



Woolwich Polytechnic  
**School for Boys**

**Health and Safety Risk Assessment – COVID-19**

<b>Academy / School</b>	<b>Woolwich Polytechnic School for boys</b>	<b>Assessment No.</b>	<b>8</b>
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<b>Site</b>			
<b>Subject of Assessment</b>	School operations during the coronavirus pandemic  <u>Status: All controls listed below have been fully implemented and are in place.</u>		
<b>Assessed by</b>	K. Scott	<b>Date</b>	Jan 2021
		<b>Review date</b>	Ongoing
<b>Details of workplace/activity</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	<b>Persons Affected</b> <i>(Who may be harmed)</i>	
		Students, Employees, Contractors and Visitors.	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
<p>1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<ul style="list-style-type: none"> <li>• The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>• Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;</li> <li>• Parents issued specific school protocols for school attendance for them to explain to their children;</li> <li>• Reminders go out to parents reminding them of the following: <ul style="list-style-type: none"> <li>• Symptomatic children must remain at home</li> <li>• Symptomatic children must get tested and/or isolate for 14 days</li> <li>• Notify the school if someone tests positive in the household</li> <li>• Do not come onto the school site</li> </ul> </li> <li>• Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students;</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information</li> </ul>	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<p>that can be provided to students;</p> <ul style="list-style-type: none"> <li>• Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing</li> <li>• There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanisms are in place and are easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful</li> <li>• COVID-19 guidelines are published in the school's website</li> <li>• Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures</li> <li>• When possible staff will be permitted to work from home</li> <li>• Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications</li> <li>• People deemed vulnerable take particular care to minimise contact with others and are advised to follow <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></li> <li>• Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made</li> <li>• The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate</li> <li>• Specific risk assessments for new and expectant mothers are completed</li> <li>• Markings along the ramp to maintain 2 metre distancing.</li> <li>• Pupils will receive sanitising gel before entering the building</li> </ul>	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>• SLT would be present enforcing the protocols</li> <li>• Signage at reception reminding visitors not to enter the site if they have COVID symptoms.</li> <li>• Signage on front doors asking for one person to be in reception at a time.</li> <li>• Sanitising dispenser is available in all classrooms, reception, front gates and canteen</li> <li>• Reception station is protected with safety glass screens.</li> <li>• Staff will be reminded to use their badges to register their presence onsite to avoid touching the booking screen.</li> <li>• Restricted pupil movement whilst onsite due to 2 week time table and bubbles located in zones</li> <li>• Staff and Pupils reminded to avoid touching their face ~ Signage</li> <li>• No sharing of resources between bubbles</li> <li>• Classroom furniture arranged with 2 metre gaps between teaching and student desks</li> <li>• Hygiene Packs (Tissues, sanitising gel, antiseptic surface wipes and nappy-sacks) will be available in all classrooms</li> <li>• Parents receive guidance on school timings for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; <u>-the-coronavirus-covid-19-outbreak</u></li> <li>• External mental health support available</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively</li> </ul>	
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Drop off / entry to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>• Start times have been staggered for year groups</li> <li>• Parents have been advised: <ul style="list-style-type: none"> <li>○ not to congregate at the school gate</li> </ul> </li> </ul>	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>○ children should avoid using public transport</li> <li>○ plan cycling/walking routes to school</li> <li>○ to provide face masks if public transport will be used.</li> <li>● Drop-off and collection points and timings for each group have been identified.</li> <li>● Due to increased drop off by parents signage have been added to remind parents to respect our neighbours and to follow the parking restrictions</li> </ul> <p><b>Entry to the school:</b></p> <ul style="list-style-type: none"> <li>● Staggered start times are in place to keep groups apart;</li> <li>● In order to prevent congestion parents and students have been informed of their groups (year group) start time;</li> <li>● Pupils will come in via the designated entry point at the designated time.</li> <li>● They will line up in their bubble and access the sanitising gel as they enter the site</li> <li>● Pupils will line up in their bubbles and escorted to their classroom by their teacher</li> <li>● Parents/Guardians are NOT permitted to enter the school buildings;</li> <li>● Automatic doors installed, reducing the number of occupants touching the doors;</li> <li>● Pupils allergic to the sanitising gels will be asked to wash their hands</li> <li>● Good hand washing signage to instruct students how to do this effectively is displayed;</li> <li>● Hand washing demonstrations have been provided to students on how to adequately wash their hands.</li> <li>● The school management will keep this under review and will consult with parents or students who are not following the new procedures/start time for their group;</li> <li>● Students will not be permitted to gather with students outside of their</li> </ul>	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>group at the start and end of the day.</li> <li>Students without a face mask will be provided with one</li> <li></li> </ul>	
