



Significant Findings of Risk Assessment

Site / Premises: Rushey Mead Academy	Assessment Carried Out By	Assessment Serial Number:-02.03.2022		
Department:	Name: Derek Forman Signature:	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID-19 outbreak During this evolving situation please monitor and follow government guidance given in the web links provided All normal working practices should be assumed to continue unless they need to change for the duration.	Responsible Manager / Team Leader Name: Victoria Barwell Signature:	16.07.2020	24.07.2020	Carolyn Robson
		24.07.2020		
		28.07.2020 V.5		Derek Forman
		03.08.2020 V.6	21.08.2020	Derek Forman
		21.08.2020 V.7	01.09.2020	Derek Forman
		27.08.2020 V8	01.09.2020	Derek Forman
		07.09.2020 V9		Derek Forman
		11.09.2020 V10		Derek Forman
		21.09.2020 V11		Derek Forman
		01.10.2020 V12		Derek Forman
		09.10.2020 V13		Derek Forman
		12.10.2020 V14		Derek Forman
		16.10.2020 V15		Derek Forman

		27.10.2020 V16		Tracy James
		06.11.2020 V17		Derek Forman
		20.11.2020 V18		Derek Forman
		14.12.2020 V19		Derek Forman
		04.01.2021 V20		Derek Forman
		07.01.2021 V21		Derek Forman
		28.01.2021 V22		Derek Forman
		04.02.2021 V23		Derek Forman
		25.02.2021 V24		Derek Forman
		Review		Carolyn Robson
		11.03.2021 V25		Derek Forman
		12.04.2021 V26		Derek Forman
		17.05.2021 V27		Derek Forman
		15.06.2021 V28		Derek Forman
		16.08.2021 V29		Derek Forman
		24.08.2021 V30		Derek Forman
		02.09.2021 V31		Derek Forman
		17.12.2021 V32		Derek Forman

		04.01.2022 V33		Derek Forman
		02.03.2022 V34		Derek Forman
		01.04.2022 V35		Derek Forman

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

<p>General Principles of Control</p>	<p>Prevention:</p> <p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good respiratory hygiene practices. • Regular cleaning of settings. • Effective ventilation. <p>-Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.</p>		<p>Response to any infection:</p> <p>The wearing of face masks/coverings in areas of the school where this is not required by Government guidance or legislation is not expected to be a routine control measure, unless specific risks have been identified, or if it is identified as a control measure within the body of this risk assessment. However, the School will support any individual who chooses to wear one in those areas where it is not mandated. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical-Mask. However, if dealing with a student with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance:</p>									
<p>What are the Hazards? (What can go wrong)</p>	<p>Who might be Harmed & How?</p>	<p>Existing Control Measures (What are you already doing to manage the hazards/risks?)</p>	<p>Risk Rating with controls in place</p> <table border="1"> <tr> <td>Likelihood</td> <td>Impact / Severity</td> <td>Risk Rating Score</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		Likelihood	Impact / Severity	Risk Rating Score				<p>Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.</p>	<p>Action By When?</p> <p>Additional Action Completed (Initials)</p>
Likelihood	Impact / Severity	Risk Rating Score										

										Who?		
	Staff, Students, Visitors	<p>Lateral Flow Test Results A negative result will allow the tested person to remain in school. If the result is positive the tested person is advised to stay at home and avoid contact with other people. This stay-at-home advice is initially for 10 days unless the following circumstances apply. After 5 days, they may choose to take a Lateral Flow Device (LFD) Test followed by another the next day - if both are negative, and they do not have a temperature, they can return to their normal routine.</p> <p>Where tests are carried out at home the results should be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>LATERAL FLOW TEST INCIDENT REPORTING Incidents regarding LFT testing are reported as follows:</p> <p>Home testing Clinical Incidents to – https://coronavirus-yellowcard.mhra.gov.uk & the SLT Home testing Non-Clinical Incidents to - NHS Test & Trace Service Telephone N° 119 & the SLT</p> <p>It is important that all incidents related to testing are recorded, including void results.</p>	3	3	9							

