coverings / face visors, safe removal of face coverings and NHS COVID-19 Test and Trace app where used</p>	<p>every class on website.</p> <p>Staff to remind children regularly about social distancing, not to touch staff, handwashing etc.</p> <p>Staff to be reminded re face coverings / social distancing via weekly briefing.</p> <p>Posters re face coverings in all communal areas.</p> <p>Staff to be reminded about NHS test and trace app and reminded to switch off whilst phones are stored in school.</p> <p>Reminders via weekly briefing.</p> <p>Parents reminded that children must removed face masks on arrival at the academy or</p>	<p>Principal</p> <p>Admin</p> <p>Principal</p> <p>Newsletter / Admin</p>	<p>From 1/9/2020</p> <p>By 3/9/2020</p> <p>Weekly briefing</p> <p>From 1/9/2020</p>			
--	--	--	--	---	--	--	---	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>7.Latest PHE Coronavirus (COVID-19) leaflets distributed to staff.</p> <p>8.Pupils reminded regularly to tell a member of staff if they feel unwell.</p> <p>9.e-Bug resources to teach pupils and parents about hygiene used.</p> <p>10.Talks given to children about coronavirus (COVID-19) including use of teaching groups, social distancing and not to touch staff.</p> <p>11. Pupils with SEND provided with specific help in preparation for changes.</p> <p>12.Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus.</p> <p>13.Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school.</p> <p>14.Arrangements discussed with staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed.</p> <p>15.Behavior policies with rules for hygiene and social</p>	<p>store re-usable masks in sealed bags.</p> <p>Lidded bins to be provided at the entrance to the site.</p> <p>SENDCO to liaise with parents of children with care plans to amend/ in line with COVID information.</p> <p>Updated government guidance regarding close contact shared with all staff via email.</p> <p>Updated guidance regarding remaining at home if high temp remains at end of isolation period.</p> <p>Covid behaviour rules displayed in</p>	<p>SEND CO</p> <p>Principal</p> <p>Principal</p>	<p>By 14/9/2020</p> <p>By 10/12/2020</p> <p>By 10/12/2020</p>			
--	--	--	--	--	---	--	---	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>distancing and consequences for poor behaviour communicated to staff, pupils and parents.</p> <p>16. Staff informed of the requirements to wear face masks/face coverings or face visors in particular settings.</p> <p>17. Parents, visitors and contractors informed of the requirements to wear masks/face coverings or face visors in particular settings.</p> <p>18. Parents, visitors and contractors informed on arrival of the test and trace requirements to provide contact details or use of NHS COVID-19 app check in feature.</p>	<p>every classroom, teachers to reinforce daily.</p> <p>Parents, visitors, contractors informed re requirement to wear face coverings when meeting / visit arranged and on arrival of the test and trace requirements to provide contact details AND use of NHS COVID19 app check in feature,</p> <p>Staff to be informed of the need to continue to self-isolate if they have COVID symptoms even if they have received a negative test result.</p>						
--	--	--	--	---	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds</p> <p>Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	5	VERY HIGH	<p>1. R13 Where staff are confirmed clinically extremely vulnerable (CEV) the school advise that they should work from home where possible.</p> <p>2. R13 CEV staff who cannot work from home have their existing COVID 19: Individual Risk Assessment reviewed and action plan updated and agreed</p> <p>3. R13 Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child does not attend when when a medical professional confirms that shielding is required.</p> <p>4. Pupils and staff who are clinically vulnerable or have underlying health conditions to attend school.</p> <p>5. Pupils and staff who are not CEV themselves but who live with someone who is CEV to attend school.</p> <p>6. Pupils and staff are supported to follow good social distancing practices and increased good hand hygiene practises through increased communication and facilities/materials.</p> <p>7. Pupils are monitored by staff for good social</p>	<p>All staff to read Risk assessment and government guidance.</p> <p>Identify CEV staff members, update individual risk assessment and action plans.</p> <p>Update risk assessment for identified CEV children, where a medical professional has advised that they do not attend school.</p> <p>Care plans for clinically vulnerable children updated to reflect COVID restrictions.</p> <p>Weekly walks to ensure that CV staff and children are complying with clinical advice.</p>	<p>All staff</p> <p>Principal</p> <p>SEND CO</p> <p>SEND CO</p>	<p>11/12/2020</p> <p>By 10/12/2020</p> <p>By 10/12/2020</p> <p>By 15/12//2020</p>	2	5	HIGH
--	--	----------	----------	-----------	--	---	---	---	----------	----------	------

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>					<p>distancing and increased hand hygiene practises. 8. R13 Monitoring of pupils and staff compliance with clinical advice regarding attending school 9. Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection. 10. Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. 11. Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks.</p>						
<p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Staff who can work remotely or from home do so. 2. Non-essential use of public transport avoided when possible. 3. Travel alone using own transport / cycle or walk when possible 4. When the use of shared transport is unavoidable persons are advised to: <ol style="list-style-type: none"> a. travel with as few people as possible, b. avoid 	<p>Liaise with staff who use public transport / car share to ensure that guidelines are being followed.</p> <p>Remind during weekly briefings</p> <p>Staff to work from home for PPA/ Leadership time.</p>	<p>Principal</p> <p>Principal</p>	<p>1/9/2020</p> <p>Ongoing</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>travelling with persons outside of own household or support bubble unless socially distanced, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport, 5.Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products. 6.When the use of public transport is required persons aged 11 and over to use a face covering and try to maintain 2- meter distance or maintain 1- meter distance with mitigation, where possible check in using NHS COVID-19 app and use</p>		<p>Teaching staff</p>	<p>Ongoing</p>			
