

<b>Educational Setting</b>	<b>Lime Academy Orton (Part of the Lime Trust)</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	July 2020; revised August 2020, revised September 2020, revised November 2020, Revised January 2021, revised March 2021, revised September 2021, Revised December 2021, Revised January 2022 JANv1.0 & JANv2.0
<b>Review Date</b>	April 2022 (sooner if required)
<b>Author</b>	Charlotte Whysall (Head Teacher)

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk )
<a href="#">Prevention</a>	<p><b>Who?</b> Anyone accessing the school site and the people they come into contact with externally.</p> <p><b>How?</b> Contracting virus, which for some will have serious health implications which may result in death</p>	<ul style="list-style-type: none"> <li>Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here <a href="https://www.thevaccinators.co.uk/">https://www.thevaccinators.co.uk/</a></li> <li>Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with their employer if they do not wish to</i></li> <li>Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online and to us via medical tracker QR code</li> <li>Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance <a href="#">Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic</a></li> </ul> <p>Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the <a href="#">guidance for pregnant employees</a></p> <p><a href="#">Ventilation</a></p> <ul style="list-style-type: none"> <li>Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use</li> <li>Identify any poorly ventilated areas and take steps to ventilate these as well as possible (CO2 monitor at Clayton site in allocated rooms, breathing buildings units at Malborne)</li> <li>Plan to use outdoor space as often as possible during the day</li> </ul> <p>Consider referring to Health and Safety Executive guidance on <a href="#">ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a></p> <p><a href="#">Hands/Face/Space</a></p> <ul style="list-style-type: none"> <li>Use of masks by staff in all communal areas unless exempt (sunflower lanyard provided)</li> <li>Use of masks by secondary pupils if and when appropriate</li> <li>All visitors to wear mask at all times unless exempt</li> </ul>	<p>Ensure ongoing sufficient supply and stocks of the following commodities:</p> <ul style="list-style-type: none"> <li>soap, paper towels and/or hand sanitizer available in all required locations</li> <li>suitable cleaning products</li> <li>waste disposal equipment (e.g. yellow hazardous waste bags)</li> </ul> <p>CO2 monitor provided by the GOV for Clayton Site – allocated rooms (Malborne Breathing Building system provides adequate and appropriate monitoring and actions)</p> <p>Allocation of Air filtration units when received from GOV project</p>	GF & Site team	Weekly stock check and ordering ( <i>NB-mindful not to stock pile and leave other settings without adequate access to required products</i> )	Ongoing	<p>5x4 = 20 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life threatening therefore justifying the high impact rating.</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk )
		<ul style="list-style-type: none"> <li>All visitors to undertake a LFT prior to attendance</li> <li>Regular hand washing (soap and hot water for at least 20 seconds)</li> <li>Use of hand sanitiser</li> <li>Social distancing whenever possible</li> <li>Ventilation of rooms at all times</li> </ul>					
<a href="#">Response to any infection/suspected infection</a>	<p><b>Who?</b> Staff, pupils and families</p> <p><b>How?</b></p> <p>Closure of school to specific cohorts or in extreme cases full closure.</p> <p>Staff- additional stress and anxiety caused by risk of virus and provision of remote learning</p> <p>Pupils- Loss of educational provision and access to specialist resources. Additional impact on wellbeing and mental health</p> <p>Families- potential loss of earnings, poverty or loss of employment</p>	<p>Child or staff member displaying symptoms:</p> <ul style="list-style-type: none"> <li>Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond:               <ul style="list-style-type: none"> <li>A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature)</li> <li>A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual)</li> <li>Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal</li> </ul> </li> <li>Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this.</li> <li>If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is available.</li> <li>If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. Their fellow household members will be advised to complete daily LFTs for 10 days or 7 days if negative LFT on day 6 and day 7 24hrs apart. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>The isolation period includes the day the symptoms started and the next 10 full days, or 7 days if negative LFT on day 6 and day 7 24hrs apart <b>FROM 17.01.22 The isolation period includes the day the symptoms started and the next 10 full days, or 5 days if negative LFT on day 5 and day 6 24hrs apart</b></li> <li>The manager will support the family/staff member and ensure the outcome of the test in passed to the setting without delay.</li> <li>Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them.