





Risk Assessment Covid-19 (Sep' 2020)

Activity/Person/Location	Managing COVID-19 risks – Reopening of Schools
Service Area	Mayesbrook Park School
Head Teacher	Cathy Stygal
Assessor(s) including employee representative	C Stygal
Date of assessment	24.09.2020
Review date	23.10.2020

Key	
	Social Distancing to minimise potential spread of COVID-19
	Hygiene protocols to minimise potential spread of COVID-19
	Additional considerations to manage and control risk


Resultant Risk Rating	
Please tick	
High	(✓ some aspects)
Medium	✓
Low (normal)	

Risk rating to be applied by each school following implementation of control measures. Select a risk rating to reflect the overall risk once control measures are in place. You are aiming to ensure that the risk is as low as reasonably practicable (ALARP)


What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. There is a confirmed case of coronavirus in a setting	Staff, pupils, contractors, visitors Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community. However, transmission of virus between pupil to pupil and between pupil to staff is negligible. People can catch the virus from others who are infected in the following ways:	 Protocol in place in line with Guidance for schools and educational settings contains detailed guidance for settings on: cleaning, testing and tracing, PPE and what settings should do in response to a case being confirmed. Schools should refer to this guidance and continue to follow measures, along with handwashing, cleaning, and self-isolation to lower the risk of transmission. If there is a confirmed case of coronavirus (a child, young person or a staff member) in a setting, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are strongly encouraged to get tested in this scenario. Employee refusal to arrange a test will need to be discussed with the manager and the employee. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Stay at home guidance is available here . Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting	Please consult the new guidance on Schools opening to carry out this risk assessment.	CS All SLT across MPS	18.08.2020 Ongoing	20.08.2020 Ongoing



	<ul style="list-style-type: none"> ●virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales ●the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc ●people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth ●Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death. The children are generally 	<p>should 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 the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>If a child with symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>As part of the NHS Test and Trace programme, if other cases are detected within the cohort or in the wider setting, Local Public Health Team has put Outbreak Action Cards and SOPs in various settings</p>	<p>Staff training to confirm protocol</p>	<p>CS</p>	<p>02.09.2020</p>	<p>02.09.2020 and ongoing</p>
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<p>Covid-19 Outbreaks on site</p>	<p>asymptomatic or have mild symptoms only and the transmission rate to other children or adults is low or negligible</p>	<p>on LBBD's website https://www.lbbd.gov.uk/coronavirus-covid-19. Please follow these.</p> <p>In case of an outbreak (please see definitions below), contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) as below:</p> <p>Contact Local PH team on pauline.starkey@lbbd.gov.uk</p> <p>They will</p> <ul style="list-style-type: none"> Respond to your enquiries Give advice if there are suspected coronavirus cases (i.e. before test result back) Gives ongoing support to settings managing outbreaks <p>Contact PHE (LCRC) on 0300 303 0450</p> <p>They will</p> <ul style="list-style-type: none"> Give initial advice when there is a person with confirmed coronavirus in a high-risk setting Want organisations to notify them of all confirmed (test positive) cases in high risk local settings (Notifications to be made via LCRC@phe.gov.uk or call 03003030450) If PHE confirm that there is an outbreak in any setting, they will still: <ul style="list-style-type: none"> Support setting to complete a risk assessment Run through infection prevention and control checklist Support with communications, if needed Alert local authority public health team who will provide ongoing support. Establish a multi-agency incident management team (if required) <p>Undertake a Risk Assessment</p>	<p>SLT on any campus:</p> <p>Contact Local Public Health Team and LCRC in case of an outbreak. Please visit the council's website to access the Outbreak Action Cards and SOP for your setting</p> <p>Risk Assessment to be undertaken after case</p>	<p>SLT @MPS</p> <p>SLT @MPS</p>	<p>As required</p> <p>Within 2 hours of</p>	<p>As per date of case identified</p>
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