---	---	--	--	---	--	-----------------------	----------------	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>precautions as follows:</p> <p>a. avoid peak travel where possible, b. wash or sanitise your hands during/after using transport, c. avoid touching your face, d. cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing, e. travel side by side or behind other people, rather than facing them, where seating arrangements allow, f. touch as few surfaces as possible, g. minimise the time spent close to other people, where possible, h. avoid loud talking, shouting or singing, i. dispose of waste safely, including items such as used disposable face coverings</p>						
<p>Pupils and staff access and egress and moving around the school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to</p>	4	4	HIGH	<p>1.Grouping of pupils and staff where teaching requirements allow</p> <p>2.Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available.</p> <p>3.Arrangements communicated to parents for drop off and collection procedures to reduce</p>	<p>Share school updated action plan with staff</p> <p>Remind parents of staggered start / drop off times via weekly newsletter.</p> <p>Send text reminders / add</p>	<p>Principal</p> <p>Principal</p> <p>Admin</p>	<p>By 10/12/2020</p> <p>Weekly</p> <p>Weekly</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>contact with persons infected by the virus.</p>	<p>the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>contact between adults/pupils including not gathering at gates or doors.</p> <p>4.Social distancing (2-meter) markings and signs at queuing locations (school gates, entry and exit doors)</p> <p>5.Infrared temperature checks of pupils carried out at the start of the day in classrooms”. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>6.Distance between staff and pupils, other staff, contractors and visitors maximised by use of signs and maintaining social distancing of 2 meters when possible.</p> <p>7.Numbers of different temporary staff including teaching staff and sports coaches entering the school premises minimised.</p> <p>8.Timetable reviewed to</p>	<p>signs at gates to remind parents.</p> <p>Allocate members of staff to complete temperature checks and pupils at the start of the day – Ensure PPE is available.</p> <p>Staff to complete temperature check on arrival. If temp is higher than 37.5 degrees. Leave the building and phone the principal.</p> <p>Regular reminders in staff briefing re temp checks, mask wearing and social distancing.</p> <p>Regular reminders to parents and staff regarding NHS test and trace.</p>	<p>Principal</p> <p>All staff</p> <p>Principal</p> <p>Weekly newsletter / staff briefing Principal</p>	<p>10/12/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
--	---	--	--	--	--	---	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>reduce movement and avoid contact between teaching groups during movement around the building.</p> <p>9. Accessing rooms from outside where possible.</p> <p>10. Entrance, exit and internal doors held open without compromising pupil or staff safety. Fire doors held open using automatic release devices that release on the sounding of the fire alarm.</p> <p>11. Managing numbers using toilets to prevent overcrowding.</p> <p>12. Staff wear face masks / face covering over the nose and mouth or face visors during movement around school and in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings.</p>	<p>Staff to avoid holding hands with pupil. Any children requiring support to part from parents should be met by an identified member of staff. Hands to be anti-bac'd prior to holding hands and washed immediately on entry to school.</p> <p>Internal doors to be kept open at all times.</p>	<p>All staff / EYFS staff</p> <p>All staff</p>	<p>From 9/12/2020</p> <p>Ongoing</p>			
<p>Visitors, Parents</p> <p>Delivery drivers</p> <p>Contractors</p> <p>Transmission /</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms</p>	4	4	HIGH	<p>General</p> <p>1. Secure gates and access doors outside of start and finish times to control access.</p> <p>2. Separate access and egress doors away from pupil doors.</p>	<p>Inform parents that no entry to the building will be allowed without prior arrangement.</p>	<p>Principal / admin</p>	<p>ongoing</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>3. Parents, visitors and contractors are asked by school staff if they</p> <ol style="list-style-type: none"> a. they currently have Coronavirus (COVID-19) symptoms b. they have been in close contact with persons with symptoms c. someone in their household has symptoms d. they have tested positive to a COVID-19 test in the last 10 days e. they have been contacted by NHS Test and Trace within the last 14 days f. they have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption. <p>If any questions are answered yes, access is denied and they are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>4. School guidance on physical distancing, hygiene,</p>	<p>Reminders sent weekly.</p> <p>Agree contactless delivery points and ensure all staff are aware.</p> <p>Admin to record all visitors/ contractors on test and trace log. Retain for 21 days</p> <p>Admin to request that visitors / parents/ contractors complete the COVID checklist before entry. Anti-bac gel available and ant bac wipes.</p> <p>Ensure stocks of disposable masks / PPE are maintained. Stocks maintained on Reception desk for parents / staff / visitors to wear a mask.</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
---	---	--	--	--	--	---	---	---	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>wearing of face masks/face coverings/face visors over the nose and mouth provided on arrival.</p> <p>5. On arrival at school name, date, contact number and email address of visitors, contractors and delivery drivers recorded and kept secure for 21 days or when available NHS COVID-19 Test and Trace app QR code used.</p> <p>6. Hand washing/sanitising on arrival, before and after using attendance recording devices and using toilets.</p> <p>7. Infrared temperature checks carried out on arrival.</p> <p>8. Additional COVID-19 control measure training given to school hosts.</p> <p>9. Staff wear face masks / face covering over the nose and mouth during any interaction with parents, contractors, visitors in all settings indoors, on the door and external areas such as playgrounds and entry gates. Face visors are allowed to be worn by staff exempt from wearing face masks / face</p>	<p>Bursar to obtain copies of RA 's from catering / cleaning contractors.</p> <p>Weekly reminders all staff re face coverings / hand gel and hand washing on entry to school.</p> <p>Posters re face coverings displayed around the academy and site.</p> <p>Parents / visitors/ contractors informed of the requirement to wear face coverings when meetings / visit arranged.</p> <p>Delivery drivers to contact the main school office via the intercom system. Admin to advise where</p>	<p>Bursar /admin</p> <p>Principal</p> <p>Principal</p> <p>Any staff arranging meetings / visits</p> <p>Admin</p>	<p>Prior to 1/9/2020</p> <p>Weekly</p> <p>ongoing</p> <p>When required</p> <p>Ongoing</p>			