</li> <li>Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly.</li> <li>Consider how the isolation area can be easily cleaned after use.</li> <li><b>Engage with the NHS Test and Trace process</b>- Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16<sup>th</sup> August only adults over 18 years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take a PCR test</li> <li>If advised by Public Health the setting should implement their Outbreak Management Plan System and <a href="#">protocol</a> in place to manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> </ul>	<p>In the event of suspected infection in school for;</p> <p>1 case (infected person isolated, removed from the site ASAP following isolation protocol). Test should be sought, isolation begins and results shared with setting as soon as available. After isolation period (10 days) and when symptom free (Fever) return to school.</p> <p>2 or more confirmed cases within 1- days within a group or cluster may be deemed a ‘break out’ Head teacher to seek advice and guidance via PHE on next steps.</p>	<p>SLT member</p> <p>CW or person deputising for the Headteacher</p>	<p>Immediate upon notification of suspected case</p> <p>Immediate upon notification of 2 or more confirmed cases</p>	<p>When required</p> <p>When required</p>	<p>4x4 = 16 (High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present. If infection DOES occur PHE may enforce partial or full closure causing stress and anxiety. Additionally, the consequences to the health of an individual who may have become infected as part of a ‘break out’ may be life threatening therefore justifying the high impact rating.</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk )
		<p>Protocol for containment of any <a href="#">outbreak</a> by following local health protection team advice, close liaison with Trust and LA (Jon Lewis 07920160402)</p> <p>Cambridgeshire Contact Tracing Team: 01223 758088,</p> <p>Or refer to the <a href="#">Cambridgeshire and Peterborough COVID-19 Local Outbreak Management Plan</a></p> <p>Notify Trust via <a href="mailto:report@limetrust.org">report@limetrust.org</a></p> <p>Communication systems with stakeholders (staff, parents, transport, visiting professionals, LA and trust) are in place:</p> <ul style="list-style-type: none"> <li>- Staff via email and Arbor notification system</li> <li>-Parents via Arbor text and email notification system (back up of telephone)</li> <li>-Transport via email and telephone</li> <li>-visiting professionals via email</li> <li>-LA via email, telephone and text</li> <li>-Trust via email, telephone and text</li> <li>- 2 levels of letter issues (staff, pupil)</li> </ul>					
Contingency planning for a further outbreak	<p><b>Who?</b> Staff, pupils and families</p> <p><b>How?</b></p> <p>Staff- additional stress and anxiety caused by risk of virus and provision of remote learning</p> <p>Pupils- Loss of educational provision and access to specialist resources. Additional impact on wellbeing and mental health</p> <p>Families- potential loss of earnings, poverty or loss of employment</p>	<ul style="list-style-type: none"> <li>• In the event of a local <a href="#">outbreak</a>, school outbreak or variant the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</li> <li>• Plans are in place to respond to individual measures</li> <li>• If contingency is evoked or in the case of a return to national lockdown measures we will move to remote learning + remain pupil facing for those deemed Vulnerable or Critical worker children (given the nature of the setting all pupils would fall into this category, but decisions will be made based on staff availability)</li> </ul>	Communications prepared in advance for initial notification	CW	Completed		<p>3x4 = 12 (Medium) out of 25</p> <p>A sustainable model is planned for to allow the vast majority of pupils to attend on a PT basis if parents choose for them to do so.</p> <p>Keyworker child provision is in place to meet Government expectations.</p>

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Social Distancing in school	<p><b>Who?</b> Staff, pupils and families</p> <p><b>How?</b> Staff- additional stress and anxiety caused by risk of virus and pupil lack of understanding of social distancing</p> <p>Pupils- Loss of intensive support, physical prompt and possible damage to relationships</p> <p>Families- Inability to readily access the school site may result in feelings of isolation and/or being unwelcome</p>	<ul style="list-style-type: none"> <li>Protocol and RAs in place to minimise contact between individuals and maintain social distancing where possible, supported by signage and regular reminders via daily, morning briefings</li> <li>Reducing the number of contacts between children and staff. This will be achieved through reducing unnecessary contacts and through maintaining distance between individual when and wherever possible (including use of Teams for staff meetings, allocated outdoor areas and transportation of pupils within designated bubble)</li> <li>The numbers of pupils and adults in a room is based on the needs of the pupils and the size of the classroom.</li> <li>Staff to wherever possible to remain in their own class group to avoid unnecessary contact, this includes virtual meetings, staff to access Teams via their class group only.