

Risk Assessment

A	Date: 02.09.2020	School: Clifford Holroyde Specialist SEN College	Team:	Location: Clifford Holroyde Thingwall Ln, Liverpool L14 7NX
	Review Date: To be reviewed at least fortnightly in first instance	Ref: LCC Reopening School provision Guidance V3, appendix A, Model Risk Assessment	Assessor: Jane Pepa (Headteacher) & ASBC Ltd (Tony Shipley)	Head Teacher: Jane Pepa SBM: David Murphy

B	Assessment of Risk for: Model Protection from transmission of Covid-19 during pandemic including all school activities
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C Ser Nº	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>The school will display a signed copy of the STAYING COVID-19 SECURE IN 2020 confirming Covid risk assessment for the school has been completed (posted in the school H&S file).</p> <p>This risk assessment will be shared with all staff.</p> <p>This risk assessment is for Clifford Holroyde SEN College + AEP Section under the school control.</p> <p><u>GENERAL INFORMATION</u> All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> ▪ Gov.uk https://www.gov.uk/ 	LOW Under current guidance for COVID-19

			<ul style="list-style-type: none"> ▪ Public Health England https://www.gov.uk/government/organisations/public-health-england ▪ Department for Education https://www.gov.uk/government/organisations/department-for-education ▪ Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> ▪ HSE COVID19 latest information and advice ▪ HSE Working safely during the coronavirus guide ▪ Government guidance COVID-19: guidance for schools and other educational settings https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020 ▪ Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ▪ Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ▪ Government publication COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ▪ Government publication Best Practice: how to hand wash https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing <p><u>See the Following relevant to Covid 19 Documents / Guidance <i>additional to the above</i>, in the School's H&S System (SECTION 2 SUB-SECTION; MEDICAL) PLUS RECENT DOCS AS LISTED:</u></p> <p>Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p>	<p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p> <p>LOW Under current</p>
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		<p>Reference School infection control risk assessment, as required: <i>this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29</i></p> <p>Pupils who are symptomatic will not be allowed to attend school.</p> <p>Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> ▪ New and expectant mothers ▪ Extended duty of care ▪ Stress ▪ Individual Pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> ▪ Vulnerable member of staff who has received a Government shielded letter. ▪ Staff who have an extremely vulnerable household member. ▪ Pupil who is extremely vulnerable or a Pupil who lives with an extremely vulnerable household member. <p>Formal process in place for manager/colleagues to contact the worker/pupil if required, as detailed within applicable risk assessment above.</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. <u>This is a recommendation for Health Care Workers on 'the front line'</u> dealing with Covid-19 patients. See Covid-19 <i>virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists)</i>. Currently, there is no evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. <i>2.2 Risk to Baby</i> 	<p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p> <p>LOW</p>
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			<p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. No provision at present – will be reviewed if needed</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, online meetings etc. and socially distanced site meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> ▪ HSE RIDDOR reporting of COVID-19 see Section (Ser) N° 6 	
2	Covid-19 virus; General school environment	Staff Pupils Visitors Contractors	<p>. Pupils transported to site with LCC Transport (Taxi).</p> <p>Initially All pupils arrive at staggered group times and escorted to bubble. Clifford Holroyde will not mark playgrounds as in the initial opening phase, pupils will arrive at staggered (group) times and be directed straight to their classroom.</p> <p>Any deliveries to the school e.g. stationary, cleaning chemicals will be securely stored and left isolated for 72 hours when possible, washing hands after the moving of the delivery.</p> <p>School first aid risk assessment to be reviewed, as required: refer to WRA1 Workplace Indoor Risk Assessment – First Aid that identifies all First Aiders and locations of First Aid boxes.</p> <p>Employ a Dorgard system (sonic release door foot bolt, activated when fire alarm sounds) to hold cross corridor fire doors open to prevent contamination of constant touch points</p> <p>Manual logging by reception of visitors and contractors during the Covid-19 pandemic for staff fob registering entry & exiting site:</p>	LOW Under current