--	--	--	--	--	--	--	---	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>coverings. 10. Supply of individually wrapped face masks available at reception for parents, visitors, and staff to wear.</p> <p>Contractors 1. Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19. 2. School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. 3. Arrange times that contractors are on site to minimise numbers at any one time, when possible outside of school hours. 4. Contractors required to wear face masks/face coverings/face visors over the nose and mouth whilst inside the building including at the point of work, during movement around the building and during contact with staff. Face visors are</p>	<p>contactless drop off point is situated. Staff to wear PPE whilst moving deliveries.</p>					
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>allowed to be worn by persons exempt from wearing face masks / face coverings.</p> <p>Visitors/Parents 1.Meetings held when it is necessary and remote contact cannot be used. Meetings held either off-site, outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing with the least amount of people. 2.Access to the school allowed by prior appointment only. 3.Numbers limited and access to building controlled. 4.Visitors and parents required to wear face masks/face coverings/face visors over the nose and mouth whilst inside the building including movement around the building. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings.</p> <p>Delivery drivers 1.Times arranged so that</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>minimum amount of delivery drivers are on site to at any one time.</p> <p>2.Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles.</p> <p>3.Staff to wear fluid resistant surgical mask and latex free gloves if unable to maintain social distancing from drivers during unloading.</p> <p>4.Reduced delivery frequencies by ordering larger quantities less often</p> <p>5.Contactless drop off points for deliveries available</p> <p>6.Delivery notes left unsigned</p>						
<p>Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties</p>	5	4	VERY HIGH	<p>1.Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 test. Government supplied home test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange</p>	<p>Reminders during weekly staff briefings</p> <p>Member of staff allocated to supervise any child displaying symptoms.</p> <p>Remind all staff how to use PPE. Updated videos sent to staff. Reminders sent</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p>	<p>Weekly briefings</p> <p>From 1/9/2020</p> <p>27/11/2020</p>	2	4	MEDIUM


RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Asthma Fatality</p>				<p>posting or remote drop off of test kits to maintain 2-meter social distancing. 2. Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect the child. Childs household requested to self-isolate at home in accordance with government guidance and arrange a COVID-19 test for the symptomatic child. Government supplied home test kits provided by the school to parents/guardian in exceptional circumstances when a symptomatic child has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing. 3. Staff with conditions that mean they are in a clinically vulnerable or clinically extremely vulnerable health group avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms. 4. Should staff or children</p>	<p>regularly with weekly briefing. Isolation room identified and stocked with PPE equipment. (first aid room) Cleaners to be informed if the isolation room has been used wo required level of cleaning can take place. Ensure Daily log updated Ensure PPA / Absence cover plans kept for 21 days Order home testing kits from DFE Staff risk assessments completed and updated. Updated guidance shared</p>	<p>Admin / Principal Admin Principal Principal Principal Principal</p>	<p>From 1/9/2020 Daily from W/C 21/9/2020 Weekly When available Before 1/9/2020 and by 13/11/2020 2/11/2020 10/12/2020</p>			
---	----------------------------	--	--	--	--	--	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and inform the call handler or operator that the person has coronavirus (COVID-19) symptoms.</p> <p>5.School isolation locations are at least 2 metres away from other people and where possible in a room or area behind a shut door, such as a staff office or meeting room.</p> <p>6.School isolation locations have a window that can be opened to provide ventilation.</p> <p>7.School isolation locations have a supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating in preference when available from suppliers or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>8. R13 Staff instructed on the safe “donning and doffing” of PPE. Putting on PPE video</p>	<p>with parents / staff/ governors. Updated risk assessment added to the academy website</p>	<p>Principal/ admin</p>				
--	--	--	--	---	--	-----------------------------	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>https://youtu.be/-GncQ_ed-9w Taking off PPE video</p> <p>HSE guidance – using disposable respirators</p>  <p>disposable-respirator.pdf</p> <p>9.Consideration given to using first aiders to supervise pupils to reduce numbers of staff who need access to PPE.</p> <p>10.Staff supervising isolated children remain at least 2 meters from the child.</p> <p>11. When a 2-meter safe distance cannot be maintained staff to wear FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask, face visor or goggles, latex free gloves and disposable apron).</p> <p>12.Users of FFP2, FFP3 tight fitting face mask should be face fit tested for compatibility and during use of the mask free from facial hair where the mask seals to the face.</p> <p>Fit testing video</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>https://youtu.be/IVVITBcN5eA</p> <p>13. Isolated children advised not to touch people, surfaces and objects.</p> <p>14. Isolated children advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later.</p> <p>15. If tissues are not available, children advised to cough and sneeze into the crook of their elbow.</p> <p>16. Isolated children use a separate bathroom if available.</p> <p>17. Once vacated places of isolation, bathrooms and any other locations such as classrooms or offices used by the isolated person will be cleaned and disinfected in accordance with PHE "Decontamination in non-healthcare settings guidance" using standard cleaning products by staff wearing as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask in preference or fluid</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present.