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Pickup / leaving the school.</li> </ul>	<p><b>Exit from school:</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>Students will be escorted off site in small groups and led to the bus stop.</li> <li>The bus stop will have staff ensuring that pupils continue to socially distance themselves.</li> <li>Students must leave via the designated exit point at the designated time</li> <li>Automatic doors installed, reducing the number of occupants touching the doors;</li> <li>Students sanitise before leaving the classroom</li> <li>Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas;</li> <li>Finish times have been staggered for each class in order to prevent large numbers of students leaving at the same time.</li> <li>School buses to coincide with year group departures maintaining bubbles where is reasonable practical.</li> </ul>	LOW
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Classroom use / activities.</li> </ul>	<p>There will be no large gatherings. Assemblies will be conducted via live streaming along with 2 forms groups per time in the hall.</p> <ul style="list-style-type: none"> <li>Staff trained by the Learning and Achievement team on lesson delivery whilst distancing under COVID controls</li> <li>Staff trained on dealing with pupils who maybe returning traumatised due to the lock down</li> <li>Staff to use "Educate and Correct" strategy to remind pupils to: <ul style="list-style-type: none"> <li>All pupils are required to wear masks in lessons unless exempted</li> <li>Avoid touching faces</li> </ul> </li> </ul>	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>○ Avoid touch each other</li> <li>○ Catch it Bin it Kill it.</li> <li>○ Use of the hygiene packs</li> <li>○ Discuss COVID safe behaviour</li> <li>● Students will sanitise as they enter the classroom</li> <li>● Nappy sacks will be used to dispose of masks before putting into bins</li> <li>● Subjects with practical element will adjust autumn curriculum to include risk assessment and to delay the use of practical equipment and/or ensure equipment is used in bubbles only. (DT, Music, Science and Art)</li> <li>● Hygiene Packs available in all classrooms</li> <li>● Pupils will sanitise their areas before every lesson</li> <li>● Issue pupils with antibacterial wipes to clean keyboards etc</li> <li>● Issue pupils with nappy-sacks to dispose of used tissues</li> <li>● Signage will be in rooms to remind pupils hygiene habits</li> <li>● Two week time table designed to reduce movement during the school day.</li> <li>● Where a classroom is used by more than one bubble staff are to use the antibacterial aerosol spray between bubbles.</li> <li>● 6<sup>th</sup> form independent student will take place off site for period 1+2 and 5+6</li> <li>● After school clubs are suspended until further notice.</li> <li>● Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and LSA if required (specific needs of class);</li> <li>● LSAs will be assigned so that they work with in a bubble.</li> <li>● Pupils needing extra support to understand the new routines will be identified and supported.</li> <li>● Students move class groups for specific subjects but remain in their year group 'bubble' at all times;</li> <li>● Interaction with other year groups is prevented (as far as possible);</li> <li>● Blocks/areas of the school have been designated for specific year groups. Students move between rooms within this block but movement to other</li> </ul>	

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	<p>blocks is limited as far as is possible i.e. all non-practical subjects are taught in the same year group block/area of the school;</p> <ul style="list-style-type: none"> <li>• The school has limited student movement between rooms / areas as far as is reasonably practical;</li> <li>• Classrooms have been organised to achieve 2m distances between students and Teachers at all times;</li> <li>• Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on;</li> <li>• Where the above is not possible screens will be installed, for example in some science labs</li> <li>• Seclusion room will be rotated by year group allowing only one year group use at a time.</li> <li>• Students are managed while entering the room to avoid contact with each other of the Teacher;</li> <li>• Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces;</li> <li>• Individual and very frequently used equipment such as pencils and pens are not shared;</li> <li>• staff and pupils have their own items;</li> <li>• Classroom based resources are only shared within a bubble;</li> <li>• These resources are cleaned regularly as are classroom surfaces;</li> <li>• Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use</li> </ul> <p><b>AND/OR</b></p> <ul style="list-style-type: none"> <li>• Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics);</li> <li>• Outdoor equipment is more frequently cleaned;</li> <li>• The school limits the amount of equipment students bring to school to only</li> </ul>	