		<p>Where settings are observing guidance on COVID-19: infection prevention and control (IPC) , which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>  <p>Outbreak definition as follows. COVID-19 Education Setting Cluster and Outbreak Definitions.</p> <p>Cluster definition: Two or more confirmed cases of COVID-19 among students or staff in a school within 14 days OR Increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases).</p> <p>Outbreak definition: Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort* in the school within 14 days.</p> <p>*a cohort might be in a class, year group or other defined group within the school. This definition aims to distinguish between transmission occurring in the community verses transmission occurring within the education setting.</p> <p>MPC/SC identified as a bubble, EC as a supplementary bubble with minimal staff crossover and clear protocols for minimising transfer of virus.</p>	<p>and actions planned for immediate, middle and long-term response for Campus/school</p> <p>Staff trainings for protocols for those moving between Campuses</p>	<p>CS/SLT</p>	<p>case identified</p> <p>02.09.2020 (ongoing for additional staff)</p>	<p>02.09.2020 and ongoing</p>
<p>2. Testing and contact tracing</p>	<p>Staff, Pupils, visitors, contactors</p> <p>(Risk - as set out in section 1)</p>	<p>The NHS Test and Trace programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent test positive.</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health</p>	<p>Staff to be encouraged that once the app is available, all staff, parents, visitors, contractors and pupils with a smart phone</p>	<p>CS/SLT</p>	<p>02.09.2020 (ongoing for additional staff)</p>	<p>02.09.2020 and ongoing</p>


		<p>protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Coronavirus testing is now available to everyone in England and Wales with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste)</p> <p>The following categories experiencing symptoms of coronavirus are encouraged to get tested</p> <ul style="list-style-type: none"> • All children and adults England (any age) • In children under 5 the preferred route is via clinical advice and testing • 5-11-year olds can only have the test administered by a parent/guardian • 12-17-year olds can self-administer a test or have their parent/guardian do so on their behalf. <p><u>How to book a test</u></p> <ul style="list-style-type: none"> • People can register for a test at www.nhs.uk/coronavirus , after checking their symptoms. • Those who do not have any access to the internet, or who have difficulty with the digital portals, can ring a new 119 service to book their test. People with hearing or speech difficulties can call 18001 119. 	<p>should download the app.</p>			
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<p>3. Contingency Plan to deal with an outbreak</p>	<p>Staff, Pupils, visitors, contactors</p> <p>(Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> • If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. • For individuals or groups of self-isolating pupils, remote education plans will be put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See guidance on remote education support. • In the event of a local outbreak, the PH health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. 				



<p>4. Communication strategy (communication to parents / guardians)</p>	<p>Staff, Pupils, visitors, contactors (Risk - As set out in section 1)</p>	 <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school • Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Those positive with Covid-19 or symptoms - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents to be advised to follow guidance below. COVID-19: guidance for households with possible coronavirus infection guidance 	<p>Reminder on school website for parents via the updated Risk Assessment. Include in any mailing as necessary.</p>	<p>CS/AB</p>	<p>01.09.2020</p>	<p>01.09.2020 and ongoing</p>
<p>5. Shielded and clinically vulnerable Groups including those who are pregnant.</p>	<p>Staff, pupils, contractors, visitors (Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • From 1 August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly. • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) 	<p>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are</p>			


<p>SEND pupils</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.</p>	<ul style="list-style-type: none"> shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. Please read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take 	<p>putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).</p> <p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. People who live with those who are clinically extremely</p>	<p>Review by CS/EB/AB</p>	<p>04.09.2020</p>	<p>04.09.2020 and ongoing</p>
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		<p>particular care while community transmission rates continue to fall.</p> <ul style="list-style-type: none"> • Advice for those who are clinically vulnerable, including pregnant women, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use. • Where closer contact may be necessary (for example personal care) appropriate PPE to be worn. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the individual is coughing, spitting. • Management staff to follow manufactures instructions on how to use PPE correctly • Risk assessment undertaken with BAME staff members using 'appendix 1' of this document. 	<p>vulnerable or clinically vulnerable can attend the workplace.</p> <p>Staff who have been shielding can be referred to Occupational Health to discuss arrangements in place to support their health in the current context</p>	CS/EB/AB	04.09.2020	04.09.2020 and ongoing
6. Entry to school premises	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced • Schools should consider well in advance future events, including parents evenings – how they will be managed in terms of COVID-19 arrangements  <ul style="list-style-type: none"> • 2-metre demarcation on school entry approaches • Pictorial notices to maintain social distancing displayed • Supervision of queues by nominated staff members • Staggered start times, including free periods and break time 	<ul style="list-style-type: none"> • Information / protocol on safe entry to be disseminated to parents / carers / contractors • Staff training on protocols • Advice / instruction on social distancing / hygiene and 	CS/EB	02.09.2020 (plus ongoing for	02.09.2020 and ongoing







