



## Risk Assessment Form – Norlington School

<b>Location:</b>	<b>Norlington School –</b>
<b>Assessment Number:</b>	COVID Secure

**Title:**  
COVID Secure – Risk Assessment

### Description of Task/Activity:

- Identify the risk associated with staff, pupils and visitors using spaces within building which could increase the transmission and infection rates of COVID-19. Identify those persons who could be exposed as part of their role such as cleaning staff, ICT Staff and site team and place risk control measures in place to protect these individuals. These individuals are at risk of transmitting and spreading the virus around the building easily due to their varied nature
- Identify the risk associated with staff, pupils and visitors using spaces within building which could increase the transmission and infection rates of COVID-19, this will be via poor hygiene practices and transmission. Government guidance states that people should socially distance as much as possible and work from home wherever appropriate
- Identify the risk associated with staff and pupils not being aware of the symptoms of COVID and the school being aware of the correct Government approved protocols for a confirmed case for staff or pupils and how to effectively manage these individuals keeping staff assisting these individuals safe through the use of Personal Proactive Equipment
- Identify the risk associated with staff and pupils who are deemed by the NHS as being critically vulnerable or extremely critically vulnerable and therefore at a higher risk rate of being affected adversely due to COVID-19. This could be a staff member pupil of a member of their household.

### Persons at Risks:

Staff  Students  Visitors  Contractors  Public

Risk	Likelihood	Severity	Risk Rating
Cleaning staff aware of good PPE techniques to minimise spread of infection	2	5	10
High risk areas such as handrails and doors cleaned frequently	2	5	10
Cleaning staff aware of techniques how to sanitise areas effectively	2	5	10
Areas of human contact are cleaned and have appropriate sanitisers available	2	5	10
Cleaning routine of shared items such as PC's, tables, printers etc	2	5	10
Students and staff utilising learning spaces transmitting infection such as entering the school building following use of public transport	2	5	10
Staff and pupils unaware of how to clean hands and sanitiser not being available	2	5	10
Staff in particular cleaning staff and those involved in intimate personal care being able to wear and use Personal Proactive Equipment correctly	2	5	10
Staff, pupils and visitors unaware of how to social distance	2	5	10
Small office space leading to overcrowding and increased risk of transmission	2	5	10
Staff and particularly pupils informed how to travel to school safely	2	5	10
Water systems not being in normal operation and risk of legionella	2	5	10
Students and staff utilising learning spaces and not able to social distance	2	5	10
Staff particularly teaching, ICT and Teaching Assistants not being able to social distance when supporting pupils	2	5	10
Students mixing together thus increasing the risk of transmission	2	5	10
ICT staff are required to frequent all areas of the building thus increased risk of transmission and spread of virus	2	5	10
Staff and pupils being unaware of the symptoms of COVID and thus infecting others	2	5	10
School being aware of reporting levels for confirmed cases	2	5	10
Staff being key workers not being aware how to get tested	2	5	10
Staff being unaware how to protect themselves and decontaminate following staff/pupil presenting with COVID symptoms	2	5	10
Staff and pupil family member contracting COVID-9 through work exposure and being adversely affected.	2	5	10

### Control Measures in Place:

#### 1. Cleaning to Minimise Transmission

##### 1.1 Cleaning Techniques, Cleaning Team and Products

- All cleaning staff have had additional training on how to effectively clean a wide range of surfaces, how to use PPE and what products should be used and where
- Staff have received an online tutorial on how to effectively don and remove disposable gloves in order to maintain good hygiene levels. Latex disposable gloves will not be used due to increased risk of allergic reaction
- Bins are located in each classroom, office and on corridors for the disposable of tissues and used cleaning products. Bins are emptied on a daily basis and bins containing tissue
- ICT suites will have sanitiser wipes to clean around PC's, keyboards, printers and mice