		<ul style="list-style-type: none"> • # biometrics and/or other access control systems are disabled for visitor use (and staff if no remote fob type log in/out); visitors during the pandemic will generally be discouraged from attending site unless there is no other option, visitor access will be logged in and out manually on a record sheet or similar by reception staff. Staff manual log will be operated. Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are need to be reviewed as required. <p>Hand sanitizer stations located at the entrances to the building, classrooms & halls</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>Corridors, walkways and staircases have tape arrow markings laid out to indicate side to walk on (two way traffic). Schools may choose to not undertake this recommendation, or partially undertake the recommendation.</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Where possible a one-way system for movement will be implemented</p> <p>Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings: <i>Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general, groups should be kept apart, <u>brief, transitory contact, such as passing in a corridor, is a low risk.</u></i></p> <p>SEN Schools, & Secondary Schools; years 10 and 12 are to attend initially (from June 1st onwards as directed by the LEA) in line with Government guidelines.</p> <p>Classrooms have been laid out (with marking tape where necessary) so that 2m social distancing (in all directions) can be maintained where possible. the Class Teacher having a 2.5m wide working (width of the room) zone area / corridor at their normal teaching position</p> <p>All desks face the same direction i.e. front of the classroom.</p>	<p>guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p> <p>LOW</p>
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		<p>Windows will be opened during lesson times to allow for ventilation of the room</p> <p>Air conditioning units will be isolated (circulation of potentially stagnant contaminated air) until further notice.</p> <p>Classes are split with no classroom holding more than 15 pupils as per government guidelines whilst ensuring seats can be laid out maintaining 2m distance (Clifford Holroyde will maintain a max of 4 pupils in a bubble maintaining social distancing):</p> <ul style="list-style-type: none"> • Pupils will then be kept in their small groups ('bubbles') and should not mix with other groups during the day. • Where possible, the group should be allocated one classroom to contain the potential spread of the virus until restrictions are lifted • Wherever possible, staff supervising a cohort should also remain within this 'bubble' • Teachers should ensure that all staff and students wash their hands regularly throughout the day particularly when eating and at the start and end of activities. • Playtimes should be reviewed to ensure students keep a safe distance. • Equipment i.e. keyboards, laptops, ipads, etc., should be cleaned throughout the school day <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>Start & end of the school day; where possible, pupils should go directly to their 'bubble' classroom and be collected / leave directly from that classroom. Stagger group arrival and leaving times if practicable. Staff should keep a minimum of 2 metres when collecting and releasing students to taxi/or other approved transport</p> <p>Within Secondary Schools and College settings there will be a requirement for subject specialist rotation of staff; this will be managed to limit mixing as much as possible.</p> <p>Workshops and science labs layouts should follow the same layout considerations as general classrooms. n/a at present to Clifford Holroyde.</p> <p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school, keeping the 'bubble in one area</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p>	<p>Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p> <p>LOW</p>
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		<p>Initially Clifford Holroyde to provide packed lunches and likely to be served at their desks in the bubble classroom.</p> <p>Dining room be laid out to maintain 2m social distancing as far as is reasonable practicable. Clifford Holroyde , packed lunches will be served in the group’s classroom at each individuals desk, minimising the risk of virus spread via touching surfaces.</p> <p>Not applicable at the moment but will be when numbers increase. Tape marking applied to dining room to indicate social distancing in the line for school dinners and not used at present. .</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere. Knitted fabric chairs & other furnishings (computer rooms, teacher’s classroom chair and staffroom chairs, etc.); isolated until further notice.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p><u>Every child will have their own bag with all stationary needed, plus other resources such as exercise books, pens, etc. Pupils parents have been informed that pupils may not bring in their own stationary, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs), etc.</u></p> <p>Following updated Government Guidance, Staff, Pupils, Visitors, Contractors are recommended to use face coverings in communal areas in school.</p>	<p>Under current guidance for COVID-19</p>
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3	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>School start times for different classes are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>N/a: Parents are requested to drop their children off alone i.e. not both parents attending at once.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Classes should be kept together thereby minimising mixing with other classes as much as possible.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. Building work is required to bring back into use a 2nd toilet upstairs to improve the safe environment and social distancing.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines:</p> <ul style="list-style-type: none"> • Clifford Holroyde has allocated x1 pupil & x1 staff toilet facility per bubble • In some cases this maybe one pupil or staff at a time in a large capacity facility • Or section-off all or some urinals & wash hand basins to maintain 2m social distancing. • Consider a dedicated toilet facility for each group/bubble • Hand driers will be isolated and paper hand towels & pedal bins provided <p>Water drink fonts to be isolated and bottled water supplied for pupils until further notice. (when reactivating water fonts, follow legionella management procedures)</p>	<p>LOW Under current guidance for COVID-19</p>
4	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule at all times, where practicable. • Teachers & TAs' should not bend down to pupils level when communicating in close quarter • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. (increased hand washing facilities will reduce the need for additional movement around the school. <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p>	<p>LOW Under current guidance for COVID-19</p>

