

Covid 19 Risk Assessment for February 2021 Last Reviewed 23.2.21  
Holymead Primary School

Feb 21 updates in dark green  
23.2.21 updates in dark purple  
19.4.21 updates in dark red

**Model Assessment: 8.7.20**

**Holymead Primary School Risk Assessment for School Opening in March 2021**

**Assessed by: Bristol City Council Corporate Safety Health & Wellbeing Team**

**Section: Schools**

**Review dates: as dictated by issuing of new Government guidance: 2.7.20.**

**Reviewed: 1.9.20, 14.9.20, 12.1.21, 8.2.21, 23.2.21, 19.4.21**

**Sections in dark red reflect changes in government guidance from 6.4.21 and 13.4.21**

**From 8<sup>th</sup> March 2021 schools will open fully using the following operational guidance:**

**[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)**

**[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=22%20February%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=22%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)**

**[Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf) updated for February 2021 states that:**

**The system of controls provides a set of principles for infection control and if schools follow this advice and maximise the use of these control measures, they will effectively minimise risks of viral transmission. We know that the predominant new variant of COVID-19 is more transmissible, which means it remains very important to follow this set of principles carefully. All elements of the system of controls are essential. All schools must cover all key elements, but the way different schools implement some of the requirements will differ based on their individual circumstances.**

Government guidance is based on their findings that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus

In all education, childcare and social care settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- ensure face coverings and PPE are used in recommended circumstances
- maintain social distancing where possible
- keep spaces well ventilated
- [promote asymptomatic testing](#)
- active engagement with NHS Test and Trace
- contain outbreaks by following health protection team advice
- manage and report confirmed cases

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

All schools should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). This risk assessment should be shared with staff, the wider school community and pupils (where appropriate). Trade Unions should be consulted with.

**IMPORTANT:** If you or someone in your home has a symptoms of Covid-19 (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)), **STAY AT HOME and CALL 111** or <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

## SECTION 1- Identifying Hazards and Existing Precautions

This section details the hazards and what is already in place to control them. Add or remove and then describe further control measures you will undertake in Section 2.

What is the <b>Task/Activity</b> or <b>Workplace Environment</b> You Are Assessing?	What <b>Hazards</b> Are Present or May Be Generated?	Who is <b>affected</b> or <b>exposed</b> to hazards?	What is the <b>Potential Severity of Harm</b> (Risk Rating Matrix Table 1)?	What <b>Precautions</b> are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the <b>Likelihood of harm</b> occurring? (Risk Rating Matrix Table 1)?	What is The <b>Risk Rating</b> (See <b>Note Below</b> & Risk Rating Matrix Table 2)
School buildings	Buildings and systems e.g. heating & water systems not functioning safely after period of closure or partial closure	Staff pupils, visitors	serious	Government guidelines <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a>  <b>HSE GUIDANCE</b> <a href="https://www.hse.gov.uk/coronavirus/working-safely/index.htm">https://www.hse.gov.uk/coronavirus/working-safely/index.htm</a> <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a>	possible	medium
<b>Buildings</b>	<b>Air-conditioning</b> system circulates virus present in school	<b>Staff pupils, visitors</b>	<b>serious</b>	<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>  <b>No air-conditioning in school</b>	<b>Improbable</b>	<b>Low</b>
<b>Buildings</b>	<b>Ventilation</b>	<b>Staff, pupils, visitors</b>	<b>serious</b>	The guidance (dated 21/10/2020) now includes this section in addition to general ventilation guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-">https://www.gov.uk/government/publications/actions-for-schools-</a>	<b>possible</b>	<b>high</b>

				<p><a href="#">during-the-coronavirus-outbreak/guidance-for-full-opening-schools:</a></p> <p>"To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform</li> <li>• rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces".</p>		
Travel to and from schools	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice">https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</a></p> <p>Face coverings are required at all times on public transport (for children over the age of 11)</p>	possible	high
Staffing allocation	As 1 and 2 above	Staff, pupils, visitors	major	<p>Current DfE advice <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	possible	high
Staff and pupils at higher risk. Shielding Pregnancy	As 1 above	Staff, pupils, visitors	major	<p>We have taken note of government guidance issued on 06/04/21 stating that:</p> <p>Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the</p>	possible	high

