

Charlton Park Academy Trust (CENMAC, Rainbow House, the Greenwich Centre and the Trinity Centre) COVID-19 Risk Assessment 3rd February 2021 version

This risk assessment has been developed collaboratively, with many thanks to the support of all staff, their local trade unions, parents, World Health Organisation guidance, Public Health England, NHS, DfE and specialist health & safety advisers.

Latest Updates (03.02.21)

Secondary schools participating in the rapid asymptomatic testing programme should follow the Coronavirus (COVID-19) asymptomatic testing in schools and colleges guidance [Coronavirus \(COVID-19\) asymptomatic testing in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges) for handling any positive tests as a result of that programme and primary schools should follow the Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools guidance. [Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools)

Update of definition of close contact

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - sexual contacts
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

Test and Trace Support Payments

There may be individuals working in schools, such as supply staff, where when asked to self-isolate, are unable to work from home and will lose income as a result self-isolating. These individuals may be entitled to a Test and Trace Support Payment of £500, payable as a lump sum from their home local authorities, to ensure they are able to play their part in controlling the virus by isolating at home. To be eligible for a Test and Trace Support Payment, the individual must be living in England, meet the [eligibility criteria](#) and be formally advised to self-isolate by NHS Test and Trace, who will provide the individual with an NHS Test and Trace Account ID.

Attendance - additional guidance on Vulnerable Children and Young People

Education settings should also continue to encourage vulnerable children to attend and review whether there are other children and young people who might be newly vulnerable and benefit from on-site attendance. There is also additional guidance on attendance coding.

Estates

Advice on maintaining any mechanical ventilation systems. Also, where buildings have been limiting attendance to just vulnerable children and children of critical workers or had reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. [Legionella risks during the coronavirus pandemic - HSE news](#)

Accountability expectation

For the 2020 to 2021 academic year, data will not be published based on exams and assessments from summer 2021 on school and college performance tables. More details about the school and college accountability is due to be published in due course.

Charlton Park Academy - COVID-19 Map for schools

<https://schoolcovidmap.org.uk/school/WP020020>

Government Guidance

The link to reviewed guidance is as follows:

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

Updated Government publication 5th January 2021:

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-school-college-and-university>

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Separate guidance for SEN school provision 14th January 2021:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

A National Lockdown was implemented from the 5th January 2021. Schools should regularly check the national restrictions in place: <https://www.gov.uk/find-coronavirus-local-restrictions>

Exemptions for gatherings:

- For work or providing voluntary or charitable services, including in other people's homes.
- For childcare, education or training – meaning education and training provided as part of a formal curriculum.
- For supervised activities provided for children, including wraparound care (before and after-school childcare), groups and

- activities for under 18s, and children’s playgroups.
- For formal support groups, and parent and child groups including nurseries.

Mass asymptomatic testing in specialist settings (updated 31.12.20)

The guidance for specialist settings has finally been released. You can find it here: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings>

The overall government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. 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 the 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

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

As part of planning for the Spring Term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed and incorporate updated guidance), to consider the additional risks and control measures. Settings 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). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

This risk assessment sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice. Some are suggested measures that may be or may not be applicable.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools.

PPE is only needed in a very small number of cases including:

Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases if:

- an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
- a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used

<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>

Guidance on aerosol generating procedures (AGPs)

<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#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies>

Protective measures

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) Minimise 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 the setting.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all settings, all the time.

Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

Face coverings in education

Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This was already the case for pupils in year 7 and above, and staff and visitors for those schools that were in areas where local alert level 'high' and 'very high'.

Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.

Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.

Access to face coverings

Schools should adhere to the following:

1. Where face coverings become damp they should be replaced
2. Where pupils or staff do not have means to provide a mask, the school will maintain a supply to assist
3. The school will ensure that no-one is excluded from an educational setting for not having a face covering

Social distancing:

We know that certain young people at CPA cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to school, we are taking this into account. CPA will therefore work through the hierarchy of measures set out below:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. These are not alternative options and both measures will help, but the balance between them will change depending on:

- Children's ability to distance
- The layout of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. 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. Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Where this is not possible with younger children, teachers in primary schools can still work across groups if it is required to enable full educational provisions. Supply Teachers, peripatetic teachers and temporary staff may move between school bubbles if required to ensure safe staffing levels for pupil welfare are maintained.

Government guidance advises the following:

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if implemented partially, and to the setting reasonable endeavours.

Measures not in the classroom:

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. Large gatherings such as assemblies and collectiveness should be avoided. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising. Staff must sanitise areas after their use, ready for others to use the space safely with minimal risks.

Measures for arriving at and leaving school:

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils or staff who use them arrive at school, if they need to be removed only. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, encouraged and to use hand sanitizer on entry to school, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are **NOT** shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

Engage with the NHS Test and Trace process:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed. Charlton Park Academy policy is to isolate for 14 days following World Health organisations best practice guidelines if people are confirmed as being in close contact with confirmed cases of COVID-19.

