

## WEST SUSSEX SCHOOL COVID 19 RISK ASSESSMENT TOOLKIT:

### COVID-19 RISK ASSESSMENT TOOLKIT FOR SCHOOLS

**Version:** This document is **version 4**, produced on **19<sup>th</sup> July 2021**.

This risk assessment toolkit is provided to assist school leaders with implementing the steps required for the management of COVID-19 after Step 4 of the [UK Government's Roadmap out of lockdown](#).

This risk assessment toolkit should be used by school leaders in West Sussex schools to enable them to comply with current UK Government guidance - [Actions for schools during the coronavirus outbreak](#) and [Health and safety: responsibilities and duties for schools](#) (see section 5).

Separate guidance is available for [early years and childcare settings](#) and additional operational guidance is available for [special schools and alternative provision](#).

The basic control measures are: -

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

**Risk assessments:** There are 3 risk assessment templates in this toolkit: -

1. **School Building Assessment** - Schools are encouraged to use this to review their building's readiness for the start of the new term on 2nd September 2021. Please note that ventilation, both natural and mechanical, have been given a higher priority.
2. **Staffing / Volunteer Assessment** - An individual staff member risk assessment must be completed for each staff member and volunteer - a separate assessment should be used for each (copy and paste this assessment into a new Word document for each staff member – size A3, orientation landscape). If a staff member already has one of these from the previous version, that assessment should be reviewed.
3. **COVID-19 Assessment** - To be completed by all schools. School leaders need to think about the ongoing management of the COVID-19 hazard within the context of their own school premises, how they are used by their own staff and pupils and the UK Government's Schools COVID-19 Operational Guidance. The control measures recommended below and the Government guidance MUST be adapted by the school to reflect local practice. It is expected that any existing COVID-19 risk assessments will be superseded by this risk assessment.

**Monitoring and review of risk assessments and control measures** – School leaders must regularly review and update their risk assessments - treating them as 'living documents', as the circumstances in the school and the public health advice changes. This includes having active arrangements in place to monitor whether the control measures are effective and working as planned.

**Health and Safety information and guidance can be found on WSSfS.** Cut and paste this link to your browser to access the system - <http://schools.westsussex.gov.uk/P1007> - you will be asked to log in, then taken to the Health and Safety A-Z.

## SCHOOL BUILDING ASSESSMENT:

<b>Opening of the school from the start of the new term</b> - Schools are encouraged to use this to review their building's readiness for the start of the new term.	
<b>Person completing form</b> (i.e. Headteacher / Premises Manager)	<b>Headteacher</b>
<b>Date of assessment</b>	21/07/2021
<b>Review date</b> (add subsequent lines as required)	22/10/2021

Hazard - What can cause harm and how	Who can be harmed?	Required control measures	Comments / Notes / Actions you will take	Who will carry out the action	When is the action needed by	Action complete
<b>Asbestos</b> - Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	N/A	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the school holidays.	N/A	N/A	N/A	N/A
<b>Cleaning</b> - Classrooms, offices, corridors, stairs etc, unclean or defective	Staff, Pupils, Visitors	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Regularly clean all touchable surfaces.	Deep Clean over Summer Holidays. Ongoing cleaning schedule	Bee Services overseen by Site Manager	31/08/2021	Click or tap to enter a date.
<b>Contractors</b> - Contractors who have been working on the school premises during the holidays - work areas unsafe for staff / pupils	Staff (site Manager and teachers attending on "open" days	Check that the contractor(s) has either completed the work and left the working area safe for use by the school or that the contractor has made their ongoing work area(s) sufficiently safe to minimise the risks to pupils, staff and visitors.	Checked by Site Manager at end of works and final check 3/9/2021	Site Manager	31/08/2021	Click or tap to enter a date.
<b>Doors</b> - Internal / external doors do not open / close / secure properly	Staff, Pupils and visitors	Check all doors (internal and external, inc. manual, powered, revolving, roller shutter etc), to ensure that they open, close and secure as designed and are free from defects.	Checked by Site Manager with final check 3/9/2021	Site Manager	03/09/2021	Click or tap to enter a date.
<b>Electricity</b> - No supply to premises - Fire alarms, lighting etc inoperative	Staff, Pupils and visitors	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	Checked by Site Manager with final check 31/8/21	Site Manager	31/08/2021	Click or tap to enter a date.
<b>Electricity</b> - Lighting not working - People unable to see to work or circulate safely	Staff, Pupils and visitors	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	Checked by Site Manager with final check 31/8/21	Site Manager	31/08/2021	Click or tap to enter a date.
<b>Electricity</b> - Electrical equipment unsafe - Electrical shocks / burns and fire	Staff, Pupils and visitors	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	Checked by Site Manager with final check 31/8/21	Site Manager	31/08/2021	Click or tap to enter a date.
<b>Electricity</b> - Alarm systems - Intruder / panic / accessible toilet alarms not working	Staff, Pupils and visitors	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	Checked by Site Manager with final check 31/8/21	Site Manager	31/08/2021	Click or tap to enter a date.