				<p>current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p><a href="https://www.gov.uk/guidance/shielding-and-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p> <p>We will follow the specific <a href="#">guidance for pregnant employees</a> because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p><a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a> contains vaccination advice.</p> <p>A workplace risk assessment is carried out with the pregnant member of staff.</p> <p>Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). We therefore follow the <a href="#">guidance and advice on coronavirus (COVID-19)</a> and pregnancy from the Royal College of Gynaecologists.</p> <p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should attend school as normal.</p> <p><a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</a></p>		
Poor hygiene	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing good practices and Government advice</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	possible	high
Access to and egress from	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	possible	high

buildings				<a href="#">during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>		
Corridors	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
Playgrounds/ outside areas/ <b>Messy play</b>	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a> If providing these activities, we will ensure that: <ul style="list-style-type: none"> <li>• materials can be handled by a consistent group of children and that no one else outside this group can come into contact with it</li> <li>• the malleable material for messy play (for example sand, water or mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, see managing risk in play provision: implementation guide</li> </ul> We will follow the system of controls and ensure that: <ul style="list-style-type: none"> <li>• children wash their hands thoroughly before and after messy play</li> <li>• frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group</li> </ul>	possible	high
Assemblies	As 1 and 2 above	Staff, pupils, visitors	major	Virtual <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
Dining areas	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>	possible	high
Classrooms	As 1 and 2 above	Staff, pupils, visitors	major	For full opening from 8 <sup>th</sup> March the school will follow the operational guidelines at the top of this risk assessment eg forward facing desks and extra cleaning of table tops.	possible	high
<b>School activities</b>	<b>Transmission of infection with Covid-19 during school activities</b>	<b>Staff, pupils, visitors</b>	<b>major</b>	<b>Feb21 If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home immediately and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</b>	<b>possible</b>	<b>high</b>

				<p><b>Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days</b></p> <p><b>From January the school has offered and promoted LFD home testing kits x2 a week, for all staff to find asymptomatic cases.</b></p>		
External providers, visitors, <b>supply teachers</b> and contractors	As 1 and 2 above	Staff, pupils, visitors	major	<p>Breakfast and After School Club</p> <p><b>We will continue to offer this provision for children attending our site during the lockdown period. Guidance for operating during the lockdown period may be found as follows:</b></p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p>	Possible	high
External providers, Lettings	As 1 and 2 above	Visitors, staff, pupils	major	<p>Where we are satisfied that it would be safe to do so, and in accordance with the guidance set out for activities permitted during the lockdown period. <b>Permitted activities are listed in guidance below which is updated according to the 'road-map' for lifting of restrictions.</b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">National lockdown: Stay at Home - GOV.UK (www.gov.uk)</a> we may choose to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities.</p> <p>In doing so, we will ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance set out in <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a></p> <p>Where opening up school leisure facilities for external use, we will do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a>.</p>	possible	high
Deliveries	As 1 and 2 above	staff		Existing Public Health England (PHE) /Government general guidance as above	possible	high

				<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <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>		
Cleaning	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>	possible	high
Use of Changing facilities, showers and drying rooms	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
Discovery of (or by) a person with Covid-19 symptoms	As 1 and 2 above	Staff, pupils, visitors	major	Immediate removal to place of isolation. Parents informed and collect immediately. Adults go home immediately. Informed to seek test immediately. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	possible	high
Emergency evacuations	As 1 and 2 above	Staff, pupils, visitors	major	Emergency procedures <b>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown.</b> <b>Registers for different groups will be required.</b> <b>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</b> <b>Fire-doors will not be propped open.</b> Schools' specific evacuation plan	possible	high
Altered teaching protocols/ curriculum	Stress	Teaching staff, pupils	major	Existing DfE guidelines School's Well-being and Stress Policy	possible	high
Extra-curricular activities including sport	As 1 and 2 above	Adults and children	major	Where we are considering team sports schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e., sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.  <b>From 29 March, outdoor competition between different schools can take place.</b>	possible	high



