

School/Academy:	The Fernwood School	Date of assessment	28 February 2022	
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School	
National COVID-19 Status:	February 24th 2022 – Removal of remaining domestic restrictions in England			
Reference Documents:	DfE: Schools coronavirus (COVID-19) operational guidance DfE: Contingency framework: education and childcare settings			
Date	Summary of school position			
01/03/2022	Approved by Governors under covid regulations			
Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
“Post-covid” Measures				
Note: From 1 April, the Government will remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments.	<ul style="list-style-type: none"> The school has started to consider and plan which measures and changes that will continue to be in place either in the short term or long term after the Government withdraws all COVID-19 specific guidance. These measures may either have other infection control benefits (e.g. hand washing regime to reduce potential norovirus outbreaks) or other benefits to the efficient running of the school. 	✓	The Headteacher, Operations Manager and Health & Safety Committee will agree short term and long term measures and changes in advance of 1 April 2022, when the Government withdraws all COVID-19 specific advice. Advice and recommendations from the Schools H&S Advisor will be considered.	low
Communication				
Staff	<ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. 	✓	The risk assessment will be shared with all staff. An electronic copy of the document will be available on the school HUB and hard copies will be issued to staff who do not routinely access emails and the school website.	low

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	<ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions. 	✓	HR will obtain signatures from all staff, via email or hard copy, as a record confirming that the document has been received and read. Ongoing Feedback & suggestions via email to SLT, Operations Manager & Site Manager	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> Parents and carers are informed about the recent changes to government advice and any school rules and procedures. The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. 	✓	Regular communications continue detailing updated guidance and changes to procedures.	
		✓	The Site Manager, Operations Manager, premises team, lettings administrator and faculty staff liaise with visitors prior to any proposed visit to ensure coronavirus safety principles continue to be communicated. Staff should contact the above team as an integral part of arranging a visit.	low
Employer	<ul style="list-style-type: none"> The completed risk assessment (v.7) is shared with the Governing Body and employer. 	✓	The risk assessment is shared with the employer, The Fernwood Academy Trust. Members of the school's Governing Body are Directors of the Trust.	low
Trade Unions	<ul style="list-style-type: none"> The completed (v.7) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). 	✓	The risk assessment is shared with Trade Unions using the contact details provided by the Schools H&S Advisor in Sept 2021.	low
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Omicron variant, these three symptoms are still only used in determining</p>	✓	Up to date communication has been issued detailing current Government information and including access to test procedures.	medium

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	whether someone must stay away from school. PHE Campaign posters are available here.			
	<ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. The pupil must stay away from school for 10 days. Only a negative PCR test taken within two days will allow the pupil to attend school. The results of any lateral flow tests are irrelevant until days 5 and 6, when they may return early with two negative tests taken 24 hours apart and no high temperature (this applies whether or not a PCR test in response to the original symptoms). 	✓	Parents have been informed	
	<ul style="list-style-type: none"> For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. 	✓	Noted	
	<ul style="list-style-type: none"> Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see below) 	✓	Records are kept and are used as an integral part of outbreak Management.	
	<ul style="list-style-type: none"> Schools may continue to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. 	✓	There will be occasions when the school may ask parents and visitors to take a lateral flow device (LFD) test before entering school. The school risk assessment for live performances contains this control measure.	
Outbreak management	See latest action plan for complete details <ul style="list-style-type: none"> The following thresholds, detailed below, are used as an indication for when to seek public health advice if they are concerned: <ul style="list-style-type: none"> a higher than previously experienced and/or rapidly increasing number of staff or pupil absences due to COVID-19 infection evidence of severe disease due to COVID-19, for example if a 	✓	The school understands the new thresholds and will follow DfE guidance. SLT managers review absence information daily, to identify higher than previously experienced and /or rapidly increasing covid infection, severe disease and clusters of	medium