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<p>essentials;</p> <ul style="list-style-type: none"> <li>• Shared resources can be taken home but this is avoided where unnecessary;</li> <li>• All such resources are cleaned before used by others;</li> <li>• Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. Not mixing with students from other year groups; (Staggered breaks and lunches)</li> <li>• The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible this will be one teacher for the whole and subsequent days;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• HoYs offices will be moved to the zone area</li> <li>• Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure.</li> </ul>	
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>• All exit doors replaced with automatic doors to reduce touching.</li> <li>• Separate lunch breaks are designated for each teaching group (bubble/year group). Students will stay in these groups during lunch;</li> <li>• Canteen area cleaned before and after each group's lunch (not just at the end of break).</li> <li>• Students and staff lunch seating kept 2m apart;</li> <li>• Students are advised to clean hands before and after eating lunch in the canteen.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the school is reduced as much as possible;</li> <li>• Pupil movement is limited as staff are the ones moving to the students</li> </ul>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>• One system used to marking to be enforced</li> <li>• External doors are used to move students from one area to another. Effectively creating external corridors in the open air;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> <li>• Corridor floors are demarcated to show direction and safe distance signage;</li> <li>• Times are allocated for each group to reduce the need to pass one another in open spaces;</li> <li>• Where possible students will move with their group only and will not mix with other groups;</li> <li>• Staff will generally manage student movement but keep a suitable social distance from students and other staff.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Separate times or areas (at a safe distance using government guidance) are issued for each separate class group.</li> <li>• Students are permitted to complete normal playground activities;</li> <li>• Mixing with other groups is not permitted;</li> <li>• Each year group is assigned a specific area of the school to use;</li> <li>• Daily inspection and enhanced cleaning programs are in place for external areas.</li> </ul>	
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Hand washing/sanitising stations are located on each floor, within each classroom and on entry to the dining hall;</li> <li>• Hand washing sinks are located within each toilet provision;</li> </ul>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Students and staff have been shown how to wash hands properly;</li> <li>• Pupils with allergies to hygiene chemicals to access toilets to wash hands</li> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>• Entry and exit from the school;</li> <li>• After using the toilet;</li> <li>• When returning from breaks</li> <li>• On entry to the dining hall;</li> <li>• Before and after eating;</li> <li>• On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Nappy-sacks will be made issued to staff and students to put their tissues and masks into the bags before placing in bins. ~cough or sneeze into their arm, 'catch it, bin it, kill it';</li> <li>• Toilets and wash stations have single-use paper towel for drying hands.</li> <li>• Signage used to educate and remind all of COVID secure habits</li> </ul>	
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• Cleaners must wear masks throughout their cleaning shifts</li> <li>• Day cleaners have been increased to address high touch points, toilets etc</li> <li>• Common areas will be cleaned repeatedly during the day;</li> <li>• Antibacterial aerosols provided to spray rooms sanitising hard and soft surfaces</li> <li>• Pupils will clean their areas before every lesson</li> <li>• More bins provided outside</li> <li>• Nappy sacks will be used where there are no lids on bin to support to support hygiene</li> <li>• The school has implemented additional cleaning regimes. This includes using products that are antibacterial</li> </ul>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>• Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>• Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment as part of the routine by staff</li> <li>• Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms;</li> <li>• Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;</li> <li>• Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person;</li> <li>• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <u>COVID-19: cleaning un non-healthcare settings</u>.</li> <li>• Any area that was used by someone who is showing COVID symptoms and/or tested positive will be fogged and taken out of use temporarily.</li> </ul>	