In certain SEN and Nursery / EYFS environments, maintaining 2m social distancing will be near impossible – Central Government’s Policy appears to be that for some pupil groups, not complying with social distancing is scientifically acceptable as children / young persons are at low risk from any serious consequences of covid-19, staff protection measures in this category should be reviewed. The school is to review measures to protect staff & pupils in this group, including:

- Contact with staff whilst handling a pupil; review EHC plans and risk assess (if required) vulnerable pupils attending alternative provision. Guidance: [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak - actions for educational providers and other partners](#)

www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

Note; If a risk assessment determines that a child or young person’s needs continue to be more safely met at home, local authorities, educational settings and parents should consider whether moving either equipment or services into a child or young person’s home would enable them to be supported there. This may be a more feasible solution for day settings than residential settings, and may include:

- **physiotherapy equipment**
- **sensory equipment**
- **online sessions with different types of therapists**
- **phone support for parents in delivering interventions**
- **in-person services, where necessary**

Below, extracts from; Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies>

FAQ's: Intimate care:

- ***How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?***
Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.
It is imperative that education, childcare and children's social care settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in each classroom or learning area. As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.
- **Also see; Supporting children and young people with SEND as schools and colleges prepare for wider opening. Extract from **Updating Risk Assessments (please read all of this section in the on line document for SEND pupils)**; Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting.
<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>**

PPE is only needed in a very small number of cases:

- *children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way*
- *PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms*

			<p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Pupil’s behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil’s exclusion.</p>	
5	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Reference existing school COSHH risk assessments</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use. if COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer’s MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. This is critical – after every bubble play period (Gardening tools and equipment, bats and balls, etc.).. Sports/play equipment (bats, balls, skipping ropes, etc.), will be allocated permanently to each bubble/group and sanitised at the end of each school day.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings What you need to know (extract from <i>cleaning in non-healthcare settings</i>):</p>	<p>LOW Under current guidance for COVID-19</p>

			<ul style="list-style-type: none"> cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor) wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning <p>School will be fully cleaned at the finish of each school day (Building work to limit spaces able to be touched and reduce contact with office staff.:</p> <ul style="list-style-type: none"> Ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly. Ensure staff receiving deliveries wear gloves. <p>Cleaning through the school day (some school teachers & TAs' assisting with cleaning duties) and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. Gate and main entrance door digital call points will be cleaned regular throughout the working day.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned after the room has been closed off for 72 hours along with areas the person may have been.</p>	<p>LOW Under current guidance for COVID-19</p>
6	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors	<p>Staff are instructed to inform their manager if they suspect they have contracted a communicable disease (i.e. are symptomatic) to enable the appropriate action to be taken. Headteacher will refer to current NHS Advice, web; https://111.nhs.uk/covid-19 or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: DfE.coronavirushelpline@education.gov.uk</p>	<p>LOW Under current</p>