		<p>Staff will use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</p> <p>All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e., considering the frequency, duration & numbers of contacts).</p> <p>Meetings outside are prioritised over meetings indoors as meetings outside are less prone to virus spreading,</p> <p>Records are maintained of staff, visitor & contractor attendance for NHS Test & Trace purposes</p> <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Frequent hand washing/sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing hands for at least 20 seconds, they are then dried using hand driers / disposable towels etc, which are disposed of into the bins provided.</p> <p>For students' regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, before & after lunch, after using the toilet and when changing rooms.</p> <p>For SEN students regular hand washing / sanitising is as for other students (see above) however SEN students may need additional support, encouragement, or supervision for this. Where possible, there should be an identified adult documented through the SEND</p>							
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	<p>individual risk assessment. Individual Risk Assessments have been completed for SEND and Vulnerable students. <i>Evidence: Risk Assessments saved on shared drive.</i></p> <p>All persons are reminded to not touch their eyes, nose, or mouth if their hands are not clean. Information on not touching eyes, nose mouth included in staff & student briefings / Parent Communication. <i>Evidence: Parent letter / Parent Flyer / Staff Briefings</i></p> <p>Hand sanitiser units are available in all corridors and near all entrances/exits, and hand sanitiser bottles are in all classrooms.</p> <p>All units are kept fully stocked. These are to be used by all persons when entering and leaving the area.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Electric hand dryers are enabled & paper towel provided with separate bins in communal hand washing areas</p> <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Checks in place to ensure soap, paper towels & sanitising stations have adequate supplies. <i>Evidence: Signing log sheets in place at all toilets –</i></p>						
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	<p>Kept in Site file each week. Evidence: Site team complete and record checks of all sanitising stations / PPE stations each evening.</p> <p>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or student care setting.</p> <p>Clear signage and information are displayed reminding all persons of hygiene and hand washing requirements. This information is also easily understandable to small children where necessary.</p> <p>Tissues will be provided for employees and SEN students along with bins for their disposal. All persons use a tissue when coughing or sneezing and place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, and washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>If persons disclose that persons living with them are self-isolating, they should be encouraged to take an LFT</p> <p>Any existing individual risk assessments (disability, young persons, or new / expectant mothers) to be reviewed.</p> <p>Good respiratory hygiene and skin cleaning hygiene</p>							
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		<p>measures are to be always followed.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the school (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide remote learning for students where this becomes necessary.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work and be available in school. Staff to sign to say they have read and will comply.</p> <p>The SLT have ensured that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Records are kept of classes, groups, staff, visitors, and their close contacts, so that these can be provided to the Local Public Health Team if required.</p> <p>Where Covid 19 transmission rates become high, or if instructed by Public Health face coverings are recommended to be worn by pupils (11 years old & above) and by members of Staff, visitors & contractors etc in crowded and enclosed spaces, especially where they meet people they do not usually meet (i.e., when moving around communal spaces such as school corridors etc). With the standard exceptions for disabilities / breathing difficulties / lip reading etc applying. There may also be valid reasons for not wearing masks during strenuous</p>							
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	<p>physical activity. Face coverings are not required outdoors.</p> <p>Notes for face coverings if used,</p> <ul style="list-style-type: none"> • Wash/sanitise hands before & after donning & doffing face coverings. • Avoid touching the part of the face covering over the mouth & nose. • Change face coverings if these become damp or contaminated, or if the parts covering the mouth & nose have been touched. • Avoid taking off and putting on the face covering a lot in quick succession. <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment or disability • speak to or help someone who relies on lip reading, clear sound or facial expression to communicate. <p>Staff who wish to wear face coverings in the classroom will be allowed to do so for their own well-being.</p> <p>Where a student is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it has become soiled or unsafe, the academy has a contingency supply available to meet such needs.</p> <p>No -one is to be excluded from education on the grounds that they are not wearing a face covering.</p>						
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		<p>Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</p> <p>PPE Guidance sheets provided for cleaning staff and frontline first aid staff included in First aid rooms, cleaners' cupboards, and induction packs for cleaners / first aiders.</p> <p>Safe working in education, childcare and children's social care provides</p> <p>WHO / PHE Posters: Clear signage and information are displayed reminding all persons of respiratory hygiene and hand washing requirements. Posters, leaflets, and other materials are displayed in:</p> <ul style="list-style-type: none"> • Reception areas • Classrooms • Toilets • Notice boards in staffrooms, workrooms and staff kitchens • Meeting rooms <p>This information has been made easily understandable to SEND and EAL students https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Good respiratory hygiene: Good respiratory hygiene ensured following the 'catch it, bin it, kill it approach.</p> <p>Tissues provided in all classrooms and staff bases for the use of staff and students along with bins for their</p>							
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		<p>disposal.</p> <p>Ventilation The school is well ventilated, and a comfortable teaching environment is maintained by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance. Where possible, systems are adjusted to full fresh air or, where not, the systems are operated as normal where they are within a single room and supplemented by an outdoor air supply. Desk or ceiling fans can be used provided that the area is well ventilated, but they should not be used in poorly ventilated areas. • natural ventilation – windows are opened but in cooler weather they are opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal doors also assists with creating a throughput of air. Doors are propped open to reduce contact points, provided fire safety, security & safeguarding requirements are not compromised. Fire doors are not held open – unless using devices that automatically release them in the event of a fire alarm activation. Where necessary external opening doors are also used (if they are not fire doors and where safe to do so). Areas of poor ventilation to be identified, and measures taken where possible to increase ventilation in these areas. <p>Carbon Dioxide monitors to be used to identify areas of poor ventilation, following the manufacturer’s instructions to ensure accurate results.</p> <p>Air cleaning & filtration units to be considered in some</p>							
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	<p>circumstances where poor ventilation remains an issue</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are also used as appropriate:</p> <ul style="list-style-type: none"> • high level windows are opened in preference to low level to reduce draughts. • the ventilation is increased while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused). • additional, suitable indoor clothing is allowed i.e., students are permitted to wear thermal t-shirts/vests, long sleeve and preferably white, under their formal school shirt and a formal school jumper. • furniture rearranged where possible to avoid direct drafts. <p>Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Where ventilation units have filters, enhanced precautions are taken when changing filters. See HSE guidance https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>Minimise contacts: Students, staff, and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days. Anyone developing those symptoms during the school day is sent home</p>						
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		<p>If 5 or more linked positive cases are identified within a 10-day period, this may indicate an outbreak, and in these circumstances the School should contact the DfE Advice Service (Helpline Number 0800 0468687 Option 1). Public Health England’s Local Health Protection Teams will then conduct a rapid investigation and will advise the school on the most appropriate action to take (such as implementing Outbreak Management Plans).</p> <p>Outbreak Management Plan / Contingency plans are in place to revert to a greater level of Covid 19 control measures (based upon previous risk assessment controls) should this be advised by Public Health due to local outbreaks.</p> <p>These contingency plans include the provision of remote learning for pupils where this becomes necessary, (see appendix 1).</p> <p>Emphasis on control measures such as washing and sanitising of hands, good respiratory hygiene and enhanced cleaning of settings are essential to minimise transmission risks and therefore minimise the numbers of students and staff who may need to self-isolate</p> <p>Measures within the classroom There is a maximum of 32 students per classroom. Classrooms clearly laid out – classroom layout plans with numbered/named seats for students and posters on doors to support hand hygiene.</p> <p>Classroom packs of spare equipment in each room containing exercise books, pens, pencils, rulers, etc.</p>							
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		<p>For individual and very frequently used equipment, such as pencils and pens, staff and students have their own items that are not shared.</p> <p>All frequently touched surfaces inside the classroom are cleaned daily. (see cleaning monitoring sheets)</p> <p>Resources that are shared between classes such as sports, art and science equipment are cleaned frequently and meticulously.</p> <p>There is an assumption by the DfE of normal usual music lessons/singing to resume, however, schools will make sure all the equipment is cleaned throughout the day.</p> <p>Students can wipe down the equipment themselves as the most practical solution to making this work, including in science / DT /any practical lessons. Once students are shown how to clean something, staff supervision of them doing this will suffice.</p> <p>The cleaners continue to clean frequently touched surfaces throughout the day.</p> <p>Staff ratios for the year group sizes are to be no more than 1 Teacher for each group of no more than 32 students with 1 additional Teaching Assistant where necessary.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff who move between schools minimise contact and maintain as much distance as possible from other staff. They also participate in the school rapid testing programme.</p>							
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		<p>Specialists, therapists, clinicians, and other support staff for students with SEND provide interventions as usual.</p> <p>Staff have their own equipment, e.g., whiteboard pen.</p> <p>Outdoor playground equipment is cleaned daily (See premises log)</p> <p>Students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, water bottle and mobile phones. Bags are allowed.</p> <p>Students and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. There is no longer a requirement for exercise books or textbooks to be sanitised or to wait 48 hours before they can be taken but similar rules on hand cleaning and cleaning of resources apply.</p> <p>Management checks ensure this is adhered to and appropriate measures taken to address issues as they arise.</p> <p>PE teaching</p> <ul style="list-style-type: none"> • Priority is to be given to outdoor PE activities over indoor ones. • PE lessons may be taken indoors. • Only team sports where national governing bodies have developed guidance (and have 							
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		<p>been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted.</p> <ul style="list-style-type: none"> • Curriculum of non-contact sports such as badminton, table tennis, dance, athletics etc. • Minimal Equipment usages • Teachers / students wipe down equipment at the end of each lesson. • Curriculum Risk Assessment to be completed. <p>Whether lessons are taken inside or outside, the same COVID 19 control measures ventilation, and hand washing protocols etc are adopted. Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/ Or https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>DT / Science</p> <ul style="list-style-type: none"> •Curriculum Risk Assessment to be completed. •For advice on practical school science, D&T, etc. <p></p> <p>GL343-Guide-to-doing-practical-work-d</p> <p>Those persons previously classed as Clinically</p>							
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	<p>Extremely Vulnerable or at higher risk Persons who were previously classed as Clinically Extremely Vulnerable or at a higher risk from Covid 19 infection may attend school, but should follow the Government Guidance, this risk assessment, and any additional advice from their medical clinician/team. Additional precautions could include:</p> <ul style="list-style-type: none"> • Considering whether they and those they are meeting have been vaccinated. • Considering continuing to practice social distancing. • Avoiding crowded spaces. <p>Pregnant persons If a pregnant person is more than 26 weeks pregnant, or if they are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19, they may want to consider limiting close contact with people they do not normally meet with regularly.</p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19): Some people with particular characteristics may be at</p>							
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		<p>comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation, and care home residence. https://www.gmcvo.org.uk/news/phe-report-covid-19-review-disparities-risks-and-outcomes</p> <p>These staff can return to school in September as the system of controls set out in this risk assessment are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can also attend the workplace.</p> <p>TMET HR have put together CV spreadsheet that outlines in each academy which staff members have identified themselves as belonging to either the CV category, the CEV category, or as living with someone in either of these categories. This is being maintained centrally via the HR mailbox and is cross- trust and confidential.</p> <p>Staff have been divided into 4 groups as below:</p> <p>RED: Identified as either Clinically Extremely Vulnerable (CEV) or living with someone who is CEV. These staff members should not come into school until an updated individual risk assessment has been carried out by HR</p>							
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		<p>AMBER: Identified as Clinically Vulnerable (CV) themselves. These staff are risk assessed and given roles with the least risk in school. Reduced hours could be considered.</p> <p>GREEN: Identified as living with someone who is CV. We have registered this. As per government advice there is no need to carry out an additional risk assessment. They should attend work as normal.</p> <p>WHITE: No medical or mitigating information given yet. Expected to be able to work in their usual workplace and usual work hours. TMET HR will continue to update this spreadsheet as people confirm to the HR mailbox their status and provide evidence of their category, therefore the staff list as it stands should only be used as draft numbers and is subject to change. HR will send the list out regularly and copy business and academy managers into changes to ensure this is kept up to date.</p> <p>To inform staff of the TRUST's expectations, HR have issued every member of staff with an email, to ensure they are aware of their status in one of the four categories.</p> <p>Individual risk assessments carried out for all clinically vulnerable 'amber' staff. Evidence: all saved in the HR drive and signed copies kept in the employee's HR file.</p> <p>All new staff to be RAG-rated using latest medical</p>							
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		<p>information and risk assessments to be completed.</p> <p>The message to staff who have concerns about an increase in school-based attendance (including but not limited to those from a BAME group) is:</p> <ol style="list-style-type: none"> 1. We have a duty of care to all staff, and we are taking this very seriously. Risk assessments and a measured approach to increased opening should help to reassure them and you will need to talk about this specifically in relation to your site and their role. 2. Anyone who wants to discuss their role and their worries should be given that opportunity as part of the normal line management dialogue and if it helps to use the risk assessment form for these discussions please do so. If an individual specifically wants a risk assessment due to a BAME characteristic, then you can do this as a way of engaging them in a discussion that pinpoints exactly what element of their return worries them. In most cases listening and reassuring them will suffice and if not then you are likely to be able to tweak their role so that it increases their confidence in returning. <p>We are absolutely committed to the safety of all staff, but we will not be applying a blanket approach to a protected group when the guidance doesn't say that is the right approach.</p> <p>As above the Government expects and recommends that a gradual resumption to full workplace attendance will be practised from 19 July 2021.</p>							
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		<p>Support for Staff Employee support services (Occupational Health Service / Amica etc.) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>Managers / SLT keep in regular contact with and monitor the wellbeing of staff not currently working on the site.</p> <p>AMICA counselling service promoted to all employees. http://www.amica-counselling.uk/</p> <p>Mental Health First Aiders available to support.</p> <p>HR@tmet.uk – central HR can be contacted by any employee at this email address. Line managers have made colleagues aware, and we encourage regular and timely dialogue between staff and their line managers.</p> <p>Staff directed to https://www.educationsupport.org.uk/ for online support.</p> <p>Line managers and HR offer support to staff who are affected by Coronavirus or have a family member affected.</p> <p>Line managers regularly keep in touch with those in work, working from home and unwell to see if they need any support. Evidence: Headlines, Staff Inductions / Virtual Briefings, Handbooks.</p>							
Suspected	Staff,	When a person develops symptoms compatible with							