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	<p>pupil, student, child or staff member is admitted to hospital due to COVID-19</p> <ul style="list-style-type: none"> o a cluster of cases where there are concerns about the health needs of vulnerable o staff or students within the affected group • In the event of the above, the school will: <ul style="list-style-type: none"> o contact the DfE who will escalate the issue to the local health protection team (UKHSA) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1. o immediately consider: <ul style="list-style-type: none"> – whether any (additional) activities could take place outdoors, including exercise, assemblies or classes – ways to improve ventilation indoors, where this would not significantly impact thermal comfort – one-off enhanced cleaning focussing on touch points and any shared equipment – limiting non-essential visitors – asking staff to undertake routine LFD tests 		<p>cases.</p> <p>Concerns are escalated to the Head Teacher and mitigating action is considered</p> <p>In the event of the above the school will contact the DfE who will escalate the issue to the local health protection team (UKHSA) Concerns are escalated to the Head Teacher and mitigating action is considered</p>	
	<ul style="list-style-type: none"> • School management are familiar with the DfE's contingency framework <p>It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and UKHSA health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	✓	All members of SLT are familiar with and have read the DfE's contingency framework and understand the principles of managing a local outbreak of COVID-19 in school.	
	<ul style="list-style-type: none"> • The school's outbreak management plan considers the measures that may be necessary in school at the request of the organisations above: <ul style="list-style-type: none"> o Attendance restrictions o Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. 	✓	There is a separate document entitled School Outbreak Management Plan detailing the actions that may be taken at Fernwood School in the event of a local outbreak and gives the names of those in school who have responsibility for implementing the action	

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	<ul style="list-style-type: none"> Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) Reintroduction of shielding (following a ministerial decision). Changes to: <ul style="list-style-type: none"> Residential educational visits Open days Transition or taster days Parental attendance in settings Performances in settings 		points.	
Individuals not accessing the vaccination programme	<ul style="list-style-type: none"> Staff, parents, eligible pupils and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ 	✓	A number of communications have been issued to staff, parents/carers encouraging access to the vaccination programme.	medium
	<ul style="list-style-type: none"> The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. <p>This information may be used to identify individuals who may be at higher risk.</p>	✓	HR hold a list of staff with their vaccination status in line the guidance provided. A further exercise will be completed this half-term to update current vaccination status.	
Preventing persons who are at a higher risk of carrying the virus attending school	<ul style="list-style-type: none"> Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace and that country's status is subject to change at short notice. 	✓	Ongoing communication is issued to staff regarding travel outside of the UK and their ability to return to the workplace immediately following a school holiday period.	medium
	<ul style="list-style-type: none"> Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance and that country's status is subject to change at short 	✓	Communications continue to be issued to parents/carers regarding the implications of travel outside of the UK affecting their ability to comply with statutory attendance. Return dates are monitored as part of the attendance process.	

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	notice.			
	<ul style="list-style-type: none"> Reference: <ul style="list-style-type: none"> https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19 Any member of staff has stayed overnight in the household of, someone who has COVID-19, are advised to: <ul style="list-style-type: none"> minimise contact with the person who has COVID-19 work from home if they are able to do so avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system. 	✓	Noted Staff will be advised accordingly	
Reducing the number of persons on site	<ul style="list-style-type: none"> Management may continue to allow office staff and others who can work from home, to do so where they can work effectively and there is no detriment to the school. The school remains in dialogue with any proposed education professionals and contractors to explore whether they can undertake their work virtually where it is not detrimental to the process and outcome. The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. Meetings are held virtually rather than physically where there is no detrimental effect. 	✓ ✓ ✓ ✓	Noted, although this is not applicable to most school staff, the school will consider what is feasible and appropriate in individual cases. The site manager and premises team continue to manage contractor attendance and consider virtual works when feasible. Likewise, educational professionals will undertake work virtually where it is not detrimental to the process and outcome. Conversations should be held by phone whenever possible. Face to face meetings will be held if necessary Virtual meetings can be held if there is no detrimental effect in not holding a physical meeting.	low
Performances	<ul style="list-style-type: none"> The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor 	✓	Risk assessments are completed for any performance, including outdoor performances, taking into account the latest advice and guidance for performing arts and outdoor events. Appropriate forward planning and timely	medium