		Contractors	<p>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p> <ul style="list-style-type: none"> ● Pupils (and staff) who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate. ● Any staff presenting as symptomatic will be immediately sent home. ● Any pupils presenting as symptomatic will be taken to an isolation room area and the parent/guardian requested to get the pupil tested (Tel: 119 to request a test). The bubble will be isolated in their classroom and parents requested to collect their child and advise isolation for 14 days or until further notice (negative covid-19 test). Once collected, the bubble staff (Teacher/TA) will return home and self isolate for 14 days unless otherwise notified ● Designate one room as an isolation area. Office behind Admin Office ● Ensure isolation rooms can comfortably accommodate a distance of 2 metres per person ● Ensure that the isolation room(s) are kept clean – use antibacterial cleaner on door handles and other contactable surfaces as directed in deep clean guidelines. <p>See guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>COVID-19 symptoms:</p> <ul style="list-style-type: none"> ■ High temperature / fever ■ New continuous cough ■ Breathing difficulties ■ Loss of the sense of smell & taste ■ The above 4 symptoms are the only one's listed on the NHS site 18 05 2020. Other reported symptoms include: <ul style="list-style-type: none"> ○ Sore throat ○ Headaches ○ Flu like aches & pains 	guidance for COVID-19
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			<ul style="list-style-type: none"> ○ Fatigue ○ Abdominal pains / diarrhoea ○ Severe vomiting ○ Rash (Kawasaki disease) – signs of toxic shock / over activation of the immune system (likely attaching vital organs) ○ Persistent chest pain or trouble breathing ○ New confusion ○ Blue lips or face <ul style="list-style-type: none"> ▪ <u>The NHS also state: “trust your instincts”</u> with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. a IIR or FFP3 surgical face mask. See PPE use above Section (ser) N° 1. Full visor face masks.</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible after the room has been locked down for 72 hours</p> <p>Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time (for individuals or all of the group / bubble; staff & pupil self isolation).</p> <p>See Track & Trace system; order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access</p>	<p>LOW Under current guidance for COVID-19</p>
7	Covid-19 Risk of infection from visitors	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • Where possible communication between parents and the school should be via text message/email or social media. Any parents wanting to speak with teaching staff should be either be behind the reception screen or at a minimum of 2 metres apart. • Schools should not open any longer than is necessary. • All visitors and contractors to school should be limited to essential personnel only i.e. catering staff, maintenance personnel for emergency repairs to fix defective boilers, etc. • Ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with anyone who is symptomatic. 	

Risk Level: High: Accident likely with possibility of serious injury or loss – Medium: Possibility of accident occurring causing minor injury or loss – Low: Accident unlikely with control measures in place Under current guidance for COVID-19

D	Controls (Ser N° to correspond with Hazard Ser N°)	E	To be completed by the Manager
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Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is for the initial return of selected year groups. Once the Schools fully open again / reduction of Lockdown requirements – different criteria will be advised	Monitor Government updates for developing operational advice	Headteacher	ongoing	
3	Rebuilding of the entrance area to limit social contact with office staff and improve ability to stagger the school day for pupils.	Building contractor to start work over the half term, corridor to be built, office at front to become enclosed area	Building contractors	th June	1
4	Add hot water access in each classroom to ensure more access to washing facilities and increase hygiene measures and allow regular handwashing without continuous movement around the building	Hot water taps in each classroom	Building contractors	15th June	2
5	Open the access to boys toilet upstairs, increase hygiene measures and limit cross over of pupils	Toilet facilities updated and hot water tap added	Building contractors	15th June	3
6	Build a fence across the garden to limit access between outside learning area and taxi drop off zone. Divided access will ensure social distancing measures in place and safety of pupils ensured.	Fence to be built	Fencing contractors	15th June	4
7	Offices created in entrance to limit number of staff in one area	Two offices will be created with the corridor this will limit the interaction of staff in same area.	Building contractors	15th June	5

8	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	6
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F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p>	<p>Risk assessment signed off by:</p> <p>Signature:</p> <p>Date:</p> <p><i>Please note an electronic signature will suffice.</i></p>
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