				<p><b>From 12 April, indoor competition between different schools can take place.</b></p> <p><b>For updated guidance refer to:</b></p> <ul style="list-style-type: none"> <li>• guidance on <u>grassroot sports for public and sport providers</u>, <u>safe provision</u> and <u>facilities</u>, and guidance from <u>Sport England</u></li> <li>• advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u></li> <li>• guidance from Swim England on school swimming and water safety lessons available at <u>returning to pools guidance</u> documents</li> <li>• <u>using changing rooms safely</u></li> </ul> <p>We note that schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.</p>		
Educational visits	As 1 and 2 above	Staff and pupils	major	<p>In line with the roadmap, we note that schools can resume educational day visits from 12 April.</p> <p>All educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>Domestic residential educational visits In line with the roadmap, we will not carry out domestic residential educational visits until at least step 3, no earlier than 17 May.</p>	possible	high
Display Screen use	Inadequate set-up leads to injury	Staff working from home or in different locations	serious	<a href="https://www.hse.gov.uk/msd/dse/">https://www.hse.gov.uk/msd/dse/</a>	possible	medium
Working with	Secondary and vicarious trauma:	All staff	major	BCC EAP	possible	high

pupils who are experiencing stress or trauma						
Safeguarding	<p>Pupil becomes isolated due to need for home learning</p> <p>Poor E-safety and increased use of online resources leads to hazards being experienced</p>	<p>Pupils</p> <p>pupils</p>	<p>Major</p> <p>major</p>	<p>Pupil well being and safeguarding</p> <p>Parents/carers of vulnerable children and young people will be encouraged to take up a place.</p> <p>If identified vulnerable children and young people do not attend, we will:</p> <ul style="list-style-type: none"> <li>• work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests</li> <li>• work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate</li> </ul> <p>Where we grant a leave of absence to a vulnerable child or young person we will still speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. These discussions will focus on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home.</p> <p>Where providers have had to temporarily stop on-site provision on public health advice, they should inform the local authority to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so.</p> <p>We will continue to have regard to the statutory safeguarding guidance, keeping children safe in education.</p> <p>We will review our child protection policy (led by their designated safeguarding lead) to reflect the move to remote education for most pupils. (In some cases, a coronavirus (COVID-19) annex or addendum that summarises related changes might be more effective than rewriting and re-issuing the whole policy).</p> <p>All staff working in the school (including supply staff) will be made aware of the revised policy.</p> <p>All those working in school will be made aware of the process for contacting the Designated Safeguarding Lead. A DSL will be available at all times whilst the school is operating.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a></p>	<p>Possible</p> <p>possible</p>	<p>high</p> <p>high</p>

				<a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</a>  School's current policy		
Education provision	Pupil's loss of education and wellbeing	pupils	Serious	Existing education / welfare provision	possible	
Face coverings Prevention of spread	As 1 and 2 above	All	Major	Primary school children will not need to wear a face covering.  In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. See Action Plan below. At Holymead adults must wear masks.	possible	high
Asymptomatic testing Lateral Flow Devices	Staff not carrying out testing correctly	Staff	Serious	The opportunity for all adults to participate in lateral flow testing is being publicised amongst the school community through the newsletter.  Regular rapid coronavirus (Covid-19) tests if you do not have symptoms- NHS ( <a href="http://www.nhs.uk">www.nhs.uk</a> )  Lateral Flow Testing process to be implemented and reported correctly. Our school workforce (including regular contractors and visitors) has the opportunity to participate in lateral flow testing twice a week.  A separate risk assessment is in place to cover the arrangements for Lateral Flow Testing.	possible	medium
Staff Recruitment	Transmission of virus	All	Serious	Visitors to school increase the potential for the spread of coronavirus. We note DfE guidance advises limiting the number of visitors to school and the recommendation that schools consider a flexible approach to interviews, with alternative options to face to face interviews offered where possible.  Where face to face meetings are necessary, we will make clear to candidates that they must adhere to our system of controls including our protocols for the wearing of face coverings.	possible	medium
Enforced isolation.	Financial insecurity	Parents, temp staff	Serious	<u>Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</u>	possible	medium

**NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.**

## Section 2 - ACTION PLAN – what additional precautions the school has to put in place

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Buildings and systems e.g. heating will not be functioning safely after period of closure or partial closure	Government guidance All systems should be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc. A deep clean will be needed following cleaning guidance.	Site staff/ Headteacher	30.8.20	28.8.20
Air-conditioning system circulates virus present in school	Follow <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> No air- conditioning on site	Site staff	30.8.20	28.8.20
Transmission due to lack of ventilation	The guidance (dated 21/10/2020) now includes this section in addition to general ventilation guidance ( <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> ):  "To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"><li>opening high level windows in preference to low level to reduce draughts</li><li>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li><li>providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform</li><li>rearranging furniture where possible to avoid direct drafts</li></ul> Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces".	All staff	2.11.20	2.11.20
Transmission of or infection with Covid-19 during travel to and from schools	Avoid use of public transport wherever possible and use staggered start times to alleviate pressure on public transport Where unavoidable follow PHE guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	All staff and visitors	1.9.20	8.6.20
Transmission of or infection with Covid-19 due to inappropriate staffing allocation	<b>Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:</b>  Authorisation onto the school site will be by the Headteacher.  No persons should enter the site if they have Covid-19 symptoms.  All staff (incl.PPA, Supply cover, peripatetic etc.) medical needs to be discussed with the Headteacher prior to them entering the school. Contingency planning to be reviewed in the light of possible absence of	Headteacher	1.9.20	8.6.20 23.2.21

key staff e.g. caretaker/site manager. Government guidance says that the relaxation of the shielding measures and the reduction in prevalence of covid-19 means most of a school's workforce should attend. The risk to staff who were shielding etc. is mitigated by using all these controls. However the advice to those in the most at risk categories is to take particular care while community transmission rates continue to fall

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

Staff must have read the risk assessment or school protocol for safe working in school and agree to adhere to it before entering.

Staff to confirm if they plan to go into school and this will be confirmed by the Headteacher.

Recruitment: <https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/> and see Full Opening document

Staff will need a particularly well-earned break over the Summer holiday ensure they take account of [coronavirus \(COVID-19\): how to self-isolate when you travel to the UK](#).

Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.

Review positive handling strategies/policies (behaviour strategies/policies) where needed. Consider implications of trauma staff or pupils may have suffered: See BCC 'Returning to Education Guidance' referenced at top of this document

For pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers an individual risk assessment must be carried out.

It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.

There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.

Any lone working should be subject to a review of a school's policy.

See: <http://intranet.bcc.lan/ccm/navigation/support-services/safety-at-work/lone-working/>  
Or <https://www.hse.gov.uk/lone-working/employer/index.htm>

Staff to avoid the use of the staff room unless for individual use when using essential equipment

Staff to avoid non-essential trips within the buildings

Avoid employees working face-to-face. Create opportunities to work side-by-side or facing away from each other where possible

Use screens to create a physical barrier between people where appropriate i.e. protective screening for staff in receptions or similar areas

Staggering break times to reduce pressure on the break rooms, using outside areas for breaks

**From Feb the school has offered and promoted LFD home testing kits x2 a week, for all staff associated with**

	<b>the school to find asymptomatic cases.</b>			
<p>Transmission of virus to high risk groups.</p> <p>Shielding staff and pupils.</p>	<p>We have taken note of government guidance issued on 06/04/21 stating that:</p> <p>Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p><a href="https://www.gov.uk/guidance/shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p> <p>We will follow the <a href="#">guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists</a>.</p> <p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should attend school as normal.</p> <p><a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</a></p>	Head teacher	6.11.20	6.11.20 12.1.21 23.2.21 19.4.21
<p>Transmission of or infection with Covid-19 due to poor hygiene</p>	<p>Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p><b>Good hygiene</b></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Keep 2m away from others at all times <b>as far as reasonably practicable</b>. <b>Minimum for children:</b> My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance.</p> <p>For short periods where 2m distance is not possible, e.g. giving first aid: fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>Washing/sanitising hands hourly Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available</p> <p><b>Face coverings are not advised by PHE or government guidance in school.</b></p> <p>Avoid touching hands to face but if necessary clean before and afterwards</p> <p>Cover your cough or sneeze with a tissue then throw it in the bin. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. staff to supervise.</p> <p>Provide suitable and sufficient lidded bins for hand towels with regular removal and disposal <b>and tissues available close to hand around the buildings.</b></p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	All staff and visitors	1.9.20	8.6.20