<b>Fire</b> – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Staff, Pupils and visitors	Ensure there are sufficient fire marshals to operate the school safely.	Checked by Site Manager with final check 31/8/21	Site Manager	31/08/2021	Click or tap to enter a date.
<b>Fire</b> – Staff and pupils not knowing what to do in an emergency	Staff and pupils	Conduct a fire drill as soon as possible at the start of term.	Fire drill to be undertaken by 20/9/21	Headteacher	20/09/2021	Click or tap to enter a date.
<b>Fire</b> – Fire detection / alarm systems not working – People not warned of fire	Staff, Pupils and visitors	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	Checked by Site Manager with final check 3/9/2021	Site Manager	03/09/2021	Click or tap to enter a date.
<b>Fire</b> – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Staff, Pupils and visitors	Check all portable firefighting appliances are in place as designed.	Checked by Site Manager with final check 31/8/21. Ongoing certification completed	Site Manager	31/08/2021	Click or tap to enter a date.
<b>Fire</b> – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	N/A	Check any installed, fixed firefighting systems are available, as designed.	N/A	N/A	N/A	N/A
<b>Fire</b> – Fire doors faulty – Fire not contained	Staff, Pupils and visitors	All fire doors must be checked as operating correctly, as designed, including hold-back devices.	Checked by Site Manager with final check 3/9/2021	Site Manager	03/09/2021	Click or tap to enter a date.
<b>Fire</b> – Fire safety signage missing – People not given fire safety information	Staff, Pupils and visitors	Check all necessary fire safety signage is in place, as designed.	Checked by Site Manager with final check 3/9/2021	Site Manager	03/09/2021	Click or tap to enter a date.
<b>Fire</b> – Emergency escape appliances missing – Affected people unable to exit upper stories	N/A	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.	N/A	N/A	N/A	N/A
<b>Fire</b> – Emergency escape routes are blocked – People unable to exit building safely	Staff, Pupils and visitors	Check all emergency escape routes are clear and lead to a safe place away from buildings.	Ongoing checks by all staff and reporting to SLT or Site Manager	Site Manager	Ongoing/Daily	Click or tap to enter a date.
<b>Fire</b> – Muster points no longer available – People unable to muster after emergency exit	Staff, Pupils and visitors	Check all school emergency muster points are still accessible / available.	Ongoing checks by all staff and reporting to SLT or Site Manager	Site Manager	Ongoing/Daily	Click or tap to enter a date.
<b>Fire</b> – Flammable materials kept in an unsafe condition – Increased fire risk	Staff, Pupils and visitors	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled.	Checked by Site Manager with final check 3/9/2021	Site Manager	03/09/2021	Click or tap to enter a date.
<b>Fire</b> – External waste bins incorrectly stored – Available to arsonists	Staff, Pupils and visitors	Check external waste bins are stored in secure storages, away from buildings.	Checked by Site Manager with final check 3/9/2021	Site Manager	03/09/2021	Click or tap to enter a date.
<b>First Aid</b> - Insufficient number of 1 <sup>st</sup> aiders - Unable to provide 1 <sup>st</sup> aid to staff or pupils	Staff, Pupils and visitors	Check the school has sufficient number of 1 <sup>st</sup> aid trained staff to operate safely.	Checked by DHT 3/9/2021	Deputy Headteacher	03/09/2021	Click or tap to enter a date.
<b>First Aid</b> - 1 <sup>st</sup> aid kits missing or poorly stocked – People not having access to 1 <sup>st</sup> aid	Staff, Pupils and visitors	Check all 1st aid kits are in place as designed and the kits are fully stocked.	Checked by Welfare Assistant/Office staff 3/9/2021	Welfare Assistant/Office staff	03/09/2021	Click or tap to enter a date.
<b>First Aid</b> – 1 <sup>st</sup> aid signage missing – People not given 1 <sup>st</sup> aid information	Visitors	Check all necessary 1 <sup>st</sup> aid signage is in place, as designed.	Checked by Site Manager with final check 3/9/2021	Site Manager	03/09/2021	Click or tap to enter a date.
<b>Gas safety</b> – Gas supply disconnected – Unable to heat the building etc	Staff, Pupils and visitors	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	Checked by Site Manager with final check 31/8/21	Site Manager	31/08/2021	Click or tap to enter a date.