-</li> <li>Staff and pupil's groups will be consistent during their time in school.</li> <li>Allocation of PPA cover by building rather than Pathway to reduce transmission</li> <li>All visitor access to the school- Where external agencies/services are essential, information of protocols in place are provided and they are expected to abide by our practices and protocols, including but not limited to, regular hand sanitisation, social distancing reduced resources use.</li> <li>Use of classrooms to reduce risk of contact with other groups at lunch time and allocated external area or staggering of use with interim spot cleaning..</li> <li>Ensure availability of staff is adequate</li> </ul>	<ul style="list-style-type: none"> <li>Furniture and equipment will be in a position where it reduces pinch points, ensuring that free movement and appropriate spacing is possible from September 2020</li> <li>Daily deep cleaning of all used rooms</li> </ul>	<p>SLT/Site</p> <p>Easyclean</p>	<p>Completed</p> <p>Daily</p>		<p>4x4 = 16 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. While the use of good hygiene and cleaning regimes are highly effective in containing the spread we acknowledge that the vast majority of pupils will be unable to socially distance and/or will require support to follow hand hygiene requirements. If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life threatening therefore justifying the high impact rating.</p>
Cleaning	<p><b>Who?</b> Staff, contractors</p> <p><b>How?</b> Staff- additional requirements under enhanced safeguarding duties in response to COVID-19 (e.g. spot cleaning and area preparation and post-use cleaning)</p>	<ul style="list-style-type: none"> <li>All staff need to take reasonable steps to ensure the standards of cleanliness are at the appropriate level to maintain a duty of care for colleagues and pupils.</li> <li>Removal of furniture and equipment which are hard to clean eg. soft furnishings.</li> <li>More frequent cleaning procedures are in place across both campus', particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Handrails on staircases and corridors,</li> <li>Lift and hoist controls,</li> <li>Machinery and equipment controls,</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and door handles</li> <li>Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> <li>Where possible ensure surfaces are kept clear to enable cleaning</li> <li>If we have been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean.</li> </ul> <p>Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time.</p>	<ul style="list-style-type: none"> <li>Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.</li> </ul>	<p>SLT as part of bubble RAs</p>	<p>Ongoing</p>		<p>2x4 = 8 (Medium) out of 25</p> <p>A systematic approach and completion of cleaning regime will significantly mitigate the risk of transmission with school due to the weaknesses in relation to the products used as part of the process</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects can be significant</p>
<a href="#">Lunchtime Catering facilities</a>	<p><b>Who?</b> Staff and pupils</p> <p><b>How?</b> Staff- additional pressures of food preparation and</p>	<ul style="list-style-type: none"> <li>Social distancing can be achieved in the school kitchen due to the relatively low staff numbers operating within the kitchen areas. The serving hatches form a 'natural barrier' this coupled with use of a 1 way pick up and return system and allotted time slots to avoid bottle neck within the dining areas should significantly reduce the risk.</li> </ul>	<ul style="list-style-type: none"> <li>Review the use of classroom dining as a longer term solution</li> </ul>	<p>CW</p>	<p>Completed</p>		<p>2x4 = 8 (Medium) out of 25</p> <p>A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhances risks from high 'footfall' areas</p>

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	subsequent transportation to classroom areas  Pupils- Loss of routine and the distress this may cause						If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant
Fire Safety	<b>Who?</b> Staff and pupils  <b>How?</b> Staff- additional pressure of maintaining distances between registration groups. Risk of communal gathering space is outweighed by risk of death by fire  Pupils- Risk of gathering in a communal, school wide may result in enhanced transmission.	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</li> <li>All emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing where safe to do when at the evacuation 'rally' point.</li> <li>Revised muster points at Clayton site to facilitate social distancing more easily while still in line of sight of fire marshals</li> </ul>	<ul style="list-style-type: none"> <li>Reviewed- no changes currently required</li> </ul>	N/A	N/A	N/A	2x3= 6 (low) out of 25  The existing practice already encompasses the 2 meter rule where it is safe to do so. The swift and effective evacuation in response to a critical incident is essential to prevent immediate loss of life
