



COVID-19 Risk Assessment

Academy: The Axholme Academy				
Date of Assessment:	22/07/2020	Assessed By: (detail all involved)	D Keogh, S Leggott	
Date Authorised:	27/07/2020	Authorised By: (detail all involved)	Ben Creasy, Jamie Bennet, Liane Kinroy	
Date Communicated	12/08/2020	How Communicated?	Email to all staff and available on school website	
Planned Review Date:		Date Reviewed:	17/05/2021	Reviewed By: (detail all involved) D Keogh, S Leggott
<p>Hazard: Contraction of Coronavirus COVID-19</p> <p>Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Believed to have originated in Wuhan, a city in the Hubei province of China, the first COVID-19 cases were reported in December 2019. It has since spread globally, resulting in an ongoing pandemic.</p> <p>Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.</p> <p>The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.</p> <p>The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.</p> <p>It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.</p>				
Who might be harmed:		How might people be harmed		
Employees, Students, contractors or visitors and their family members.		Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus; contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth.		
		Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and / or associated complications.		
<p>Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.</p>				
Hazard	Likelihood	Severity	Assessed Risk	

This risk assessment has been prepared with reference to existing legislation, COVID-19 protocols and sector specific UK Government Guidance 'Working Safely during COVID-19' together with the provision of background and supporting detail obtained through online or telephone discussions.

To fulfil your legal duties you must ensure that risk controls reflect what you are doing now, and further actions are allocated to named individuals, with a date for implementation and a date when signed off. The risk assessment must be implemented within the business and communicated to your employees and others (visitors or contractors) who may be affected. If you have more than 50 employees, UK Government Guidance Suggests publishing the document on your website. This COVID-19 risk assessment will need to be maintained and periodically reviewed in line with changes in your business activities as well as updates in UK Government Guidance.

Without controls	Very Likely	Very High	High	
With controls	Possible	High	Medium	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Prevention – Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household that does, do not attend school.	<ul style="list-style-type: none"> Students, staff and other adults should be told not to come into the school if they have COVID-19 symptoms or have tested positive in the previous 7 days. Anyone developing symptoms (a new continuous cough, high temperature, loss or change in sense of taste or smell) during the school day should be sent home and advised to follow government “Stay at Home” guidance (self-isolate for at least 7 days and arrange a test for COVID-19, then follow Public Health England advice). Other members of their household should self-isolate for 14 days from when the symptomatic person first displayed symptoms. Anyone developing symptoms and awaiting collection should be moved to the parents meeting room (located on the ground floor main corridor between the toilets) where they can be isolated behind a closed door if possible, with appropriate adult supervision if required (Senior Leaders will undertake this supervision wherever possible). If this is not possible, they should be moved to an area at least two metres from other people. If possible, a window should be opened for ventilation. 	<ul style="list-style-type: none"> Anyone awaiting collection and needing to use toilet facilities should use a separate toilet if available. The room containing the toilet should be cleaned and disinfected before being used by anyone else. Staff caring for the person awaiting collection, where a distance of 2 metres cannot be maintained, should wear personal protective equipment including mask/respirator, visor, gloves and apron or Type 4 coveralls. Senior Leaders will be the staff responsible for care of the person awaiting collection wherever possible. In the event of an emergency or serious illness/injury, emergency services should be contacted using the 999 service. Persons displaying symptoms should be told not to visit a GP, pharmacy, urgent care centre or hospital. If the symptomatic person subsequently tests positive for COVID-19, any members of staff who had been in close contact with them should go home and self-isolate for 14 days. Following contact with someone who is unwell, all persons who had contact should wash their hands with soap and water for at least 20 seconds or should apply hand sanitiser. After the person displaying symptoms has left the site, the area in which they were present should be cleaned with bleach before being used again. 		SL/DK	
Prevention – Clean hands thoroughly, more often than usual.		<ul style="list-style-type: none"> Students should wash/sanitise their hands regularly including when they arrive at school, after break times, when they change rooms and before/after eating. Additional hand washing and/or hand sanitiser stations should be provided to ensure that Students and staff can wash their hands regularly. Staff should supervise and advise Students with complex needs to clean their hands properly. Hand washing regimes should be built into the school’s daily 		SL/DK	