Transport arrangements:

Transport to and from school should be regularly reviewed, assessed and the following considered:

GSPLus and RBG have with the school put in measures for increased social distancing on dedicated transport and have grouped pupils into bubbles as much as possible. Additional rounds and staggered start to the day have been implemented and kept under weekly review with senior managers in all settings.

- How can this be managed safely or adapted to for in line with current social distancing requirements?
- Do school start times need to be adjusted to accommodate staff and students getting to school safely?
- When using public transport, rules that apply to the general population will apply.

Dedicated school transport – no public use

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- Social distancing should be maximised within vehicles wherever it is possible, between individuals or 'bubbles'
- How to maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents.
- How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- Use of hand sanitiser upon boarding and or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- Distancing within the vehicle wherever possible
- The use of face coverings for children over the age of 11, is strongly encouraged for all unless exempt, where appropriate, for example, if they are likely to come into very close contact with people outside of their group.

Premises Management

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six-part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

All the usual pre-term building checks are undertaken to make the school safe.

Where local restrictions apply

To conform to WHO new advice, schools and colleges should take additional measures in locations where transmission of the virus is high. These areas are defined as areas of national government intervention.

Schools and colleges will need to communicate quickly and clearly to occupants in areas where new local restrictions have been imposed.

NB.

This Risk Assessment is a working document and as such, is under constant review. Any serious or significant issues should be submitted by staff on MyConcern, which will be monitored daily by the SLT. Premises related issues should be submitted on Every, which will also be monitored.

VERY URGENT ITEMS SHOULD BE IMMEDIATELY REPORTED TO NIALL FALLON AT THE TIME IF ON SITE. IF NIALL IS NOT AVAILABLE, REPORT TO MARK DALE-EMBERTON.

Health and Safety Risk Assessment – COVID-19

Risk Rating	Likelihood of Occurrence
High	Probable Greater than 50% chance of occurring More than once a day
Medium	Possible Between 10 and 50% chance of occurring More than once a week
Low	Remote Less than 10% chance of occurring Less than once a week

Academy	Charlton Park Academy				
Sites	Charlton, Trinity and the Greenwich Centre	Main Site	Charlton Park Road, Charlton, London, SE7 8HX		
Subject of Assessment	<p>A safe approach to the return of all students and staff.</p> <p>This Risk Assessment applies to ALL sites used by Charlton Park Academy.</p>				
Assessed by	Niall Fallon and Gianni Silvestri	Date	03.02.21	Review date	Under constant review.
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, hydro pool pick-up and drop off (where applicable), First Aid and external visitors to the school.		Persons Affected		

		Students, Parents/Carers, Employees, Governors, Contractors and Visitors.
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Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
<p>1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.</p> <p>Stress or anxiety caused due to lack of support, information, or staff consultation.</p>	<ul style="list-style-type: none"> ▪ The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection). ▪ Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2 metres apart from others, should follow staff members instruction and should not congregate outside the school. ▪ Parents issued specific school protocols for school attendance for them to explain to their children. ▪ Parents of those with care plans are individually consulted in order that plans are reviewed to include any new safety measures. ▪ Staff are briefed and consulted on school procedures and the plans for re-entry of students. ▪ Employees have had sufficient training and briefing regarding infection control and school protocols. ▪ Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-people 	MEDIUM	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<p><u>peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</u></p> <ul style="list-style-type: none"> ▪ In relation to mental health and stress support, details are available to staff including confidential employee help lines and information that can be provided to students. An app called Thrive is to be supplied for all staff, parents and pupils to support self-management of stress and anxiety. ▪ Staff can access the free helpline <u>Education Support Partnership</u> for school staff and targeted support for mental health and wellbeing. ▪ There are communication and support networks in place for staff and if there are concerns, staff can raise them quickly and effectively. ▪ Hazard reporting mechanisms are in place and easily accessible - Every and/or MyConcern. ▪ Communication via alerts and verbal discussions with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. ▪ COVID-19 guidelines are published in the school's website. ▪ Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures. 		

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<ul style="list-style-type: none"> ▪ When possible, staff will be permitted to work from home. ▪ Staff who work from home should access training on the Judicium portal. A login can be requested from HR. ▪ Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications. ▪ Individuals who are identified as Clinically Extremely Vulnerable should resume shielding, not attend school and refer to updated guidance: <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> ▪ Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made. ▪ The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate. ▪ Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance. ▪ An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required. ▪ Staff undergo twice weekly lateral flow testing site. ▪ Vaccinations have been offered to all staff. <p>*If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent</p>		

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<p>home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.</p> <p>If a student is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the student and with appropriate adult supervision. A window will be opened for ventilation.</p> <p>Where the student or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless their child subsequently develops symptoms.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.</p> <p>As CPA is observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole site will not generally be necessary. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-</p>		