		<ul style="list-style-type: none"> Controlled entry to building Staff supervising entry to school to follow social distancing guidelines Staff maintaining distance from pupils and other staff as much as possible  <ul style="list-style-type: none"> Clean hands thoroughly more often than usual. Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. (20 seconds minimum recommended for washing with soap and water) Staff trained on hygiene protocols to eliminate cross-infection risks. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Age appropriate instruction provided to pupils on hand washing methods. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient. Schools should also have a <i>process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.</i> They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p>	<p>cleaning practices</p> <p>All staff, students, and visitors to be directed to handwash after entry. Students to be supervised.</p> <p>Duty staff to ensure students remove/dispose of face masks on entry. Bins to be emptied regularly.</p>	<p>All staff</p> <p>All duty staff /SLT & Admin</p>	<p>additional staff)</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
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		<ul style="list-style-type: none"> • <i>put it in a plastic rubbish bag and tie it when full</i> • <i>place the plastic bag in a second bin bag and tie it</i> • <i>put it in a suitable and secure place marked for storage for 72 hours</i> • <i>Waste to be stored safely and securely kept away from children.</i> <ul style="list-style-type: none"> • Classrooms and office areas to have stocks of tissues, bin bags, cloths and cleaning equipment replenished daily. Staff allocated to check daily through the day. 	<p>Office staff/SLT to ensure this takes place</p> <p>SLT to allocate staff to each area to manage stocks of equipment</p>	CS/EB/GB		Keep under review
7. Reception areas	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise queues at reception • Screens in place to separate staff and/or demarcation to maintain safe distancing • Notices to maintain social distancing displayed  <ul style="list-style-type: none"> • Sanitisation / hand washing protocols to be observed when handling deliveries. • Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance • Hand washing poster displayed  <ul style="list-style-type: none"> • Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements • Booking Protocol to minimise traffic on-site especially in school day 	<ul style="list-style-type: none"> • Queuing to be minimised where reasonably practicable <p>Staff training of protocol</p> <p>Advance bookings only except in emergencies</p>	CK/PE PE/MP/DC	02.09.2020 (Any temp staff as required) Ongoing	02.09.2020 and ongoing Ongoing
8. Corridors	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • Social distancing guidelines to be observed and monitored by nominated staff members 	<ul style="list-style-type: none"> • Reduce need for children to regularly leave the classroom where possible 			




		<ul style="list-style-type: none"> • While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. • Reduced break times and lunch times (time for cleaning surfaces in the dining hall between groups). • Demarcation of 2-metre distance where queuing is likely • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Students and staff to wear face coverings in communal areas  <ul style="list-style-type: none"> • Increased natural ventilation where possible • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<p>(containment/non mixing)</p> <ul style="list-style-type: none"> • Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. • Reschedule contractor visits (unless emergency situation) to times when pupils are not present 			
<p>9. Classrooms</p>	<p>Staff, pupils, contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	 <p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • 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 • Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. • Social distancing guidelines to be applied and monitored by nominated staff members • The group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups and not to touch staff and their peers where possible. • 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 	<ul style="list-style-type: none"> • Wherever possible keep the same teacher with the same pupil group • Strict cleaning protocols for any high touch points, tables, chairs etc in each room between classes. • Reminder poster in each room to encourage protocols to be followed 			






		<p>risks and to minimise the numbers of pupils and staff who may need to self-isolate. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <ul style="list-style-type: none"> • Approaches of separating groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. • Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. 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. (Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.) • Children to remain in allocated classroom team 'bubbles' where possible. • Pictorial notices to maintain social distancing displayed • In order to minimise social distancing and hygiene risk through conducting visits with pupils out of school and to provide a full educational experience, schools through their risk assessment can develop COVID-19 hygiene and social distancing programmes that will allow them to bring in specialist subject teachers to deliver bespoke education to pupils. <p></p> <ul style="list-style-type: none"> • Increased natural ventilation / avoid rooms with no natural ventilation where possible • Hand washing poster displayed • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and 				
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