<p>case whilst on site or Positive PCR Test result</p>	<p>Pupils, Visitors</p>	<p>COVID 19 they are sent home to isolate for 10 days and encouraged to undertake an LFT. (A list of the main symptoms is available on the Government & NHS websites). The self-isolation & testing requirements for their household members and contacts will be determined by contact being made from the NHS Test & Trace System following test results from the symptomatic/tested person.</p> <p>Where person tests negative for a COVID 19 PCR Test (within two days of an LFT Test) they can return to school and can end their self-isolation. Where a person tests positive for a COVID 19 PCR Test they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues). If an infected person tests negative for Covid 19 using LFT Tests on both days 5 & 6 of their self-isolation, they can then end their self-isolation after a second negative test result (regardless of vaccination status).</p> <p>Household Contacts</p> <p>Staff members who are household contacts of a person with Covid 19 (or who have stayed overnight in the household of a person with Covid 19) can attend school as normal.</p> <p>Children who are Household Contacts should attend the School as normal.</p> <p>Parents and Staff are requested to immediately inform the school of Covid 19 PCR Test results.</p>							
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		<p>If a person receives a positive Covid 19 Test result or displays symptoms –</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on staying at home and not return to school until this period has been completed. • A note of all persons who the affected person has been in contact with may be made, and these are to be monitored for symptoms throughout the following two weeks <p>Parents and Staff are requested to immediately inform the school of Covid 19 PCR Test results.</p> <p>If a person receives a positive Covid 19 PCR Test result or displays symptoms (A list of the main symptoms is available on the Government & NHS websites).</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. 							
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		<ul style="list-style-type: none"> • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72 hrs before disposal. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves, or unless the affected person later tests positive and they are informed to do so by the Local Public Health Team.</p> <p>They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at</p>							
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		<p>School until collected they should be in a room separated from all other persons with the window open, if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use. Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.</p>							
<p>International travel / Travel off site/ Educational visits</p>	<p>Staff, Students</p>	<p>Before travelling abroad staff and students should ensure that they follow these rules:</p> <ul style="list-style-type: none"> • understand the risks in a country, including the latest COVID-19 restrictions (including for entry) by following the latest Foreign, Commonwealth and Development Office (FCDO) travel advice. • prevent new COVID-19 variants from entering the UK, by not travelling to red list countries. • check what needs to be done to travel abroad and return to England, or read travel guidance for Scotland, Wales, or Northern Ireland. <p>Any student who has travelled abroad is to follow the rules for entering the UK. If they have travelled to any country that is not on the travel corridor list, they must quarantine for 10-days upon their return to the UK. The student must stay at home even if they do not have any</p>	<p>2</p>	<p>3</p>	<p>6</p>				