<b>Gas safety</b> – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	Staff, Pupils and visitors	Check all gas appliances are in-date for annual statutory service / examination / inspection.	Annual certification and maintenance UpToDate	Site Manager	03/09/2021	Click or tap to enter a date.
<b>Gates</b> – Not operating correctly – People unable to circulate	Staff, Pupils and visitors	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	Checked by Site Manager with final check 6/9/2021	Site Manager	06/09/2021	Click or tap to enter a date.
<b>Lifting equipment</b> – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	N/A	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	N/A	N/A	N/A	N/A
<b>Lifting equipment</b> – Equipment not functioning correctly	N/A	Check all lifting equipment to ensure that it is functioning as designed.	N/A	N/A	N/A	N/A
<b>Passenger, goods and wheelchair lifts</b> - Lift statutory examination and servicing has expired – Lift is unsafe to use	Staff, Pupils and visitors	Check all lifts are in-date for maintenance / inspection and if their statutory examination date has expired.	Annual certification and maintenance UpToDate	Site Manager	03/09/2021	Click or tap to enter a date.
<b>Passenger, goods and wheelchair lifts</b> - Lift not functioning correctly	Staff, Pupils and visitors	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	Checked by Site Manager with final check 6/9/2021	Site Manager	06/09/2021	Click or tap to enter a date.
<b>Rodent / pest infestations</b> – Infestations have occurred during vacancy - Health hazard to pupils and staff	Staff, Pupils and visitors	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	Annual certification and inspection UpToDate	Site Manager	03/09/2021	Click or tap to enter a date.
<b>'Sharps'</b> - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	Staff	Check the grounds for any 'sharps' that may have been left by vandals etc.	Checked by Welfare Assistant/Office staff 3/9/2021	Welfare Assistant/Office staff	03/09/2021	Click or tap to enter a date.
<b>Ventilation</b> – Mechanical ventilation not working – Indoor air quality is poor within buildings	Staff and Pupils	Check all powered ventilation systems and installations are working as designed and have been regularly maintained. Includes extractor fans set into windows and ceilings (e.g. in WCs). <a href="#">See also HSE guidance.</a>	All staff reminded to set circulation system to boost and open upper windows at all times. Lower windows to be opened when required.	Headteacher	Ongoing	Click or tap to enter a date.
<b>Water supply and drains</b> – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Staff, Pupils and visitors	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	Checked by Site Manager with final check 31/8/21	Site Manager	31/08/2021	Click or tap to enter a date.
<b>Water supply</b> – Legionella bacteria – People at risk of infection	Staff, Pupils and visitors	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.	Annual certification and inspection UpToDate	Site Manager	03/09/2021	Click or tap to enter a date.
<b>WCs and washing facilities</b> - WCs and washing facilities are unclean – people unable to practise personal hygiene	Staff, pupils and visitors	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	Cleaned prior to start of term. Signs displayed. Enhanced hygiene products available. Staff reminded prior to start of term.	Cleaning contractors overseen by Site Manager	31/08/2021	Click or tap to enter a date.
<b>Windows</b> – Windows and skylights etc are defective and affecting circulation of air / ventilation	Staff, pupils and visitors	Check all windows can be opened fully (or as far as their window restrictors will allow) to maximise natural ventilation. <a href="#">See also HSE guidance.</a>	All windows checked. Restrictors removed (or removal demonstrated) on lower floor only. Staff reminded about window opening.	Site Manager	03/09/2021	Click or tap to enter a date.