		<p>meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles and sanitiser to be available</p> <ul style="list-style-type: none"> • Furnishing and items with intricate parts removed • Increased cleaning frequencies of hard surfaces / emptying of bins • Minimise sharing / touching of items • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing (including PCs) / re-use by another person – Silicon keyboard overlays allocated to individual staff in shared areas • Teachers make sure they wash their hands and surfaces, before and after handling pupils' books. Staff to 'quarantine' books/paperwork for 48-72 hours and ideally use google classroom for work requiring marking • Review lunch menu and move to wrapped food for the first two weeks while students settle back in – this will minimise students gathering to collect food and food being served 'open' to contamination from any virus in the air. (consider other reduced risk options for kitchen staff and pupils e.g have packed lunches prepared and delivered to the classrooms for consumption. This will allow for segregation and reduced traffic, areas to be cleaned down, utensils/surfaces touching and transmission.) 					
10. Lunch times	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • Staggered lunch times • Social distancing guidelines to be applied • Children to remain in allocated classroom or year group 'bubbles' as appropriate • Adequate supervision ratios to enforce social distancing guidelines • Children to remain in allocated classroom team 'bubbles' • One-way systems introduced where reasonably practicable • Students and staff to wear face coverings in communal areas 	<ul style="list-style-type: none"> • Utilise outdoor spaces where practicable • School kitchens can continue to operate, but must comply with the guidance for food businesses on 				





		 <ul style="list-style-type: none"> • Hand washing / sanitisation prior to food consumption – children to be supervised • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Minimise sharing of items • Items to be washed / sanitised before sharing / re-used by another person  <ul style="list-style-type: none"> • Sufficient time for staff lunch / welfare breaks factored into daily staff schedules 	coronavirus (COVID-19)			
11. Hall / assemblies	<p>Staff, pupils, Contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	  <ul style="list-style-type: none"> • Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. <p>General hall use</p> <ul style="list-style-type: none"> • Social distancing guidelines to be applied for all general activity • Adequate supervision ratios • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Students and staff to wear face coverings in communal areas  <ul style="list-style-type: none"> • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<ul style="list-style-type: none"> • Utilising outdoor spaces for PE • Ensuring any PE equipment use is minimised and thoroughly cleaned between each use 			
12. Toilets	<p>Staff, pupils, Contractors, visitors</p>	 <ul style="list-style-type: none"> • Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils 	Remind staff of protocols agreed on	CS/EB/SLT	ongoing	02.09.2020 and ongoing





	(Risk - as set out in section 1)	<p>must be encouraged to clean their hands thoroughly after using the toilet – Staff to use protocols for ensuring toilets are sprayed clean and 1 student at a time enters/exits with supervised hand cleaning/sanitising</p> <ul style="list-style-type: none"> • Controlled entry determined locally – staff to supervise entry/exit • Pictorial notices to maintain social distancing displayed • Children to remain in team 'bubbles' • Staff WC use managed locally (including class times)  <ul style="list-style-type: none"> • Hand washing protocol increased to before and after use of toilet facilities (20 seconds minimum recommended) • Hand washing poster displayed in all WCs • Enhanced cleaning, including cleaning frequently touched surfaces often, using anti-viral spray provided 	INSET day and regular intervals in the week			
<p>13. Staff Areas</p> <ul style="list-style-type: none"> • Staff rooms • Meeting rooms • Offices 	<p>Staff, contractors, visitors, (Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • Although the transmission between children to children and younger children to adults is minimal or negligible but transmission between adult to adult is high. Therefore, all measures should be taken such as social distancing at 2 metres, frequent hand washing and enhanced cleaning, including cleaning frequently touched surfaces often, using anti-viral spray provided • Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimized, although staff must still have a break of a reasonable length during the day. (MPC - DT room to be used for staff planning and prep to allow for spacing) • Social distancing guidelines to be strictly applied (including in office / staff rooms / meeting rooms / inhabited spaces) • Conduct meetings where possible via Skype / Teams / Zoom • Students and staff to wear face coverings in communal areas, including meeting rooms where space does not fully allow for distancing  <ul style="list-style-type: none"> • Increased cleaning frequencies of hard surfaces • Hand washing poster displayed • Minimise sharing of items 				