		<ul style="list-style-type: none"> regime. The Academy will ensure adequate supply of Hand Sanitiser is available across the site. Staff and Students will also be encouraged to have their own hand sanitiser on their person as well 			
Prevention – Ensure good respiratory hygiene by promoting the “catch it, kill it, bin it” approach.		<ul style="list-style-type: none"> Staff and Students should be instructed in the “catch it, kill it, bin it” approach and informed that following this approach is expected. Sufficient tissues and bins should be provided. Additional support/explanation should be provided to younger children and those with complex needs. 		SL/DK	
Prevention – Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.		<ul style="list-style-type: none"> An enhanced cleaning schedule should be put in place. Rooms that are used by different groups should be cleaned between groups. Dining Hall surfaces should be cleaned between groups. Shared areas should be cleaned more frequently. Frequently touched surfaces should be cleaned more often than usual. Toilets should be cleaned regularly. Students should be encouraged to wash their hands after using the toilet. 		SL/DK	
Prevention – Minimise contact between individuals and maintain social distancing wherever possible.		<ul style="list-style-type: none"> Staff should be told to maintain social distancing from other staff/adults (2 metres or 1 metre plus precautions). Personal protective equipment should be considered where this is not possible. Staff should be told to maintain social distancing from Students (2 metres or 1 metre plus precautions) where possible. Personal protective equipment should be considered where this is not possible. Staff should be told to minimise contact of less than one metre with anyone else. Personal protective equipment should be considered where this is not possible. Class sized groups/bubbles of Students should be created where possible and kept separate from other groups. (KS3) Year sized groups/bubbles of Students should be created and kept separate from other groups whenever possible. (KS4) Students should be encouraged to maintain social distancing whilst within their groups. The use of shared spaces should be avoided where possible. Classroom layouts should be adapted and furniture should be removed, if required, to help facilitate distancing. Gatherings such as assemblies involving more than one group should be avoided. Timetabling and scheduling should be altered to keep groups apart and minimise movement around the school. Timetables and travel routes should be altered to avoid creating busy corridors, entrances and exits. 		SL/DK	

		<ul style="list-style-type: none"> ● Staggered break and lunch times should be considered. ● Staff Room/workspace layouts should be adapted and furniture should be removed to help facilitate distancing. ● Use of Staff Rooms/Workspaces should be reduced/amended to help facilitate distancing. ● Academy arrival and departure times should be staggered where possible to keep groups apart as they arrive and leave. ● Parents should be informed of the amended arrangements for drop off/collection. ● Parents should be told not to gather at the school gates/entrances. ● Parents should be told not to access the site without first arranging an appointment. ● Care Plans for Students with Special Educational Needs or Disabilities (SEND) should be reviewed to determine needs and any additional assistance or procedures that may be required. ● Supply teachers and other temporary/visiting staff should be told to minimise contact, maintain distancing from staff/Students and follow all other site rules. ● Visitors and contractors should attend site only to pre-arranged appointments that should be scheduled not to coincide with each other where possible. ● Site rules for distancing and hygiene should be advised to visitors/contractors on or before arrival. ● Visitors/contractors should attend outside of usual school hours where possible. ● Where Students attend more than one educational setting, rules/controls should be agreed with the other setting(s) in advance. ● Individual and frequently used equipment, such as pens and pencils, should be issued for individual use and not shared. ● Classroom based resources should be used by one group/bubble and should be cleaned thoroughly between use. ● Resources that are shared between groups/bubbles should be cleaned thoroughly on a regular basis and between use by different groups if they cannot be left untouched for 48 hours (72 hours in the case of plastic items). ● Staff and Students should be told to bring only essential items to school (e.g. bags, lunch boxes, hats, coats, books, stationery & mobile phones). ● The use of lifts will be avoided unless essential. 			
Prevention – Where necessary, wear appropriate personal protective equipment.		<ul style="list-style-type: none"> ● Personal protective equipment should be provided for staff to use when attending to someone with COVID-19 symptoms and where two metres distance cannot be maintained. ● Personal protective equipment should be provided in accordance with intimate care needs if required. ● Personal protective equipment type/needs should be assessed 		SL/DK	