6. Offices and classrooms have sanitising products for staff to additionally clean their workstations and classrooms as required. These and disposable gloves will also be located in reprographics where staff should wipe down the screen when using photocopiers and other shared products such as guillotine etc.
7. The visitor sign in screen should also be wiped down regularly or after use to help stop and likelihood of transmission
8. All toilet cubicles both staff and pupils will have sanitisers for staff and pupils to wipe down seats before and after use as required.
9. All staff should clear their workstation and desk when leaving the building in order to enable good cleaning of their area by the cleaning team
10. A sanitiser gun has been purchased and used when necessary to decontaminate an area if necessary. This could be when a form is isolated in a particular area awaiting collection from parents or following a confirmed COVID case and requirement to deep clean an area.
11. Sanitiser used in gun complies with BS EN 1276 which is a European standard of disinfectant, hospital grade and will kill 99.999% of bacteria within 5 minutes of use
12. Cleaning staff will wear face covering at all times when in the building
13. Cleaning staff will operate in small bubbles of 3 and will not mix with other bubbles. Their job is mainly in isolation, however, should they need to communicate with each other then procedures detailed in this risk assessment should be adhered to such as wearing of face masks all of the time and social distancing.

### **1.2 Active Cleaning throughout the Day**

14. Member of the cleaning staff will be used to clean during the day. Duties are not limited to; cleaning all handrails, classrooms following teaching, door handles and plates, reception area for parents, student and visitor windows, room following any suspected illness, staff room tables and surfaces.
15. The staff room will be cleaned frequently throughout the day including the PC's, workstation, mice, keyboard, printer, phone and handset, all tables, chairs, microwave handles, fridge handles, taps and door handles. Cleaning material including alcohol wipes will be available for staff to additionally clean machines as required.
16. The morning cleaning team will clean all of the offices and classrooms which have been used the previous day in preparation for the day, this will include; door, work station, desk, mouse, keyboard, monitor, phone including handset.
17. Bins in classrooms should be checked during the day by staff using the rooms and any tissue waste should be double bagged and removed
18. The day cleaner will wear disposable gloves and facemask at all times in order to help stop any potential spread of transmission.
19. This section of the risk assessment will be translated by one of the English speaking Polish staff so the cleaner is aware of how to be safe, what expectations are and how she it remain safe.

## **2.0 Good Hygiene Practices**

### **2.1 Enable Good Hand Hygiene**

20. Hand sanitisers over 70% alcohol used in all classrooms, offices and exit points to building
21. Suitable signage is displayed throughout the school and especially at exit points for staff, students and visitors which demonstrate how to sanitise hands properly
22. Staff, students and visitors must wash hands regularly and follow the Schools Covid-19 Building Protocol when entering, using and leaving the building
23. Signage is displayed in Reception and Meeting Room displaying that no hand shaking will take place for visitors
24. Teachers should monitor all students to ensure they have sanitised their hands when entering classroom
25. Posters about handwashing, sanitising frequently and symptoms of COVID-19 are sited around the school building. In particular handwashing posters are located in all toilets for both staff and students. A poster will be sited at visitor reception to detail the signs of COVID-19 to alert potential visitors not to enter to the school premises.
26. All adults and children will sanitise their hands on arrival at the school, before and after eating, when they return from break and after sneezing or coughing, pupils in particular are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Posters displayed in classrooms and larger offices for catch it, bin it, kill it'. Sanitiser and information posters are located at exit points and canteen area
27. Assemblies are being held in year groups to enforce expectations of pupils having good hygiene practices such as sanitising hands when enter the school and before lunch time.
28. Additional hand sanitiser points have been located on the top, middle floors, science area and hall to aid good hand washing. Due to the heavy use of these stations most will be 'doubled up' to ensure that sufficient supply of sanitiser is available throughout the day

### **2.2 Personal Protective Equipment**

29. Pupils who require intimate personal care will have an individual risk assessment conducted by the SENCo to determine the PPE, training and equipment required to undertake this element safely and correctly for both pupil and staff member
30. All cleaning staff have had additional training on how to effectively clean a wide range of surfaces, how to use PPE and what products should be used and where
31. Staff will receive an online tutorial on how to effectively don and remove disposable gloves. Latex disposable gloves will not be used due to increased risk of allergic reaction



32. Staff have access to disposable gloves which should be worn if requirement to handle student books. Staff should follow the online safety guidance in wearing and disposing of gloves
33. If a pupil becomes unwell with symptoms of COVID-19 while and needs direct personal care until their parent or carer arrives. A fluid-resistant surgical face mask should be worn by the supervising adult **if a distance** of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment at the time determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
34. If a pupil or member of staff becomes unwell with the symptoms of COVID-19 whilst in school they should be placed into the meeting room until their parent/carer/next of kin comes to collect. A sign should be placed onto the door for the members of staff not to enter. Windows should be opened to enable good ventilation but the main door closed.

