**VERSION 2**



**EXAMPLE RISK ASSESSMENT – SECONDARY SCHOOLS**

**DURING CORONAVIRUS PANDEMIC (COVID-19)**

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| ***School:*** | | | |
| ***Headteacher:*** | *Insert* | ***Persons undertaking the assessment:*** | Headteacher/  Senior Leadership Team/ School Business Manager |
| ***Work Activity being assessed:*** | Risk Assessment for Schools in response to Coronavirus | ***Risk Assessment Number:*** | *Insert* |
| ***Date of assessment:*** | *Insert* | ***Date of next review:*** | *Suggest review in one month or sooner if Government advice changes* |

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| **SCOPE OF OPERATION, LOCATION AND TIME** | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):**  *facilities/activities relevant to your school*  Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population. The  Risk Assessment must be reviewed by Head Teachers point by point and where  actions are implemented, they must be reworded to show how the controls have been applied.    Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school’s specific settings should be deleted.  From 15 June, the Government is asking secondary schools, sixth form and further education colleges to offer some face-to-face support to supplement the remote education of year 10, year 12, and 16 to 19 students who are due to take key exams next year, alongside the full time provision they are offering to priority groups. | NHS 111  <https://111.nhs.uk/covid-19>  Government guidance: <https://www.gov.uk/coronavirus>  <https://www.gov.uk/government/organisations/public-health-england>  [www.gov.uk/government/publications/coronavirus-outbreak-faqs](http://www.gov.uk/government/publications/coronavirus-outbreak-faqs)  [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)  <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools#flexibility>  <https://www.gov.uk/guidance/help-secondary-school-children-continue-their-education-during-coronavirus-covid-19>    [Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)    [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers)  [www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/](http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/)  <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>  <https://www.publichealth.hscni.net/news/covid-19-coronavirus> |
| Specific groups will not be able to attend school following reopening, the advice from DfE is as follows:   1. **Vulnerable children and young people** (0 to 18 years of age) who have been [classed as clinically extremely vulnerable due to pre-existing medical conditions](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) have been advised to shield. These children should not attend school or childcare, and they should continue to be supported at home as much as possible. 2. **Vulnerable adults** Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) should work from home where possible. Clinically vulnerable individuals who cannot work from home, should be offered the safest available on-site roles (staying 2 meters away from others when possible). 3. **Living with clinically vulnerable person**. If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting. 4. **Living with a shielded person**, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19), it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home. |
| **LOCATION:**  *Name of school* |
| **WHEN DOES THE ACTIVITY TAKE PLACE** *(early hours, during normal hours, after 6pm or at weekends)*  *Add in any other hours/days* |

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| **Council Risk Assessment Sheet** | | | | | |
| **Activity:** | Risk Assessment for Schools in response to Coronavirus | **No. of pages:** |  | **Page number:** |  |

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| **What are the hazards?** | **Who is at risk and How would they be harmed?**  (e.g. staff, public, contractors – trip, slip, fall, assault) | **CONTROLS**  **What is currently done to reduce / control the risk?** | **What further action do you need to consider to control the risks?**  **-What more can be done to reduce risk?** | **Action by whom, by when?** |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Workers  Customers  Contractors  Drivers coming to your business  Drivers going out for your business  Visitors | Follow the HSE guidance on cleaning, hygiene and hand sanitiser  <https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>  - Provide water, soap and drying facilities at wash stations  - Provide information on how to wash hands properly and display posters  - Based on the number of workers and the number of people who come into your workplace decide:  ➢ how many wash stations are needed  ➢ where wash stations need to be located  You may already have enough facilities   * Provide hand sanitiser for the occasions when people can’t wash their hands   - There’s a legal duty to provide welfare facilities and washing facilities for visiting drivers  - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities | - Put in place monitoring and supervision to make sure people are following controls  - Put signs up to remind people to wash their hands  - Provide information to your workers about when and where they need to wash their hands  - Identify if and where additional hand washing facilities may be needed  - If people can’t wash hands, provide information about how and when to use hand sanitiser  - Identify how you are going to replenish hand washing/sanitising facilities  - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem |  |
| Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas | Workers  Customers  Visitors  Contractors  Drivers coming to your business | Follow our guidance on welfare facilities, canteens etc:  Identify:  ➢ areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc  ➢ areas where there are pinch points meaning people can’t meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas  ➢ areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc  ➢ areas and surfaces that are frequently touched but are difficult to clean  ➢ communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation  Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:  ➢ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms  ➢ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met  ➢ where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact  ➢ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around  ➢ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met  ➢ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation  ➢ provide lockers for people to keep personal belongings in so that they aren’t left in the open  ➢ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier  ➢provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens  ➢ put signs up to remind people to wash and sanitise hands and not touch their faces  ➢ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it | - Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems  - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should |  |