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	events.		decision making is part of the process.	
Persons at higher risk of becoming seriously ill * As at 14th December 2021, in this context, fully vaccinated means 2 vaccinations and 14 days have passed since your final dose of a COVID-19 vaccine.	<ul style="list-style-type: none"> • Higher Risk to Covid-19* Staff <ul style="list-style-type: none"> ○ Risk assessments have been completed for all higher risk to covid staff who have been fully vaccinated. ○ All CEV staff who have not been fully vaccinated* and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. * Note: The DfE and wider Government in their guidance now refer to: "People previously considered clinically extremely vulnerable from COVID-19" and that "In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have." The Schools Health and Safety Team maintain that individual risk assessments must still be completed and reviewed as necessary. See also. 	✓	The risk assessment process remains in place. HR uses individual risk assessment templates provided by the School Health and safety team.	low
	<ul style="list-style-type: none"> • In some circumstances pupils previously considered Clinically Extremely Vulnerable may have received personal advice from their specialist or clinician on additional precautions to take. The school continues to follow that advice. See also. 	✓	Pupils previously considered CEV will continue to be supported in school, following personal guidance provided by their specialist or clinician.	
	<ul style="list-style-type: none"> • The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> ○ Risk Assessment (Part 1) has been completed for all fully vaccinated pregnant members of staff up to 26 weeks. ○ Risk assessment (Part 2) has been completed for pregnant members of staff over 26 weeks who have been fully vaccinated and non-fully vaccinated under 26 weeks. ○ Pregnant staff over 26 weeks who have not been fully vaccinated should act on their advice from their medical 	✓	HR continue to liaise with pregnant members of staff and complete the pregnancy Covid risk assessment, including vaccination status.	

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	practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school.			
School Visits	<ul style="list-style-type: none"> All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). 	✓	Noted Risk assessments for all educational visits will be approved through EVOLVE, the Nottingham City Council Educational Visits Advisory Service, supported by advice from the Outdoor Education Advisory Panel (OEAP).	medium
	<ul style="list-style-type: none"> International visits The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. The school refers to the Foreign, Commonwealth and Development Office travel advice. 	✓	Noted The school will liaise with visit providers and their insurer. DfE guidance and advice from EVOLVE, the Nottingham City Council Educational Visits Advisory Service will be followed. The school will refer to the Foreign, Commonwealth and Development Office travel advice.	
Undertaking CPR / and First Aid	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm The school has purchased devices such as CPR facemask / 	✓	First aiders have been issued with a training pack of instructions, including information and guidance. A supply of PPE specifically for the use of first aiders is provided. Any additional information and updates from the HSE will continue to be issued to first	medium

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	resuscitation shields.		aiders.	
Persons becoming symptomatic school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) they must: be sent home and advised to follow “COVID-19: people with COVID-19 and their contacts” 	✓	<p>Locations where pupils could be isolated: A waiting area is available as an isolation place in a secure area to the rear of the red area that is accessible via an external door and is not used as a general walk through by staff and pupils. During use, the area will be out of bounds, as will access to the Catering Manager's office. Once vacated a deep clean of the area will be completed before general entry is allowed.</p> <p>Anyone who is unwell will be sent home. They will be advised to follow stay at home guidance and to arrange to have a PCR test.</p> <p>A supply of PCR home testing kits is available in school for issue to those who may find it difficult to access testing in the community</p>	medium
Managing positive cases	<ul style="list-style-type: none"> The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. The school provides these PCR test kits to symptomatic individuals who are struggling to access a test. 	✓	The school's own PCR home test kits are provided for use in line with the guidance and criteria issued to schools. The Headteacher, HR Manager, Operations Manager & First Aider make the decision to issue kits.	low
Outbreak Lateral Flow Testing (LFT)	<ul style="list-style-type: none"> A risk assessment has been completed for the school's onsite Asymptomatic Testing Site (ATS) to administer LFTs. In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and pupils for a period of time. 	✓	<p>A risk assessment has been completed</p> <p>Noted</p>	low
Routine Lateral Flow Testing (LFT) – Staff	<ul style="list-style-type: none"> School management have decided whether or not to continue encouraging staff to complete routine LFT testing. 	✓	Staff are encouraged to continue with lateral flow testing. From 21 February test kits should be sourced from a local pharmacy or online.	low