Access/Egress of school building	<b>Who?</b> Staff, pupils and families  <b>How?</b> Staff- routes may involve traveling further distances and encountering inclement weather  Pupils- routes may involve travelling further distances and encountering inclement weather. Changes to routine may cause anxiety and distress  Families- Inability to readily access the school site may result in feelings of isolation and/or being unwelcome	<ul style="list-style-type: none"> <li>All classrooms that can be accessed via external doors will be</li> <li>Classes have clearly defined access routes which will be rigorously enforced wilful failure to do so by staff can and will result in disciplinary action under the remit of safeguarding</li> <li>Classes have allocated toilet facilities</li> <li>Wipes and sanitiser available..</li> <li>Increased cleaning of handles and touch plates.</li> <li>Allocated drop off and collection times with those travelling by vehicles being required to wait inside their transport rather than congregate at the entrance points.</li> </ul>	<ul style="list-style-type: none"> <li>Provide relevant guidance to parents on drop off and pick up arrangements.</li> <li>Provide updated guidance regarding collection by class members to transport operators via email</li> </ul>	CW  CW  Site team	Completed  Completed  Completed u78		2x4 = 8 (Medium) out of 25  A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhanced risks from high 'footfall' areas  If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant
First Aid and/or	<b>Who?</b> Staff and pupils	<ul style="list-style-type: none"> <li>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided.</li> <li>Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</li> </ul>		CW/AS	Completed		3x4 = 12 (Medium) out of 25

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Medical intervention	<p><b>How?</b></p> <p>Staff- may need to be involved in invasive medical procedures that require the use of a high level of PPE for what may become an extended period of time in response to an emergency medical situation</p> <p>Pupils- may be in close physical contact with the member or members of staff providing first aid. They may also be distressed by the use of PPE if it is not a familiar part of their routine</p>	<ul style="list-style-type: none"> <li>Access to appropriate PPE to undertake the tasks required and detailed in individual student's medical tracker area, RAs and/or digital passports</li> <li>Staff or pupils with medical needs have been assessed and relevant consents are in place.</li> <li>Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>School outlines the specific medical needs of their cohort and seek appropriate support/advice/training from community nursing services and complex care teams to ensure needs are met in a safe and comfortable way</li> </ul>		AS  CW			<p>A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhanced risks from high 'footfall' areas</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant</p>
Waste	<p><b>Who?</b></p> <p>Staff and contractors</p> <p><b>How?</b></p> <p>Staff- may need to handle waste that is contaminated with the virus and therefore at risk from potential infection</p> <p>Contractors – may need to handle waste that is contaminated with the virus and risk infection</p>	<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins should be emptied daily with consideration to more frequent intervals if required.</li> </ul>	<ul style="list-style-type: none"> <li>Consideration and allocation of safe storage spaces that do not require staff to cross 'bubble' boundaries to access.</li> </ul>	CW	Completed		<p>2x4 = 8 (Medium) out of 25</p> <p>A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhances risks from surface transmission</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant</p>
Staff Lunch times	<p><b>Who?</b></p> <p>Staff</p> <p><b>How?</b></p> <p>Staff- contract virus via surface transfer</p>	<ul style="list-style-type: none"> <li>Staff lunchtimes will remain staggered to achieve the social distancing.</li> <li>Staff will be encouraged to wipe surfaces before and after use</li> <li>Handwashing before and after eating and drinking</li> </ul>	<ul style="list-style-type: none"> <li>Wipes available</li> </ul>	CW	Completed		<p>3x4 = 12 (Medium) out of 25</p> <p>A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhances risks from surface transmission</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant== failure to comply and any cross bubble activities may lead to partial or full school closure</p>

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Staff/Pupils within the shielded group	<b>Who?</b> Staff and Pupils  <b>How?</b> Contracting virus, which for those within this group is much more likely to lead to complication and potential serious health implication which may result in death	<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the shielding list must have an individual risk assessment undertaken</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of Shielding lists to ensure that up to date information is available to decision makers</li> </ul>	CW	Ongoing		4x5 = 20 (High) out of 25  It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. If infection DOES occur, the consequences to the health those within this group are likely to be significant and I may be life threatening therefore justifying the high impact rating.