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)	
		<u>implementing-protective-measures-in-education-and-childcare-settings</u>		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> ▪ Drop off / entry to the school. 	<p>Entry to the school</p> <ul style="list-style-type: none"> ▪ Drop-off and collection points are in place, staff are informed by telephone when to collect their students at the beginning of the school day and when to escort them to buses at the end of the day. Thus, preventing cross over (1-way system) and staggered movement. ▪ Students who are dropped off can do this in the usual way, but drivers MUST NOT leave the vehicle. ▪ Students must enter via the designated, signed (specifically for this time) entrance to the building. ▪ Students are required to complete hand washing on entry to the school; hand washing station located at the student entrance to school. ▪ Entrance doors are held open, reducing the number of occupants touching the doors. ▪ Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school monitored by school leaders. ▪ Good hand washing signage to instruct students how to do this effectively is displayed. ▪ Classroom entry will be in accordance with social distancing, student line up with 2 metre distance in place and enter when instructed to do so. Floor markings in place. ▪ A one-way system for parents arriving and leaving has been introduced. ▪ Staggered start times are in place to keep groups apart. 	MEDIUM	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<ul style="list-style-type: none"> ▪ To prevent congestion parents and students have been informed of their groups (year group) start time. ▪ The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group. ▪ Students will not be permitted to gather with students outside of their group at the start and end of the day. ▪ The school have implemented a process for removing face coverings when pupils of staff who use them arrive at school. ▪ Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home. 		
<p>3. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> ▪ Pickup/leaving the school. 	<p>Exiting the school Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</p> <ul style="list-style-type: none"> ▪ Students who are picked up can do this in the usual way, but drivers MUST NOT leave the vehicle. ▪ Students must leave via the designated, signed (specifically for this time) exit from the building with staff from their class `bubble` . ▪ Exit doors are held open, reducing the number of occupants touching the doors. ▪ Students are reminded to wash hands as they leave the school building. ▪ Hand-wash stations are located at the exits from the school (classroom or other). 	LOW	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
<ul style="list-style-type: none"> ▪ Good hand washing signage to instruct students how to do this effectively. ▪ Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas. ▪ Finish times have been staggered for each class to prevent large numbers students leaving at the same time. The times are directly linked to bus arrival times, senior staff are on bus duty and inform reception when to call for students ensuring that times are staggered and that there is no opportunity for a `bottle neck` situation to arise. ▪ A one-way system for parents arriving and leaving has been introduced. <p>*Phased departure will be managed by staff who will ensure that pupils do not congregate and ensuring that any `pinch points` are managed by staff through person traffic control.</p> <p>Parents, carers and CPA do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus (COVID-19). Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus (COVID-19), and where to get further advice.</p>			
4.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:	LOW	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
<ul style="list-style-type: none"> ▪ Classroom use / activities. 	<ul style="list-style-type: none"> ▪ Classrooms differ in size; student numbers are dependent on the classroom. ▪ 'Bubbles' of an appropriate size will be implemented to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching or access to support and specialist staff and therapists. ▪ 'Bubbles' will be kept apart from other groups where possible and students will be encouraged to keep their distance within groups. Where possible, steps will be taken to limit interaction, sharing of rooms and social spaces between groups. ▪ Each student will be provided with a sealable plastic wallet that is for their use only containing all the equipment required. This will differ according to ability/pathway. ▪ Folders and worksheets will be stored in individual trays. Where staff are required to support individual students, PPE should be used. ▪ Individual and very frequently used equipment such as pencils and pens are not shared. ▪ Staff and pupils have their own items. ▪ Classroom based resources are only shared within a bubble. ▪ These resources are cleaned regularly as are classroom surfaces. ▪ Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use. ▪ Assemblies will not take place for the foreseeable future. 		

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)	
		<ul style="list-style-type: none"> ▪ Assessment folders will be collected from specific classes to support tracking and monitoring, ample time will be given to store (quarantine) both on collection and upon return to prevent any transmission of COVID-19. ▪ Outdoor learning will be encouraged, equipment will be provided to support such learning such as benches and tables. Rota system to be devised between teachers and their respective teams to prevent overcrowding, clearly identified areas marked for classes. Cleaning will be in place to prevent any cross contamination, timetabled against class rotas. ▪ Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. Not mixing with students from other classes. ▪ The number of teachers (and other staff) that mix with a class is restricted to a `bubble`, consistent staff to be utilised. ▪ In the case of staff absence, school leaders will make arrangements that may include restricting student numbers on-site, using `bubble` groups of staffing allocated for certain classes only. ▪ Staff must ensure that they communicate any absence where possible by 7.30am on the day of absence. ▪ All toilets to be cleaned regularly (2-hour intervals) and signed by cleaning staff. ▪ Classrooms will always be ventilated. If a classroom is not ventilated properly it will not be used. ▪ Where appropriate, protocols relating to Covid will be added to students' individual risk assessments. 		