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From 21 February, staff, and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing.	<ul style="list-style-type: none"> School staff have been appointed a "COVID-19 Coordinator" who will be responsible for: <ul style="list-style-type: none"> communicating with stakeholders ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log' reporting incidents and carry out risk management storing and reporting any required data reordering tests when required <p>They have read and understood the resources from the Primary portal.</p>	✓	<p>The Operations Manager and Technical Systems Manager are undertaking the COVID-19 Coordinator role.</p> <p>Coronavirus updates are actioned and shared as appropriate, using guidance provided on the secondary schools document sharing platform.</p>	
	<ul style="list-style-type: none"> The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. (See step 5 and model letter from the Govt. resources.) 	✓	Staff have been provided with information about the purpose and process of the lateral flow testing including the recording of results	
	<ul style="list-style-type: none"> Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. <p>The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday)</p>	✓	<p>Prior to 21 February staff, including non-directly employed peripatetic staff were encouraged to participate in the testing arrangement.</p> <p>Staff were asked to carry out the test 3-4 days apart, with Monday being one of their test days if that is one of their working days. The test could be carried out on Monday morning before attending school or on Sunday evening.</p> <p>Staff are encouraged to continue with lateral flow testing. From 21 February test kits should be sourced from a local pharmacy or online.</p>	
	<ul style="list-style-type: none"> Staff are reminded that: <ul style="list-style-type: none"> A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. 	✓	Communications have been issued to staff reminding them of these points.	

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	<ul style="list-style-type: none"> The testing programme does not replace current (PCR) testing policy for those with symptoms. 			
	<ul style="list-style-type: none"> Appropriate action is taken in the event of: <ul style="list-style-type: none"> A negative test result Two void test results A positive test result: <ul style="list-style-type: none"> Asymptomatic: Follow self-isolation requirements Symptomatic (one or more of the three symptoms): Stay away from school. Follow this guidance. Obtain a confirmatory PCR test. 	✓	Clear instructions have been to staff regarding results reporting and Stay away from school requirements.	
	<ul style="list-style-type: none"> Necessary records of testing are kept. 	✓	Records are kept	
Hygiene – General	<ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sport activities Before cooking and eating After sneezing or coughing After using the toilet Before leaving home <p>Note: Electric hand dryers may be used in schools</p>	✓	Sanitiser stations are located at the main reception area and throughout the building. Time has been built into the timetable and workflows created to accommodate handwashing and good hygiene. Signage is on display to remind everyone to follow good hygiene practice.	low
	<ul style="list-style-type: none"> Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. <p>Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</p>	✓	<p>The school has an appropriate level of stock of soap, sanitiser and tissues. Cleaners will clean and replace stock throughout the day.</p> <p>Staff oversee the use of hand sanitiser on entry and exit of teaching areas.</p> <p>SEN staff support SEND pupils as necessary</p>	
	<ul style="list-style-type: none"> The best choice of bins for used tissues is a lidded bin with a pedal 	✓	Tissues are provided in classrooms. Teachers	