		<p>and provided.</p> <ul style="list-style-type: none"> • Instruction and training in the fitting, use and removal of personal protective equipment should be provided. • Staff and Visitors to wear face coverings in all communal areas of the academy. Where appropriate staff will be given exemption cards. Face coverings are optional for students. 			
Response – Engage with the NHS Test & Trace process		<ul style="list-style-type: none"> • Staff, Students and parents/carers should be informed that they will be expected to be ready and willing to engage with the NHS Test & Trace process, including the provision of details of people that they have been in close contact with, when advised to do so. • Staff and Students should be told to book a test and not come to the school if they display symptoms. • Staff, Students and parents/carers should be informed that they will be expected to be ready and willing to self-isolate in accordance with government guidance if they have been in close contact with someone who develops COVID-19 symptoms or tests positive for COVID-19. • Staff and parents should be told to advise the school immediately in the event of a positive test result. • Persons that feel well, no longer have COVID-19 symptoms and test negative should be told that they can return to school (though they should continue to avoid contact with other persons if they still have cold/flu symptoms). • Anyone testing positive should be told to follow government “Stay at Home” guidance (self-isolate for at least 7 days, then follow Public Health England advice). Other members of their household should self-isolate for 14 days from when the infected person first displayed symptoms. 		SL/DK	
Response – Manage confirmed cases of COVID-19 amongst the school community		<ul style="list-style-type: none"> • Public Health England should be contacted immediately, and all advice followed, should a member of the school community test positive for COVID-19. • Details of anyone with whom the infected person has been in close contact with should be provided to Public Health England on request. (Note: “Close contact” is defined as face to face contact within one metre, 15 minutes or more contact within two metres or travelling in a small vehicle, such as a car, with an infected person) • A record of Students and staff in each group/bubble should be maintained, along with a note of any close contact that takes place between members of different groups. • Staff and Students that have been in close contact with an infected person should be told to stay at home and self-isolate in accordance with government guidance for 14 days, and to arrange a test if they develop symptoms of COVID-19. • On receiving a negative test result for COVID-19, the person that is self-isolating should be advised to continue to self-isolate for the remainder of the 14 days. 		SL/DK	

		<ul style="list-style-type: none"> On receiving a positive test result for COVID-19, the person that is self-isolating should be told to inform the Academy immediately, self-isolate for 7 days and follow Public Health England advice. Other members of their household should self-isolate for 14 days from the day when the symptomatic person first displayed symptoms, and follow government "Stay at Home" guidance. 			
Response – Contain any outbreak by following local health protection team advice		<ul style="list-style-type: none"> Guidance from Public Health England should be sought immediately should there be two or more confirmed cases of COVID-19 in the school community within a 14 day period, or where there is an increased rate of absence and COVID-19 is a suspected cause. Self-isolation and partial/full closure advice given by Public Health England should be followed. 		SL/DK	
Transport - Use of dedicated school transport		<ul style="list-style-type: none"> Students using dedicated school transport should be grouped together whilst travelling in accordance with their overall groups/bubbles. Students should be told to apply hand sanitiser upon boarding and/or disembarking. Students should be encouraged to have their own personal Hand Sanitiser. Vehicle cleaning should be enhanced. Queuing and boarding should be organised to support distancing requirements where possible. Students should distance whilst within the vehicle where possible. Students should wear face coverings. 		SL/DK	
Transport - Use of public transport		<ul style="list-style-type: none"> Staff and Students using public transport should be advised to follow the operator's guidance and rules. Staff and Students should be encouraged to walk or cycle to school. 		SL/DK	
Attendance – Students who are shielding or self-isolating		<ul style="list-style-type: none"> Students that are shielding or self-isolating as a result of Public Health England advice should be identified and arrangements should be made to support them with home study where appropriate. (Note: Government shielding advice for all persons is scheduled to pause on 1st August 2020, meaning that all persons can return to work/school) Individual circumstances should be discussed with the Principal. Following the return to school, persons that are advised/required to shield by Public Health England or in line with NHS Test & Trace should be supported with home-working/home-schooling as appropriate. Any staff member who is in this group should liaise with the Principal. Where Students are under the supervision of a health professional, their return to school should be discussed with the health professional and an individual risk assessment should be carried out before they return to school. 		JB/DK	
Attendance – Students and families who are		<ul style="list-style-type: none"> Clear and consistent expectations around school attendance should be communicated to families (and relevant health professionals) ahead of the return to school. 		JB/DK	