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>• "Max Occupancy" Signage on office doors <ul style="list-style-type: none"> <li>◦ Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door;</li> </ul> </li> <li>• Employees are required to conform with social distancing requirements at all times;</li> <li>• Staff encouraged to avoid departmental work areas and use class rooms where possible.</li> <li>• List of empty room time table issued. Staff can access empty work areas</li> <li>• Webcams installed on teaching stations to support virtual learning and virtual meetings</li> <li>• All calendared meetings are virtual</li> </ul>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>Protective screens installed on staff desks to reduce transmission</li> <li>First aiders have been trained on providing medical assistance during the pandemic</li> </ul>	
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> <li>Dealing with general First aid;</li> <li>Lack of trained first aiders;</li> <li>Dealing with a suspected case of Covid-19;</li> <li>Inappropriate handling/removal of clinical waste</li> <li>Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>A specific First aid needs assessment has been completed –</li> <li>First Aiders all trained in providing medical treatment under COVID conditions</li> <li>The school has a specific room and toilet dedicated for suspected cases of COVID-19;</li> <li>Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</li> <li>The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal.</li> <li>Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>All building users advised re monitoring their own health, reporting of symptoms and self-isolating</li> <li>Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer</li> </ul>	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• Parent to meet child at the school gate</li> <li>• Parent to keep school informed about the child's illness</li> <li>• Staff showing symptoms to get tested</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> <li>• Pedal Waste Bins will be in use in first aid rooms</li> <li>• Nappy sacks will be used to support the double bagging</li> <li>• First Aid room re-located to ground floor</li> <li>• First Aid room re-located near toilets for easy accessibility</li> <li>• Toilets will be cleaned immediately after use if used by individual showing symptoms</li> </ul>	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<p><b>Waste disposal measures</b></p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>	
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school;</li> <li>• In exceptional circumstances that meeting must be held on site this will be done via a booking system to avoid groupings in reception with different parties.</li> <li>• Visitors will only be permitted into the school if they have an appointment</li> <li>• Contractors working onsite wear masks and adheres to school COVID controls in place</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> </ul>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>• The SLT/HoYs are able to meet via video link parents if face to face meetings are required;</li> <li>• For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff;</li> <li>• Touch screen sign in equipment in Reception to be wiped after use</li> <li>• A record of all visitors, including contractors, to site will be kept and maintained;</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Meetings with visitors will be via video conference or phone where possible;</li> <li>• If not possible social distancing measures will be adhered to at all times;</li> <li>• Face to face meetings in small rooms or within 2m are not permitted;</li> <li>• Premises' contractors will be managed in accordance with a separate premises' maintenance risk assessment written specifically for this time;</li> <li>• Deliveries will be accepted at designated quiet times only;</li> <li>• Delivered items will be left outside of the school building for staff to collect;</li> <li>• The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.</li> <li>• They will also receive a summary of the control measures in place and instructions on their role to maintaining safety</li> </ul>	
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This	<ul style="list-style-type: none"> <li>• Toilets are assigned to year group bubble in their zones</li> <li>• One in one out management of toilets is in place;</li> </ul>	LOW



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>• Toilet in use signs are in use;</li> <li>• Toilets are cleaned throughout the day;</li> <li>• All toilets are filled with liquid soap and signage on washing hands</li> </ul>	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>• Children are suitably supervised at all times;</li> </ul>	LOW
13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>• The school adheres to the government guidance on managing buildings that are partially open;</li> <li>• Premises staff levels are maintained and suitable for the use of the building;</li> <li>• Appropriate cleaning and premises staffing levels are in place;</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>• Contingency in place for sudden premises staff absence;</li> <li>• General use of the lifts will be suspended</li> <li>• Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.</li> <li>• Premises trained on using the fogging machine</li> </ul>	LOW
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place;</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for</li> </ul>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		cleaning of potential coronavirus contaminated rooms or equipment.	