		<ul style="list-style-type: none"> Increased natural ventilation Items to be sanitised before sharing / re-use by another person Handwashing /sanitisation protocols to be followed Equipment box to be topped up daily as required in all shared areas – tissues, gloves, spray cloths etc. 	Allocated staff to check intermittently each day	PE/LSPs	Ongoing	02.09.2020 and ongoing
14. Library area / shared IT equipment	Staff, pupils' contractors, visitors, (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Site specific consideration for the safe use of the library prior to wider opening of the school must be given to allow for social distancing requirements and hygiene protocols which may include: Children to remain in allocated classroom team 'bubbles' where possible limited number on entry Tablets to be 'wrapped' before use and wrap to be disposed of after use Laptops to be allocated to named students for sole use  <ul style="list-style-type: none"> Hand sanitisation prior to entry and on egress <i>Books used to be left to one side for cleaning and re-filing by staff member following hygiene protocols</i> PCs sanitised after each use – silicon overlays where possible to avoid shared use of keyboard and mouse to be wiped between users Increased natural ventilation Increased cleaning frequencies of hard surfaces / emptying of bins Minimise sharing / touching of items Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice Items to be sanitised before sharing / re-use by another person 	<p>Review date for full use of room one at MPC. Review need for use of library books and agree with staff using this area – ideally use the electronic library and tablets</p> <p>Staff to be aware of protocols prior to use of IT eqpt.</p>	CS/EB/EDE LBr	Wb. 07.09.2020	07.09.2020 and ongoing reviews
15. School Kitchens / school meal provision	Staff, pupils, contractors	 <ul style="list-style-type: none"> Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all 				



	(Risk - as set out in section 1)	<p>pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p>  <ul style="list-style-type: none"> • Social distancing guidelines to be applied  <ul style="list-style-type: none"> • Handwashing /sanitisation protocols to be followed • Increased cleaning frequencies of hard surfaces. • School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). <p>School meals are provided by an external service and staff in school supporting serving to have food handling certificate</p>	Staff to be trained in food handling if required to serve food	SLT/CK	Wb. 21.09.2020	25.09.2020
16. Pupil break times	Staff, pupils, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Staggered break times • Social distancing guidelines to be applied • Adequate supervision ratios to enforce social distancing guidelines • Rotate indoor / outdoor play to minimise contact • One-way systems introduced where reasonably practicable • Students and staff to wear face coverings in communal areas  <ul style="list-style-type: none"> • Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces • Sanitisation upon re-entry to classroom • Individual water cups to be used • Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as anti-viral spray provided  <ul style="list-style-type: none"> • Sufficient time for staff lunch / welfare breaks factored into daily staff schedules 				




<p>17. Music lessons</p>	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. • Schools will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. • Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. • Musical instruments/music technical equipment use to be reviewed daily depending on student engagement • Equipment to be minimised and sanitised between users 	<p>Follow agreed cleaning protocol - additional risk assessment to be drafted</p>	<p>GB/PA/RP</p>	<p>02.10.2020</p>	<p>29.09.2020</p>
<p>20. Physical activity in school</p>	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • Schools should refer to the following advice: • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust 	<ul style="list-style-type: none"> • Utilising outdoor spaces for PE • Ensure any PE equipment used is minimised and thoroughly cleaned between each use • Updated risk assessment for additional activities with equipment – eg. Archery and circus skills 	<p>HWh</p> <p>LEn</p>	<p>Ongoing</p> <p>22.09.2020</p>	<p>22.09.2020 and ongoing reviews</p>



		<ul style="list-style-type: none"> Schools where required will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools will also consider carefully how such arrangements can operate within their wider protective measures. Activities where possible will be used, such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. 				
21. Home time / egress from school premises	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> 2-metre demarcation on school egress or 1 metre plus with mitigations Pictorial notices to maintain social distancing displayed Supervision of queues by nominated staff members Staggered egress times Controlled egress from building Staff supervising egress to follow social distancing guidelines  <ul style="list-style-type: none"> Normal personal hygiene and washing of clothes 				May 2020
22. Fire drills / Emergency situations	Staff, pupils, Contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Adequate numbers of trained staff to safely evacuate all personnel on the school premises Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable Fire drill to be undertaken within the first week of re-occupation  <ul style="list-style-type: none"> Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation. 	Drill to be held wb. 28.09.2020 on all campuses	EB/GB/CK	02.10.2020	30.09.2020



<p>23. First Aid</p>	<p>Staff, pupils, visitors (Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> • Adequate numbers of trained staff to administer First Aid • Check First aid boxes content and facilities available <p></p> <ul style="list-style-type: none"> • Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting • The best way to protect is through rigorous cleaning, personal hygiene and regular hand hygiene. • Where possible, all contact with members of the public should be carried out while maintaining social distancing measures • If not possible, the principles for the Hierarchy of Risk should be applied, using measures such as physical barriers and alternative working practices • Where other safe working systems alone may not be feasible or insufficient, as a final measure, use of PPE based on risk assessment • For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) DON'T do rescue breaths. HSE first-aid guidance can be found here. • Please read COVID-19: guidance for first responders • Contact the health and safety team if it is suspected that a staff member at work has been diagnosed as having COVID-19 attributed to an occupational exposure (not societal) to coronavirus (needs to be evidence based) • Management and staff must read and follow manufactures instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found here. 	<p>Additional training required across campuses to increase number of first aiders</p>	<p>CK</p>	<p>30.09.2020</p>	
<p>24. Transport Arrangements (Minibus use)</p>	<p>Staff, pupils, Contractors, visitors (Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> • Protocol in place in line with 3. • Section 2: School operations <p></p> <p>The approach to dedicated transport should align as far as possible with a system of controls, it is important to consider:</p>		<p>HWh/GB</p>	<p>11.09.2020</p>	