| Getting or spreading coronavirus through workers living together and/or travelling to work together | Workers | – Identify groups of workers who live together and group them into a work cohort  – Identify groups of workers who travel to work together and group them into a work cohort | Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus |  |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | Workers  Customers  Visitors  Contractors  Drivers coming to your business  Drivers going out for your business | Use the guidance on cleaning and hygiene during the coronavirus outbreak <https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>  - Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom  - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean  - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces  - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user  - Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork  - Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it  - Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc  - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects  - Provide more bins and empty them more often  - Provide areas for people to store personal belongings and keep personal items out of work areas  - clean things like reusable boxes regularly  - Put in place arrangements to clean if someone develops symptoms of coronavirus at work.  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | - Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented  - Provide information telling people who needs to clean and when  - Provide instruction and training to people who need to clean. Include information on:  ➢ the products they need to use  ➢ precautions they need to follow  ➢ the areas they need to clean  - Identify how you are going to replenish cleaning products |  |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus | Workers | Follow our guidance on stress and mental health  - Have regular keep in touch meetings/calls with people working at home to talk about any work issues  - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through  - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions  - Keep workers updated on what is happening so they feel involved and reassured  - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours | Further advice and support  - Share information and advice with workers about mental health and wellbeing  - Consider an occupational health referral if personal stress and anxiety issues are identified  - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies |  |
| Contracting or spreading the virus by not social distancing | Workers  Customers  Contractors  Delivery drivers to/from your workplace  Visitors | - Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules  - Identify how you can keep people apart in line with social distancing rules in the first instance.  This may include:  ➢ using marker tape on the floor  ➢ one-way systems  ➢ holding meetings virtually rather than faceto-face  ➢ staggering start/end times  ➢ limiting the number of people on site at one time  ➢ having allocated time slots for customers  ➢ rearrange work areas and tasks to allow people to meet social distancing rules  ➢ using empty spaces in the building for additional rest break areas where safe to do so  ➢ implementing ‘drop zones’ for passing materials between people  ➢ providing more parking areas or controlling parking spaces  ➢ providing facilities to help people walk or cycle to work, eg bike racks  ➢ minimising contact at security offices for drivers  - Identify where it isn’t possible to meet social distancing rules and identify other physical measures to separate people. This can include:  ➢ physical screens and splash barriers – if they are used in vehicles they must be safe, not impair visibility and will probably need approval from the vehicle manufacturer to ensure they don’t compromise safety  ➢ place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face  ➢ reducing the numbers of people using lifts - If it isn’t possible to meet social distancing rules and physical measures can’t be used then put in place other measures to protect people. This can include:  ➢ enhanced cleaning regimes  ➢ increase in hand washing  ➢ limiting the amount of time people spend on the task  ➢ placing workers back-to-back or side-byside rather than face-to-face when working  ➢ ‘cohorting’ work teams so they consistently work together  ➢ improving ventilation  - Display signs to remind people to socially distance (Please note – personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm> | - Put in place arrangements to monitor and supervise to make sure social distancing rules are followed  - Provide information, instruction and training to people to understand what they need to do  - Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing |  |
| Musculoskeletal disorders as a result of using DSE at home for a long period of time | Workers | Follow our guidance on display screen equipment in our Protect homeworkers page  <https://www.hse.gov.uk/toolbox/workers/home.htm>  There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed  - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly  - For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home | Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s  <https://www.hse.gov.uk/toolbox/workers/home.htm> |  |
| Poor workplace ventilation leading to risks of coronavirus spreading  <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown> | Workers  Customers  Contractors | Follow our guidance on heating ventilation and air conditioning (HVAC)  <https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems>  - Identify if you need additional ventilation to increase air flow in all or parts of your workplace  - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help  - If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc  - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air  <https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems> | - maintain air circulation systems in line with manufacturers’ recommendations |  |