</p> <p>18.All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste is put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin.</p> <p>19.Staff are to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following removal of PPE and after any contact with someone who is unwell.</p> <p>20.Staff who have helped or been in close proximity to someone with symptoms should if they develop</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>symptoms or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace must self-isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>21.School ask parents and staff to inform them immediately test results are known.</p> <p>22.Contact made with the DfE Helpline on 0800 046 8687 by the school when aware of someone who has tested positive for coronavirus (COVID-19) has attended the school. PHE health protection team Test and Trace and self-isolation requests followed by persons who have been in close contact.</p> <p>23.GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed.</p> <p>24.The school follow health protection team guidance and recommended actions.</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>25. Plan in place for the possibility of a local lockdown and continuity of education.</p> <p>26. Records kept for 21 days of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.</p> <p>27. Staff or pupils in a class or group asked to self-isolate are advised to inform the school immediately and follow guidance for households with possible or confirmed coronavirus (COVID-19) infection if they develop symptoms themselves within their 14-day isolation period.</p> <p>28. Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p>29. R13 Staff and pupils advised to continue to self-isolate after a negative test result if they are unwell, others in their household have symptoms, others in</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					their household have symptoms and they have also received a negative test result, have been advised to self-isolate by NHS Test and Trace, have arrived into the UK from a non-exempt country within the last 14 days, still have a high temperature after the isolation period has ended						
<p>Hand and respiratory hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>Provision</p> <ol style="list-style-type: none"> 1.Hand wash facilities stocked with liquid soap. 2.Hand dryers or disposable paper towels for drying hands 3.Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points 4.Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs. 5.Supply of disposable tissues available in classrooms, offices, shared spaces. 6.Bins with lids or remote/foot operated lids where available lined with a bin bag in 	<p>Ensure liquid soap only used for handwashing.</p> <p>Ensure stocks of skin friendly wipes available.</p> <p>COSHH hand sanitiser assessment completed and shared with staff.</p> <p>Plastic bags for face covering storage purchased and available.</p> <p>Lidded bins for entrance, all toilets,</p>	<p>Bursar</p> <p>Bursar</p> <p>Bursar</p> <p>Bursar</p> <p>Bursar</p>	<p>By 1/9/2020</p> <p>By 1/9/2020</p> <p>By 1/9/2020</p> <p>By 1/9/2020</p> <p>By 1/9/2020</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>classrooms, offices, shared spaces.</p> <p>7.Covered bin at entrance for disposal of pupil face coverings on arrival and staff, visitor, parent face masks/face coverings on departure .</p> <p>8.PHE “Wash your hands” signs posted in pupil, staff and visitor toilets.</p> <p>9.”Catch it, Bin it, Kill it” posters displayed in toilets, classrooms and staff areas.</p> <p>10.Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.</p> <p>11.COSHH Assessment for hand sanitiser communicated to staff.</p> <p>12.Supply of individual, sealable plastic bags for staff to store face coverings between use.</p> <p>13.Small contingency supply of face mask/coverings available for staff and visitor use.</p> <p>Practice</p>	<p>classrooms and staff rooms purchased and available for use.</p> <p>Ensure hand sanitiser gel is available at staff entrance.</p> <p>Remind all staff / visitors/ parents/ contractors to use then wash hands as soon as they enter school.</p> <p>Staff at gates to remind pupils to remove masks.</p>	<p>Principal</p> <p>All staff</p>	<p>Regular reminders from 2/9/2020</p> <p>From 2/9/2020</p>			
--	--	--	--	--	---	-----------------------------------	---	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>1. Staff dispense hand sanitiser gel to pupils.</p> <p>2. Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs.</p> <p>3. Staff encouraged to wash or sanitise hands, on arrival, before and after donning and removal of face coverings, using signing in and out systems, using the toilet, breaks, sporting activities, food preparation, eating any food, including snacks, before leaving school.</p> <p>4. Supervision of children to ensure they wash or sanitise hands for 20 seconds with soap and water or hand sanitiser when they arrive at school, before and after removal of face coverings, breaks, when changing rooms, eating, using the toilet.</p> <p>5. Staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands.</p> <p>6. Supervision to remind</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands</p> <p>7. Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands.</p> <p>8. Face masks / face coverings worn by pupils disposed of in a covered bin on arrival.</p> <p>9. Pupils face coverings not allowed in school.</p> <p>10. Staff use individual, sealable plastic bags to store face coverings between use.</p>						
<p>Cleaning Classrooms Shared spaces Offices Staffrooms Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Effects Mild flu symptoms Respiratory infection</p>	4	4	HIGH	<p>General</p> <p>1. Cleaning schedules reviewed and increased cleaning implemented.</p> <p>2. Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms.</p> <p>3. Frequently touched surfaces e.g. handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a</p>	<p>Redepoly staff to complete additional mid-day clean – share cleaning schedule with re-deployed staff. (from Jan 2021)</p> <p>Obtain updated cleaning risk assessment and cleaning schedule from contractor.</p>	<p>Principal / Bursar</p> <p>Bursar</p> <p>Bursar</p>	<p>By 17/12/2020</p> <p>10/12/2020</p> <p>1/9/2020</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>with contaminated hands.</p>	<p>Breathing difficulties Asthma Fatality</p> <p>Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs</p>				<p>minimum twice a day, before or after school and during the day.</p> <p>4.Bins emptied frequently to suit usage.</p> <p>5.Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE.</p> <p>6.Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified.</p> <p>7.Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products.</p> <p>8.Cleaning contractor provide COVID-19 Risk Assessment to School Principal.</p> <p>9.Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier.</p> <p>10.Water fountains removed or covered to prevent use. Pupils/staff encouraged to bring pre-filled water bottles from home.</p>	<p>COSHH for cleaning sprays to be obtained.</p> <p>Water fountains taken out of service. Flushing schedule put in place.</p> <p>Purchase lidded boxes to quarantine books returned. 48 hour rotation.</p> <p>Ensure hand sanitiser available near photocopier to be used before and after use.</p> <p>Ensure antibacterial wipes available in offices, staff rooms to clean phones, keyboards etc.</p> <p>Copies of Cleaning RA to be obtained from cleaning company.</p>	<p>Site manager</p> <p>Bursar</p> <p>Bursar/all staff</p> <p>Bursar</p> <p>Bursar</p> <p>Cleaning staff</p>	<p>From 10/11/2020</p> <p>1/9/2020</p> <p>From 1/9/2020</p> <p>From 1/9/2020</p> <p>By 1/9/2020</p> <p>Daily</p>			