Hazards and Risks		Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<ul style="list-style-type: none"> ▪ Library use/activities 	<ul style="list-style-type: none"> ▪ The SLT are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols. ▪ Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and act where appropriate. ▪ The Librarian will operate the library without anyone else entering this area except for cleaners before/after school. ▪ A labelled box in the reception waiting area for staff to put returned books into – they can email the librarian with requests for books. ▪ The librarian will bring the books to classrooms. ▪ One pupil, on work experience and wearing PPE, can use the room under librarian supervision. 		
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> ▪ Dining. ▪ Moving around the school. ▪ Break-time/playgrounds. 	<ul style="list-style-type: none"> ▪ Students are advised to clean hands before and after eating lunch in the classroom. ▪ Three lunch sittings will be organised to prevent overcrowding. This will be under constant review directly linked. ▪ Separate lunch breaks are designated for each small teaching `bubble`. Students to remain in their `bubble`. ▪ Tables are cleaned before and after lunch. (BS/EN1276: recognised industrial standard). ▪ Coats and bags will be permitted in classrooms only, pegs will be provided. 	LOW	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<ul style="list-style-type: none"> ▪ Student will bring in necessary equipment only, a list will be sent to parents & carers. ▪ Students and staff are required to wear face masks in all communal areas on site unless exempt from doing so. <p>Moving around the school:</p> <ul style="list-style-type: none"> ▪ Movement to different areas within the schools is reduced as much as possible. ▪ Suitable external doors are used to move students from one area to another. ▪ Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. ▪ Additional furniture, coats, bags are not permitted in the school corridor. ▪ Corridors are sterile environments and kept as clear as possible. ▪ Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible. ▪ Corridor floors are demarcated to show direction and safe distance signage. ▪ Times are allocated for each class to reduce the need to pass one another in open spaces. ▪ Where possible students will move with their group only and will not mix with other groups. ▪ Staff will generally manage student movement but keep a suitable social distance from students and other staff. 		

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)	
		<ul style="list-style-type: none"> ▪ Toilets and facilities in specialist areas, e.g. the hydro pool, are only to be used by those using that particular area and are to be cleaned at the end of each session. <p>Break-times/Playgrounds</p> <ul style="list-style-type: none"> ▪ Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. Reviewed according to student numbers. ▪ Students are permitted to use the time for being away from lessons or outside. They are required to remain 2m apart and take part in low risk exercise only. Team sports are not permitted. ▪ Daily inspection and enhanced cleaning programmes in place for external areas. ▪ Corridor floors are demarcated to show direction and safe distance signage; mixture of signs, symbols and photographs to assist with understanding. ▪ Staff will be expected to model safe practice, failure to do so will follow school policies in line with professional teaching standards/LSA standards. ▪ Times are allocated for each class to reduce the need to pass one another in open spaces. ▪ Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. ▪ Specialist rooms such as the sensory room will be used by two students at a time, and will be used by a bubble on a scheduled basis (e.g. Monday am bubble 1/Monday pm bubble 2, cleaned in between) the room will be cleaned after each bubble has used the room. 		

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<ul style="list-style-type: none"> ▪ Communal areas and gatherings such as assemblies are not permitted. 		
6.	<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p> <ul style="list-style-type: none"> ▪ Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'. ▪ If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm. ▪ Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> • Entry and exit from the school. • After using the toilet. • When returning from breaks. • On entry to the dining hall. • Before and after eating. • On entry and exit from each classroom. ▪ Hand washing stations are located on each floor, within each classroom and on entry to the dining hall. ▪ Mobile handwashing stations will be installed and used for handwashing only. ▪ Cutlery and crockery to be cleaned safely at high temperature. ▪ All those entering the school will be required to sanitise their hands. ▪ Help is available for young people who have trouble cleaning their hands independently. ▪ Unnecessary touching of the face is discouraged. ▪ Toilets and wash stations have single use paper towel for drying hands. 	LOW	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
<p>7. Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>	<p>The school has implemented additional cleaning regimes, including the following:</p> <ul style="list-style-type: none"> ▪ Frequent cleaning of classrooms, toilets, common areas and dining halls. ▪ Frequent cleaning of all touched surfaces, such as door handles, handrails, tabletops, play equipment and toys. ▪ Use of fogging machine to decontaminate viral outbreaks and reduce the risk of infectious disease outbreak. ▪ A strict usage and cleaning protocol is currently in place for the gym. Staff must manage social distancing themselves out of school time and clean equipment using sanitizer provided. ▪ Classrooms furniture and soft furnishings have been reduced to improve the ability to effectively clean. ▪ All toilets will be cleaned regularly (2-hour intervals) and signed by cleaning staff. ▪ Common areas will be cleaned once a day. ▪ Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person. ▪ If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	<p>LOW</p>	<p>✓</p>

Hazards and Risks		Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ / X (If ✓ see Actions)
8.	Spread/contraction of COVID-19 due to lack of social distancing measures, particularly school employees.	<ul style="list-style-type: none"> ▪ Employees must always conform with social distancing requirements. ▪ School offices are reduced in occupation. ▪ Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other. ▪ Each staff area has been assessed, a maximum number of staff per room has been placed on the door. ▪ Students will practice social distancing from staff where appropriate. ▪ Employees will be provided with and wear PPE when required in accordance with government guidance. 	LOW	✓
9.	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: <ul style="list-style-type: none"> ▪ Dealing with general First Aid. ▪ Lack of trained First Aiders. ▪ Dealing with a suspected case of Covid-19. ▪ Inappropriate handling / removal of clinical waste. ▪ Intimate care procedures. 	<ul style="list-style-type: none"> ▪ A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19. ▪ The FA assessment considers numbers and ages of students, numbers and training of employees. ▪ This information forms the decision on what activities and groups can safely be managed within the school. ▪ This includes sufficient first aiders for the school to the number of students. ▪ The school has a specific room dedicated for suspected cases of COVID-19. ▪ Staff or students who display symptoms of the virus ▪ Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate. 	LOW	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)	
		<ul style="list-style-type: none"> ▪ Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained. Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided. ▪ The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. ▪ Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. ▪ Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. ▪ All building users advised re monitoring their own health, reporting of symptoms and self-isolating. ▪ Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer. ▪ First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor. ▪ First aiders have completed appropriate training for 'donning and doffing' PPE. ▪ First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 		