		<p>symptoms.</p> <p>If any student breaches the quarantine rules and returns to school before their self-isolation has ended, the school will contact the local police station for further guidance and the child is to be collected from school immediately.</p> <p>All persons are to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Children must not board home to school transport if they have Covid 19 symptoms.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>Although face coverings are no longer mandatory, where travelling includes coming into close contact with others you do not normally meet, the wearing of face coverings may be considered.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. 				
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		<ul style="list-style-type: none"> • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport:</p> <ul style="list-style-type: none"> • Hands are to be sanitised on boarding & disembarking. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e., opening windows). • The vehicle is to be regularly cleaned. <p>Unless there are compelling reasons not to (i.e., disabilities, breathing difficulties, etc.) when travelling as a passenger you should wear a face covering.</p> <p>External Visits, The Covid 19 safety measures outlined in this risk</p>				
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		<p>assessment, and those of the venue being attended are to be complied with as far as possible during external visits. Any visits planned are to be in accordance with the relevant Government guidance documents.</p>				
<p>Contamination during Access to & egress from site</p>	<p>Staff, Students, Visitors</p>	<p>The school has implemented the following practices:</p> <ul style="list-style-type: none"> Require all persons to wash & dry or sanitise their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i> Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g., screens, telephone handsets, desks, particularly during peak flow times. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & students, and covered bins provided. <p>All the new measures and the reasons for them have been communicated with parents prior to full opening. <i>Evidence: Parent letter/ Website</i></p>	3	3	9	