---------------------------------	---	--	--	--	---	--	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>Classrooms Shared spaces</p> <p>1. Resources, such as books, and games cleaned regularly. 2. Resources that are shared between groups cleaned meticulously between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). 3. Areas shared by different teaching groups cleaned and disinfected in between use. 4. Toilets cleaned and disinfected following high usage at breaks and lunch times. 5. Thorough cleaning and disinfecting of rooms and shared spaces at end of the day. 6. Deep clean using preventative fogging equipment and disinfectant solution at the request of the School Principal or SBMAT Management Team.</p>	<p>Toilets to be cleaned after lunch period daily.</p> <p>Fogging of high use areas ie staff rooms and toilets to be completed every Friday.</p> <p>Other areas to be fogged as required at request of Principal.</p>	<p>Site manager / Janitor</p> <p>Site manager / Janitor</p>	<p>Weekly</p> <p>As required</p>			
--	--	--	--	---	---	---	----------------------------------	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					Offices, Staffrooms, Meeting Rooms 1. Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables. 2. Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use. 3. Shared areas cleared of waste and belongings after use.						
Use of learning spaces Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	1. When circumstances allow teaching group created with fewer pupils than normal class size especially KS1. 2. Pupils remain in their teaching group except for specialist teaching. 3. Staff when possible remain with teaching group to avoid different group contact. 4. Records of pupils and staff in each group, and any close contact that takes places between children and staff in different groups are made and retained for 21 days. 5. Rooms arranged to maintain social distancing	School opening action plan / timetables shared with staff. Check floor marking / tape at front of class to ensure 2m space for adult and renew if needed. VP to maintain a record of any close contact between children and staff. Retain for 21 days.	Principal / Vice Principal Site manager Vice Principal	By 1/9/2020 By 18/12/2020 Ongoing	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>space between pupils and staff where possible. Unnecessary furniture removed and classrooms arranged with forward facing desks, pupils are seated side by side.</p> <p>6.Face to face contact avoided.</p> <p>7.Staff maintain 2-meter distancing from other adults and pupils when possible.</p> <p>8.At a distance of less than 2-meters contact time between staff and pupils or other staff is minimised.</p> <p>9.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</p> <p>10.Pupils and staff provided with own stationery to prevent sharing.</p> <p>11.Classroom based resources, such as books and games, kept within 1 teaching group when possible.</p> <p>12.Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and</p>	<p>Revisit revised behaviour rules with staff, parents and children. Add to weekly newsletter / class newsletters.</p> <p>Create behaviour policy addendum.</p> <p>Create a worship plan to enable class worship / whole school worship via teams.</p> <p>Allocate PPE to all staff – visors</p> <p>Allocate contactless drop off points outside each classroom.</p> <p>Allocate stationary packs to pupils and staff</p> <p>Inform staff about procedures for ventilation. Reminders during weekly briefing.</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Bursar</p> <p>Teachers</p> <p>Bursar / admin</p> <p>Principal</p>	<p>10/12/2020 then ongoing</p> <p>By 1/9/2020</p> <p>By 1/9/2020</p> <p>From 2/9/2020</p> <p>By 1/9/2020</p> <p>By 2/9/2020</p> <p>By 1/9/2020 ongoing</p>			
--	--	--	--	---	---	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>bags.</p> <p>13.Pupils limited to taking home shared resources, unnecessary sharing avoided. Resources cleaned or quarantined for at least 72 hours before being taken home and on return.</p> <p>14.Contactless drop off points used for issue of materials such as stationery supplies.</p> <p>15.Outside space used for education where possible following a full and thorough risk assessment.</p> <p>16.Ventilation in the building maximised while a comfortable teaching environment is maintained. Mechanical ventilation systems</p> <p>a. adjusted to increase the ventilation rate wherever possible</p> <p>b. adjusted to full fresh air ventilation unless used to ventilate a single room along with an additional fresh air supply.</p> <p>Natural ventilation</p> <p>a. windows and doors opened without</p>	<p>Share HSE guidance on ventilation during the COVID -19 pandemic</p>	<p>Principal</p>	<p>10/12/2020</p>			
--	--	--	--	---	--	------------------	-------------------	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>compromising staff or pupil safety.</p> <p>b. windows (high level where available) and external doors opened enough in cooler temperatures to provide constant background ventilation.</p> <p>c. windows and external doors opened more fully when room is unoccupied to purge the air in the space.</p> <p>d. internal doors (not fire resistant doors) opened to create a throughput of air.</p> <p>Clothing</p> <p>a. additional indoor clothing worn by pupils and staff in cooler temperatures.</p> <p>Room layout</p> <p>a. furniture where possible rearranged to avoid direct drafts.</p> <p>Heating</p> <p>a. heating used as necessary to ensure comfort levels are maintained in occupied spaces</p> <p>17. Assemblies, gatherings or use of classrooms and shared spaces by more than 1 group at the same time avoided.</p>						
--	--	--	--	--	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					18.Where possible actions taken for behaviour management will not involve touching a pupil.						