## STAFF / VOLUNTEER ASSESSMENT:

<b>Assessment of the vulnerability of staff / volunteers</b> - A risk assessment can be completed for each staff member or volunteer before they attend school for work.	
<b>Staff member's (or volunteer's) name</b>	Click or tap here to enter text.
<b>Job Title</b>	Click or tap here to enter text.
<b>Person completing form</b> (i.e. line manager)	Click or tap here to enter text.
<b>Date of assessment and how long assessment is valid for</b> (i.e. date of next review)	Click or tap to enter a date.
<b>First review date</b> (add subsequent lines as required)	Click or tap to enter a date.
<b>Any Known Chronic</b> (i.e. long-term) <b>health conditions</b>	Click or tap here to enter text.
<b>Head teacher's decision - Can this staff member come in to work in the school? YES or NO</b>	Choose an item. If any applicable line in this risk assessment cannot achieve an agreement between a staff member and their manager, then the answer to this question is ' <b>NO</b> '.

How risk of harm can be increased	Does this apply?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
<b>THE EMPLOYEE</b>						
<b>The staff member is in the 'clinically extremely vulnerable category' or has received a letter from NHS advising them to 'shield'</b>  <a href="#">See Govt. guidance.</a>	Choose an item.	<b>If Govt instructions are for this group to shield;</b> Staff member must be supported to work at home. If they cannot work from home, they <b>must not</b> come into the school.  In this case, <b>do not proceed further with this risk assessment.</b> Instead, contact the school's HR advisor for advice.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		<b>If Govt. instructions permit this group to return to work:</b> Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure. Staff members in this category should limit the close contact they have with those they do not usually meet with.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<b>The staff member is an expectant or nursing mother</b>  <a href="#">See Govt. guidance.</a>	Choose an item.	<b>If the staff member is less than 28 weeks pregnant with no underlying health conditions:</b> Line manager must complete a New & Expectant Mother's Risk Assessment. See the H&S page 1217 on WSSfS.  Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

	Choose an item.	<p><b>If the staff member is 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus:</b> Line manager must review the New &amp; Expectant Mother's Risk Assessment.</p> <p>Staff member may still come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure, but line manager must take a more precautionary approach. Staff member should be supported to work at home where possible or redeployed.</p> <p>Where adjustments to the work environment and role are not possible and alternative work cannot be found, the staff member may be suspended on paid leave. Advice on suspension and pay can be found in <a href="#">HSE guidance</a>.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
	Choose an item.	<p><b>If the staff member is a nursing mother:</b> Line manager must complete / review the New &amp; Expectant Mothers Risk Assessment. See the H&amp;S page 1217 on WSSfS.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p><b>The staff member has been given specialist advice by a competent clinician (e.g. NHS, GP, Occ. Health etc) to stay away from their workplace or work setting for reasons other than being Clinically Extremely Vulnerable</b></p> <p><a href="#">See Govt. guidance.</a></p>	Choose an item.	<p>Line manager must consider this when deciding if the staff member should continue work in the school.</p> <p>Any recommended adjustments should be implemented.</p> <p>Line manager should discuss the outcome with the school's HR Advisor where the staff member is not able to attend work and / or home working is not an option or if needing a referral to Occupational Health (see page 1222 on WSSfS).</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p><b>The staff member has one of the following protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes:-</b> <b>Male sex;</b> <b>Black or Asian ethnicity;</b> <b>Diagnoses of dementia.</b></p> <p><a href="#">See Govt guidance.</a></p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p><b>The staff member lives in the same household as a person in the clinically vulnerable, extremely vulnerable category or Black, Asian and Minority Ethnic (BAME) group</b></p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