		<ul style="list-style-type: none"> • 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 vehicles wherever possible • The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet  <ul style="list-style-type: none"> • Discussion between school, local authority and transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. • The transportation of special needs children risk assessment reviewed in line with Covid-19 requirements • If using your own school minibus, follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements. 	<p>HWh/GB to determine protocol and share with students/staff</p>			
<p>25. School Trips</p>	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • It is not advised to take pupils on domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. • In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. • As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. • As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools 				

		<p>should consult the health and safety guidance on educational visits when considering visits.</p> <ul style="list-style-type: none"> In order to minimise social distancing and hygiene risk through conducting visits with pupils out of school and to provide a full educational experience, schools through their risk assessment can develop COVID-19 hygiene and social distancing programmes that will allow them to bring in specialist subject teachers to deliver bespoke education to pupils. <i>The school trips checklist must be followed and advance planning is essential for confirmation of suitability and agreement of the trip prior to completion of EVA1</i> 	Trips to be agreed only by CS/EB/AB	CS/EB/AB	Ongoing	
26. Reoccupation of areas which have not been in use during lockdown.	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p> Visual inspection of whole school premises to identify and remedy health and safety hazards (undertaken with the schools Trade Union Health and Safety Representative)</p> <p></p> <ul style="list-style-type: none"> Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including: Maintenance checks of plant and equipment undertaken – including school kitchen equipment. Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> Fire alarm panel status green Fire call points operational Emergency lighting operational Firefighting measures e.g. fire extinguishers, blankets all present and maintained Gas systems maintained Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period Electrical equipment and systems maintained Electrical gate systems maintained 	CS/CK/EB/Union rep to walk sites as / when agreed	CS/CK/EB/Union rep		

		<ul style="list-style-type: none"> • Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply • Asbestos management arrangements in place • Boiler room plant inspected / maintained • Play and PE equipment to still receive scheduled inspection (even if taken out of use) • Fume cupboards maintenance up to date (Secondary schools only) • Identify and remedy possible vermin infestations 				
27. Fire	<p>Staff, pupils, contractors, visitors</p> <p>Smoke inhalation, exposure to heat</p>	 <ul style="list-style-type: none"> • Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. 				
28. Behaviour of pupils / staff	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • Review of the school's pupil behaviour policy to ensure that they cover COVID-19 risk related incidents (to include individual risk assessment of children with known challenging behaviour) • Make provision for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk. • Policy also reviewed in line with current Government guidance considering staff also. Guidance is available here. • School to monitor staff in relation to keeping to strict social distancing guidelines. The staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times • Training in place to reinforce expectations of staff behaviours, including adult to adult interactions. 	Reminder on INSET day of set protocols	CS/EB	01.09.2020	
29. Behaviour of parents / visitors	<p>Staff, pupils, visitors</p>					

/ contractors (Violence and aggression)	(Risk - as set out in section 1)	<ul style="list-style-type: none"> Review of the school's violence and aggression policy to ensure that it covers COVID-19 risk related incidents. Make provision that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to adhere to arrangements of social distancing or deliberately expose school occupants to risk. For observed incidents outside the school regarding Covid-19 related antisocial behaviour contact 101 unless emergency dial 999 Schools police officer regularly patrolling areas before and after school School patrols in vicinity as necessary to disperse students 	MPC Patrol rota draft to be written	CS/GB	04.09.2020	
30. COSHH Cleaning / Sanitisation products	Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children	 <ul style="list-style-type: none"> COSHH risk assessment updated to include all newly introduced cleaning products Training provided to all staff members required to use cleaning products (in consultation with the schools cleaning provider) Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children <i>at all times</i> Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as anti-viral spray 				
31. Dealing with / clearing up with Body Fluids	Staff, pupils, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield PPE and waste disposal protocols to be followed (double bag waste) 				