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<ul style="list-style-type: none"> ▪ PPE is disposed of in accordance with NHS COVID-19 waste management guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ▪ The first aid room is cleaned frequently and after each use (when first aid care has been provided). ▪ Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication. ▪ Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> ▪ Put in a plastic rubbish bag and tied when full. ▪ The plastic bag is placed in a second bin bag and tied. ▪ It is put in a suitable and secure place and marked for storage until the individual's test results are known. ▪ Waste is stored safely and kept away from children. ▪ Waste is not put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. ▪ If the individual tests negative, this can be put in with the normal waste. 		

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<ul style="list-style-type: none"> ▪ If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste. ▪ If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
<p>10. Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> ▪ Parents ▪ Maintenance contractors ▪ External Teachers ▪ Inspectors ▪ Delivery personnel ▪ People hiring the premises. 	<ul style="list-style-type: none"> ▪ During national restrictions visitors are restricted to those who are absolutely necessary (E.g. peripatetic teachers), no parent meetings or organised performances are permitted ▪ Parents are not permitted to enter the school. ▪ Parents have been informed to call the school office or email if they have any questions or concerns. ▪ If parents need to drop off items for students, they should be left at the school main entrance for staff to collect. ▪ The SLT are able to meet via video link parents if face to face meetings are required; ▪ For those who must enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff. ▪ Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk. ▪ Touch screen sign in equipment in Reception to be wiped after use. ▪ A record of all visitors, including contractors, to site will be kept and maintained. 	LOW	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
	<ul style="list-style-type: none"> ▪ Visitors will only be permitted into the school if they have an appointment; ▪ A record of all visitors, including contractors, to site will be kept and maintained; ▪ Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; ▪ The school contact is required to attend reception in good time to meet their visitor; ▪ Meetings with visitors will be via video conference or phone where possible; ▪ If not possible social distancing measures will be adhered to at all times; ▪ Face to face meetings in small rooms or within 2m are not permitted; ▪ Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; ▪ Deliveries will be accepted at designated quiet times only. ▪ Delivered items will be left outside of the school building for staff to collect. ▪ All personal deliveries will cease for the foreseeable future unless the item and its delivery has been agreed by the SLT. <p>National Lockdown Restrictions:</p> <ul style="list-style-type: none"> ▪ Outdoor sports venues, including tennis courts, and swimming pools, cannot be hired to external users. ▪ Early Years settings (including nurseries and childminders) remain open 		

Hazards and Risks		Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
		<ul style="list-style-type: none"> ▪ Vulnerable children and children of critical workers will continue to use registered childcare, childminders and other childcare activities (including wraparound care) ▪ Organised sport for disabled people is allowed to continue ▪ Sports, leisure and community facilities can remain open for schools to use. 		
11.	Spread/contraction of COVID-19 in Rainbow House.	<ul style="list-style-type: none"> ▪ Rainbow House must not be used for any purpose other than residential provision or respite. ▪ The number of visitors/staff/agency staff entering Rainbow House to be limited as below – ▪ Maximum of one visitor at any one time. ▪ Staff/Agency - Three currently: one person working Monday and Tuesday overnight, one person working Wednesday and Thursday overnight and one as back up when other two are unable to work. ▪ Visitors/ school staff must wear masks and sanitise hands when entering and only enter if visit is essential. Only stay as long is necessary and to wash hands if not moving straight on. ▪ Staff must meet parents/visitors at reception/entrance. ▪ One child per bedroom per night. ▪ Bedrooms and bathrooms which are in use must be cleaned daily. ▪ The kitchen must be cleaned daily. ▪ If a bed is to be used by another child, the beds are cleaned and remade with fresh bedding. ▪ Rooms/corridors to be ventilated during the day. ▪ Staff using public transport must use a mask which is either disposed of or put into a sealed bag for washing, 	LOW	✓