Contractors	<b>Who?</b> Contractors <b>How?</b> Contracting virus	<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> <li>All contractors will be provided with the School's operating guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Clear planning of any and all works except in response to an emergency situation which takes into account any additional cleaning requirements and any opportunity for cross bubble contamination</li> </ul>	LF+ Site	As and when required		2x4 = 8 (Medium) out of 25  The strict following and QA of the RA and Op Guidance will significantly mitigate the risk of transmission and remove enhances risks from external contractors If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant
Property Compliance	<b>Who?</b> All who occupy or enter the building <b>How?</b> Building becomes unsafe due to lack of checking resulting in danger to life	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> <li>Use of Every system for compliance monitoring</li> <li>Use of Judicium assessments to ensure compliance and highlight any recommendations for implementation to improve and enhance practice</li> </ul>	<ul style="list-style-type: none"> <li>All serious property concerns to be raised with Laura Fisher and appropriate steps are in place to ensure the safety of all building occupants.</li> </ul>	LF	If and when required		2x3= 6 (low) out of 25  The existing practice and checking in place, with checks completed outside of pupil provision operating hours, with the exception of fire evacuation checks.
Hygiene	<b>Who?</b> Anyone accessing the school site and the people they come into contact with externally.  <b>How?</b> All – Contracting virus, which for some will have serious health implication which may result in death	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands. See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following arrival, breaks, before meals and following the use of toilets.</li> <li>Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette</li> <li>Hand washing facilities in all classrooms</li> <li>Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Use of signage as reminders and access to clear process as a prompt</li> <li>Staff, students and visitors reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the school.</li> <li>Wherever possible we keep rooms well-ventilated, areas with poor ventilation may be taken out of use if use is not required.</li> </ul>	<ul style="list-style-type: none"> <li>Posters, leaflets and other materials are available for display. Display prominently <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></li> </ul>	SLT/Site/Admi n	Completed		4x4 = 16 (High) out of 25  It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. Staff will practice good hand hygiene and social distancing BUT our pupils, in most cases will not be able to and will require a high level of support to facilitate this. If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk )
							the health of an individual may be life threatening therefore justifying the high impact rating.