	Talks <b>must</b> be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms.			
Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings	<p>Consider having one route for entering the building and separate one for exiting <b>if possible or different groups using different entrances and exits where possible.</b></p> <p>Consider staggered arrival times</p> <p><b>In reception areas</b></p> <p>Wash/sanitise hands on arrival and departure</p> <p>Use automatic doors where available</p> <p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible.</p> <p>Stagger arrival times and explain rationale.</p> <p>Advise parents/carers of need to minimise numbers of people in building before school opens. Limit parent access inside building</p> <p>Notices to inform of protocols - <b>No persons should enter the site if they have Covid-19 symptoms</b>, 2m distance, hand washing / sanitising etc.</p> <p>All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19</p> <p>Payments to schools should be taken by contactless methods wherever possible</p> <p>Use screens to protect reception staff</p> <p>Plan safe collection system for pupils to leave and for parents/carers at end of school sessions – e.g. staggered times for leaving /collection and demarcated designated waiting areas</p>	All staff and visitors	1.9.20	8.6.20
Transmission of or infection with Covid-19 due to corridor congestion	<p><b>Whilst brief passing in a corridor is low risk,</b> use social distancing guidelines of 1m+ minimum distance wherever possible.</p> <p>Use visual reminders of the 1m+ distance e.g. on floors and walls</p> <p>Keep movement around school to a minimum.</p>	All staff	1.9.20	8.6.20
Transmission of or infection with Covid-19 due to poor arrangements in dining Hall/ canteen congestion	<p>Food and drink should only be consumed in dedicated facilities.</p> <p>Break times should be staggered to reduce congestion and contact at all times <b>and to allow cleaning between groups.</b></p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all people when entering and leaving the area.</p> <p>Where possible all persons should bring drinking bottles from home.</p>	All staff	1.9.20	8.6.20

	<p>All persons should sit 1 m+ apart from each other whilst eating and avoid all contact. Reconfigure seating to accommodate safe spacing.</p> <p>Where catering is provided on site cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided and enhanced cleaning measures of the tap mechanism introduced.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> <p><b>Staff Room</b> Staff must clean surfaces and equipment used as they finish.</p> <p>Time needed for staff to use staff rooms may be longer</p> <p>Staff to have own utensils etc. in staff room. Clean kettles, fridges etc. Notices informing staff to keep 2m apart. Limit numbers in staffrooms</p>			
Transmission of or infection with virus in playgrounds/ outside areas	<p>As <b>a minimum</b> My Personal Space + your Personal Space (without touching) = social distance to be observed wherever possible.</p> <p>Staggered use of outdoors and the spaces within is advisable. E.g. staggered break and lunchtimes.</p> <p>Playground equipment: <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p> <p><a href="#">Outdoor equipment should be cleaned in between uses by different groups of pupils or allowed to air for 72 hours.</a> For this reason sand is problematic so no outdoor sand.</p>	All staff	1.9.20	8.6.20
Transmission of or infection with virus in outside areas; Sporting activities	<p><b>From 29 March, outdoor competition between different schools can take place. From 12 April, indoor competition between different schools can take place. For updated guidance refer to:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on grassroot sports for public and sport providers, safe provision and facilities</a>, and guidance from <a href="#">Sport England</a></li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance</a> documents</li> <li>• <a href="#">using changing rooms safely</a></li> </ul>	All staff and visitors	19.4.21	19.4.21



