

Covid 19 Risk Assessment for September 2020 Last Updated 6.11.20
Holymead Primary School

Model Assessment: 8.7.20

Holymead Primary School Risk Assessment for Schools' Full-Opening in September 2020

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

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

To address the possibility of being infected with or transmitting Covid-19 during all of a school's activity, Government advice (as of 15.5.20) stated: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings was to follow steps on social distancing, handwashing, good and cleaning of surfaces as now described in

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

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)

For September these are adapted, essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

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.

Read alongside BCC guidance on Returning to Education <https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/>

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 Task/Activity or Workplace Environment You Are Assessing? | What Hazards Are Present or May Be Generated? | Who is affected or exposed to hazards? | What is the Potential Severity of Harm (Risk Rating Matrix Table 1)? | What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)? | What is the Likelihood of harm occurring? (Risk Rating Matrix Table 1)? | What is The Risk Rating (See Note Below & 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 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak HSE GUIDANCE https://www.hse.gov.uk/coronavirus/working-safely/index.htm https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown | possible | medium |
| Buildings | Air-conditioning system circulates virus present in school | Staff pupils, visitors | serious | https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm No air-conditioning in school | Improbable | Low |
| Buildings | Ventilation | Staff, pupils, visitors | serious | The guidance (dated 21/10/2020) now includes this section in addition to general ventilation guidance (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools): "To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: | possible | high |

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| | | | | <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts <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 https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</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 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> | possible | high |
| Staff and pupils at higher risk. Shielding | As 1 above | Staff, pupils, visitors | major | <p>https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev</p> <p>Clinically extremely vulnerable children and staff follow action plan below</p> | possible | high |
| Poor hygiene | As 1 and 2 above | Staff, pupils, visitors | major | <p>Existing good practices and Government advice https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-</p> | possible | high |

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| | | | | education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | | |
| Access to and egress from buildings | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government Guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | possible | high |
| Corridors | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | possible | high |
| Playgrounds/ outside areas | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A | possible | high |
| Assemblies | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | possible | high |
| Dining areas | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools guidance for food businesses on coronavirus (COVID-19) | possible | high |
| Classrooms | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | possible | high |
| School activities | Transmission of infection with Covid-19 during school activities | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | possible | high |
| External providers, visitors, supply teachers and contractors | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 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 | Possible | high |

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| Deliveries | As 1 and 2 above | staff | | Existing Public Health England (PHE) /Government general guidance as above https://www.gov.uk/coronavirus https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 | possible | high |
| Cleaning | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Government is to 'publish revised guidance by the end of the Summer Term' | possible | high |
| Use of Changing facilities, showers and drying rooms | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | possible | high |
| Discovery of (or by) a person with Covid-19 symptoms | As 1 and 2 above | Staff, pupils, visitors | major | 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 | possible | high |
| Emergency evacuations | As 1 and 2 above | Staff, pupils, visitors | major | Schools' specific evacuation plan | possible | high |
| Altered teaching protocols/ curriculum | Stress | Teaching staff, pupils | major | Existing DfE guidelines BCC EAP | possible | high |
| Display Screen use | Inadequate set-up leads to injury | Staff working from home or in different locations | serious | https://www.hse.gov.uk/msd/dse/ | possible | medium |
| Working with pupils who are experiencing stress or trauma | Secondary and vicarious trauma: | All staff | major | BCC EAP | possible | high |
| Safeguarding | Pupil becomes isolated due to need for home learning Poor E-safety and increased use of | Pupils pupils | Major major | School's current policy 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/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19 | Possible possible | high high |

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| | online resources leads to hazards being experienced | | | 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 | <p>Guidance for Full Opening of Schools 30.8.20</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 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> | possible | high |
| 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)? |
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| Buildings and systems e.g. heating will not be functioning safely after period of closure or partial closure | <p>Government guidance</p> <p>All systems should be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc.</p> <p>A deep clean will be needed following cleaning guidance.</p> | Site staff/ Headteacher | 30.8.20 | 28.8.20 |
| Air-conditioning system circulates virus present in school | <p>Follow https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>No air- conditioning on site</p> | Site staff | 30.8.20 | 28.8.20 |