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	<p>as you will not need to physically touch the bin lid and the tissues will be safely stored.</p> <p>Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore, if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p>		<p>to ensure pupils follow 'catch it, kill it, bin it' guidance and dispose of tissues in the lidded pedal bins, washing their hands or using hand sanitiser afterwards.</p> <p>Lidded pedal bins labelled 'disposal of hazardous materials' are provided in classrooms / office areas for the disposal of tissues, face masks / coverings and wipes.</p> <p>Premises and cleaning staff instructed on disposal procedures.</p>	
	<ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. <p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p>	✓	<p>The cleaning of touch points remains a priority and the current list of touch points and surfaces will continue to be reviewed regularly. Frequently touched surfaces and touch points are cleaning using sanitising chemicals. Cleaning schedules continue to be reviewed regularly and take into account occupation of the site to ensure that the frequency of necessary cleaning is identified and undertaken.</p> <p>In classrooms, desks should be wiped at the beginning of every lesson or when a new cohort of pupils come into the room</p>	
Hygiene – Classrooms	<ul style="list-style-type: none"> The contents of the classrooms and their ease of cleaning is considered. 	✓	Noted	low
	<ul style="list-style-type: none"> Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched 	✓	Supplies of cleaning materials will continue to be provided in teaching areas for teaching staff to use during the day as necessary and in	