		<p>Visitors All visitors to be made aware of site rules.</p> <p>TMET staff are essential visitors who, due to their frequency of visiting other schools within the Trust must minimise contact and always comply with site rules.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school. Hand cleaning facilities or hand sanitiser are available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving. Staff to use the 'card swipe' VisitorPod system – if the card swipe fails, they are to let Main Reception know they are in school.</p> <p>Parents etc. Parents etc. have been informed of the COVID-19 safety precautions of the school (based upon government guidance and this risk assessment).</p> <p>Parents, etc. have been reminded not to gather by the school gates etc. whilst awaiting their students and are only allowed on site by appointment.</p> <p>A register and signing-in system is in place to monitor which people are on site at any time, whether they are permitted to be there and where they are and this system is enforced.</p>							
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<p>Contamination within Internal Areas</p>	<p>Staff, Students, Visitors</p>	<p>All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. <p>Equipment, Activities, and resources All equipment & resources are to be regularly cleaned (including IT equipment)</p> <p>Good levels of ventilation are provided, with preferably the activity being carried out outdoors. Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Lift touch points are to be cleaned regularly. Hands are to be washed & dried or sanitised after using the lift.</p> <p>For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/</p> <p>Ventilation Before starting a lesson indoors, consider if it might be feasibly conducted outside instead.</p>	2	3	6				
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		<p>Also see section on ventilation above.</p> <p>Lift touch points are to be cleaned regularly. Hands are to be washed & dried or sanitised after using the lift.</p>						
Contamination in Outdoor Areas	Staff, Students	<p>External play equipment if used, is cleaned after each use.</p> <p>Hand sanitisers are provided at the entry points to the playground, and all persons are to sanitise their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p> <p>Sporting activities should prioritise outdoor sports where possible. Only Team Sports where national governing bodies have developed guidance (and have been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted.</p> <p>Where lessons are taken outside, the same COVID-19 control measures, hand washing protocols etc. are adopted as for indoors lessons.</p> <p>Facilities are sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>	2	3	6			
Allocation of	Staff	Staffing allocation is done daily, and the following are	2	3	6			