<p>Use of offices</p> <p>Staffrooms</p> <p>Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	HIGH	<p>General</p> <p>1.Rooms arranged to maintain 2-meter social distancing space between chairs and tables.</p> <p>2.Staggered use of to reduce contact with colleagues.</p> <p>3.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.</p> <p>4.Small offices and storerooms and cupboards accessed by one person at a time.</p> <p>5.Locker rooms, changing areas and toilets avoided when occupied by other persons.</p> <p>6.Floor tape to mark areas to help staff/visitors/parents to keep 2-meter distance.</p> <p>7.Use of hot desks and workspaces avoided</p> <p>8.Meetings / discussions with others held when it is</p>	<p>Share updated action plan and timetables with staff.</p> <p>Move photocopier from reprographics room into the hall to allow better air circulation / avoid restricted spaces.</p> <p>Ensure a supply of hand sanitiser available at photocopier / trimmer and shredder.</p> <p>Contactless drop off points allocated and communicated to all staff.</p> <p>Office staff to be reminded to leave reception widow</p>	<p>Principal</p> <p>Site manager</p> <p>Site manager</p> <p>Principal</p> <p>Principal</p>	<p>10.12.2020</p> <p>1.9.2020</p> <p>From 27.11.2020</p> <p>1.9.2020</p> <p>Ongoing</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing.</p> <p>9.Screens used to protect reception staff</p> <p>10.Contactless drop off points used for deliveries and issue of materials such as stationery supplies</p> <p>11.Equipment not shared unless unavoidable.</p> <p>12.Shared equipment cleaned before and after use.</p> <p>13.Solid screens used to segregate staff who work in close proximity.</p> <p>14.Staff rotation in offices avoided</p> <p>15.Restrict movement around the school between departments and rooms and use of electronic devices to communicate.</p> <p>16.Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by</p>	<p>closed at all times.</p> <p>Staff room tables marked to ensure social distancing and places allocated to bubbles staff.</p> <p>Posters / signs in staff rooms to remind staff to wash hands before and after use of shared equipment ie kettle, microwave, toaster.</p> <p>Antibacterial wipes available to wipe down before and after use.</p> <p>Staff to bring own crockery/ cutlery to be taken home at the end of each day.</p> <p>Communicate with staff.</p> <p>No shared resources ie biscuit tins / chocolates.</p>	<p>Admin</p> <p>Principal</p> <p>Bursar/ site manag er</p> <p>Princip al</p>	<p>By 1.9.2020</p> <p>By 1.9.2020</p> <p>Ongoing</p> <p>From 1/9/2020 – ongoing reminders</p>			
--	--	--	--	---	---	--	---	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>persons exempt from wearing face masks / face coverings.</p> <p>Staffrooms</p> <ol style="list-style-type: none"> 1. Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use. 2. Staff remain 2-metres apart from each other whilst eating. 3. Staff place own food waste and wrappers in waste bins provided. 4. Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use. 	<p>All staffroom cupboards sealed to ensure crockery is not used.</p>	<p>Bursar/ site manag er</p>	<p>From 1/9/2020</p>			
<p>Lunch service</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Lunch times staggered for different teaching groups. 2. Pupils wash hands in their teaching groups before eating. 3. Pupils remain in teaching groups and maintain 2-meter 	<p>Share updated action plan and timetables with staff.</p> <p>Pupils to be reminded about</p>	<p>Princip al</p> <p>Teache rs /</p>	<p>10.12.2020</p> <p>By 1.9.2020</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>social distancing between others when possible. 4. Teaching groups kept apart through distancing. 5. Plates and cutlery thoroughly washed at 70°C between use. 6. Pupils que in their groups at the food servery. 7. Tables cleaned / disinfected by staff between groups 8. Staff wear disposable latex free gloves when serving food and cleaning down 9. Catering contractor provide COVID-19 Risk Assessment to School Principal. 10. Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 11. Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.</p>	<p>effective handwashing / supervised. Updated</p> <p>Toilets allocated to classes, signs on doors.</p> <p>All pupils to eat lunch in their own classroom. Kitchen staff to deliver food to classrooms.</p> <p>Chartwells to provide risk assessment.</p> <p>Parents reminded to send pre-filled water bottles from home. Reminders sent weekly.</p> <p>A small stock of sealed bottles water available if required. Stocks to be monitored.</p>	<p>TA's, Midday supervisors.</p> <p>Principal</p> <p>Principal</p> <p>Bursar</p> <p>Principal</p> <p>Bursar</p>	<p>By 1.9.2020</p> <p>By 1.9.2020</p> <p>By 1.9.2020</p> <p>Ongoing</p> <p>From 13.11.2020 ongoing</p>			
---	---	--	--	--	--	--	---	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Break time</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p> <ul style="list-style-type: none"> • Fatality 	4	4	HIGH	<ol style="list-style-type: none"> 1. Breaks staggered in teaching groups to limit numbers in corridors and circulation routes 2. Play equipment cleaned between use by different teaching groups. 3. Segregated group areas using barriers/fencing to avoid groups mixing. 4. Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home. 	<p>Share updated action plan and timetables with staff.</p> <p>Outdoor play equipment taken out of use, using hazard tape. Reminders to all staff that they must not be used.</p> <p>Classes allocated playground areas. Share opening plan and timetables with staff.</p> <p>Any play equipment allocated to be used only by the allocated group, to be quarantined for 72 hours following cleaning before use by another group.</p>	<p>Principal</p> <p>Site manager</p> <p>Principal</p> <p>Principal</p> <p>midday staff / PE lead</p>	<p>10.12.2020</p> <p>By 1.9.2020</p> <p>10.12.2020</p> <p>Ongoing</p> <p>Ongoing</p>	1	4	LOW
<p>Providing personal or intimate care to pupils</p> <p>Transmission /</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough</p>	4	4	HIGH	<p>1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and</p>	<p>Ensure all staff reminded to use PPE. Send updated videos regularly via weekly briefing.</p>	<p>Principal</p>	<p>27.11.2020 Ongoing</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>to maintain 2-meter social distancing from pupils. 2.PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. 3. R13 Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>https://youtu.be/-GncQ_ed-9w</p> <p>4.Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances. 5.Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6.Temperature check of staff and pupil before providing care. 7.When working with a child and close contact (less than</p>	<p>Update nappy changing/ intimate care procedures. Share with staff.</p> <p>Ensure all staff have appropriate PPE / contactless thermometer for use before procedures.</p>	<p>Principal</p> <p>Admin / bursar</p>	<p>By 14/12/2020</p> <p>As required</p>			
---	--	--	--	---	---	--	---	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



					2-metres) cannot be avoided staff wear face visors.						