Hazards and Risks	Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)	
		<p>and a new mask is to be used in Rainbow House. Hands sanitised when exiting the bus and taking off the mask.</p> <ul style="list-style-type: none"> ▪ Staff and children (if tolerated) must wear a mask when travelling in the school minibus. ▪ Staff must use sanitiser at the entrance/exit, and then wash their hands at the beginning of each shift and regularly throughout the shift. ▪ Masks, gloves and aprons must be used during personal care and when feeding and giving medication. ▪ Hands must be washed before putting on PPE and afterwards when taking off. ▪ Changing tables must be cleaned daily. ▪ Tables must be cleaned before and after each use, and an additional table must be used to socially distance. ▪ Staff must clean computer stations before and after use. ▪ Staff must clean all equipment such as mats, bean bags, sensory toys and jigsaws after each use. Individual items to be allocated where possible. Sheet to be used on the hammock and bean bags for individual children which must then be washed. ▪ An area will be fogged/disinfected if anyone has symptoms/has tested positive for Covid. ▪ If anyone shows symptoms of Covid, they must be isolated in one room and full PPE and face shields must be used. Parents/Carers must be contacted to collect their child if appropriate. ▪ Masks must be used by staff when working less than 2 metres from children or other staff. ▪ Night staff must clean all door handles. ▪ Staff must clean the handlebars, wheel rims and brakes of wheelchairs each evening. 		

Hazards and Risks		Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
		<ul style="list-style-type: none"> Throws and cushion covers must be washed at the end of each week. 		
12.	Spread/contraction of COVID-19 due to lack of social distancing measures.	<ul style="list-style-type: none"> Staff use individual areas for hand drying/ sanitising. Toilet use protocols are managed by teachers if located adjacent to classrooms. Students use managed by staff and communicated to students. Toilet in use signs are in use. Toilets are cleaned throughout the day. Students and staff are encouraged to close toilet lids where applicable before flushing. 	LOW	✓
13.	Lack of staffing/insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed daily, based on potential staff illness or self-isolation. Students are always suitably supervised. An individual risk assessment is offered to all staff on a request basis. The document includes a BAME section based on guidance from CPA's HR legal advisors. This should be requested direct to Kay Wallace or Nina Randall-Webb by email or phone. 	LOW	✓
14.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open. Premises staff levels are maintained and suitable for the use of the building. Appropriate cleaning and premises staffing levels are in place. Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste. 	LOW	✓

Hazards and Risks		Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
		<ul style="list-style-type: none"> ▪ Contingency in place for sudden premises staff absence. ▪ A 'Managing Premises Functions' separate risk assessment has been completed. ▪ Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 		
15.	Hazardous substance management.	<ul style="list-style-type: none"> ▪ Suitable storage and management of flammable hand sanitizer is in place. ▪ All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately. ▪ Material safety data sheets are held for all chemicals and readily available to all staff. ▪ All cleaning chemicals are stored safely and securely in accordance with requirements. ▪ COSHH safety training has been completed by all those using chemicals for cleaning. ▪ Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	LOW	✓
16.	Fire and evacuation procedures review.	<ul style="list-style-type: none"> ▪ Evacuation to including the following: have been reviewed: <ul style="list-style-type: none"> • Safe assembly following social distancing requirements. • Training occupants of any changes to evacuation - fire safety training is available from the Judicium e-learning portal. 	LOW	✓

Hazards and Risks		Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
		<ul style="list-style-type: none"> • Ensuring there are enough fire wardens on-site with the ability to sweep all used areas of the school. Fire warden training is available from the Judicium e-learning portal. • Use of the school is kept to specific areas where possible. ▪ All other fire system testing and maintenance has continued as normal. 		
17.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> ▪ The Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u>. ▪ The Catering Manager has reviewed and implemented FSA <u>guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u>. ▪ HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus. 	LOW	X
18.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> ▪ In line with Government advice, overnight and overseas educational visits will not be carried out during national lock down periods. ▪ A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. 	LOW	X
19.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> ▪ If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus 	LOW	X

Hazards and Risks		Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
		<p>infection. COVID-19: guidance for households with possible coronavirus infection</p> <ul style="list-style-type: none"> ▪ Parents/Carers are informed that a responsible adult should be on standby to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding. ▪ The school has identified the Local Health Protection Team (HPT) so they can be contacted immediately in the case of a case, the HPT details are available to the SLT. ▪ The school keeps informed of Government and Department for Education guidance and updates ▪ To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate. ▪ A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only and providing remote education for all other pupils. 		
20.	Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions or national lockdown requirements apply.	<ul style="list-style-type: none"> ▪ Students and staff are required to wear face coverings when moving through communal areas when and if the school is under local area government local intervention measures; ▪ Face coverings are not mandatory in classrooms; 		
21.	Spread/contraction of COVID-19 during an out-of-hours activities, and wraparound childcare.	<ul style="list-style-type: none"> ▪ Out-of-school activities may only continue if their primary purpose is providing registered childcare, or where offering other childcare activities, where this 		

Hazards and Risks		Control Measures	Residual Risk Level (High, Medium, Low)	Further Actions ✓ /X (If ✓ see Actions)
		<p>necessary to enable parents to work or search for work or to undertake training or education.</p> <ul style="list-style-type: none"> ▪ Wrap around sessions and after school clubs can only be attended by pupils of the school where sessions are run ▪ All such activities follow the COVID-19 management procedures set out above for all school activities. ▪ See Wraparound risk assessment for full controls / detailed assessment. 		
22.	Spread/contraction of COVID-19 during performing events	<ul style="list-style-type: none"> ▪ During National Lockdown, performances with an audience will not go ahead. In these cases, live streaming and recording performances (subject to the usual safeguarding considerations and parental permission) will be made available ▪ When local restrictions through the Tier System are in place and National Lockdown is not in place, the planning of an indoor or outdoor performance in front of an audience will follow the latest advice in the DCMS <u>performing arts guidance</u>. When planning an outdoor performance the <u>guidance on delivering outdoor events</u> will be followed. 	LOW	✓