	We note that schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.			
Transmission of or infection with virus in outside areas; Educational visits	<p>In line with the roadmap, we note that schools can resume educational day visits from 12 April.</p> <p>All educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</p> <p>OEAP National Guidance will be followed (see <a href="#">Contents   (oeapng.info)</a> )</p> <p>Domestic residential educational visits</p> <p>In line with the roadmap, we will not carry out domestic residential educational visits until at least step 3, no earlier than 17 May.</p> <p>Any domestic residential educational visits will be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.</p>	Staff and pupils	19.4.21	19.4.21
Transmission of or infection with Covid-19 due to congestion in assemblies	<p><b>Class assemblies and streamed assemblies.</b></p> <p>No large assemblies across Bubbles</p>	All staff	1.9.20	8.6.20 23.2.21
Transmission of or infection with Covid-19 due to classroom congestion	<p><b>From 5 January 2021 we have restricted attendance from pupils in all year groups with the exception of those pupils defined as vulnerable children or those with parents whose work is critical to the coronavirus and EU transition response.</b></p> <p>Staff are to maintain a safe distance between each other (2 metres) <b>wherever possible.</b> Children must be encouraged to do the same. <b>In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</b></p> <p><b>In classrooms children should be sat side by side, not facing each other, Staff should stay at the front of the room</b></p> <p><b>Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</b></p>	All staff	1.9.20	8.6.20 12.1.21

	<p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Which of the two measures used, maintaining distancing and keeping groups separate, will be dependent upon the age of children concerned and the space available in the buildings.</p> <p>All persons are to wash their hands upon entering school and following visits to the toilet.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry.</li> <li>• Use alcohol-based hand sanitiser.</li> <li>• Wash hands on arrival, at play times and lunchtimes and after going to the toilet</li> <li>• Wash hands if face is touched (but avoid wherever possible and if needed wash hands first)</li> <li>• All hand contact surfaces to be cleaned throughout the day.</li> </ul> <p>Only use cleaning products supplied by the school.</p> <p><b>Equipment:</b> Ensure all equipment used is cleaned daily or more often when used. Individual and very frequently used equipment such as pencils/pens should be kept and used by one person only. Sports, art and science materials should be cleaned between different groups' uses or left out of use for 48hours (72 for plastics). Equipment brought from outside school should be kept to essentials only. Resources such as books should be taken home only if they are essential to home learning and should be isolated as with other shared equipment upon return and hands washed after handling.</p> <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> <li>• Staff should only complete activities which relate directly to their job descriptions <b>which cannot be</b> completed at home.</li> <li>• Teachers may only complete tasks relating to the Teachers Standards <b>which cannot be</b> completed at home.</li> <li>• No physical contact.</li> <li>• No close contact activities (2 metre distance).</li> </ul> <p>Activities and resources</p> <ul style="list-style-type: none"> <li>• All resources to be cleaned after use (including computers).</li> </ul>			
<p>Transmission or infection with Covid-19 during school activities</p>	<p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be removed to a place of isolation and sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days <a href="https://publishing.service.gov.uk">Symptomatic children action list schools (publishing.service.gov.uk)</a></p> <p>PE: Keep consistent groups, clean equipment between groups, no contact sports. Use outdoors as a priority but if not available use the maximum distance possible indoors. Consider the likelihood of accidents occurring and necessitating close contact with pupils.</p> <p>Use of indoor sand trays is possible if cleaned/dried between different groups' use.</p>	<p>All staff and pupils</p>	<p>1.9.20</p>	<p>28.8.20</p>

	Modelling/Playdough or paint should not be shared. Make individual pots of dough and have individual paints.			
Transmission of or infection with Covid-19 by external providers, supply teachers, visitors and contractors and lettings	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>No persons should enter the site if they have Covid-19 symptoms.</p> <ul style="list-style-type: none"> <li>• Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>• All contractors are to wash/sanitise their hands upon entering the site.</li> <li>• Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour.</li> <li>• Site inductions are to be carried out following social distancing principles (2m separation).</li> </ul> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Keep a record of who visits, when and where they went.</p> <p>Where opening up school leisure facilities for external use, we will do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a>. And <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a></p>	All staff	1.9.20	8.6.20 19.4.21
Transmission of or infection with Covid-19 during deliveries	<p>Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for</p> <p>Drivers should wash or clean their hands before unloading goods and materials.</p> <p>Drivers should leave packages in a safe place –school staff not to approach delivery staff</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of people are on site (i.e. after normal opening hours).</p>	All staff	1.9.20	8.6.20
Transmission of or infection with Covid-19 due to inadequate cleaning	<p>Continue to follow Government guidance.</p> <p>Now, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> <p>Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment,</p>	All staff	1.9.20	8.6.20