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| Transmission due to lack of ventilation | <p>The guidance (dated 21/10/2020) now includes this section in addition to general ventilation guidance (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools):</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"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces".</p> | All staff | 2.11.20 | 2.11.20 |
| Transmission of or infection with Covid-19 during travel to and from schools | <p>Avoid use of public transport wherever possible and use staggered start times to alleviate pressure on public transport</p> <p>Where unavoidable follow PHE guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> | All staff and visitors | 1.9.20 | 8.6.20 |
| Transmission of or infection with Covid-19 due to inappropriate staffing allocation | <p>Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:</p> <p>Authorisation onto the school site will be by the Headteacher.</p> <p>No persons should enter the site if they have Covid-19 symptoms.</p> <p>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 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</p> <p>See: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Staff must have read the risk assessment or school protocol for safe working in school and agree to adhere to it before entering.</p> <p>Staff to confirm if they plan to go into school and this will be confirmed by the Headteacher.</p> <p>Recruitment: https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/ and see Full Opening document</p> <p>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.</p> <p>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</p> | Headteacher | 1.9.20 | 8.6.20 |

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| | <p>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</p> <p>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.</p> <p>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</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>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.</p> <p>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</p> <p>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</p> <p>Staggering break times to reduce pressure on the break rooms, using outside areas for breaks</p> | | | |
| <p>Transmission of virus to high risk groups.</p> <p>Shielding staff and pupils.</p> | <p>https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</p> <p>Clinically extremely vulnerable children and staff https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev</p> <p>Children</p> <p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> | Head teacher | 6.11.20 | 6.11.20 |

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| | <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>Staff</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Clinically vulnerable staff and children</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> | | | |
| Transmission of or infection with Covid-19 due to poor hygiene | <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>Good hygiene</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Keep 2m away from others at all times as far as reasonably practicable. Minimum for children: 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>Face coverings are not advised by PHE or government guidance in school.</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 and tissues available close to hand around the buildings.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Talks must 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.</p> | All staff and visitors | 1.9.20 | 8.6.20 |

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| 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 if possible or different groups using different entrances and exits where possible.</p> <p>Consider staggered arrival times</p> <p>In reception areas</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 - No persons should enter the site if they have Covid-19 symptoms, 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>Whilst brief passing in a corridor is low risk, 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 and to allow cleaning between groups.</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> <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> | All staff | 1.9.20 | 8.6.20 |

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| | <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>Staff Room 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.</p> | | | |
| Transmission of or infection with virus in playgrounds/ outside areas | <p>As a minimum 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: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p> <p>Outdoor equipment should be cleaned in between uses by different groups of pupils or allowed to air for 72 hours. For this reason sand is problematic so no outdoor sand.</p> | All staff | 1.9.20 | 8.6.20 |
| Transmission of or infection with Covid-19 due to congestion in assemblies | <p>Class assemblies and streamed assemblies.</p> | All staff | 1.9.20 | 8.6.20 |
| Transmission of or infection with Covid-19 due to classroom congestion | <p>Staff are to maintain a safe distance between each other (2 metres) wherever possible. Children must be encouraged to do the same. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>In classrooms children should be sat side by side, not facing each other, Staff should stay at the front of the room</p> <p>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.</p> <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>Groups should be kept apart, not share rooms/spaces or resources as far possible.</p> <p>Keep a simple record of children and staff in each group, where they go and who they have contact with in school.</p> | All staff | 1.9.20 | 8.6.20 |