ACTION PLAN			
(Additional Control Measures Required/Recommended Actions)			
	Hazards and Risks	Recommended Actions	Person(s) Responsible and Date Completed
1	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	Re-entry procedure circulated Infection control training Relevant Govt guidance – staff to sign when read Circulate support information	SLT
2	Drop off / entry to the school. Signage in place.	Confirmation and communication of procedure	SLT/Premises
3	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> ▪ Pickup/leaving the school. 	Protocol circulated	SLT
4	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> ▪ Classroom use / activities. ▪ Library. 	Protocol circulated Contactless protocol to include resource cleaning	SLT Librarian
5	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> ▪ Dining. ▪ Moving around the school. ▪ Break-time / playgrounds. 	Communicate to staff	SLT

6	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	Communicate to staff	SLT
7	Spread/contraction of COVID-19 due to lack of adequate cleaning measures: <ul style="list-style-type: none"> ▪ Toilets will be cleaned in the morning, after break, after lunch and at the end of the day. ▪ Antibacterial wipes. ▪ Gym. 	Communicate to staff Signage sheet To be placed where agreed Use and cleaning protocol to be on display and available	SLT SLT Premises/Cleaners SLT/Premises
8	Spread/contraction of COVID-19 due to lack of social distancing measures, particularly school employees. <ul style="list-style-type: none"> ▪ Each staff area has been assessed. ▪ Social distancing. 	Communicate to staff Consequences of staff non-compliance	SLT Principal/SLT
9	Spread/contraction of COVID-19 due to insufficient First aid measures. <ul style="list-style-type: none"> ▪ A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19. ▪ Sufficient first aiders for the school to the number of students. ▪ The school has a specific room dedicated for suspected cases of COVID-19. ▪ Waste disposal measures. 	To be completed if confirmed as required To be reviewed Confirm as conforming to guidelines Confirm measures and location of disposal station	Consultant Nurse SLT/Principal Principal Premises
10	Spread/contraction of COVID-19 due to lack of social distancing measures. <ul style="list-style-type: none"> ▪ Staff use individual areas for hand drying/ sanitising. Toilet use protocols are managed by Teachers if located adjacent to classrooms. ▪ Students use managed by staff and communicated to students. ▪ Toilet in use signs are in use. ▪ Toilets are cleaned throughout the day. 	Guidelines and procedures to be circulated Completion of enhanced ventilation system work in toilets.	SLT/ Premises Premises/external contractor
13	Lack of staffing/insufficient staff ratios.	SLT to review daily and inform staff	SLT

14	<p>Lack of suitable premises management</p> <ul style="list-style-type: none"> ▪ The school adheres to the government guidance on managing buildings that are partially open. ▪ Appropriate cleaning and premises staffing levels are in place. ▪ Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste. ▪ Contingency in place for sudden premises staff absence. ▪ 'Managing Premises Functions' risk assessment. 	<p>Acquire copy and adhere to Protocols</p> <p>To be completed if necessary/required</p>	<p>Premises</p> <p>Premises</p> <p>Premises</p>
15	Hazardous substance management.	Communicate what is in place to staff	Premises
16	Fire and evacuation procedures.	Update evacuation procedures and circulate	Premises
20	Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions apply.	To be reviewed weekly	SLT

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change daily. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If, however, additional controls or actions are assessed to be required please place a **✓** in the box and note the action in the action plan.

Any further actions identified should be completed before the assessed task is carried out.



Safer working practices for the CENMAC team when visiting other settings

Due to the current and ongoing COVID-19 pandemic, CENMAC have been adapting our services to keep pace with the fast-evolving situation, to follow Government guidance and, most importantly, to protect the students, staff and families that we work with.

As a result of the national crisis, we've had to make temporary changes to our working practices. To provide the safest and best possible service during these challenging times, we are increasingly making use of technology (such as video or telephone appointments and online resources) to carry out Virtual Visits, Remote Training and to ensure ongoing contact with our most vulnerable students.

Please bear with us during these unprecedented times, we will be continuing to adapt as we move into the new academic year and would ask you to contact your CENMAC link if you have any questions.

NB Due to the fluidity of the current situation, any planned/booked visits (either face-to-face or remote) may have to be cancelled or rescheduled at short notice.

Autumn term 2020

The CENMAC Advisory Team will always follow the most current guidance from the Government in relation to the COVID-19 pandemic. We will be limiting face-to-face visits in the Autumn term 2020 to only those which cannot be carried out remotely, or those where previous attempts at remote visits have been unsuccessful.