anxious about the return to school		<ul style="list-style-type: none"> • Students who appear reluctant or anxious about returning to school, or who appear disengaged, should be identified and plans should be developed to re-engage with them. • Additional resources should be put in place for those families who may need additional support to secure regular attendance. • Where a Student has support from a Social Worker, they should be notified in the event of non-attendance. • Staff should monitor Students' wellbeing following their return and raise any concerns. • Government guidance on the extra mental health support for Students and teachers should be consulted and followed. 			
School Workforce – Staff who are Clinically Vulnerable or Clinically Extremely Vulnerable		<ul style="list-style-type: none"> • Government advice and guidelines for persons who are Clinically Vulnerable should be monitored and followed. • Carrying out an individual risk assessment should be considered for staff who are Clinically Extremely Vulnerable prior to their return to work. • Clinically Extremely Vulnerable staff should, where their job role allows, be offered the choice of home-working. • Clinically Extremely Vulnerable staff should attend school subject to strict compliance with social distancing measures and in accordance with up to date government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • Clinically Extremely Vulnerable staff should be deployed in a position where it is possible to maintain social distancing. 		SL/DK	
School Workforce – Staff who may be at increased risk from COVID-19		<ul style="list-style-type: none"> • Where staff raise concerns that they may be more at risk due to their personal characteristics, their concerns should be discussed and the measures that are being put in place to reduce the risk should be explained. • Where additional measures are requested, these should be accommodated where appropriate/possible. 		SL/DK	
School Workforce – Supporting staff		<ul style="list-style-type: none"> • All measures that are being put in place should be explained to staff. • Staff should be involved in the development and implementation of control measures. • Government guidance on the extra mental health support for Students and teachers should be consulted and followed. • Supervisors/Line Managers should monitor their staff and raise any concerns. • Staff should be encouraged to raise any concerns with their supervisor/Line Manager or Senior Leaders. • Staff should be advised to contact the confidential wellbeing support (Listening2U) should they have any concerns, and to report these to a supervisor/Line Manager / Senior Leader where appropriate. • Staff should be given contact details for the Education Support Partnership. 		SL/DK	

		<ul style="list-style-type: none"> Supervisors/Line Manger/Senior Leaders should maintain regular contact with any staff that are working from home. 			
School Workforce – Staff deployment		<ul style="list-style-type: none"> Senior Leaders should discuss and agree any changes to staff roles with those individuals. Care should be taken to avoid unnecessary or unmanageable increases in workload. Where there are concerns about staffing capacity, this should be discussed with Governors and staff 		SL/DK	
School Workforce – Deploying support staff and accommodating visiting specialists.		<ul style="list-style-type: none"> Where staff (e.g. teaching assistants) are redeployed to lead groups or cover lessons, this should be under the supervision of a qualified or nominated teacher and not at the expenses of supporting Students with special educational needs or disabilities. It should be ensured that any redeployed support staff have the skills, expertise and experience to carry out the work. Required staffing ratios should be maintained. Guidance on the best use of teaching assistants published by the Education Endowment Foundation should be referred to and followed where appropriate. It should be ensured that any redeployed staff have the appropriate checks in place to allow them to engage in regulated activity. 		SL/DK	
School Workforce – Recruitment	<ul style="list-style-type: none"> Potential new staff should be interviewed using remote technology. 	<ul style="list-style-type: none"> Department for Education advice for recruiters and for interviewees should be obtained and distributed to those concerned. Legal requirements regarding pre-appointment checks should continue to be adhered to. 		SL/DK	
School Workforce – Supply teachers and other temporary or peripatetic teachers.		<ul style="list-style-type: none"> Supply teachers should be engaged from a trusted source Supply and teachers and any other support agencies should be told that they are to follow all school rules, in particular with regards distancing and hygiene. The use of longer term contracts should be considered to reduce the number of different supply teachers attending site. 		DK	
School Workforce – Expectation and deployment of Initial Teacher Training trainees.		<ul style="list-style-type: none"> Deployment of ITT trainees should take account of their skills and capacity to ensure that this meets the needs of the school and the trainee. 		LK	
School Workforce – Staff taking leave		<ul style="list-style-type: none"> School leaders should discuss leave arrangements with staff to ensure that travel arrangements, and any subsequent quarantine period, do not impact on staffing arrangements. Where a member of staff is required to quarantine during term time, home-working should be enabled where possible. 		SL/DK	
School Workforce – Other support (volunteers)		<ul style="list-style-type: none"> Checking and risk assessment processes should be continued in accordance with the government publication Keeping Children Safe In Education. Volunteers who have not been checked should not be left 		SL/DK	