Shared activity and equipment use.	<p><b>Who?</b> Staff and pupils</p> <p><b>How?</b> Staff- interaction with equipment that may cause surface transmission of the virus and result in illness or death</p> <p>Pupils- interaction with equipment that may cause surface transmission of the virus and result in illness or death</p>	<ul style="list-style-type: none"> <li>Large shared equipment may now be used – i.e PE mats, soft play etc.</li> <li>Some specialist spaces or equipment will be allocated to a particular class via a timetable system</li> <li>Small shared equipment should be cleaned through after use ready for the next group</li> </ul>	<ul style="list-style-type: none"> <li>Keep under review whether the use of outdoor play equipment should be used.</li> </ul>	CW	Ongoing		<p>4x4 = 16 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. Staff will practice good hand hygiene and spot cleaning, but our pupils, in most cases will not be able to and will require a high level of support to facilitate this.</p> <p>If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life threatening therefore justifying the high impact rating.</p>
Accident reporting Covid-19 incidents	<b>N/A- reporting function</b>	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and guidance, we will contact Laura Fisher in her role as Trust, competent Health &amp; Safety Adviser.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of IOSH managing safely course by Headteacher to allow access to onsite, immediate accredited H&amp;S support for staff</li> </ul>	CW	Completed		
Administrative Staff	<p><b>Who?</b> Staff, pupils and visitors</p> <p><b>How?</b> All- interaction with shared equipment and multiple people on a daily basis which could cause surface and/or airborne transmission of the virus and result in illness or death</p>	<ul style="list-style-type: none"> <li>Allocated working spaces to reduce surface contamination and cross infection</li> <li>Operational guidance is in place for all staff and visitors</li> <li>Use of signage regarding expectations</li> <li>Regular cleaning of hard surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Posters, leaflets and other materials are available for display. Display prominently. <b>(Completed at Clayton campus – Action required at Malborne campus and The Hub)</b> <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></li> </ul>	LF/SN	Completed		<p>3x4 = 12 (Medium) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. Additional layers of safety are in place. The consequences to the health of an individual may be life threatening therefore justifying the medium impact rating.</p>
Personal Protective Equipment	<p><b>Who?</b> Staff, pupils and visitors</p> <p><b>How?</b></p>	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing and/or good hand hygiene except where there is no other practical solution.</li> <li>Where PPE (disposal gloves, aprons and masks) are usually used they are available for use by employees these may only be used with appropriate Personal Protective Equipment donning</li> </ul>	Ensure ongoing sufficient supply and stocks of the following commodities: hand sanitizer,	LF + Site team	Weekly stock check and ordering (NB- mindful not to stock pile and leave other	Ongoing	<p>4x4 = 16 (High) out of 25</p> <p>It is most likely that the virus may be brought into one of our settings</p>



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk )
	All- incorrect use of PPE may lead to enhanced spread via surface and/or airborne transmission of the virus and result in illness or death	<p>and doffing techniques. Staff using this equipment MUST have completed watching the mandatory PPE donning and offing video via the Every portal.</p> <ul style="list-style-type: none"> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>Grab bags for suspected cases available from leadership offices on both Clayton and Malborne Campus'</li> <li>Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should receive their care in the same way.</li> </ul>	<p>suitable cleaning products, waste disposal equipment, disposable masks, aprons and gloves</p> <p>Work with Health for guidance on PPE for gastrostomy feeds,</p>	CW/AS	<p><i>settings without adequate access to required products)</i></p> <p>Completed</p>		<p>via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. If infection DOES occur PHE may enforce partial or full closure.</p>