<p>Staff</p>		<p>considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Principal. • Staff medical needs/concerns are to be discussed with the Head teacher prior to them entering the school. • Suitable and sufficient provision has been made for the provision of first aid, physical intervention, emergency procedures response, etc. • Site staff rotas reviewed to ensure appropriate coverage. • Cleaning staff rotas to be reviewed to ensure appropriate coverage. <p>Teaching ratios for the increased class sizes are no more than two staff members for each class of no more than 32 students (this could be two teachers or a teacher and a teaching assistant).</p>							
<p>Work planning</p>	<p>Staff, Students,</p>	<p>Priority is given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e., stationery & equipment) is limited, and each item regularly cleaned considering change of user.</p> <p>Students to have their own resources, e.g., books, pens rulers, which are not to be shared.</p> <p>All IT equipment is thoroughly cleaned at the end of each session by students using the appropriate wipes and cleaning materials.</p>	<p>2</p>	<p>3</p>	<p>6</p>				

<p>Local lockdowns or local Outbreaks</p>		<p>Individual risk assessments for students with EHCPs have been completed. Evidence: Risk Assessments on SEND area</p> <p>Where SEN students are attending school the same principles of hygiene, cohesive staffing, and PPE use should be applied as far as is possible, but the actual measures that are adopted for each case will be determined by a review of each students Health Care/ Support Plan/ Risk Assessment and considering the individual circumstances of each case.</p> <p>Process in the event of an outbreak: For individuals or groups of self-isolating students, remote education plans are in place. Information on remote education can be found in section 5 of Actions for Schools during the Coronavirus Outbreak https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>							
<p>Cleaning</p>	<p>Staff, Students, Visitors</p>	<p>A cleaning schedule has been implemented throughout the site with regular cleaning of areas and equipment, (e.g cleaning being carried out twice per day), focussing on frequently touched surfaces and ensuring that contact points, e.g., work surfaces, door handles, taps etc. are all thoroughly cleaned regularly. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	<p>2</p>	<p>3</p>	<p>6</p>				

		<p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is used. (COSHH assessment required) • Extra attention is given to frequently touched areas and surfaces, e.g., doors, toilets, door handles, phones, light switches, and door fobs, etc. • Hand towels and hand wash are checked and replaced as needed by the site staff • The cleaning regimes for toilet facilities have been enhanced particularly door handles, locks and the toilet flush, etc. • Site staff wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection are also used). • Where COVID-19 contamination is suspected or identified the waste cleaning materials and used disposable PPE are double-bagged, stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, disposable cloths are used to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Site staff wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners are used in all bins and bins are emptied</p>							
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		<p>daily.</p> <p>External play equipment is cleaned after use by the PE faculty, and between each group use. Outdoor furniture i.e., benches, and tables are cleaned after breaks and lunches.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard detergents and disinfectants. If COVID-19 contamination is known or suspected, then the cleaning is followed by disinfecting (using chlorine-based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> <p>Cleaning & Sanitising stations provided within each classroom, office and first aid area being used. Site team check stocks daily. <i>Evidence: Cleaner Checking Sheets</i></p> <p>Cleaning rotas and runs have been adjusted to allow for high touch surfaces to be cleaned at least twice throughout the day. <i>Evidence: Cleaner Checking Sheets</i></p> <p>Cleaning needs during the day have been considered and arrangements are in place for deep cleans as areas come into use.</p> <p>Every day between breaks (10.10-10.50 window for cleaning) F block dining Pasta shack tables Restaurant tables</p>							
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		<p>Every day prior to detentions (1.55-2.55 window for cleaning) Restaurant tables F block dining tables</p> <p>Every day between lunches (12.55-1.10 window for cleaning) F block dining Pasta shack tables Restaurant tables</p> <p>F block dining Pasta shack tables Restaurant tables Library</p> <p>Rigorous checks are carried out by the Site Manager/Cleaning Supervisor to ensure that the necessary procedures are being followed. These checks are recorded as complete, and any unresolvable issues escalated immediately to Milan Premdjy Evidence: Site checking Sheets</p> <p>All classrooms and communal areas have been deep cleaned during school closure and all unnecessary items and equipment has been removed or covered to eliminate access by staff/students.</p> <p>Site team induction created, and comprehensive pack provided. PPE guidance included in pack to site team.</p>							
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		<p>Working hours for site team members amended to enable some daytime cleaning of high touch areas. Extra site staff recruited <i>Evidence: Cleaning Rota & Induction Pack</i></p> <p>Signing & checking sheets in place throughout the site to ensure supplies are regularly checked and areas cleaned as planned. <i>Evidence: Checking sheets on doors and then stored in site office files.</i></p> <p>If additional cleaning hours are required, each Business/Academy Manager firstly speaks with the Trust central team to establish whether there are any spare resources internally. Failing this then extra hours will be offered to existing cleaners, other roles will be redeployed to this area or external cleaning hours will be purchased.</p> <p>All employees are made aware of PPE availability (gloves and masks) and use in any situation where social distancing cannot be maintained.</p>							
<p>Deliveries & Waste collection.</p>	<p>Staff, Students, Delivery drivers, Waste collection operators</p>	<p>Where practicable drivers wash or sanitise their hands before unloading goods and materials.</p> <p>Hands are sanitised /washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers are kept closed.</p>	<p>2</p>	<p>3</p>	<p>6</p>				