		<ul style="list-style-type: none"> unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups/bubbles should be kept to a minimum. Volunteers should remain at least two metres from staff and Students where possible. 			
Safeguarding		<ul style="list-style-type: none"> The Child Protection Policy should be reviewed to reflect the return of more Students. Statutory safeguarding guidance should be referred to (Keeping Children Safe In Education and Coronavirus (COVID-19): Safeguarding in Schools, Colleges And Other Providers). Appropriate time should be provided to designated safeguarding leads and their deputies to enable them to provide support and address any concerns. Communication with School Nurses should be continued where appropriate. 		JB/DK	
Catering		<ul style="list-style-type: none"> Catering operations/school kitchen should operate in compliance with government Guidance For Food Businesses On Coronavirus (COVID-19). 		SL	
Estates		<ul style="list-style-type: none"> Any adaptations identified as necessary should be put in place before the return to school. 		SL	
Educational Visits	<ul style="list-style-type: none"> Educational visits that involve overnight stays should not be carried out. 	<ul style="list-style-type: none"> Visits should involve Students from a single group/bubble. The usual pre-visit risk assessment process should be completed taking particular account of any wider advice on visiting indoor and outdoor venues. 		DK	
Extra-curricular provision – Breakfast and after school clubs		<ul style="list-style-type: none"> Extra-curricular provision will be suspended until further notice. 		DK	
Curriculum – Expectations		<ul style="list-style-type: none"> The full, normal curriculum should be taught wherever possible. Where this is not possible, any gaps should be identified and addressed by Summer Term 2021. Where subjects cannot be safely delivered, adaptations have been made. Relationships, Sex & Health Education should be introduced to the curriculum by Summer Term 2021. 		BC/DK	
Curriculum – Music		<ul style="list-style-type: none"> Measures should be put in place to reduce the risk of transmission of COVID-19 whilst singing or whilst using musical instruments. Students should be distanced whilst performing. Performing outdoors should be considered. Positioning students side-by-side or back-to-back should be considered. Sharing of musical instruments should be avoided. Good ventilation should be provided. Singing, wind and brass instrument playing should not take place (Note: Further advice from the DfE is to be provided) 		DK	