| Increased risk of infection and complications for vulnerable workers | Workers | - Identify who in your work force fall into one of the following categories:  ➢ Clinically extremely vulnerable  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  ➢ People self-isolating  ➢ People with symptoms of coronavirus  - Discuss with employees what their personal risks are and identify what you need to do in each case  - Identify how and where someone in one of these categories will work in line with current government guidance  - If they are coming into work identify how you will protect them through social distancing and hygiene procedures | - Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant |  |
| Exposure to workplace hazards because it isn’t possible to get normal  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm> | Workers | Follow our guidance on PPE during the outbreak  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>  There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don’t need it for protection from coronavirus  - Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance  - Identify which tasks you need PPE for and specify the right protection factor needed for those tasks  - Provide the right protection factor for each task rather than the highest protection factor respiratory protection equipment (RPE) for all tasks  - Where required, ensure that those using RPE are face-fit tested.  <https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm>  - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm>  (Please note – face coverings are not PPE and are not required to be worn in the workplace. <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm> | Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out |  |

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| SCHOOL SETTINGS | | | | |
| **What are the hazards?** | **Who is at risk and How would they be harmed?**  (e.g. staff, public, contractors – trip, slip, fall, assault) | **What is currently done to reduce / control the risk?** | **What more can be done to reduce risk?** | **Action by whom, by when?** |
| ***Preparation of the school before re-opening*** |  | Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)   * Usual premises checks * Water treatments/checks (e.g. legionella) * Fire alarm testing * Repairs * Grass cutting * Portable Appliance Testing * Fridges and freezers * Boiler/ heating servicing * Internet services   • Any other statutory inspections   * Insurance covers reopening arrangements   Moving desks to allow social distancing  Mark out social distancing, one-way flows including entrances and exits and queuing arrangements  Posters erected about handwashing and persons with COVID symptoms not to enter the school  Review evacuation routes and signage  Consideration given to premises lettings and approach in place.  Consider the minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness)  Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.  The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. | Carry out a formal / recorded full pre-opening premises inspection.  Measure classrooms and other available rooms to assess capacity for staff and pupils  Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff.  Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time. |  |
| ***Staff who have a protected characteristic (e.g. disability, pregnant or new mothers)***  ***Use of the building by staff with protected characteristics (e.g. disability, pregnancy & new mothers, religion)*** | **WHO**  Staff with protected characteristics  **HOW**  Disability might impact on how staff can move around the building or use the adjusted workplace | *Will need to consider staff that have protected characteristics.*  *Managers to discuss with and consider needs of staff with protected characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them.*  *Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation.*  *Please consider evacuation procedure for such staff that might be needed in an emergency.* |  |  |
| **Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms** | **WHO**   * Pupils * Staff * Visitors to School Premises * Cleaners * Contractors * Drivers * Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc.   **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | Anyone with symptoms of COVID-19 should not attend School and report to their relevant School Liaison.  School staff should access NHS 111 online which is an online interactive and personal checklist:  <https://111.nhs.uk/covid-19>  **Staff/pupils who become symptomatic should self-isolate for 7 days.**  **If a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 14 days. If the staff member or pupil starts symptoms, they need to self-isolate for 7 days from that date.**  If staff/pupil develop symptoms whilst at work, inform Staff Liaison at school and immediately go home. Staff liaison should provide information of a swab test and provide information about returning to work when safe to do so.  Handwashing   * Stringent hand washing should be taking place with soap and water.   See hand washing guidance:  [www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/](http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/)  Drying of hands with disposable paper towels is recommended.  <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>  The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting:  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>    Social Distancing  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government/Public Health England.  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Social distancing also to be adhered to in Classroom, Corridors, Staff Room, School Canteen, outdoor space etc.  Wearing of Gloves  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. | Daily Staff Briefings, Internal communication channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work  Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Consider making tissues will be made available throughout the workplace.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing. |  |