		<p>Waste collections are made when the minimum number of persons are on site (i.e., before or after normal opening hours).</p> <p>Safe place for deliveries: Kitchen Caterlink have their own risk assessment in place.</p> <p>Post & Small Parcels– Incoming post can be dropped outside Reception (receiving post box in place). Outgoing post – Postman to pick outgoing post up from Reception – post pass through gap in glass screen. Staff should wear gloves when handling post.</p> <p>Large Deliveries – Instructions to be provided on orders for delivery drivers to phone site team to notify them of the arrival of the delivery. Driver can also phone reception and wait for Premises to greet at a distance outdoors.</p>						
Contractors	Staff, Students, Contractors	<p>Contractors, etc. are informed of the COVID-19 safety precautions of the school (based upon Government Guidance and this risk assessment). will read and comply with signs in reception regarding good hygiene.</p> <p>All contractors to wash their hands upon entering the site.</p> <p>Strict hygiene rules have been implemented; all contractors are asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry into individual work areas 	2	3	6			

		<ul style="list-style-type: none"> – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly. <p>Site inductions are carried out, if possible, outside.</p> <p>The contractor notifies the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also, who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are programmed for times when the minimum number of persons are on site (i.e., after normal opening hours).</p> <p>Contractors & Third-Party Organisations working on site have their own COVID-19 risk assessments and safe systems of work which are compatible with the school COVID-19 arrangements or comply with the school’s arrangements.</p> <p>The area will be cleaned thoroughly after the work is complete, paying particular attention to door handles and surface that have been touched.</p>						
Poor hygiene	Staff, Students, Visitors	<p>Staff and students receive inductions which include information on hand and respiratory hygiene. <i>Evidence: Staff Briefings & inductions / Student Welcome PPT.</i></p> <p>Hands washed thoroughly and regularly using soap and water for at least 20 seconds. Hand washing technique adopted as directed by NHS guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Hands are dried using disposable towels etc., which should be disposed of into the bins provided.</p>	3	3	9			

		<p>Alcohol-based hand sanitiser is used if soap and water is not available. Wall mounted sanitiser units placed around the school and hand sanitiser made available in portable containers in classrooms. Posters placed by all units.</p> <p>Premises to implement recording / signing sheet to check supplies throughout the day. <i>Evidence: Checking sheets kept in site files.</i></p> <p>Ensure good safe storage of hand sanitiser as determined by a COSHH risk assessment. <i>Evidence COSHH risk assessment.</i></p> <p>Communication created to promote regular and thorough hand washing / good respiratory hygiene for parents and students in other languages. Clear communication with parents on expectations. <i>Evidence: parent letter / Leaflet / Behaviour Policy COVID Annex</i> https://www.rushey-tmet.uk/wp-content/uploads/2019/08/RMA-Behaviour-Management-Policy-Including-Covid-19-Annex.pdf</p> <p>Communication shared with staff, students, and parents to promote regular and thorough hand washing.</p> <p>Borrowed Student Uniform –stored in a plastic bag after use and then washed by the school before being re-issued.</p> <p>Students and staff instructed to avoid touching face/ eyes/ nose/ mouth with unwashed hands and cover</p>						
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		<p>their cough or sneeze with a tissue then throw it in the bin.</p> <p>Additional hand washing & drying facilities are provided.</p> <p>Hand washing facilities regularly cleaned, and soap and sanitiser levels checked.</p> <p>Suitable and sufficient rubbish bins for hand towels with regular removal and disposal provided</p> <p>Extra supplies of soap, hand sanitiser and paper towels are securely and safely stored.</p>						
Canteen use - exposure from large numbers of persons	Staff, Students	<p>Food and drink only consumed in dedicated facilities where possible.</p> <p>Students encouraged to bring their own bottled drinking water to eliminate students touching communal taps or surfaces.</p> <p>All staff are encouraged to take time outside at lunchtime.</p> <p>Hand cleaning facilities or hand sanitiser available at the entrance of any room where people eat and used by all persons when entering and leaving the area.</p> <p>Where possible, kitchen windows remain open to increase ventilation. Fly screens have been fitted.</p> <p>Tables and chairs cleaned by canteen staff.</p> <p>All rubbish and waste put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door</p>	2	3	6			

		<p>handles. Caterlink Staff H&S Guidance in place. Evidence: Caterlink RA Caterlink Shutdown and Return Strategy in place.</p>						
Use of Changing facilities, toilets, showers and drying rooms	Staff, Students	<p>Enhanced cleaning of all facilities throughout the day and at the end of each day introduced. Suitable and sufficient rubbish bins in these areas provided with regular removal and disposal. Bin liners used in all bins. Additional hand towels dispensers provided. Toilets are thoroughly cleaned at the end of each session. Toilet breaks are supervised by staff. After using the facilities hands must be washed.</p>	2	3	6			
Lack of awareness	Staff, Students, Visitors	<p>Clear posters, signage and information are displayed around the site (and particularly in welfare areas) reminding all persons of current Covid 19 precautions and hygiene and hand washing requirements.</p> <p>WHO / PHE Posters, leaflets and other materials are available for display around school.</p> <p>“Toolbox talks” carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This included informing personnel of the known symptoms.</p>	2	3	6			