### **3.0 How to Maintain Social Distancing**

#### **3.1 Office Space and Staff**

35. A sign will be displayed on each office door indicating the number of people allowed into the office space. This is determined by the amount of floor space and to ensure the smooth running of the school. Particular attention should be paid to HoY office, School Admin, Principal office, Staff Room and Finance Office as large numbers of people regularly frequent these areas. These areas should be classified as 'high risk areas' and staff ask people to leave should maximum people be reached. Staff should use the phone or email more regularly to avoid travelling around the building.
36. Admin Office should have a maximum 5 people in, site team 2 person, ICT technician 1 person, Finance Office 4, Director Finance 2, Data Manager 1, Reprographics Office 3, Reprographics corridor 2 and Principal 6.
37. Following changes to COVID rules and National Lockdown Government guidelines have stated that '*work from home if you can effectively do so*'. Certain members of support staff will work from home in order to reduce the risk of exposure and limit any potential operational issues this may cause by whole offices having to self-isolate. A rota has been created to maintain school operation and distance operationally sensitive staff. A copy of the rota is contained in the 'School Operational Document'. These roles include; Director Finance, Operations Manager, Data Manager, Financial Controller, Network Manager.
38. ICT Technicians should try to distance themselves from each other as much as possible and try not to work together particularly in the ICT Office. This is to reduce social contact and possibility of both having to self-isolate should one contract COVID
39. An email will be circulated to all staff to minimise contact with finance and office staff to maintain safe staffing levels within offices and minimise contact.
40. All staff have access to Workplace Options which has been sent out to staff for any issues with anxiety or stress that they experiencing. Workplace Options 0800 243458.
41. Where face to face meetings are required these will be kept as short as practicable and where possible to under 20 minutes unless social distancing measures can be implemented, department bubbles maintained or appropriate PPE worn. (This is at the discretion of the staff member)
42. Where it may not be possible to adhere to social distancing within the office environment consideration should be made for floor marking so people are aware far away they should be. Offices could include; Finance, Principal, Admin, Staff room.
43. When meetings take place staff will not share resources such as pens, pencils, clickers, PC's, mice, keyboard
44. Meetings can also take place in corridors, outside or hall/gym should the need for a larger meet be required and cannot be accommodated within an office. This is particularly important for teaching staff managing behavioural issues with students where the need to engage with larger group of students may be necessary. When using larger/open spaces social distancing must be observed
45. All non-essential meetings are postponed, where meetings are required such as HoD and HoY these are to be conducted through MS Teams. Staff are able to attend the meetings at home or in work. If in work staff should be mindful of social distancing and maximum room capacity
46. Friday briefing will cease and will be reviewed for 2<sup>nd</sup> December which is when National Lockdown is due for review. An email summary of information will be circulated on a weekly basis so all staff are aware of issues. Information is to be passed to Renske Meiring (Assistant Principal) by Thursday 3:15pm every week
47. All staff training on Friday afternoons will be utilised by departments and will be reviewed for 2<sup>nd</sup> December which is when National Lockdown is due for review. Staff are able to work from home and utilise MS Teams as necessary to reduce personal contact.
48. Twilight sessions to be reduced to 1 hour. The will be reviewed and could be a meeting on MS Teams
49. No after school events will take place such as organised PE
50. Parents Evenings will be run online via MS Teams in order to reduce contact with outside individuals coming into school and face to face contact with staff and other parents.
51. Wherever possible staff should utilise technology when needing to communicate with others this could be txt, phone or email. This will help reduce face to face contact and movement around the building. Staff should be their emails frequently and respond accordingly in order to reduce the need for staff to chase and thus having a contact.
52. For staff in another office they must not use the operator's area in particular the keyboard, mouse and phone especially when the person isn't there. If the person is there they must sanitise the items before and after use
53. Poster indicating the number of persons in the lift must be observed. In particular, the student who is wheelchair based this would be covered in his individual risk assessment.
54. Shared spaces like lifts, meeting rooms, toilets and kitchens have signs indicating maximum occupancy numbers
55. Staff must follow the school protocol when entering, using and leaving the building – e.g. hand washing