Visits which cannot be carried out remotely may include:

- The need to demonstrate hardware or software to students or staff who are unable to join remote sessions, e.g. a student with limited attention who may not be able to take part in a telephone or video call.
- The setting up of dictation software such as Dragon.
- The need to trial the use of a range of hardware or software with a student.
- Meeting with those with more complex needs, e.g. a hearing or vision impairment that makes video or telephone calls more difficult.
- The setting up of more complex hardware and software.
- Students transitioning to new settings which we haven't previously worked with.

In the event that face-to-face visits are deemed necessary, CENMAC staff will complete the 'Face-to-Face Visit Checklist' before making any arrangements.

The Government 'Guidance for full opening: schools' (2nd July 2020) states that:

"Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the

numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.”

As such we will seek advice from individual settings, and adhere to safety measures such as hand-sanitising on entry and exit, working from a distance, working with a screen in place, wearing a face covering, being mindful of touching doors and furniture, and minimising contact with others.

Safer travel

CENMAC recognise the need to make changes in our modes of travel between visits. As we work within high numbers of schools, colleges, nurseries and homes across London, we will need to be mindful of any areas of high COVID-19 outbreaks or ‘local lockdowns’ and follow up-to-date Government advice.

We will aim to minimise movement from one setting to another on one day, and if we have been out to a visit, whenever possible we will return to work from home for the rest of that day, to avoid unnecessary movement back and forth at the specialist setting where CENMAC is based.

Wherever possible, only one member of the CENMAC team will visit each setting that they are working with. If it is vital that two members of staff should visit, they will maintain social distance once on-site. During the first half of the Autumn term, CENMAC staff will opt for keeping an appropriate length of time between visits to different settings, with a minimum of 48 hours between each.

When travelling, CENMAC staff will try to avoid peak times and to walk or cycle if possible. If journeys on public transport must be made, CENMAC staff will follow the relevant safety measures such as wearing a face covering and maintaining social distance.

CENMAC staff will keep records of movements between settings and will follow the NHS ‘test and trace’ procedures (<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>)

Handling equipment

CENMAC will be encouraging students and family members to take ownership of their equipment, and, with support, to troubleshoot any minor technical problems themselves. We will ask adults working with students to limit their contact with students’ equipment. However, we realise that for many students, and especially those with more complex needs, this will not be possible.

Anyone who has direct contact with a student’s equipment should always wash or sanitise their hands immediately before and after use. Any equipment that is handled by anyone other than the student will also need to be cleaned regularly with disinfecting wipes or disinfecting spray on a soft cloth. If you are unsure about which cleaning products are suitable, please check with your CENMAC link. On face-to-face visits, the CENMAC team will aim to use their own equipment for demonstration purposes.

Face-to-Face Visit Checklist During Covid-19 (Autumn Term 2020)

*Student name:	*CENMAC team member name:
*Student ID:	*Signature:
*Date:	

During the COVID-19 pandemic CENMAC guidance recommends that face-to-face visits are kept to a minimum, only take place when essential and once all other options have been considered. Any visits should be based on managing the risks to the student/s, staff and/or family. This checklist should be viewed as an addition to relevant local and national guidance.

Is the visit essential?	Yes (Comments)	No (Comments)
What is the purpose of the visit?		

What other ways of assessing/meeting with this person have been considered?	Other ways to carry out the visit - (Comments)	Why they have been ruled out

Consider: Microsoft Teams, Skype, Telephone, other visiting carers, family or professionals?

Risk Assessment - Before the visit - HAVE YOU:

HAVE YOU	Yes (Comments)	No (Comments)	Don't Know
Checked who will be present during the visit			
Understand the policy on external visitors and COVID-19 of the nursery/school/college/home			
Identified the health status of any individuals where the assessment / visit is taking place? Was the child/young person previously on the shielded list?			
Does anyone have COVID-19 symptoms? Or is there any reported cases.			
Is anyone self-isolating due to exposure to COVID-19?			
Are they or anyone in the setting/property previously in the shielded group?			
Identified if the person has hearing or visual impairments?			

Explained requirements for social distancing? How will the visit be managed			
Made the person aware you may be wearing PPE which covers your face?			
Discussed this with your line manager?			
UNKNOWN INFORMATION ON INFECTION STATUS SHOULD BE TREATED AS HIGH RISK			

Preparing for the visit (risk planning) HAVE YOU:

HAVE YOU	Yes (Comments)	No (Comments)
Notified your line manager of the time, venue of your visit and your contact details?		
Considered if this requires a colleague to attend with you?		
Confirmed you will be able to maintain 2 metres physical distance throughout the visit?		
Identified what PPE you will need throughout the visit?		
Got your mobile with you?		
Confirmed your risk plan with your manager?		

Further Guidance
<p>For your safety; wash your hands before and after the visit as soon as possible. Touch minimal surfaces, maintain 2 metres social distancing, sanitise any equipment used and sanitise items such as car steering wheels.</p> <p>If you cannot be sure to maintain social distancing, ensure you use appropriate barrier PPE – mask, screen, goggles, gloves as appropriate</p> <p>REMEMBER PPE is to protect you and the person you are visiting</p> <p>DO NOT travel with other colleagues – use separate vehicles and dispose of PPE as per guidance.</p>