Symptoms of Covid-19 – suspected or test positive case	<p><b>Who?</b> Staff, pupils and families</p> <p><b>How?</b> Closure of school to specific cohorts or in extreme cases full closure.</p> <p>Staff- additional stress and anxiety caused by risk of virus and provision of remote learning</p> <p>Pupils- Loss of educational provision and access to specialist resources. Additional impact on wellbeing and mental health</p> <p>Families- potential loss of earnings, poverty or loss of employment</p>	<ul style="list-style-type: none"> <li>Staff or pupils exhibiting any symptoms of COVID-19 should not be in school.</li> <li>If anyone, staff or pupil, becomes unwell with a new continuous cough, a high temperature or other symptoms during the day in the school, they will be sent home and advised to follow the stay at home and testing guidance.</li> <li>Anyone presenting Covid-19 symptoms to be isolated according to school protocol awaiting collection. This will take place in the pool atrium on the clayton site and in the meeting room on the Malborne site. Windows will be opened and allocated toilet facilities used (Malborne is the upper staff toilet, which will be closed to others until a deep clean has happened. Clayton the toilet off the atrium is to be used)</li> <li>If the child awaiting collection requires personal care, disposable gloves, a disposable apron and a fluid resistant mask these should be worn by the supervising adults. Test and trace:</li> <li>In an emergency, if they are seriously ill call 999.</li> <li>Wash hands thoroughly for 20 seconds <b>after</b> removing PPE</li> </ul>	<p>Continue to follow current advice regarding self-isolation and testing Inform transport services.</p> <p>Re-refresh all staff in use of PPE. Contact parents when necessary for self – isolation and use Public Health England template letters if these are advised.</p> <p>Circulate this information and Public Health England guidance from NHS and on website.</p>	<p>CW</p> <p>CW</p> <p>CW</p> <p>CW</p>	<p>Ongoing</p> <p>completed</p> <p>When required</p> <p>When required</p>		<p>4x4 = 16 (High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present. If infection DOES occur PHE may enforce partial or full closure causing stress and anxiety. Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life threatening therefore justifying the high impact rating.</p>
Behaviour	<p><b>Who?</b> Staff and pupils</p> <p><b>How?</b> Staff- may need to be involved in Physical intervention/support procedures, whilst these would require the use of a high level of PPE due to the proximity to children and other adults it will most likely not be possible to delay the intervention to allow staff to don appropriate PPE. This significantly increased the</p>	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> <li>Pupil behaviour will be continually monitored for COVID-19 compliance.</li> <li>Pupils have digital passports in place which detail their positive support plans.</li> </ul>	<ul style="list-style-type: none"> <li>Briefing session on Trust Behaviour Policy for all staff as a follow up to Every Portal document sharing</li> <li>Direction to staff to read and familiarise themselves with the DPs and RAs for the pupils within their class and KS2 Bubbles as a preventative measure</li> </ul>	CW	Completed		<p>4x5 = 20(High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present and could be infected at the time of a physical intervention taking place – the risk of cross contaminations is incredibly high in these situations. If infection DOES occur PHE may enforce partial or full closure</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk )
	<p>risk of infection, especially via bodily fluids and/or surface contact</p> <p>Pupils- may be in close physical contact with the member or members of staff providing support. They may also be distressed by the use of PPE if it is able to be used.</p>						<p>causing stress and anxiety. Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life threatening therefore justifying the high impact rating.</p>
School Staffroom	<p><b>Who?</b> Staff and pupils</p> <p><b>How?</b> Staff- interaction with equipment that may cause surface transmission of the virus and result in illness or death Pupils- interaction with staff who have picked up the infection may result in transmission of the virus and result in illness or death Closure of school to specific cohorts or in extreme cases full closure.</p> <p>Both – possible part or full closure due to 'break out' under the direction of PHE</p>	<ul style="list-style-type: none"> <li>• Arrangements are in place to ensure the staffroom is not overcrowded and social distancing can be achieved</li> <li>• Signage and guidance on cleaning of surfaces, hand washing and maximum capacity in place</li> <li>• Reminders regarding the need for good hand hygiene and high surface cleanliness via daily briefings</li> <li>• Access to handwashing / sanitisation stations and correct cleaning products</li> </ul>	<ul style="list-style-type: none"> <li>• Wipes available</li> </ul>	CW	Completed		<p>4x5 = 20 (High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present. If infection DOES occur PHE may enforce partial or full closure causing stress and anxiety. Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life threatening therefore justifying the high impact rating. If staff follow the stringent hand hygiene measures and protocol in place the risk can be significantly mitigated.</p>
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> <li>• An equality impact assessment has been completed and can be found on the Shared drive within the policies section – it is available to non-employees upon written request</li> </ul>	Review and update in line with date on policy	CW	Completed	May 2020	Risk factors covered within this document.