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>• Evacuation practiced with every year group</li> <li>• Evacuation plans including the following have been reviewed:</li> <li>• Safe assembly points for occupants following social distancing requirements;</li> <li>• Safe exit via the nearest available final exit;</li> <li>• Training occupants of any changes to evacuation;</li> <li>• Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school;</li> <li>• Use of the school has been reduced to enable safe sweeping and evacuation.</li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	LOW
16.	<p><u>At Risk Groups highlighted by the NHS as being extra vulnerable to contracting COVID 19</u></p> <ol style="list-style-type: none"> <li>1. Black Asian and Minority Ethnicities (BAME) ~Staff</li> <li>2. Staff who were categorised as Extremely clinically vulnerable by the NHS</li> <li>3. Staff who are anxious about returning to work</li> <li>4. Staff who suffered any form of trauma due to the lockdown</li> </ol>	<ul style="list-style-type: none"> <li>• Provide: <ul style="list-style-type: none"> <li>○ Option for personalised Risk Assessment</li> <li>○ Drop-in onsite support with mental health</li> <li>○ Support with offsite counselling</li> <li>○ Discussions about the control measures in place</li> <li>○ Consider adjustment of working conditions and locations where it is reasonable practical to do so.</li> </ul> </li> <li>• Use SLT and middle leaders to ensure pupils adhere to safety guidelines</li> <li>• Through assembly broadcasts pupils will be taught the protocols that must</li> </ul>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
	Pupils	<ul style="list-style-type: none"> <li>be followed to stay safe onsite</li> <li>Encouraged to use the wash hand stations available</li> <li>Parents issued a guide of what is expected of students whilst onsite.</li> <li>Pastoral team to identify students who need extra support in understanding and engaging with the new control measures.</li> </ul>	
17.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>The Kitchen/Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u></li> <li>The Kitchen/Catering Manager has reviewed and implemented <u>FSA guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u></li> <li>The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> <li>Canteen staff have access to designated handwashing facilities</li> <li>Staff to wear masks at all times</li> <li>Staff to use Type 2 masks</li> </ul>	LOW
18.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>In line with Government advice, overnight and overseas educational visits will not be carried out</li> <li>External provisions such as construction, Tump and BMX will continue due to the safety controls in place <ul style="list-style-type: none"> <li>Max group size of 5</li> <li>No sharing of helmets. They each have their own</li> <li>No sharing of gloves</li> <li>Hygiene kits are taken on the school bus</li> <li>Pupils are distanced on the bus</li> <li>Pupils receive induction on safety controls of site</li> </ul> </li> </ul>	LOW
19.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> <li>Parents receive regular reminders: <ul style="list-style-type: none"> <li>Keep sick children at home</li> <li>Inform the school if child tests positive</li> </ul> </li> </ul>	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	
		<ul style="list-style-type: none"> <li>• If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u></li> <li>• Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding</li> <li>• The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT</li> <li>• The school keeps informed of Government and Department for Education guidance and updates</li> <li>• To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate</li> <li>• A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.</li> </ul>	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	
<b>Onsite Test Clinic</b>			
20.	Spread/contraction of Covid-19 of staff processing the test	<ul style="list-style-type: none"> <li>• Test Operators completed training and assessments</li> <li>• Test Operators completed onsite training and practice on protocols</li> <li>• All processors to be tested daily</li> <li>• Provision of the correct PPE</li> <li>• Ensure the testing set up allows for social distancing</li> <li>• Access to cleaning and sanitising products</li> <li>• Supervisors to ensure processors are following safety protocols at all times.</li> <li>• Processors to dispose and replace PPE each time they leave the clinic and re-enter the clinic</li> <li>• Change of gloves after handling every test sample.</li> </ul>	LOW