WORK TASKS AND ACTIVITIES						
<p><b>The staff member will need to make close contact with another person (i.e. a pupil with special needs)</b> (In this context, close contact means physical contact is needed to deliver the support, e.g. feeding, bathing, etc and where exposure to a respiratory aerosol is likely)</p>	Choose an item.	Line manager must complete a risk assessment according to the requirements of the <a href="#">Govt. guidance on infection prevention and control</a> .	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
EMPLOYEE CONCERNS AND SUPPORT						
<p><b>The staff member will work at home or remotely (either some of their time or all of their time)</b></p>	Choose an item.	Line managers and staff members must follow the corporate guidance and complete relevant risk assessments on Home Working, Lone Working and Display Screen Equipment (see H&S pages 1293, 1189 and 1093 respectively on WSSfS).	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		Line manager must check-in with home / remote working staff regularly to enquire about their wellbeing and supply of any necessary equipment / materials, problems with tasks, etc.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p><b>The staff member has genuine concerns about working in the school</b></p>	Choose an item.	Line manager must discuss with the staff member their concerns, review task and activity risk assessments and, if relevant, complete a stress risk assessment with the intention of trying to enable the staff member to continue their work if possible. Line manager may also consult with the school's HR Advisor on possible alternatives for remote working for that employee.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP) which can be found on page 1086 in WSSfS.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
LINE MANAGER MUST NOW RETURN TO THE TOP OF THIS SECTION AND DECLARE WHETHER OR NOT THE STAFF MEMBER CAN WORK IN THE SCHOOL.						

## COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' <a href="#">Schools COVID-19 Operational Guidance</a> ' when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly.	
2. A completed copy of this risk assessment should be posted on the school's website.	
<b>Person completing form</b> (i.e. Headteacher / Premises Manager)	<b>Anthony White</b>
<b>Date of assessment</b>	01/09/2021
<b>Review date</b> (add subsequent lines as required)	22/10/2021

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
<b>GOOD HYGIENE FOR EVERYONE:</b>						
<b>Poor standard of hand hygiene</b> – Personnel becoming infected due to poor standards of hand hygiene of others	Staff, pupils and visitors	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	Hygiene products available that meet standards. Posters will be displayed. Staff reminded prior to start of term. Pupils reminded by staff.	Site Manager	31/08/2021	Click or tap to enter a date.
<b>Poor standard of respiratory hygiene</b> – Personnel becoming infected due to poor standards of respiratory hygiene of others	Staff, pupils and visitors	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	Tissues are provided in every room and throughout shared areas. Bins with lids are situated in all rooms and are emptied regularly. Posters displayed across the school in prominent locations. Staff reminded prior to start of term. Pupils reminded by staff.	Site Manager and Office staff to organise availability of hygiene products, cleaners to restock daily.	31/08/2021	Click or tap to enter a date.
<b>Lack of Personal Protective Equipment (PPE)</b> - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	Staff	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally for AGPs: - Long-sleeved disposable fluid repellent gown. FFP3 Respirator. Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter). Provide training on how to put-on, remove and dispose of used PPE. Provide arrangements for disposal of PPE.	PPE provided by school. This is available in First Aid Room. There are no pupils who require regular intimate care.	Welfare Assistant to monitor availability of PPE in conjunction with Office staff	06/09/2021	Click or tap to enter a date.
<b>MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:</b>						