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| | <p>See 'full-opening' guidance July 2nd2020 for guidance on how to group children.</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"> • Wash hands on entry. • Use alcohol-based hand sanitiser. • Wash hands on arrival, at play times and lunchtimes and after going to the toilet • Wash hands if face is touched (but avoid wherever possible and if needed wash hands first) • All hand contact surfaces to be cleaned throughout the day. <p>Only use cleaning products supplied by the school.</p> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p> <p>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).</p> <p>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"> • Staff should only complete activities which relate directly to their job descriptions which cannot be completed at home. • Teachers may only complete tasks relating to the Teachers Standards which cannot be completed at home. • No physical contact. • No close contact activities (2 metre distance). <p>Activities and resources</p> <ul style="list-style-type: none"> • All resources to be cleaned after use (including computers). | | | |
| Transmission or infection with Covid-19 during school activities | <p>Music lessons involving singing, chanting, playing wind instruments - reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</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>Modelling/Playdough or paint should not be shared. Make individual pots of dough and have individual paints.</p> <p>School visits: Allowed now but no overnight UK or continental visits</p> | All staff and pupils | 1.9.20 | 28.8.20 |
| Transmission of or infection with Covid-19 | <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> | All staff | 1.9.20 | 8.6.20 |

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| by external providers, supply teachers, visitors and contractors | <p>No persons should enter the site if they have Covid-19 symptoms.</p> <ul style="list-style-type: none"> Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash/sanitise their hands upon entering the site. 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. Site inductions are to be carried out following social distancing principles (2m separation). <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> | | | |
| 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> <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.</p> <p>Hand sanitiser is not to be made by the school (CLEAPSS)</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> | All staff | 1.9.20 | 8.6.20 |

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| | <ul style="list-style-type: none"> 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 & mice, etc. Classrooms to be cleaned in lunchbreaks Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school are to be used. Lidded bins should be used throughout where available with liners inside | | | |
| 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>If a person displays symptoms - A high temperature or a new persistent cough, a loss of or change to sense of smell or taste they should:</p> <ul style="list-style-type: none"> 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. Avoid touching anything. Go home immediately (Children accompanied by their parent, etc). All other persons are to maintain a safe distance from affected individual. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 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. | All staff | 1.9.20 | 8.6.20 |

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| | <ul style="list-style-type: none"> They must then follow the guidance on self-isolation of 10 days –(the day of onset of symptoms plus 9) and not return to school until their period of self-isolation has been completed. The household should self -isolate for 14 days They should be advised to get tested Contact NHS online 111 or call 119. If their test is positive they should follow the gov guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 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. Keep confidential pupils and staff who test positive for coronavirus unless it is essential to protect others. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks <p>Use PHE SW HPT Flowchart for confirmed cases. Ring them on 0300 303 8162.</p> | | | |
| Transmission of or infection with Covid-19 during emergency evacuations | 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 |
| 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>https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</p> <p>Engage with workload reduction https://www.gov.uk/guidance/school-workload-reduction-toolkit</p> | All staff | Date school re-opens for any people | 8.6.20 |

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| | <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>Government guidance on extra support: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> | | | |
| 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 | Make relevant managers/staff aware of risks. Conduct training. Emphasise BCC EAP. | 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>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> | <p>Staff</p> <p>Staff</p> | 1.9.20 | 8.6.20 |
| Pupil's loss of education and wellbeing | <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 https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <p>Consider applying for government-funded access to one of two free-to-use digital education platforms https://covid19.thekeyssupport.com/covid-19/deliver-remote-learning/make-tech-work-you/digital-education-platform-hub/</p> <p>Access to: https://get-help-with-tech.education.gov.uk/about-bt-wifi</p> <p>https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/</p> <p>Consider how to support SEND in the return to full school attendance https://www.sendgateway.org.uk/training-events.html</p> <p>https://covid.minded.org.uk/</p> | staff | 1.9.20 | 8.6.20 |

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| | <p>Healthy child programme: https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</p> <p>DfE coronavirus helpline: Telephone 0800 046 8687 Email DfE.CoronavirusHelpline@education.gov.uk</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>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Where local restrictions apply</p> <p>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.</p> <p>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.</p> <p>Exemptions</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>Access to face coverings</p> | All | 1.9.20 14.9.20 | 1.9.20 14.9.20 |

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| | <p>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.</p> <p>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.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering.</p> <p>Safe wearing and removal of face coverings</p> <p>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.</p> <p>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.</p> <p>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.</p> | | | |
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RISK RATING MATRIX
(Notes To Aid Completion Of The Risk Assessment Format)

Table 1

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

Table 2

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