<p>Providing first aid</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> Staff Casualty <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1.Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid.</p> <p>2.First aiders wash/sanitise hands before and after treating a casualty.</p> <p>3.Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid.</p> <p>4.Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting.</p> <p>5. R13 First aiders instructed on the safe “donning and doffing” of PPE. Putting on PPE video Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>6.When performing CPR phone an ambulance and use compression only CPR until</p>	<p>Share updated action plan and timetables with staff- including designated first aiders.</p> <p>Update risk assessment and action plans for all clinically vulnerable staff. Remove from the first aid rota.</p> <p>PPE videos shared with all staff – ensure designated first aiders have responded that they have watched and understood.</p> <p>All first aid kits to include face shields.</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Lunchtime supervisor</p>	<p>By 11/12/2020</p> <p>By 11/12/2020</p> <p>By 12/12/2020</p> <p>Ongoing from 1/9/2020</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>the ambulance arrives.</p> <p>7.If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>8.In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms.</p> <p>9.Staff and parents advised not visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms.</p> <p>10.Assessment of First Aid requirements reviewed.</p>						
<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p>	4	4	HIGH	<ol style="list-style-type: none"> 1.Temperature check of staff and pupil before providing administer medication. 2.Supervising staff maintain 2m social distance from pupil and other staff assisting. 3.Review medication plans to assess if additional PPE requirements for staff administering medication are required. 4.Staff in close contact with the child whilst administering medication wear face visors. 	<p>Ensure contactless thermometer available in the medical room for staff administering medication.</p> <p>Check all asthma / medical needs plans.</p> <p>Ensure PPE equipment is available.</p>	<p>Admin/ bursar</p> <p>SEND CO</p> <p>Admin/ bursar</p>	<p>From 1/9/2020</p> <p>Updated by 18/12/2020</p> <p>ongoing</p>	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Fatality</p>										
<p>Transport of pupils and staff using school minibus and coach travel.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Vehicle drivers <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<ol style="list-style-type: none"> 1. R13 Transport arrangements discussed with providers, SBMAT and parents. 2. R13 Reduction in any unnecessary travel on coaches and minibuses for children and staff. 3. R13 Checks carried out with transport providers that they do not work if they or a member of their household are displaying any symptoms of coronavirus or have tested positive in the last 10 days. 4. R13 Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. 5. R13 Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use. 6. R13 Pupils and staff to be kept in teaching groups where possible when using 	<p>No educational visits / travel planned.</p>			<p>2</p>	<p>4</p>	<p>MEDIUM</p>

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>transport.</p> <p>7. R13 Infrared temperature checks of pupils and staff before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>8. R13 Organised queuing and boarding</p> <p>9. R13 Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p> <p>10. R13 Distancing within vehicles wherever possible.</p> <p>11. R13 Staff wear a face visor when working close contact of less than 2 meters with a child/staff cannot be avoided.</p> <p>12. R13 Through ventilation of fresh air (from outside the vehicle) maximised by opening windows and ceiling vents</p>						
<p>Availability of Equipment and PPE</p> <p>Transmission /</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough</p>	5	4	VERY HIGH	<p>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared</p>	<p>Allocate a member of staff to monitor stocks in line with the RA are available.</p>	Admin / janitor	Ongoing	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>spaces, entrance and exit points.</p> <ol style="list-style-type: none"> 2.Latex free gloves available in classrooms and isolation locations and first aid rooms. 3.Face masks with an FFP2 or FFP3 rating available in isolation rooms. 4.Fluid resistant surgical mask available in first aid rooms and classrooms. 5.Face visors or safety goggles available in isolation locations and first aid rooms. 6.Disposable aprons available in isolation locations and first aid rooms. 7.Replenishment of stocks of hand sanitising gel, liquid soaps and PPE. 	<p>Stock list to be created and maintained in line with the RA.</p>	<p>Bursar/ admin</p>	<p>Ongoing</p>			
<p>Safely reoccupying buildings and using equipment that have not been in use for long periods.</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors <p>Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1.Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2.Valid test, inspection and maintenance of systems and equipment in place. 3.Water fountains removed or covered to prevent use and their mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth 	<p>Site manager / Bursar to ensure that all statutory maintenance checks and health and safety checks are completed.</p>	<p>Site manager</p>	<p>Ongoing</p>	1	4	LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

	electrical equipment, passenger lifts, ventilation, access and security, catering equipment											
Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul style="list-style-type: none"> • Staff • Pupils • Parents Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5	4	VERY HIGH	1. R13 Non-overnight domestic educational visits only. 2. R13 Keep children within their consistent group. 3. R13 COVID-secure measures in place at the destination. 4. R13 Full and thorough risk assessments prior to the trip. 5. R13 Obtain and follow wider advice on visiting indoor and outdoor venues. 6. R13 Follow the schools own local restriction tier guidance and the destination local restriction tier guidance.	No visits planned.				2	4	MEDIUM