	<p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.  <b>Hand sanitiser is not to be made by the school (CLEAPSS)</b></p> <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, window handles, taps, sinks, shared keyboards &amp; mice, etc.</li> <li>• Classrooms to be cleaned in lunchbreaks</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used.</li> <li>• <b>Lidded bins should be used throughout where available with liners inside</b></li> </ul>			
Transmission of or infection with Covid-19 during use of changing facilities/showers/drying rooms	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient, lidded rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins</p>	All staff	1.9.20	8.6.20
Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms	<p><b>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</b></p>	All staff	1.9.20	8.6.20 8.2.21

	<p><b>Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days</b></p> <ul style="list-style-type: none"> <li>• Notify the Headteacher immediately who should contact PHE SW HPT on 0300 303 8162 and make a list of the contacts that person has had – direct close contacts, proximity contacts and contact while travelling in a car. See: Govt guidance at the top of this document.</li> <li>• Avoid touching anything.</li> <li>• Go home immediately (Children accompanied by their parent, etc).</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> <li>• If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• If the person is a child PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• They should be advised to get tested Contact NHS online 111 or call 119.</li> <li>• If their test is positive they should follow the gov guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• If their test is negative and they still have symptoms they could have a cold or flu and so should stay away to avoid infecting others.</li> <li>• Keep confidential pupils and staff who test positive for coronavirus unless it is essential to protect others.</li> <li>• Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks</li> </ul> <p><b>Use PHE SW HPT Flowchart for confirmed cases. Ring them on 0300 303 8162.</b></p>			
Transmission of or infection with Covid-19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 1m+ separation must be observed.	All staff and visitors	1.9.20	8.6.20

during emergency evacuations				
Stress	<p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>The curriculum will need revision. Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children's attainment begins. It should be noted that many routine activities will take more time to complete. (Aim to return to the school's normal curriculum in all subjects by summer term 2021. See Full Opening Guidance for detail on curriculum.)</p> <p><a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</a></p> <p>Engage with workload reduction <a href="https://www.gov.uk/guidance/school-workload-reduction-toolkit">https://www.gov.uk/guidance/school-workload-reduction-toolkit</a></p> <p>Schools should closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered.</p> <p>Schools should be closely monitoring the wellbeing of their staff, including leadership, particularly regarding anxiety, bereavement or stress and giving proper supports.</p> <p>Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.</p> <p>We have followed guidance from our employer re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p> <p>Government guidance on extra support:  <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p>	All staff	Date school re-opens for any people	8.6.20
Injury due to inadequate DSE set-up	Carry out assessments staff working in new areas/home etc.	All staff	1.9.20	8.6.20
Secondary and Vicarious Trauma	<p>We have followed guidance from our employer re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p> <p>Make relevant managers/staff aware of risks. Conduct training. Emphasise BCC EAP.</p>	All staff	1.9.20	8.6.20
<p>Pupil becomes isolated due to need for home learning</p> <p>Poor E-safety and increased use of online resources leads to hazards experienced</p>	<p>Continue to make consistent contact with pupil and family</p> <p>Review and revise E-safety policies and teaching</p> <p><a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p>	<p>Staff</p> <p>Staff</p>	1.9.20	8.6.20