Curriculum – Physical activity in schools		<ul style="list-style-type: none"> Students should be kept in consistent groups. Sports equipment should be thoroughly cleaned between being used by different groups. Contact sports should be avoided. Sport should be carried out outdoors rather than indoors wherever possible. All relevant guidance should be considered including government guidance on the phased return of sport and recreation, Sport England guidance on grassroots sport, AfPE guidance on COVID-19 and Youth Sport Trust guidance on COVID-19. 		DK/LB	
Student Wellbeing & Support.		<ul style="list-style-type: none"> Provision of pastoral and extra-curricular activities should be designed to support the rebuilding of friendships and social engagement; address and equip Students to respond to issues linked to COVID-19; and support Students with approaches to improving their physical and mental wellbeing. Additional pastoral support should be provided where issues are identified that Students may need help with. The use of School Nursing Services and other support services should be considered to support the health and wellbeing of Students. 		JB	
Behaviour Expectations	<ul style="list-style-type: none"> Behaviour policies should be reviewed and updated with any new rules. 	<ul style="list-style-type: none"> The consequences of poor behaviour and deliberately breaking the rules, and how those consequences will be enforced, should be communicated. It should be ensured that behavioural expectations are clearly understood. Permanent exclusion should only be considered as a last resort. Where a child with a Social Worker is at risk of exclusion, the Social Worker should be informed and involved in relevant conversations. 		JB	
Government guidance is not followed and/or staff/Students display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19.	<ul style="list-style-type: none"> A designated responsible person should subscribe to Government/DfE news releases and ensure that they are passed to school leaders to act upon. Daily Government statements should be monitored by a designated responsible person and details should be provided to school leaders to act upon. 	<ul style="list-style-type: none"> Staff should be advised of any relevant information prior to returning to the school. Staff should be informed of any relevant new information as soon as possible. Students, parents, carers, etc. should be informed of any relevant information prior to Students returning to school. Students, parents, carers, etc. should be informed of any relevant new information as soon as possible. 		SLT	
Infection with COVID-19 whilst working at/attending the school due to expected		<ul style="list-style-type: none"> Staff and Students should be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance. Staff to teach correct hand-washing procedures to Students and to build hand-washing time into the daily routine (e.g. on arrival, 		SL/DK	

<p>procedures not being followed.</p>		<p>before and after breaks and before leaving school).</p> <ul style="list-style-type: none"> • Staff to reinforce the messages to Students for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect to be provided. • This risk assessment should be provided to staff, who should sign to acknowledge they have read and understood it. • This risk assessment should be published on the school website and parents/carers should be advised how they can access it. • Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms. • All persons should be instructed to use alcohol based hand sanitiser before entering a room. Signage to this effect should be provided. • Tissues should be provided for personal use in all rooms. • Staff and Students should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team. • Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures. 			
<p>The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators.</p>	<ul style="list-style-type: none"> • Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules. • The continuation of maintenance and testing should be ensured for key items and systems including: Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan. Gas and heating systems including supplies to kitchens, laboratories and classrooms. Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers. Kitchen/catering equipment. Security systems including the intruder 	<ul style="list-style-type: none"> • It should be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing. 		<p>SK/DH</p>	

	<p>alarm, access control system and CCTV.</p> <p>Ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems).</p> <ul style="list-style-type: none"> • Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued. 				
Transmission of COVID-19 by ventilation systems	<ul style="list-style-type: none"> • Use of fans currently in school is not permitted as it is not natural ventilation 	<ul style="list-style-type: none"> • Windows should be opened and used to create natural ventilation where safe to do so (i.e. where doing so does not compromise security). 		DH	
Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school.	<ul style="list-style-type: none"> • Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school. • Contactless payment should be used instead of cash payments. • A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors. 	<ul style="list-style-type: none"> • Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible. • Maintenance, etc. visits should be scheduled for outside of normal school hours where possible. • Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used. • Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. • A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way. • Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books. • Pens intended for shared use in reception (e.g. with visitor books) should be removed. • Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc. • Handshakes should be avoided when greeting visitors. • If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit: Anyone with whom they had contact should go home and self-isolate for 7 days. If no symptoms are developed, these people could then return to school after 7 days. Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. The school should contact Public Health England and follow any guidance given. 		SL/DK	
Spread of COVID-	<ul style="list-style-type: none"> • Cloakroom is cordoned off and taken out 	<ul style="list-style-type: none"> • Students should be told to store any bags, etc. under their desk to 		SL/DK	