| **Potential transmission of virus from working within enclosed spaces, including**  **Reception Office**  **Classroom**  **Staff Kitchen areas/Staff rooms**  **Printers**  **Meeting rooms**  **Toilets** |  | Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.  Enhanced cleaning of school.  Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.  Increase frequency of cleaning in sports facilities and changing rooms, provide hand hygiene stations at entrances and exits, establish one-way circulation of students and limit the number using the changing room at one time.  Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.  Redesigning processes to ensure social distancing in place.  One-way flows should be in place for circulation around the school where possible. Separate entry and exits with one way in and out. Mark out queuing arrangements.  Taking steps to review work schedules including start & finish times/rotas, working from home etc. to reduce number of workers on site to the minimum at any one time.  Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points.  Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating.  Avoid touching people, surfaces and objects where possible and regular handwashing.  Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards.  If possible open windows to ventilate rooms/corridors.  Toilets - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Maintain hot water and soap at wash hand basins.  Staff to refrain from using hot air dryers and use paper towels instead if possible.  Meeting rooms – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present.  Reduce face to face meetings where possible and use other digital/remote means.  Staff Kitchen areas/ Staff rooms - operate on a one-in-one-out basis if the space is not allowing 2 metre separation.  Staggered break and lunch breaks for pupils and staff.  Ensuring sufficient rest breaks for staff.  Printers - operate on a one-in-one-out basis to keep 2 metre distance. Queues  will be managed. Cleaning wipes available at printers for touch points.  Using back-to-back or side-to-side working (rather than face-to-face) where possible.  Creating additional space for staff (e.g. for staff rooms) by using other parts of the building that are vacant or have been freed up by remote working.  Regulating use of locker rooms:   * Access to lockers on one in and out basis. * Encouraging storage of personal items and clothing in personal lockers during shifts. * Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses.   Access class room via outside door if possible using one-way system.  Hand washing on entering all class rooms to have soap and sanitiser  Classrooms to be re-arranged to ensure social distancing. This would also include other learning environments such as workshops, science labs etc., maintaining space between seats and desks where possible.  Plan that classes are no more than half their usual size, to allow sufficient distancing between pupils. However, this may vary due to individual school circumstances  Class size - recommendation is maximum of 15 initially with desks spaced out.  Following Government guidance, ensure that only a quarter of pupils in year 10 and year 12 are in school at any one time. They have also asked secondary schools not to have whole year groups in school at the same time, some schools may plan to use rotas. Where rotas are used, secondary schools should avoid split day rotas within the same day and ensure that only a quarter of children are ever in the school on any one day (e.g. morning and afternoon rotas should not be applied).  If rotas are used, vulnerable children and children of critical workers in all year groups should still be encouraged to attend full-time and appropriate risk assessments should consider how this could be managed  Schools should ensure that no pupils are on the school grounds unless for agreed contact time or attendance.  If there are any shortages of teachers, then teachings assistants can be allocated to lead a group, working under the direction of a teacher.  Where possible, the Government has advised that the same teacher(s) and other staff are assigned to each group of children and, as far as possible, these stay the same during the day and on subsequent days. There is of course recognition for secondary and college settings due to the subject specialist rotation of staff.  No unnecessary equipment to be brought into school. Pupils encouraged to bring their own equipment from home.  Pupils to be reminded on a daily basis of the importance of social distancing both in the School and outside. In particular, consideration needs to be adopted with pupils in early years groups. How to keep small groups of children together throughout the day and to avoid larger groups of children mixing.  Additional support for SEND and children with challenging behaviour may need to be considered.  Plan activities which can be undertaken outdoors with the pupils.  Reduce One-to-One sessions with pupils. Where unavoidable this to be done outdoors or in well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact.  Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings, soft toys that are hard to clean.  Regular/frequent cleaning of toilets for pupil use.  Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.  Staff to raise any concerns with the management as soon as possible. | Contact cleaning company to discuss cleaning regime.  Check capacity of cleaning staff is adequate to enable enhanced cleaning regime.  Ensure that soap, sanitiser and paper towels are checked and are replenished regularly  If the school cannot achieve these small groups at any point the School should discuss options with the local authority |  |
| **Potential transmission of virus from pupils presenting challenging behaviours (e.g. spitting and biting)** |  | Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed. |  |  |
| **Potential exposure to Coronavirus – Use of PPE** |  | The majority of staff in education 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 including:  Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. |  |  |
| **Potential transmission of virus from Welfare office** |  | Staff to adhere to infection control policy.  Regular medication protocols to be followed.  Washing facility and sanitisers available in the welfare room.  Staff to frequently wash their hands.  Avoid/reduce close contact with pupils where possible.  Use face mask/gloves where appropriate or close contact is unavoidable. |  |  |
| **Potential transmission of virus from desks, monitors, keyboards and mouse** |  | Desks to be located or will be taped off so that available desks will be 2 metres apart.  If appropriate, staff to be provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available) or clean between use by different users.  Clear desk policy will be robustly applied so as to enable effective cleaning  Enhanced cleaning regime - including desks every night.  Cleaning wipes available on each desk to clean desks and equipment as needed before and after use desk and throughout day as needed  Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.  **Above applies to the ICT suite for pupils use as well.** |  |  |
| **Home visits** |  | Home visits to be ceased for now. Information about the pupils to be obtained over the phone or other digital/remote means. |  |  |