<p>Pupil's loss of education and wellbeing</p>	<p>Remote learning must happen at all times when learning would be undertaken if a pupil was in school</p> <p>Consider access to home learning <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a></p> <p>Consider applying for government-funded access to one of two free-to-use digital education platforms <a href="https://covid19.thekeysupport.com/covid-19/deliver-remote-learning/make-tech-work-you/digital-education-platform-hub/">https://covid19.thekeysupport.com/covid-19/deliver-remote-learning/make-tech-work-you/digital-education-platform-hub/</a></p> <p>Access to: <a href="https://get-help-with-tech.education.gov.uk/about-bt-wifi">https://get-help-with-tech.education.gov.uk/about-bt-wifi</a></p> <p><a href="https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/">https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/</a></p> <p>Consider how to support SEND in the return to full school attendance <a href="https://www.sendgateway.org.uk/training-events.html">https://www.sendgateway.org.uk/training-events.html</a></p> <p><a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></p> <p>Healthy child programme: <a href="https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning">https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</a></p> <p><b>DfE coronavirus helpline:</b> Telephone 0800 046 8687 Email <a href="mailto:DfE.CoronavirusHelpline@education.gov.uk">DfE.CoronavirusHelpline@education.gov.uk</a></p>	<p>staff</p>	<p>1.9.20</p>	<p>8.6.20</p>
<p>Transmission of infection</p> <p>Wearing Face Coverings</p> <p>30.8.20</p> <p>14.9.20</p>	<p>The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.</p> <p>In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.</p> <p>In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>Holymead will be adopting this measure and asking staff and visitors to wear face coverings where possible, both inside and outside the school sites including in the classroom where social distancing is not possible. Staff may wear face coverings wherever they feel they need to.</p> <p>12.1.21 advice is that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol</p>	<p>All</p>	<p>1.9.20 14.9.20</p>	<p>1.9.20 14.9.20 12.1.21</p>

transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Staff are therefore advised to keep a mask on if they choose to wear a shield.

#### Where local restrictions apply

In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.

#### Exemptions

Some individuals are exempt from wearing [face coverings](#). This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

#### Access to face coverings

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.

However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.

No-one should be excluded from education on the grounds that they are not wearing a face covering.

#### Safe wearing and removal of face coverings

Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.



Asymptomatic testing Lateral Flow	<p>Lateral Flow Testing process to be implemented and reported correctly. Our school workforce (including regular contractors and visitors) has the opportunity to participate in lateral flow testing twice a week.</p> <p>A separate risk assessment is in place to cover the arrangements for Lateral Flow Testing.</p> <p>Staff with a positive LFD test result must self-isolate in line with stay at home guidance. They will also need to arrange a PCR test. If the PCR test is taken within 2 days of the positive LFD test and it is negative, it over-rides the LFD test and the member of staff can return to work.</p>	Head teacher and Health and Safety Advisor	25.1.21	7.1.21
Staff Recruitment	Visitors to school increase the potential for the spread of coronavirus. We note DfE guidance advises limiting the number of visitors to school and the recommendation that schools consider a flexible approach to interviews, with alternative options to face to face interviews offered where possible. Where face to face meetings are necessary, we will make clear to candidates that they must adhere to our system of controls including our protocols for the wearing of face coverings.	Head teacher	4.1.21	4.1.21
Track and Trace, Enforced isolation, Claiming financial support	<p>Guidance is available on <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></p> <p>Where applicable we will advise temporary staff of their entitlement to <u>Test and Trace Support Payments</u>, noting that this support is only for the temporary staff who schools decide not to engage in home working and who are not being paid during self-isolation. To be eligible for a Test and Trace Support Payment, the individual must be living in England, meet the eligibility criteria and be formally advised to self-isolate by NHS Test and Trace, who will provide the individual with an NHS Test and Trace Account ID.</p> <p><b>We will also extend this advice to parents/ carers of children who have been asked to self-isolate as they may be applicable for this payment in some cases.</b></p> <p><u><a href="https://www.gov.uk/guidance/claiming-financial-support-under-the-test-and-trace-support-payment-scheme">Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)</a></u></p>			

**RISK RATING MATRIX**  
**(Notes To Aid Completion Of The Risk Assessment Format)**  
**Table 1**

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
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<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long-term disability/absence from work.	<b>High Likelihood</b>	Occurs repeatedly / event only to be expected
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absence from work (over three days)	<b>Possible</b>	Moderate chance/could occur sometimes
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work	<b>Improbable</b>	So unlikely that probability is close to zero

**Table 2**

Risk Rating - Degree of Injury by Likelihood/Probability			
	<b>High Likelihood</b>	<b>Possible</b>	<b>Improbable</b>
<b>Fatal/Major Injury</b>	<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>
<b>Serious Injury</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
<b>Minor Injury</b>	<b>Medium Risk</b>	<b>Low Risk</b>	<b>No Significant Risk</b>