		<ul style="list-style-type: none"> ○ Handwashing protocols to be followed ○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests 				
32. Equalities and Mental Wellbeing	Staff, pupils Mental wellbeing could be affected by C-19 pandemic	 <ul style="list-style-type: none"> ● Schools mental wellbeing and support mechanisms for staff and pupils reviewed ● Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. ● All employers have a duty of care to their employees, and this extends to their mental health. Schools have mechanisms to support staff wellbeing. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. ● Schools have equalities policies to protect their employees, and others, from harm and continue to assess health and safety risks and consider how to meet equalities duties in the usual way. 				
33. Staff taking leave	Staff	 <ul style="list-style-type: none"> ● School staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and will be working hard to prepare for all pupils to return from the start of the autumn term. Many staff will want to take a holiday over the summer period, which may involve travelling abroad. ● The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. ● Staff will need to be available to work in school from the start of the autumn term. School management are discussing leave arrangements with staff before the end of the summer term to inform planning for the autumn term. 				

		<ul style="list-style-type: none"> • There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. • Where it is not possible to avoid a member of staff having to quarantine during term time, school management should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 				
34. Business Continuity	Staff, pupils, Closure of premises	 Schools Business Continuity Plan reviewed to include COVID-19 related risks				
35. Travel Plan	Staff, pupils (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • School Travel Plan to be developed in line with Coronavirus (COVID-19): safer travel guidance for passengers • Parents should be encouraged where possible to walk or cycle their children to school rather than using any form of transport. This will encourage healthy lifestyle; help reduce pollution and avoid overcrowding at car parks and help maintain social distancing. • Car parking and permit availability to be reviewed 				

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

[Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A](#)

Appendix 1

Employees in the increased risk groups for Covid-19

Protecting our staff – returning to work and Health Risk Assessments

This document explains how to carry out an initial health risk assessment to enable an early review of risks, mitigation and controls for employees in vulnerable groups who work in front line roles.

It builds in, where appropriate, a role for Occupational Health to support the employee and manager in agreeing and implementing recommendations.

Protecting front line staff

In response to the Covid-19 pandemic, employers have been advised to:

- Think creatively about how to enable social distancing at work, such as:
 - changing the layout of workplaces
 - adjusting shift patterns
 - staggering commute times
 - control measures for reducing risks such as virtual contact with residents as opposed to home visits where this is possible.
- Putting in place Personal Protective Equipment (and guidance for use for specific roles) as required by risk assessments.
- Ensuring that key workers are aware of testing arrangements and supported for a safe return to work.

Responding to these issues

In response, the council has:

- Undertaken risk assessments for many roles and staff groups, taking into account the need for Covid-19 secure workplaces.
- Applied Government and Public Health England (PHE) guidance for PPE in our own visual guides for key workers which help staff work safely; ensure staff feel supported in their work and protect local services.
- Advised staff in specific groups which are potentially more vulnerable to practice robust social distancing measures.
- Closely followed all relevant Government and PHE guidance about social distancing, self-isolation and shield and protect arrangements
- Ensured that employees in clinically vulnerable or extremely vulnerable groups have adhered to these arrangements.

The following section explains about the different vulnerable groups, and the action that should be taken for each of them.

Clinically Extremely Vulnerable

Individuals identified as being clinically extremely vulnerable (those with serious underlying health conditions), which puts them at the greatest risk of severe illness from coronavirus and who are advised by the NHS that they should not work outside the home, must rigorously follow shielding measures in order to keep themselves safe. The employee will have received a letter from the NHS confirming this. GP fit notes are not valid confirmation for this status. Any queries please contact your HR Adviser or Occupational Health provider.

Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

- If they can work from home they will continue to do so. In some cases, work can be reorganised to facilitate this.
- In other situations, some key workers will be unable to work from home. They are expected to stay at home on full pay. A letter setting out these arrangements should be provided and they will be kept under review pending Government and PHE guidance. Alternative work may be explored, subject to a skills review and retraining.
- Similar arrangements are in place for our employees who live with someone who is shielding. An application process should be followed and managers must discuss this with their HR Adviser.

Clinically Vulnerable

Employees who are at higher risk (people with some pre-existing conditions, aged 70 (regardless of medical condition, or pregnant), as set out in the [Staying at home and away from others \(social distancing\) guidance](#) are advised to take extra care in observing social distancing and should work from home where possible.