	Spread/contraction of Covid-19 due not acting appropriately when a case is confirmed.	<ul style="list-style-type: none"> <li>• Individual will be isolated upon a positive result</li> <li>• For student: Parent will be contacted to collect and advised to have the PCR test done</li> <li>• Staff will vacate the site immediately and advised to do PCR test</li> <li>• Postal PCR test will be provided for individuals who may struggle to access a test site</li> <li>• Individual will have to isolate as per government guidelines</li> </ul>	LOW
	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• Daily cleaning and sanitizing of the Test area</li> <li>• Fogging when a positive result occurs</li> <li>• Processors to sanitise their areas before use</li> <li>• Cleaner present whilst clinic in operation</li> <li>• Each booth to be sanitised after every use</li> <li>• Access to clinical waste provided</li> <li>• Processors at the first row to change gloves after handling every sample</li> </ul>	LOW

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>• PPEs and testing materials to be dispose of via the clinical waste bins</li> <li>• Clinic to temporary closed should test subject vomit for cleaning and santising</li> </ul>	
	Spread/contraction of COVID-19 by test subjects .	<ul style="list-style-type: none"> <li>• Pupils to receive induction on testing and swabbing themselves</li> <li>• Allow only 10 test subjects in the clinic at any time</li> <li>• Face masks to be worn in the clinic</li> <li>• Sanitise upon entry and exit with gels provided</li> <li>• Remove face mask only whilst swabbing and replace the face mask immediately.</li> <li>• Seating area to allow 2 metres social distancing</li> <li>• Supervisor to ensure that test subjects are following safety protocols</li> </ul>	LOW
	Spread/contraction of COVID-19 by individuals who have had contact with someone who has tested positive.	<ul style="list-style-type: none"> <li>• Individuals will receive a test everyday for 3 days for 2 weeks</li> <li>• Positive cases to access the PCR test for confirmation</li> <li>• Where a positive result is received by a contact then they follow the government protocols on isolation.</li> </ul>	
<b>Hub 2021</b>			Completed by:
	Increased control measures	<ul style="list-style-type: none"> <li>• The Hub is broken into year group bubbles plus a separate EAL bubble</li> <li>• The bubbles sizes will remain manageable</li> <li>• Bubbles will not mix (Separate break, lunch and play areas)</li> <li>• Pupils will not be sharing resources (Personalised packs will be issued)</li> <li>• Masks worn in common areas</li> <li>• Increased cleaning during the school day</li> </ul>	LOW

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)
<b>Summary of Revised COVID Controls</b>		Completed by:
	<ul style="list-style-type: none"> <li>• Masks are mandatory in classrooms, corridors and outside line-ups for students</li> <li>• Staff are to wear masks in communal areas</li> <li>• Pupils will have wellbeing workshops for 1 week before returning to lessons</li> <li>• Pupils will be tested 3 times over 2 weeks starting March 8<sup>th</sup> 2021</li> <li>• Zoned Single Break and Single Lunch</li> <li>• Lessons will continue via year group zones</li> <li>• Staff to maintain 2 metres away from students in classrooms</li> <li>• Staff to observe Maximum office occupancy</li> <li>• Personalised Risk assessment available for all staff</li> <li>• Review of cleaning staff and cleaning frequency during the day</li> <li>• Nappy sacks to be used to dispose of tissues and masks before placing in bins</li> <li>• Pupils will receive Spring COVID induction on safety controls</li> <li>• Fresh signage around the school on safety protocols</li> <li>• LFT Self Test kits will be made available to all staff for twice weekly testing</li> <li>• Visitors are still not allowed onsite</li> <li>• Parents will get an update on expectations and controls</li> <li>• Staff will have seating plans to support the track and trace</li> <li>• Exit doors have been replaced with automatic doors to reduce touching</li> </ul>	March 2021