Music, dance and drama Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors Symptoms Continuous cough	5	4	VERY HIGH	1. Keeping groups separate (in bubbles) as well as through maintaining social distance between individuals. 2. Playing outside wherever possible 3. Limiting group sizes to suit the space, airflow and 2-meter social distancing when	No singing in worship due to class sizes Review of music planning to amend instrument use.	Music lead	By end of Autumn term 2020		2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>singing, wind and brass instrument playing</p> <p>4. R13 Positioning pupils when possible seated and positioned back-to-back or side-to-side so that air from instruments does not blow into another person.</p> <p>5. Avoiding sharing of instruments and identifying designated users through name labels on instruments.</p> <p>6. Ensuring good ventilation and adequately sized rooms are used .</p> <p>7. Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>8. Clean and disinfect instruments between shared use.</p> <p>9. Staff wear a face visor when working close contact of less than 2 meters with a child cannot be avoided.</p> <p>10. Staff that move between classes and year groups, keep their distance from pupils and other staff, ideally 2 metres from other adults.</p> <p>11. Background or accompanying music lowered to avoid raising of voices.</p> <p>Microphones used when</p>	<p>Music lead to amend music planning and share with staff.</p> <p>Recorder club to restart in bubbles – outside on stage area. Children to sit side by side. Adult to ensure 2 m social distancing maintained</p> <p>Tier 3 area confirmed – no live performances will take place. Christmas performances will not include singing and will be filmed.</p> <p>No peripatetic music lessons taking place.</p>	<p>Music lead</p> <p>Music lead</p> <p>Principal to monitor</p>	<p>By end of Autumn term 2020</p> <p>By end of Autumn term 2020</p> <p>Ongoing from 2/12/2020</p>		
---	--	--	--	---	---	---	---	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>available Sharing of microphones avoided.</p> <p>12. Demonstrating partnering work avoided.</p> <p>13. Increased handwashing before and after handling equipment</p> <p>14. Limited handling of music scores and scripts</p> <p>15. Hired equipment cleaned before and after use.</p> <p>16. R13 Latest advice in the DCMS performing arts guidance, followed by schools in local restrictions tiers 1 and 2 when planning indoor and outdoor face to face performance.</p> <p>17. R13 Schools in local restrictions tier 3 areas should not host performances with audiences.</p> <p>18. R13 Peripatetic teaching across multiple groups or individuals limited and in accordance with social distancing and staff advised to follow self-isolation guidance when they have COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended</p>						
--	--	--	--	---	--	--	--	--	--	--

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1.Pupils kept in consistent groups 2.Sports equipment thoroughly cleaned between each use by different individual groups 3.Contact sports avoided. 4.Outdoor sports prioritised where possible 5.Large indoor spaces used where outdoor space is not available. 6.Maximising distancing between pupils. 7.Cleaning/disinfecting of indoor space regularly. 8.Hand washing/sanitising before and after activity. 9.Work with external coaches when safe to do so. 10.Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 11.Only team sports on the list return to recreational team sport framework are provided following a specific COVID-19 risk assessment. 12.Swimming and water safety lessons following returning to pools guidance documents and specific COVID-19 risk assessment. 	<p>PE lessons / daily mile in class groups only. All PE sessions to take place outside.</p> <p>Children to attend school in PE kits on PE days. PE days to be communicated with parents – reminders of PE day in newsletter – weekly.</p>	<p>Teacher</p> <p>Principal</p>	<p>Ongoing</p> <p>From 1/9/2020 ongoing</p>	2	4	MEDIUM
--	--	----------	----------	------------------	---	---	---------------------------------	---	----------	----------	---------------

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					13.Competitions between different schools are not allowed.						
Stress	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating</p> <p>Affects Poor emotional and physical wellbeing</p>	4	4	HIGH	<p>1.SBMA T Stress Policy communicated to all staff.</p> <p>2.Awareness about all types of stress and its causes raised through discussions, literature and training.</p> <p>3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace.</p> <p>4.Opportunities for staff and employees to maintain and promote their health and wellbeing</p> <p>5.A culture of open communication throughout the organisation</p> <p>6.Good management and team building practices for those with management and supervisory responsibilities</p> <p>7.Supportive environment in which issues and concerns can be raised and dealt with appropriately</p> <p>8.Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations</p> <p>9.Appropriate training interventions to help alleviate the stress</p>	<p>Wellbeing checks all staff regularly.</p> <p>Stress policy re-sent wb 7/12/2020</p> <p>All teachers to take PPA at home</p> <p>Weekly briefings via email to ensure effective communication</p> <p>Counselling available through Stoke HR – SLT to sign post if needed</p>	<p>Principal / Vice Principal</p> <p>Teachers</p> <p>Principal</p> <p>SLT</p>	<p>Ongoing / monthly and when required</p> <p>weekly</p> <p>weekly</p> <p>As required</p>	2	3	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					10. Assist and advise staff suffering from work-related stress 11. Internal and external sources of assistance for staff with clearly identified work-related stress issues						
--	--	--	--	--	--	--	--	--	--	--	--

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

Risk rating:

1 – 4

Low (acceptable)

No further action required

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

5 – 9	Medium (adequate)	<i>If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review</i>
10 – 16	High (tolerable)	<i>Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.</i>
17 - 25	Very High (unacceptable)	<i>Do not undertake the activity. Implement immediate improvements</i>