56. Staff should aim to leave the building by 17:30 in order to give the site team suitable time to close the building down correctly as windows and doors will be open for ventilation as will need to be closed for fire safety reasons. Site Team will use gloves when opening and closing down the building in order to limit transmission
57. Staff are encouraged to avoid last minute use of reprographics to save area having too many in proximity for social distancing. In order to reduce capacity in Reprographics a box has been placed into staff room for works to be completed
58. All completed works will be delivered to staff room for collection.

### **3.2 Classrooms**

59. Year groups will be in 'bubbles' and students zoned. Students should be kept apart where possible
60. An area, ideally, 2m will be available in order to create a 'safe zone' around the teacher's workspace and area. This will be in front of the Interactive White Board and teaching station. Discussions should take place with Head of Department on how to best support students who require assistance whilst maintaining social distancing measures
61. The level of support required by pupils with a Statement will be determined by an individual pupil risk assessment conducted by the SENCo
62. ICT staff when assisting staff and pupils must maintain social distancing; firstly, attend when staff member/pupils are not in room, if this isn't possible, person to move ideally 2m away, sanitise area as per guidance, undertake work at PC, sanitise area again, pupil or staff to return. ICT staff should wear disposable gloves. Information will be sent to all staff on how to don and remove disposable gloves.
63. Classrooms will be set to ensure that all tables for facing forward in a linier set-up. Unused desks will be stacked away.
64. Teaching staff should limit the amount of resources which are taken home this would include the sharing of resources in subjects particularly Art where shared resources should be cleaned more frequently. However, the cleaning of materials shouldn't limit practical lessons but teaching staff should be very mindful of this
65. Pupils will not be expected to queue outside the classroom. Pupils must be supervised to make sure they have all sanitised their hands when entering the classroom

### **3.3 Managing visitors including deliveries**

66. When deliveries arrive they are to be left in main reception and site team to collect and distribute. The site team should wear disposable gloves to help reduce any transmission from parcels
67. When larger deliveries are made such as paper supplies the delivery driver should sanitise their hands when entering the building. When being accompanied in building site team must ensure social distancing with driver.
68. Wherever possible visitors should be booked into the Visitor Management system to avoid a number of visitors waiting in the reception area. The total number of visitors in the Reception will be 1, anyone else should wait outside Visitors should sanitise hands when entering visitor area.
69. When meeting visitors' staff must not shake hands to avoid and potential transmission, signs are displayed in Reception and meeting room indicating this. Meetings can take place in the main reception area or if the visitor is from Police, Social Services or other body the meeting room can be used. Staff should be mindful if personal from enforcing bodies need to access offices for information such as; office limits on personnel, social distancing, sharing resources such as pens should be avoided.
70. The visitor sign in system will be updated to include information on; signs of COVID, visitor not been in contact with anyone who has been diagnosed or who may have COVID and social distancing measures. The visitor will sign to say they have read this along with the safeguarding information
71. NHS Track and Trace sign is located in Reception holding area.

### **3.4 Children in Groups and Group Activity**

72. Assembly will not take place outside the allocated bubbles. If a larger group needs to be convened to convey information then outside space should be used to enable as must social distance as possible
73. All staff should speak to pupils who are not adhering to COVID response measures and explain what they have done and why complying is important
74. Breaks and start times are staggered to ensure corridors or circulation routes used have a limited number of pupils using them at any time.
75. Teaching staff will discuss with students if they see that any food has been brought the requirement that food isn't to be shared staff in duty should be vigilant about this.
76. Exact operational details are located in the schools operational document.
77. The Mini Bus should not be used but if in exceptional circumstances it is required it will be necessary the windows must be open to allow good ventilation, alcohol handwipes are available to sanitise the steering wheel, gear stick, door handles, handbrake etc.