<p><b>Poor cleaning regimes –</b> Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth</p>	<p>Staff, pupils and visitors</p>	<p>Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.</p>	<p>Cleaning routine and schedule agreed with cleaning company. Enhanced cleaning of extremely high-risk areas and surfaces.</p>	<p>Site Manager with Cleaning Supervisor</p>	<p>31/08/2021</p>	<p>Click or tap to enter a date.</p>
<p><b>KEEP OCCUPIED SPACES WELL VENTILATED:</b></p>						
<p><b>Poorly ventilated occupied indoor spaces –</b> Increased risk of infection via higher concentration of contaminated droplets in the air</p>	<p>Staff, pupils, visitors</p>	<p>Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the <a href="#">HSE</a> and <a href="#">CIBSE</a> guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If Co2 levels remain above the <a href="#">HSE</a> and <a href="#">CIBSE</a> advisory levels in an occupied indoor space, consider: -</p> <ul style="list-style-type: none"> <li>• Maximising window and non-fire door opening;</li> <li>• Increasing air purging opportunities;</li> <li>• Reducing occupancy numbers in affected spaces;</li> <li>• Reducing occupancy time in affected spaces;</li> <li>• Using air cleaning and filtration units (see <a href="#">HSE</a> and <a href="#">CIBSE</a> guides and seek the advice of a building services engineer).</li> </ul> <p>Balance the need for increased ventilation while maintaining a comfortable temperature. <b>Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</b></p>	<p>Rooms have inbuilt Co2 detection linked to ventilation system which are not cleaning or filtration systems. Classroom doors to remain open. Classroom upper windows remain open with lower windows opened by adult. At all times, ventilation set to Boost. Room with no window, to ensure extraction set to maximum. Teaching staff to wipe surfaces at own discretion to enhance cleaning. External school doors to remain shut (lock down). External classroom doors can be opened but must be closed when leaving the room. Fire doors not on hold opens must remain shut. Small group rooms occupancy no more than 6 including adult.</p>	<p>All Staff have responsibility to ensure enhanced ventilation in all rooms. Any concerns must be reported immediately</p>	<p>31/08/2021</p>	<p>Click or tap to enter a date.</p>
<p><b>FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:</b></p>						
<p><b>An individual develops COVID-19 symptoms or has a positive test –</b> Personnel exposed to increased risk of infection from symptomatic/positive person</p>	<p>Click or tap here to enter text.</p>	<p>Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine). Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow <a href="#">public health advice</a>. Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if</p>	<p>INSET day new academic year induction to all staff. First Aid room to quarantine suspected cases of C19 which will be closed or cleaned following this. PPE is available in this room. Staff member sent home immediately with family member if necessary. Information to parents and carers about procedures school will take and their own personal responsibility and school expectations of them.</p>	<p>Welfare Assistant and Office staff to ensure that room is set up.</p>	<p>06/09/2021</p>	<p>Click or tap to enter a date.</p>