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	by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom.		between the cleaning undertaken by the cleaning staff.	
PPE (Reference)	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. 	✓	PPE is provided. The school has a stock of disposable gloves, disposable aprons, face masks and visors available for use.	low
	<ul style="list-style-type: none"> Training and instruction have been provided for the putting on, removing and disposal of PPE. 	✓	First aid and cleaning staff have been trained on the use and disposal of PPE. Flow charts and written instructions have been provided.	
	<ul style="list-style-type: none"> Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. 		First aid and cleaning staff have been trained on the use and disposal of PPE. Flow charts and written instructions have been provided.	
	<ul style="list-style-type: none"> Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> a FFP2/3 respirator gloves a long-sleeved fluid repellent gown eye protection 	✓	Individual care plans have been reviewed. No one currently falls within this category.	
Face coverings in school	<ul style="list-style-type: none"> Face coverings may be worn in school by: <ul style="list-style-type: none"> Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand 	✓	Noted Children may also wear face coverings	low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
From 27 th January 2022 and until further notice, face coverings are no longer recommended for use in schools.	<p>hygiene is observed and they are disposed / cleaned on a regular basis. (Alternatively, school management may choose to <i>encourage</i> staff to wear them)</p> <ul style="list-style-type: none"> ○ School management may choose to encourage staff to do this) ○ Visitors in communal areas and in classrooms where they are not a barrier to any communication with pupils (if applicable) (School management may decide this is a mandatory requirement or simply encourage visitors to do this) <p>In addition, School management may, on advice from the Director of Public Health may continue to require face coverings by any or all:</p> <ul style="list-style-type: none"> ○ Pupils when moving around the premises outside of classrooms such as in corridors and communal areas. ○ Pupils in classrooms. (This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.) <p>In all cases medical exemptions apply.</p>		Noted	
	<ul style="list-style-type: none"> • Staff will now have access to face coverings due to their increasing use in wider society. Where staff, pupils or visitors are struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply available to meet such needs. 	✓	A supply of face coverings is available in school	
Reducing number of touchpoints	<ul style="list-style-type: none"> • Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. 	✓	The premises staff prop open any non-fire doors during the school day. Fire doors in The Paul Irons Building are fitted with dedicated automatic closing devices.	low
	<ul style="list-style-type: none"> • Where touch screen signing in systems are used they are included within the touchpoint cleaning schedule. 	✓	There is a sanitiser station at reception Reception staff complete paper a signing in procedure for visitors / contractors	
Organising the school day	<ul style="list-style-type: none"> • Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is 	✓	KS3 & KS4 leave times are staggered with KS3 leaving at 3.00pm and KS4 at 3.10pm. There is no reduction in teaching time.	low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	taken into consideration.			
	<ul style="list-style-type: none"> Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. 	✓	Communication has been issued to parents confirming drop-off / pick up protocols. Regular reminders are issued.	
	<ul style="list-style-type: none"> The school has carefully considered the impact of any routine use of "bubbles" where the outbreak threshold has not been met, taking account of the detrimental impact they can have on the delivery of education. (Note: DfE guidance states for non-outbreak situations, "bubbles" will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume and you no longer need to make alternative arrangements to avoid mixing at lunch.") 	✓	The school is not using 'bubbles', however, the temporary reintroduction of bubbles may be considered as part of the School's outbreak management plan.	
Foyer / Reception	<ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. 	✓	Noted	low
Meeting rooms	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. 	✓	The use of remote working tools can be used to avoid the need for in-person meetings where practical.	
	<ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. 	✓	Hand sanitiser is provided in all meeting rooms.	low
	<ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. 	✓	Careful consideration should be given to the location of meetings.	
Curriculum: KS3 and KS4 Science	<ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> GL343 - Guide to doing practical work during the COVID-19 pandemic - Science - Version 4.08 – 8th February '22 	✓	The latest version of the CLEAPSS guides will be followed as necessary	low
Curriculum: KS3 and KS4 D&T, food & art	<ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> GL344 Guide to doing practical work during the COVID-19 Pandemic; D&T, food & art, - Version 5.06 – 27/10/21 	✓	The latest version of the CLEAPSS guides will be followed as necessary	low
Curriculum: School Sport	<ul style="list-style-type: none"> The school may work with external coaches, clubs and 	✓	Noted, risk assessments are required from external coaches, clubs and organisations.	low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received.			
	<ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. <p>The school only provides team sports on the list available at return to recreational team sport framework.</p>	✓	<p>Outdoor sports are being prioritised.</p> <p>The school will only provide the team sports listed in the framework.</p>	
	<ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. <p>Sports equipment is thoroughly cleaned at regular intervals (or kept in quarantine for 72 hours)</p>	✓	<p>Cleaning and hygiene are a priority.</p> <p>Workflows are in place to ensure that sports equipment is cleaned thoroughly between each use.</p>	
	<ul style="list-style-type: none"> Competitions between different schools: <p>The school refers to guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance.</p>	✓	<p>The school will ensure guidance is followed, including information from the LA.</p>	
Curriculum: Music, dance and drama in school (see also Performances)	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. <p>If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation.</p>	✓	<p>Indoor group work is undertaken in larger, well ventilated rooms.</p>	low
Playground and school field	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. 	✓	<p>Faculties can use outdoor spaces to support delivery of the curriculum.</p>	low
Lack of air changes / ventilation	<ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be 	✓	<p>The use of mechanical ventilation systems is being operated in line with current guidance.</p>	low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE).			
	<ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. 	✓	Natural ventilation is being used whenever possible to help reduce the risk of spreading the virus.	
	<ul style="list-style-type: none"> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. Rearranging furniture where possible to avoid direct drafts. 	✓	<p>Ventilation levels are monitored by the premises team. For assistance, staff should log a request via the Premises Helpdesk</p> <p>The DfE issued the following information on 13 January 2022:</p> <p>Information for all education and childcare settings on good ventilation</p> <p>Good ventilation is important in reducing transmission of COVID-19, but it doesn't mean that children or pupils need to be cold. When CO2 monitors indicate good ventilation, there is no need to keep windows fully open at all</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
			times. Opening windows regularly for 10 minutes, or keeping them open just by a small amount, can still reduce the airborne risk from COVID-19 substantially compared to spaces with no fresh air. We have recently published a blog on the importance of ventilation that you may find useful. For more tips on keeping classrooms warm, see our latest blog on the Education Hub.	
	<ul style="list-style-type: none"> Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	✓	Heating is provided and heating levels are monitored by the premises team. For assistance, staff should log a request via the Premises Helpdesk.	
	<ul style="list-style-type: none"> CO₂ monitors have been used to identify classrooms, indoor play areas, offices and meeting rooms with poor ventilation. Reasonably practicable measures are taken in rooms with recorded persistently high levels of CO₂ (noting the above requirement to ensure thermal comfort levels). 	✓	Co ₂ readings have been taken in classroom and office areas and Co ₂ monitors will continue to be used to identify any areas where practical measures need to be implemented to reduce Co ₂ levels and /or ensure thermal comfort levels.	
Breakfast, after school and holiday clubs (Reference)	<ul style="list-style-type: none"> The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. 	✓	The school has reintroduced extra-curricular activities.	low
Operational issues				
Availability of staff	<ul style="list-style-type: none"> The potential impact on staffing has been explored and contingency plans are in place when staff are absent due to covid or self- 	✓	The ongoing review of contingency plans is an integral part of staff deployment	low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	isolation (use of supply / re-deploying school staff).			
	<ul style="list-style-type: none"> Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> Staff involved and trained in personal care PI trained staff First Aiders Site management DSL 	✓	Contingency plans continue to be reviewed and developed to cover the duties of key members of staff.	
Personal Health and Safety Concerns (General)				
SEND pupils	<ul style="list-style-type: none"> Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. 	✓	Individual risk assessments are reviewed regularly by the SEND team.	low
Staff welfare and staff redeployment	<ul style="list-style-type: none"> Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. Any redeployments are not at the expense of supporting pupils with SEND. 	✓	Teaching assistants will continue in their role of supporting SEND pupils and will not be asked to lead other groups or cover lessons.	low
	<ul style="list-style-type: none"> Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this 	✓	Line managers will coordinate any changes to staff roles as appropriate following liaison with the Head Teacher and HR.	