### **3.5 Dropping off and picking up**

78. Highways have mark social distancing marking around the school gates for parents to follow
79. Information will be sent to parents to avoid the school grounds wherever possible in order to maintain good social distancing



80. Parents will be advised to stand at the markings laid out
81. The start and end times of the school has been adjusted to limit the potential gathering of parents at the school gates
82. Only one parent should attend to collect their child in order to protect social distancing

### **3.6 Staff and Pupils Travelling to School**

83. Regular information and communication should be communicated to pupils on how to be safe if they have to use public transport. Particular attention should be paid to users of buses as social distancing is less likely and the use of handrails is increased. Users should be reminded about the requirement to not touch their faces during and after bus journeys until they have sanitised their hands
84. The preferred guidance by Government is for bikes, walking and cars to be used to travel to and from work. Where staff particularly support staff can work from home they should do so.
85. Staff and parents should read the Government advice '**Corona (COVID-19: Safer Travel Guidance for Passengers)**'. This will be updated regularly as the guidance changes.

### **3.7 Staff Returning to work**

86. The main and original assessment has been validated by an external risk management company 'Gallagher Insurance' to make sure the Trust is complying with Government guidelines and taking into account all the necessary risks associated with the school opening
87. The risk assessments were circulated around the following people and managers for comment; Board of Directors, Principal, Senior Leadership Team, Network Manager, Operations Manager and Administration Manager. Comments have been incorporated into this risk assessment
88. Information on mental health and wellbeing can be accessed by staff through the Trust counselling hotline which can be accessed via 0800 243458

## **4.0 Offices Classrooms and Corridors**

### **4.1 Ventilation**

89. Doors to non-secure offices and classroom doors, corridor doors to be propped open to allow good air flow along with windows open. Site team to lock down spaces as part of nightly closedown to mitigate spread of fire.
90. Desk fans are available should staff wish to use to aid good air movement in classroom or office. Staff should be mindful of direction of airflow so as not to blow air directly into staff or pupil faces.
91. Windows in classrooms can be opened, students will be encouraged to wear jumpers to save getting cold.

### **4.2 Classrooms**

92. Detailed operation information is listed in 'the latest Return to School Document. The document details structure to day, a programme of learning and how different sessions and techniques can be employed to engage pupils and focus on performance.
93. Sanitising wipes are available in each classroom should staff need to sanitise any tables or chairs as required.
94. Any lessons which could be taught outdoors should be in order to maintain good ventilation. Alternatively, large spaces such as the gym or 6<sup>th</sup> Form area could be used.
95. Lesson timetable and classroom use have been refreshed to create bubbles of year groups, to reduce movement of children around the school as per the schools opening operational document. Posters are displayed in each floor to indicate year group bubbles and to zone year groups to limit interaction between year groups.
96. Staff have access to disposable gloves which should be worn if required to handle student books. Staff are following the online safety guidance on how to wear and dispose of the gloves

### **4.3 Pupil Assistance and support by staff**

97. Ideally around 2m will be available around the Interactive White Board and teaching station in order to keep the teacher within a 'safe zone'. Discussions should take place on how to best support students who require assistance whilst maintaining social distancing measures
98. The level of support required by pupils with a Statement will be determined by an individual pupil risk assessment conducted by the SENCo
99. ICT staff when assisting staff and pupils must maintain social distancing; firstly attend when staff member/pupils are not in room, if this isn't possible, person to move ideally 2m away, sanitise area as per guidance, undertake work at PC, sanitise area again, pupil or staff to return. ICT staff should wear disposable gloves. Information sent to all staff on how to don and remove disposable gloves.





#### **4.4 Corridors and Communal Spaces**

100. Graphics signs indicating social distancing placed at both entrances of fire doors on corridor floors
101. Student bubbles have been created, year groups have been allocated specific staircases and toilets for usage to minimise any cross contamination. Staff and children must follow these at all times, unless the fire alarm is sounded, the procedures is detailed in School Operational Document at which time staff should make their way to the nearest safe exit and socially distance when outside at the fire assembly point in the rear playground
102. Where practicable fire doors will be held open by "dorgard" and wooden blocks to reduce requirement for use of door handles, push plates and promote good ventilation.
103. Staff will monitor pupils; praising good behaviour and correcting poor. Particular attention to be made with pupils with Statements however, this will be managed by individual risk assessments.