If individuals are clinically vulnerable (but not clinically extremely vulnerable) and due to the nature of their role, unable to work from home, the manager will undertake a health risk assessment. Arrangements have been made for schools that purchase the council's Occupational Health Service for a fast track referral to Occupational Health using the OH Covid-19 Specific management referral form. <https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Occupational-Health.aspx> or contact Occupational health via:

Email: occupationalhealth@lbbd.gov.uk

Telephone: 020 8227 3509

- Occupational Health will call the employee, review the risk assessment and advise on whether the person can work, work with restrictions, or should remain at home.
- Employees who are unable to work and are at home will be provided with a letter to confirm their arrangements.

Schools which do not buy in to LBBB Occupational Health service should contact their own Occupational Health provider for medical advice.

BAME Employees

Emerging UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are also being disproportionately affected by Covid-19. PHE have been asked by the Department for Health & Social Care (DHSC) to investigate this. In advance of this work, this health risk assessment has been produced to assist in making appropriate arrangements.

Managers should identify any existing underlying health conditions that may increase the risks for BAME employees undertaking their frontline roles, in any capacity. Some research points to risk factors relating to over 55 or with other health vulnerabilities. Until the review by PHE has been concluded and more evidence is available, we are recommending that the health risk assessment is undertaken with all BAME employees in front line roles.

Health Risk Assessment

In undertaking a health risk assessment, the standard hierarchy of risk management should be followed.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down) as set out below.

Elimination

The hazard, task or activity is physically removed or abandoned

Substitution

Replace a material or process with a less hazardous

Engineering Controls

Isolate staff, pupils, visitors from the hazard

Administrative Controls

Identify and implement procedures to maximise safe working

Personal Protective Equipment (PPE)

Only to be considered if measures above would be ineffective to control risks

It is not unreasonable for managers to ask their staff about the presence of any underlying health condition, subject to this being dealt with sensitively and confidentiality.

The line manager should undertake an initial assessment with the employee of:

- The issues and potential risk factors and how mitigation can be enabled in the way in which the work is undertaken. This includes safe systems of work, social

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distancing, hygiene measures and the use of appropriate personal protective equipment (PPE)

- Any temporary or alternative working arrangements that can be put in place to enable the key elements of the job role to be done.

The form below has been developed to support managers with this assessment.

As above Occupational Health should provide an assessment and support or provide additional recommendations.

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Health Risk Assessment: Exposure to Covid-19, impact on current health condition

General Information					
Employee Name			Job Title		
Line manager			Job title		
Location / Area:			Working hours:		
Date of Assessment:			Review date		
Individuals underlying health condition category / other factors:	Please tick appropriate box: <input checked="" type="checkbox"/>		Current post involves:	Please tick appropriate box: <input checked="" type="checkbox"/>	
	Notified as on 12 weeks Clinically Extremely Vulnerable (Shielding very high-risk group)			Directly caring for Covid-19 service users (tested as positive) and undertakes Aerosol generating procedures (AGPs)	
	Clinically Vulnerable – pregnant, over 70 or underlying health condition as per PHE list			Directly caring for Covid-19 service users (tested as positive) – not undertaking AGPs	
	BAME Employee			Directly caring for service users not tested / unknown Covid-19 status but within 2 meters of patient – within any setting	
				Providing a service which involves levels of face to face interactions with service users / members of the public	
				Providing a service to colleagues (e.g. training)	

Aspects	Current Position	Additional action to reduce risk
Can <i>this</i> work be done at home?		
Could <i>alternative</i> work be undertaken at home or elsewhere in the school?		
Can face to face interactions be limited and move to virtual working?		
If they cannot, will they be able to work at 2m social distancing		
What arrangements are in place / will be put into		

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place to ensure regular contact / wellbeing?		
Can work times be adjusted to reduce the use of public transport, especially at peak times.		
Can work times within the school be staggered to reduce adult interactions within the setting?		
Can the layout of the school / classroom be adjusted to allow for 2-metre social distancing for the adults within the setting? (Outside of the class bubbles)		
Is Personal Protective Equipment readily available (including hand sanitiser for mobile working) where a need is identified?		
Other considerations:		

Assessment		
<i>Please tick appropriate box:</i>	✓	Monitoring / further action:
Actions agreed as detailed above reduce the risks to the employee		Local manager to review and monitor.
Actions agreed as detailed above do not sufficiently reduce the risks to the colleague / some concerns remain.		Refer employee to Occupational Health for further advice and support
Additional notes		
<i>Please add any additional notes as appropriate</i>		
Employee signature		Date signed
Print Name		
Manager's signature		Date signed
Print Name		