| **Kitchen Operations/food preparation** |  | School needs to decide on the interim catering arrangements with their catering provider. Options might include:   * Only pre -prepared supply of cold food will be available. Onsite cooking to be ceased for now. * Children (where applicable) to bring their own food from home. * Full hot food catering   When kitchen is operational:  Catering staff to wear their usual PPE.  Food service over counter to enable 2 metre separation between kitchen staff and pupils (extended counter/trolley?).  Pre laid table service options  Removal of all self-serve options  Limit food being brought in from home  Food hygiene practices in place as per Better Food Guidance and accurate records maintained  No staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter.  All packaging to be wiped down using approved methods before storage  All cooking items, plates, cutlery to be washed at 60 degrees  Trolleys/other surfaces to be regularly cleaned.  Staff to wash hands frequently.  Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise | Online refresher training for all staff including food hygiene for kitchen staff  Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work. |  |
| **Potential transmission of virus during lunch/play breaks / food served in the dining hall** |  | Where possible pupils to queue and collect lunch and eat it outdoors. No seating in dining hall unless can maintain 2 metre separation.  Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements.  When Dining hall is operational:  Dining hall seating to arranged in line with governments guidance on social distancing.  Staggered lunch breaks for pupils and limiting the number of pupils at any one time in the dining hall.  Pupils encouraged to dispose of their left- over food in the bins.  Bins provided at various location in the dining hall.  Pupils will be supervised as normal.  Staggered play/break times. |  |  |
| **Handling Deliveries** |  | Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.  Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.  Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery  Wash hands after handling deliveries/packaging |  |  |
| **Potential transmission of virus from visitors/parents** |  | Parents to observe social distancing when dropping and picking children from school.  Only one parent to pick/drop the children.  Staggered school start and finish timings to avoid crowding by the school gates.  Parents visiting reception office to wait outside. When queues are likely parents to maintain 2 metre distance.  Social distancing arrangements put in place with good signage, floor markings etc  Only one parent will be allowed in the reception area at any one time.  Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.  Screens installed at reception desk.  Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.  Reduce intake of any paper documentation from parents. Advise parents to email any documentation.  Where it is unavoidable, staff to ensure wash and sanitise hands regularly. | Where parents wish to discuss any concerns with the teacher, this to be done outdoors maintaining social distance.  Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice social distancing when on school site.  Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation. |  |
| **Potential transmission of virus from contractors attending the school site** |  | Contractors to be notified in advance not to attend the premises if they have symptoms  Attendance by contractors notified to reception desk in advance  Contractors to sign in at reception desk and declare they do not have symptoms.  Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.  Site manager to liaise with and monitor the contractor maintaining social distancing where possible.  Sanitisers stations will be set up at various locations including entry and exit points.  Supervised and limited access to other parts of the building  Regular cleaning regime of public/communal areas. | Staff to observe and ask any contractors to leave the building if they have symptoms |  |
| **Potential Spread of virus from School Library** |  | Library to be closed for time being.  Staff to make use of any digital resources for pupils.  Once operational only limited number of pupils can attend the library at any one time.  Online reservation/book catalogue available to help pupils to reserve books.  Pupils encouraged to drop the returning items in a collection box/trolley.  Returned items to be quarantined for 72 hours. |  |  |
| **Accidents, security and other incidents:** |  | In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.  People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.  Re-visit your first aid and fire safety arrangements which may need some alterations due to reduced staffing levels |  |  |
| **Potential stress/anxiety caused by COVID-19** |  | Reassurance to staff of measures taken seriously to protect their safety.  Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.  Regular communications from Headteacher.  Mental Health  Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference –  <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>  Regular contact with managers and colleagues  One to one supervision meetings with manager  *Insert school’s own arrangements for access to Employee assistance line/occupational health service.*  The Education Support Partnership provides mental health & wellbeing support to the Education sector:  <https://www.educationsupport.org.uk/>    *Insert school’s own arrangements for any access to computer- based training on coronavirus, stress etc (e.g. through schools SLA)*  *Signpost to any online guidance regarding bereavement during the coronavirus period* | Regular communication of mental health information should be communicated to all staff. |  |
| **Travel between schools or other travel whilst at work**  **Travelling to and from school** |  | Encourage greater use of walking, cycling or own car rather than public transport if possible, with staff.  Secondary school pupils typically travel much further to school or college and are far more likely to use public transport or school buses. Consideration should be given to how young people arrive at School and try to where possible reduce any unnecessary travel on coaches, buses, or public transport where possible. [(Coronavirus (COVID-19), safer travel guidance for passengers.](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  Consider how children and young people arrive at School and reduce any unnecessary travel on coaches, buses or public transport where possible. [(Coronavirus (COVID-19), safer travel guidance for passengers.](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers  Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts etc. |  |  |