		<p>Staff briefings and inductions completed. Headlines sent weekly. <i>Evidence: risk assessment saved on share drive and provided to staff through briefings/ inductions and headlines.</i></p> <p>Staff challenge any person not adhering to the control measures within this risk assessment.</p> <p>Staff have contact numbers and e-mails of all SLT members to raise any queries or concerns.</p> <p>Students given a presentation on the first day back of each year group</p> <p>Simplified infographic created for EAL parents and shared on social media and on the school website.</p>						
Emergency procedures (Fire alarm activations etc)	Staff, Students, Visitors, Contractors	<p>Fire safety procedures have been reviewed This includes a review of PEEP's, and contingencies for unplanned staff absences due to COVID-19.</p> <p>Fire risk assessment has been reviewed.</p> <p>Updated Procedures and roles for fire evacuation shared with staff as part of their inductions. All staff instructed to make themselves aware of exit routes and be responsible for calmly escorting their group out of the building and reporting to the SLT duty member on the field. <i>Evidence: Inset Day training record / Emergency procedures Document in Policy Area.</i></p>	2	3	6			

<p>First Aid provision</p>	<p>Staff Students, Visitors</p>	<p>First aider numbers & locations reviewed to ensure appropriate cover is maintained.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> <p>First aid risk assessment reviewed to ensure having the required numbers of staff on site who are appropriately first aid trained.</p> <p>Evidence: First Aid risk assessment</p> <p>Additional first aid area has been identified in A Block (Meeting Room 2) for COVID related illness. This is equipped with the required cleaning materials. Staff to put PPE on in main first aid room before attending students in this area.</p> <p>The medical room in Student Support has been assessed and can hold 3 people comfortably at any one time. Staff should ensure they wait outside door to the room to ensure there is space before gaining entrance.</p> <p>If a student requires minor medical assistance, staff will try to treat this within the classroom (plasters / water etc. can be obtained from medical boxes around the site.)</p> <p>First aid staff trained in new procedures and the use of</p>	<p>2</p>	<p>3</p>	<p>6</p>				

		<p>PPE.</p> <p>First Aid Procedures: Staff Guide: Staff to notify on-call if they need medical assistance. SLT to ascertain whether suspected coronavirus case and if so, remove student to isolation room.</p> <p>On-call to carry 2 masks with them, one for themselves and one for any student showing COVID symptoms</p> <p>Separate out medical injuries and non-COVID-19 illnesses from those who have COVID-19 symptoms</p> <p>Students who are injured or who have an illness not linked with COVID-19, e.g., upset stomach, are to be treated where possible in the medical room.</p> <p>In times of high incidences, it may be necessary to have two or more students in the room simultaneously.</p> <p>Staff should wear gloves and face coverings</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not send to visit the GP, pharmacy, urgent care centre or a hospital. All employees are made aware of PPE availability (gloves, masks, aprons, face shields). PPE stations set up in first aid room for quick access. First aiders encouraged to always carry some PPE with them (Gloves / mask).</p> <p>After providing first aid all PPE must be disposed of immediately in the yellow lidded bins provided and waste must be disposed of in line with current</p>							
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		guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings							
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<p>Building risks arising during partial closure</p>	<p>Staff Students Visitors Vulnerable Groups</p>	<p>H&S Check. School compliant with H&S legislation and RMA policy to keep users of the buildings safe. The school is compliant with all aspects of the H&S policy including: <ul style="list-style-type: none"> • Legionella testing is up to date and compliant. • Fire safety checks have been completed and fire drills performed as required. • PAT testing undertaken in line with requirements. • Continue planned gas safety checks including gas detection and/or interlocking. • Kitchen equipment - Equipment that holds water – for example, dishwashers, combination ovens – should be run through at least a full cleaning cycle per week. • Security - All areas of the school are kept secure. Access to certain closed areas are only possible by relevant staff – for example, science laboratories, chemical stores and IT rooms. Access control is secure. https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety </p>	2	3	3				
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From 1 April 2022 the Government will remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments.

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Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <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>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Transport to school

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

<https://get-help-with-remote-education.education.gov.uk/rapid-testing/>

Ventilation

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

[EMG: Role of ventilation in controlling SARS-CoV-2 transmission, 30 September 2020 - GOV.UK \(www.gov.uk\)](#)

Face coverings in education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/976213/Face_coverings_in_education_April_2021.pdf

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term	

		Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
		Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

This risk assessment and any safe systems of work must be communicated to staff before they start work and be available in school. Staff to sign to say they have read and will comply.