19 in cloakrooms/coat lobbies etc.	of use for all students	reduce the need to visit the cloakroom.			
Spread of COVID-19 in toilets		<ul style="list-style-type: none"> • Only one person should use a toilet facility at a time. • Hand sanitiser gel should be used before accessing toilet facilities. • Students and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet. 		SL/DK	
Spread of COVID-19 on circulation routes		<ul style="list-style-type: none"> • Use of the corridors by large groups of people should be avoided where possible (e.g. by following an external route). • Class break/lunch times should be staggered if possible to prevent two groups from needing to use the same corridor at the same time. • Doors should be propped open where it does not impact on fire protection. If fire doors need to be propped open, automatic self-closing devices linked to the fire alarm should be considered. • Corridors should be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, hand rails and elevators. • Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. after break times). 		SL/DK	
Spread of COVID-19 in the dining room / assembly hall		<ul style="list-style-type: none"> • Assemblies involving more than one group/bubble should be ceased. • Staggering lunch times should be considered to reduce the number of people using the dining room at any one time. • Alcohol based hand sanitiser gel should be used before entering the dining room. This should be provided at all points of entry. • Groups should be seated together, at the same set of tables every day, and at least 2 metres apart from any other groups. • Tables and chairs should be thoroughly cleaned when set up and when taken down for storage. • If there is insufficient space in the dining room, delivery of meals to the classroom for consumption should be considered. • If kitchen facilities are not in use, bought-in, pre-packaged meals should be provided, with these being consumed in classrooms. • Existing high standards of kitchen hygiene should be maintained for plates, trays, cutlery, etc. 		SL/DK	
Spread of COVID-19 in the staff room		<ul style="list-style-type: none"> • Staggering of break and lunch times should be considered to reduce the numbers of staff using the staff room at any one time. • Staff should be told only to visit the staff room on limited occasions, and to take their breaks in their classrooms where 		SL/DK	

		<p>possible.</p> <ul style="list-style-type: none"> • Seating should be spaced 2 metres apart and not directly facing other seating. • Shared use of cups, mugs, plates, etc. should be ceased. • Alcohol based hand sanitiser gel should be used by staff before entering the kitchen and upon leaving the staff room to return to their class. • The staff room should be thoroughly cleaned at the end of the working day. • Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. when all classes are in session). 			
Spread of COVID-19 in offices		<ul style="list-style-type: none"> • Workstations should be separated by at least two metres. Where this is not possible, they should be either separate by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working. • Alcohol based hand sanitiser gel should be used by staff before entering the office and upon leaving to attend another area. • The office should be thoroughly cleaned at the end of the working day. 		SL/DK	
Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school.	<ul style="list-style-type: none"> • Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. 	<ul style="list-style-type: none"> • Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. • Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. • Handshakes should be avoided when greeting visitors. • Meeting attendees should remain at least 2 metres apart from each other. • Shared use of items (e.g. paperwork) should be avoided where possible. • Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons. • The room should be thoroughly cleaned when the meeting has concluded and before being used again. 		SL/DK	
Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment.	<ul style="list-style-type: none"> • Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. • Use of shared vehicles/pool cars should be avoided 	<ul style="list-style-type: none"> • The meeting should be avoided if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19. • The meeting should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house. • Handshakes should be avoided when greeting. 		SL/DK	

		<ul style="list-style-type: none"> Meeting attendees should remain at least 2 metres apart from each other. Shared use of items (e.g. paperwork) should be avoided where possible. Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons. 			
Infection with COVID-19 while dealing with a first aid incident or the administration of medicines.		<ul style="list-style-type: none"> Any staff attending to the affected person should wear personal protective equipment including mask/respirator, visor, gloves and apron, and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment. Alcohol based hand sanitiser gel should be used before and after completing the accident book. Use of shared pens should be avoided. 		SL/DK	
Staff shortage leading to there being an inadequate number of staff on site to supervise Students/manage the premises.		<ul style="list-style-type: none"> Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times. If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established. 		BC/DK	
Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19.		<ul style="list-style-type: none"> Sufficient stock of personal protective equipment should be sourced and stored for use. Staff should be provided with training in the use and disposal of personal protective equipment. It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. Cleaning frequencies should be enhanced across the school, with particular focus on heavy use areas (e.g. doors, hand rails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.). Additional waste disposal bins should be provided throughout the school. Bin liners should be of the tie top variety, and should be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (e.g. tissues from a person displaying symptoms of COVID-19). 		SL/DK	