#### **4.5 Office Space and Office Staff**

104. Where staff are unable to use the office, other areas will be arranged or if possible, staff will work from home on a rota basis. See risk assessment on 'How to Maintain Social Distancing' for further information on offices
105. The office space has been reconfigured to allow social distancing for each workstation with staff advised to work at different stations as required such as in the Finance Office. Where reasonably practicable staff will sit back to back or all in the same direction.
106. The main Reception desk PC to be moved to right hand side and visitor window for visitors opened a small amount to limit any potential transmission. Face masks are available should Receptionist wish to use when visitors arrive
107. The area in front of the Student Reception to be demarcated by a 2m exclusion zone in order to maintain good social distancing from staff to students when dealing with any queries. A poster will be displayed to indicated this is an exclusion zone for the student receptionist
108. Staff must not share their workstation or used shared resources such as pens, calculators etc
109. Staff must use the same desk every time they are in the office, wherever possible
110. Admin staff to use disposable gloves in line with online tutorial on how to effectively don and remove disposable gloves to open the post. Latex disposable gloves will not be used due to increased risk of allergic reaction.
111. The use of opening knife will be employed, letter to be emptied onto a separate space for distribution. Circulars should be recycled without being opened. Work station sanitised following postal opening
112. In order to limit multiple handling of paperwork as communication to parents the primary means should be Group call,

#### **4.6 Contractors**

113. Contractors have construction guidelines issued by Government to follow for Social Distancing
114. Contractors have been advised to social distance from school staff. Work is being undertaken mainly in the hall, pupil access has been stopped for this area due for safeguarding purposes.
115. Copies of these risk assessments shared with Consumer to detail risk control measures in place. Principal and Director of Finance have fortnightly meetings with construction team to discuss any issues
116. Contractors are working in many but discrete areas and are segregated from pupils

#### **Face Masks and Coverings**

117. School sends a pictorial diagram out weekly indicating when staff and pupils should wear face masks. This information is based on Government guidance and updated and circulated on a weekly basis via email to all staff.
118. The pictorial diagram indicates when staff and pupils should wear face masks; corridors, lessons, meetings and provides information if advisory or mandatory
119. London COVID level at lockdown since 5<sup>th</sup> November 2020, additional control measures provided by the school are detailed in this risk assessment, however, this is a live document and will be updated as Government Guidance changes.
120. Parents and staff have been notified that face masks are now mandatory requirement on corridors and in meetings.
121. Teachers should make sure that all students have face masks on when exiting their classrooms and in to corridors
122. Posters will be displayed around the school to indicate this mandatory requirement; some posters will contain information on how face masks should be worn.
123. Staff will need to discuss with students who are not wearing face masks correctly and explain importance on this requirement.
124. Additional facemasks have been purchased should pupils not have one available due to them walking or cycling into school.
125. In order to protect staff, visitors and pupils staff and students will wear a face mask in communal areas and meetings at all times. This will include lesson change over. At the end of each lesson teachers will instruct pupils to put on masks and will check that masks are being worn correctly before they leave the classroom



## **5.0 Symptoms of Covid-19**

126. If staff or pupils become unwell with a new continuous cough, loss of taste/smell or a high temperature in the workplace they will be sent home and advised to seek a COVID test
127. Thermometers have been purchased to monitor any pupils presenting with a high temperature. Any pupil with a temperature of 37.4 will be sent home and a COVID test recommended
128. Pupils presenting with COVID will only be allowed back in school once the parent has received a 'negative' test and confirmation sent into the school and held on pupil file
129. In the case of a staff member or child becoming unwell a test can be arranged with Public Health England/NHS. These are now available for everyone through the Government web site
130. Should a member of pupil or staff household have confirmed COVID virus the person must self isolate for 10 days from when symptoms first started. All family members living in the same household will need to self-isolate for 14 days when symptoms first started
131. Line managers will maintain regular contact with staff members during this time
132. If advised that a member of staff or public has developed Covid-19 and were recently at the school, a senior member of the support staff will contact [publichealth@walthamforest.gov.uk](mailto:publichealth@walthamforest.gov.uk) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken
133. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Line managers will use the communication tree to inform SLT and subsequently the Principal of the person condition. In the case of a pupil becoming unwell the Head of Year will make regular contact and inform SLT of progress.
134. If staff members have contracted Covid-19 from work this must be reported to the HSE as COVID-19 is a RIDDOR reportable infection