Lack of staff	<p><b>Who?</b> Staff, pupils and families</p> <p><b>How?</b> Closure of provision to specific pupils and cohorts or in extreme cases full closure due to staffing ratio and inability to source or provide adequate cover. Staff- additional stress and anxiety caused by reduced staffing, risk of virus and provision of remote learning Pupils- Loss of educational provision and access to</p>	<ul style="list-style-type: none"> <li>• Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>• The extent to which existing planning, schemes of work will need to be adapted</li> <li>• Overview of staff training to inform decision regarding re-deployment</li> <li>• Group of peripatetic staff who work across campus' who can be deployed if necessary are in place within the schools staffing structure.</li> <li>• Contingency planning in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Review minimum safe operating ratios for class groups to support redeployment and daily cover arrangements</li> <li>• Share details of above with staff to ensure they are aware of the decision making process.</li> <li>• Completion of daily cover logs to ensure ability to maintain an equitable system.</li> </ul>	<p>SLT</p> <p>CW</p> <p>AS/SN + Admin</p>	<p>Completed</p> <p>Completed</p> <p>Ongoing</p>		<p>4x5 = 20 (High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present. If infection DOES occur PHE may enforce partial or full closure causing stress and anxiety. The school may reach a point where the staffing for a group is unsustainable or unsafe due to lack</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk )
	<p>specialist resources or staff. Additional impact on wellbeing and mental health Families- potential loss of earnings, poverty or loss of employment if provision is unable to be provided due to staff absence/illness.</p>						<p>of specialist training- this may result in closure to individuals or cohorts (this would be undertaken in close consultation with the Trust) Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life threatening therefore justifying the high impact rating.</p>
<p><b>Pupils are all transported within campus groups – The providers, under the supervision of the commissioning LA are responsible for the risk management measure. Awareness required for an omicron variant cases re: Track and Trace</b></p>							
<p>Dedicated school transport, including statutory provision</p>							
<p>Learning outside the classroom (day trips, community access and The Hub etc.)</p>	<p><b>Who?</b> Trust, Staff, pupils and customers</p> <p><b>How?</b> Trust- risk of liability from public accessing community Hub as customers</p> <p>Staff- additional stress and anxiety caused by risk of virus and pupil lack of understanding of social distancing, pressure of being in additional environments</p> <p>Pupils- Loss of curriculum access and support for PFA. Risk of virus and impact on health and wellbeing</p> <p>Customers- Risk of infection if strict hygiene procedures not followed. Additionally feelings of isolation and/or being unwelcome due to COVID-19 measures</p>	<ul style="list-style-type: none"> <li>All off site activities must be agreed by a member of the SLT</li> <li>Pupils and staff will remain within their classes/keystages</li> <li>We will continue to work with closely vetted external providers, clubs and organisations for curricular, community based learning. This will take place subject to careful planning and RA alongside a shared understanding and collaboration with regards to venue COVID arrangements and operating procedures.</li> <li>Enhanced cleaning regimes in place</li> <li>Access to appropriate PPE and cleaning materials</li> <li>Hub Provision closed to the Public and will remain so for the time being</li> </ul>	<ul style="list-style-type: none"> <li>RA and COVID-19 compliance checks to be completed for The Hub</li> <li>For more information contact <a href="#">Stephen Brown (Outdoor Education Adviser)</a></li> </ul>	<p>CW</p> <p>CW</p>	<p>Completed</p> <p>Completed</p>		<p>4x5 = 20 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. Staff will practice good hand hygiene and social distancing BUT our pupils, in most cases will not be able to and will require a high level of support to facilitate this. If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life threatening therefore justifying the high impact rating.</p>

### Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

### General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Use of face masks in communal areas

Handwashing techniques advice can be found [here](#)

### Transport Arrangements- Action required prior to September opening:

To be agreed with Local Authority Transport that;

- Travel providers are clear about revised travel arrangements,
- They will ensure adequate social distancing arrangements to and from school,
- Inform us of plans for transportation bubbles in good time to allow for arrangements to be made,
- transport providers know not to work if they or a member of their household are displaying symptoms of coronavirus.
- that transport provider will be following hygiene rules.
- There is agreement on risk reduction measures for children and young people with complex needs where social distancing cannot be maintained.