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	includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.			
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none">Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who:<ul style="list-style-type: none">are concerned about the possible increased risks from coronavirusRef: Wellbeing for Education Return programme	✓	School has maintained regular contact with pupils and parents to provide support and understand the concerns affecting individual households. School will continue to provide support and will seek to provide reassurance regarding the measures that remain in place in school to reduce risk. SLT and the wellbeing team are keen to provide targeted support for individual pupils.	low
	<ul style="list-style-type: none">Pastoral support is offered to pupils who are:<ul style="list-style-type: none">away from schoolshieldingvulnerable	✓	Pastoral support is available	
Other Issues				
Remote Education	<ul style="list-style-type: none">Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school.	✓	Remote education plans are in place for individuals or groups of self-isolating pupils. The school aims to offer an immediate remote education when pupils are required to remain at home. The remote education provided is equivalent in length to the core teaching pupils would receive in school.	low
	<ul style="list-style-type: none">Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern	✓	Remote Education Lead: Mr D Jones	

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	A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed.			
	<ul style="list-style-type: none"> The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. 	✓	Information about remote provision is on the school website	
Education Recovery Reference	<ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. 	✓	Pupils will have access to programmes and activities to support education missed as a result of the pandemic.	low
Safeguarding	<ul style="list-style-type: none"> If a vulnerable pupil is required to stay at home, the school: <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access remote education support supports them to access it (as far as possible) regularly checks if they are accessing remote education 	✓	Social workers are notified; in addition, the school keeps in regular contact with the parent/care and pupil. The school will arrange access to appropriate education and support while the pupil is at home and will maintain regular telephoned contact with the parent/carer, pupil and social worker. If the school is unable to make telephone contact, a home visit is undertaken	low
School Meals	<ul style="list-style-type: none"> The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. 	✓	School meal provision is in place	low
Reviews	<ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health or UKHSA. 	✓	Regular reviews of the control measures will be undertaken and changes made to the plan as appropriate. The school will follow any forthcoming instructions and national or local directions.	low
	<ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. 	✓	Updates are highlighted and shared with staff.	

Are there any other foreseeable hazards associated with Covid-19?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

ASSESSED BY (Print name) Christine Vickerstaff, Operations Manager Paul Burke, Headteacher H&S committee	SIGNED P A Burke	DATE 02 March 2022
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