## **5.1 Staff or Pupil Presenting Symptoms of COVID-19**

135. If a pupil becomes unwell with symptoms of COVID-19 while and needs **direct personal care** until their parent or carer arrives. A fluid-resistant surgical face mask should be worn by the supervising adult **if a distance of 2 metres cannot be maintained**. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment at the time determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
136. If a pupil or member of staff becomes unwell with the symptoms of COVID-19 whilst in school they should be placed into the meeting room until their parent/carer/next of kin comes to collect. A sign should be placed onto the door for the members of staff not to enter. Windows should be opened to enable good ventilation but the main door closed.
137. Should the unwell pupil require a toilet they are to use the disabled WC, this should be cleaned following use.
138. The meeting room will have sanitiser, bin, poster for 'catch it, bin, it', poster for hand sanitiser
139. The disabled WC in reception will be used for staff members to don and doff required PPE. The room will contain: notice to indicate this is a secure and clean room and WC not to be used, tables to hold the PPE, sanitiser, the room has hot and cold running water, information on how to don and doff PPE, a foot pedal bin to hold any contaminated PPE,
140. Any member of staff who has been in close contact do not need to go home and self-isolate unless they develop symptoms. The only time this would happen if the symptomatic person tests positive or they have been requested to be NHS Track and Trace.
141. When disposing of waste PPE the bin should be double bagged and emptied by the cleaner who will have a face mask and gloves. The cleaner should be notified if this room is used for purposes of PPE. The room will also be cleaned every day.
142. Staff will be sent information on how to don and doff PPE and a poster on how this is undertaken displayed in the Reception WC
143. The list of qualified first aid staff are displayed around the building wherever possible a qualified first aid person will be on duty, however, all staff will be sent information on how to identify the symptoms of COVID, this risk assessment of what do and where they should be seated along with instructions on how to use PPE if needed
144. The school has been allocated 10 testing kits for staff or pupils who in exceptional circumstances the school believes may 'have barriers to accessing testing elsewhere'.
145. The school is only able to access 10 testing kits in any 21 working day period
146. Wherever possible Fire Wardens will be available, however, this may not be possible. All staff will act as information fire wardens in the event of fire alarm sounding and escort pupils to the fire assembly point in the rear playground. Information will be sent to all
147. The school fire risk assessment will be reviewed for any changes related COVID.

## **6.0 Vulnerable and Critically Vulnerable Staff Children, and members of the children family**

### **6.1 Staff**

148. Staff who are clinically extremely vulnerable must continue to follow shielding measures and advised to work from home if directed by NHS. The school currently doesn't have anyone within this category. Should any staff member enter this category an individual risk assessment will be conducted with the individual
149. Staff who are clinically vulnerable should work from home where possible, IF, clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Where there is a likelihood staff will have to spend time within 2 metres of other people, the school and member of staff will carefully assess and discuss whether this involves an acceptable level of risk.



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150. Staff living with family members which are extremely clinically vulnerable are expected to be in work, however, an individual risk assessment based on their specific needs will be conducted with the individual.

### **6.2 Pupils**

- 151. Children classed as clinically extremely vulnerable will still be expected to shield and be supported at home if directed by the NHS
- 152. Parents who have Children who are Clinically vulnerable (but not clinically extremely vulnerable) advised to follow medical advice as directed by the NHS
- 153. The number of shared resources removed from site by pupils and staff will be limited

### **6.3 Shielded/clinically vulnerable household members**

- 154. If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the government guidance will be followed and they will be advised they can attend
- 155. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, the government have advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, the children are able to understand and follow those instructions. This may not be possible for all children as they may not have capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, these children will not be expected to attend. They will continue to be supported to learn or work at home.

All COVID Secure Risk Assessments are under constant review and applies, in current format, to the period from June 1st to the summer break unless further guidance is provided by the DFE/ Public health England.

### **Further Control Measures Required:**

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### **Assessment Carried Out By:**

Name	Rob Pittard	Date	20 <sup>th</sup> November 2020
Job Title	Director Finance & Resources	Review Date	Ongoing
Signature:			