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| **Activity/**  **Situation** | | | **COVID SECURE ARRANGEMENTS FROM 21st FEBRUARY 2022** | | | | | | | | | | | | | | |
| **Location** | | | **Hartburn Primary School** | | | | | | | | | | | | | | |
| **Persons at Risk** | | | **Pupils** | | **Employees** | | | | **Visitors** | | | **Contractors** | | | | | |
| **HAZARD(S)** | | | ***Note:*** *this list is not exhaustive and* ***must*** *be adapted for your own needs*   * **Contact Between Individuals and Spread of Coronavirus** * **Outbreak Management** * **Inadequate Personal Protection & PPE** * **Inadequate Hand Washing/Personal Hygiene** * **Inadequate Cleaning/Sanitising** * **Inadequate Ventilation** | | | | | | | | | | | | | | |
| **CONTROL MEASURES** | | | | | | | **ADDITIONAL INFORMATION** | | | | **YES** | | **NO** | | | **N/A** | |
| ***Note:*** *you* ***must*** *amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.* | | | | | | | | | | | | | | | | | |
| **In considering all of the below risks and potential control measures, please be mindful of your duties under the** [**Equality Act**](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) **by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics** | | | | | | | | | | | | | | | | | |
| **Contact Between Individuals and Spread of Coronavirus** | | | | | | | | | | | | | | | | | |
| Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended | | | | | | |  | | | |  | |  | | |  | |
| Staff in mainstream primary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population | | | | | | | [Get tested for coronavirus (COVID-19) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/) | | | |  | |  | | |  | |
| Staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population | | | | | | | [Get tested for coronavirus (COVID-19) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/) | | | |  | |  | | |  | |
| Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in  mainstream schools are advised to continue regular twice weekly testing. | | | | | | | For further  Information [SEND and specialist settings: additional COVID-19 operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057037/20220223_SEND_guidance.pdf) | | | |  | |  | | |  | |
| Pupils, staff and other adults should follow guidance on People with COVID-19 and their  contacts if they have COVID-19 symptoms | | | | | | | [COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts) | | | |  | |  | | |  | |
| In most cases, parents and carers will agree that a pupil with the key symptoms of  COVID-19 should not attend the school, given the potential risk to others.  If a parent or carer insists on a pupil attending your school where they have a confirmed  or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your  reasonable judgement, it is necessary to protect other pupils and staff from possible  infection with COVID-19 | | | | | | |  | | | |  | |  | | |  | |
| Pupils and staff should return to school as soon as they can, in line with guidance for  People with COVID-19 and their contacts | | | | | | | [COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts) | | | |  | |  | | |  | |
| Pupils in boarding schools should usually self-isolate in their boarding school. Only in  exceptional circumstances, where there is an overriding health or safeguarding issue,  should a pupil self-isolate away from school | | | | | | |  | | | |  | |  | | |  | |
| People previously considered to be particularly vulnerable, clinically  extremely vulnerable (CEV), and high or higher-risk are not being advised to shield  again | | | | | | | Staff, children and young people who were previously identified as being in one of these groups are advised to continue to follow [Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](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) | | | |  | |  | | |  | |
| Staff and children and young people over the age of 12 with a weakened immune system should follow [COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk) | | | | | | |  | | | |  | |  | | |  | |
| Staff, children and young people previously considered CEV should attend school and should follow the same [Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)](https://www.gov.uk/coronavirus) guidance as the rest of the population | | | | | | | In some  circumstances, a member of staff, child or young person 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 | | | | | | |  | | | |  | |  | | |  | |
| Employers will need to follow this specific guidance [Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) | | | | | | |  | | | |  | |  | | |  | |
| Mandatory certification is no longer in place and so venues and events are not required  by law to use the NHS COVID Pass as a condition of entry, but some may do so  voluntarily | | | | | | | Further information on this is available in the guidance on [Using your NHS COVID Pass for travel abroad and at venues and settings in England - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/nhs-covid-pass) | | | |  | |  | | |  | |
| The NHS COVID Pass is not used as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training | | | | | | |  | | | |  | |  | | |  | |
| **Outbreak Management** | | | | | | | | | | | | | | | | | |
| Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures | | | | | | |  | | | |  | |  | | |  | |
| In the event of an outbreak, a school may be advised by their local health team or  director of public health to undertake testing for staff and students of secondary age and  above for a period of time | | | | | | |  | | | |  | |  | | |  | |
| **Inadequate Personal Protection & PPE** | | | | | | | | | | | | | | | | | |
| Face coverings are no longer advised for pupils, staff and visitors in classrooms or  communal areas | | | | | | |  | | | |  | |  | | |  | |
| Staff and pupils should follow wider advice on face coverings outside of school, including  on transport to and from school | | | | | | |  | | | |  | |  | | |  | |
| A director of public health might advise you that face coverings should temporarily be  worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt) | | | | | | | You should make sure your contingency plans cover this possibility | | | |  | |  | | |  | |
| Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn in these circumstances | | | | | | | Transparent face coverings may be effective in reducing the spread of COVID-19.  However, the evidence to support this is currently very limited | | | |  | |  | | |  | |
| Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles | | | | | | |  | | | |  | |  | | |  | |
| Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission | | | | | | | Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately | | | |  | |  | | |  | |
| **Inadequate Hand Washing/Personal Hygiene** | | | | | | | | | | | | | | | | | |
| Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including;   * when they arrive at the school * when they return from breaks * when they change rooms * before and after eating | | | | | | | Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils | | | |  | |  | | |  | |
| Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans | | | | | | | Guidance on hand cleaning  Sanitiser available in every classroom and shared area. Routines for handwashing clearly embedded. | | | |  | |  | | |  | |
| Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff | | | | | | |  | | | |  | |  | | |  | |
| Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands and this has been considered | | | | | | | This includes those pupils who use sensory chew toys | | | |  | |  | | |  | |
| Help given to pupils with complex needs to clean their hands properly | | | | | | |  | | | |  | |  | | |  | |
| Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them | | | | | | |  | | | |  | |  | | |  | |
| Hands are washed with liquid soap & water for a minimum of 20 seconds | | | | | | | [Guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public) | | | |  | |  | | |  | |
| The school has considered whether they have enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly | | | | | | | Sanitiser available in every classroom and shared area. | | | |  | |  | | |  | |
| The preferred method of washing hands is through the use of soap and water for at least 20 seconds. Where this may be impractical or difficult to achieve (e.g. due to time constraints in between lessons) then this can be supplemented with the use of alcohol based hand cleansers/gels. However, the use of such gels is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers unsupervised because of the risk of ingestion and/or misuse | | | | | | | Skin friendly cleaning wipes can be used as an alternative | | | |  | |  | | |  | |
| School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them | | | | | | | Routines for handwashing clearly embedded. | | | |  | |  | | |  | |
| The ‘catch it, bin it, kill it’ approach is very important and is promoted | | | | | | |  | | | |  | |  | | |  | |
| Disposable tissues are available in each room for both staff and pupil use | | | | | | | Stocks kept by the Site Manager | | | |  | |  | | |  | |
| Bins (ideally lidded pedal bins) for tissues are available in each room | | | | | | | Lidded bins are in each classroom and shared area and regularly emptied. | | | |  | |  | | |  | |
| School has embedded the ‘catch it, bin it, kill it’ approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates | | | | | | | The [e-bug](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) website contains free resources for schools, including materials to encourage good  hand and respiratory hygiene | | | |  | |  | | |  | |
| **Inadequate Cleaning/Sanitising** | | | | | | | | | | | | | | | | | |
| A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place | | | | | | | [COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | | | |  | |  | | |  | |
| Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use | | | | | | |  | | | |  | |  | | |  | |
| Bins for tissues and other rubbish are emptied throughout the day | | | | | | |  | | | |  | |  | | |  | |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary | | | | | | |  | | | |  | |  | | |  | |
| **Inadequate Ventilation** | | | | | | | | | | | | | | | | | |
| Co2 monitors used and monitored to detect areas of poor ventilation | | | | | | |  | | | |  | |  | | |  | |
| Occupied spaces must always be well ventilated and a comfortable teaching environment maintained | | | | | | | This can be achieved by a variety of measures including:  **mechanical ventilation systems** – these should be 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 operated as normal as long as they are within a single room and supplemented by an outdoor air supply) | | | |  | |  | | |  | |
| Ventilate spaces with outdoor air | | | | | | | **Natural ventilation** – if necessary external opening doors may also be used provided this doesn’t compromise safeguarding measures | | | |  | |  | | |  | |
| Where possible, occupied room windows should be open | | | | | | | Classroom doors are not fire doors, so they must remain open when occupied. | | | |  | |  | | |  | |
| Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal | | | | | | | Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) and [CIBSE coronavirus (COVID-19) advice](https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems). | | | |  | |  | | |  | |
| Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air | | | | | | | Fire doors must not be propped open unless they have a self-closing hold open device fitted | | | |  | |  | | |  | |
| In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open | | | | | | | **natural ventilation** – 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) | | | |  | |  | | |  | |
| Consideration given to opening high level windows in preference to low level to reduce draughts | | | | | | | Including hall, dining hall, studio. | | | |  | |  | | |  | |
| Consideration given to only opening every other window instead of all windows when the heating is activated | | | | | | |  | | | |  | |  | | |  | |
| If school needs to use additional heaters they only use sealed, oil filled electric heaters | | | | | | | Electric fan heaters used sparingly due to increased fire and electrical risk | | | |  | |  | | |  | |
|  | | | | | | | | | | | | | | | | | |
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment | | | | | | | | | | | **Yes** | | | | **No** | | |
| What is the level of risk for this activity/situation with existing control measures | | | | | | | | | | | **High** | | **Med** | | | **Low** | |
| Is the risk adequately controlled with existing control measures | | | | | | | | | | | **Yes** | | | **No** | | | |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | | | | | | | | | | **Yes** | | | **No** | | | |
| **ACTION PLAN** (insert additional rows if required) | | | | | | | | **To be actioned by** | | | | | | | | | |
| Further control measures to reduce risks *so far as is reasonably practicable* | | | | | | | | **Name** | | | | **Date** | | | | | |
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| State overall risk level assigned to the task **AFTER** implementation of control and action plan measures taken as a result of this risk assessment | | | | | | | | | | | **High** | | **Med** | | | **Low** | |
| Is such a risk level deemed to be as low as reasonably practical? | | | | | | | | | | | **Yes** | | | **No** | | | |
| Is activity still acceptable with this level of risk? | | | | | | | | | | | **Yes** | | | **No** | | | |
| If no, has this been escalated to senior leadership team? | | | | | | | | | | | **Yes** | | | **No** | | | |
| **Assessor(s):**  **Position(s):** | | **Claire Park**  **Head of School** | | | | **Signature(s):** | | | | *C Park* | | | | | | | |
| **Date:** | | **03.03.2022** | | | | **Review Date:** | | | | **As required** | | | | | | | |
| **Distribution: All staff, all Governors and update the Website** | | | | | | | | | | | | | | | | | |
| Risk rating | | | Action | | | | | | | | | | | | |
| **HIGH** | | | **Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)** | | | | | | | | | | | | |
| **MEDIUM** | | | **Review/add controls (as far as reasonably practicable) & monitor** | | | | | | | | | | | | |
| **LOW** | | | **Monitor control measures** | | | | | | | | | | | | |