		this person cannot be left alone and room cleaning after they have left). Brief and remind staff and pupils that, if anyone in their household is a possible or confirmed C19 positive, that they <a href="#">should not attend school</a> .				
<b>Asymptomatic testing</b> – Personnel exposed to increased risk of infection from symptomatic/positive person	Staff and visitors	Brief and remind staff and pupils to continue twice weekly home testing up until the end of September 2021. Secondary schools only - Retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Secondary schools only – Ensure arrangements are in place to test year 7 pupils at the ATS at the start of the autumn term.	Remind staff to undertake twice weekly asymptomatic testing – Wednesday and Sunday from 1/9/2021. Office to have testing kits available for staff to collect. Office to ask visitors to provide latest LFT negative test result prior to arrival if possible.	Headteacher and Office staff.	01/09/2021	Click or tap to enter a date.
<b>Confirmatory PCR tests</b> - Personnel exposed to increased risk of infection from symptomatic/positive person	Staff, pupils and visitors	Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the <a href="#">stay at home guidance</a> and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	Any positive LFT test must be confirmed with a PCR test. Self-isolation to continue until negative PCR result is returned. If positive then standard self-isolation must be undertaken.	Deputy Headteacher and Office Staff	01/09/2021	Click or tap to enter a date.
<b>Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school</b> – CEV pupils at increased risk of a poor outcome if exposed to infection  See <a href="#">Govt. guidance</a>	Staff and pupils	Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see <a href="#">supporting pupils at school with medical conditions</a> ). Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).	CEV pupils to liaise with Inclusion Manager to ensure effective support and understanding of needs. Welfare Assistant to provide in school point of first contact. CEV staff to return to school as usual. Staff to inform Headteacher of any changes to CEV status.	Headteacher, Deputy, Inclusion Manager.	01/09/2021	Click or tap to enter a date.
<b>Contractors and others visiting the school</b> – Contractors and other visitors not adhering to the school’s C19 measures and risking cross-infection	Staff, pupils and visitors	Provide contractors and other visitors with information about the school’s C19 control measures and ways of working.	Office to take details of all visitor and induct them in the school procedures and their actions and behaviour whilst in the school.	Office staff	06/09/2021	Click or tap to enter a date.
<b>OTHER CONSIDERATIONS:</b>						
<b>Face coverings</b> - Personnel exposed to increased risk of infection from symptomatic / positive person	Staff, Pupils and visitors	Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school. The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.	There is currently no expectation for staff to wear face coverings in the school unless there is a specific reason for them to. Staff must discuss reasons for wearing go face covering when working with pupils prior to wearing them in teaching areas.	Headteacher	06/09/2021	Click or tap to enter a date.
<b>Pupil wellbeing and support</b> - Pupils experiencing emotions in response to the C19 pandemic,	Pupils	Refer to sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a> .	Co-ordinated by Inclusion Manager and Counsellor – as needed by pupils.	Inclusion Manager	06/09/2021	Click or tap to enter a date.

such as anxiety, stress or low mood						
<b>Educational visits</b> - Personnel exposed to increased risk of infection	Staff, Pupils, Volunteers	If educational visits are to be undertaken, refer to the Govt's <a href="#">general guidance</a> which is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a> .	All educational visits are to take place. All enhanced Covid-19 planning procedures must be discussed with Headteacher. Setting Covid-19 procedures must be requested and form part of the Covid-19 risk assessment.	Visit leaders, staff and Headteacher	06/09/2021	Click or tap to enter a date.
<b>Extra-curricular activities</b> - Personnel exposed to increased risk of infection	Staff, pupils and external provider	Refer to the Govt. guidance <a href="#">for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>	All extra-curricular activities are to take place. All enhanced Covid-19 planning procedures must be discussed with Headteacher. Setting Covid-19 procedures must be requested and form part of the Covid-19 risk assessment	Staff, external provider	06/09/2021	Click or tap to enter a date.
<b>School transport</b> - Personnel exposed to increased risk of infection	N/A	Contact your transport provider to find out what measures they are taking on transport from the autumn term 2021. Consider what the PPE requirements are for passenger assistants. Refer to <a href="#">Govt. guidance</a> .	N/A	N/A	N/A	Click or tap to enter a date.
<b>Outbreak Management Plan</b> - If you have several confirmed cases within 14 days, you may have an outbreak	Staff, pupils and community	Refer to the Govt's <a href="#">Contingency framework: education and childcare settings</a> and draw up outline plans to respond to an outbreak. For schools that subscribe to The Key, there is an <a href="#">Outbreak Management Plan</a> template available to members.	School will implement Outbreak Management Plan	Headteacher	06/09/2021	Click or tap to enter a date.