



## Academic Year 2020/2021 Risk Assessment Form

Draft 7

<b>Facility:</b>	Schools overseen by the WLP.	<b>Date:</b>	March 2021	<b>Completed By:</b>	Philip Westmoreland
<b>Risk Assessment:</b>	<p><b>Opening of school during COVID-19 (Coronavirus) pandemic</b></p> <p>COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This is a generic Risk Assessment for dealing with the current COVID-19 situation in the workplace. It is not likely to cover all scenarios and each member of staff should consider their own unique circumstances.</p> <p>This risk assessment has been reviewed with reference to latest government guidance issued on 22/02/2021 in relation to full re-opening of schools on 08/03/2021.</p>			<b>Reference No:</b>	RA-COVID-07

<b>List significant hazards</b>	<b>List groups of people who are at risk from the significant hazards identified?</b>	<b>List existing control measures or note where the information may be found</b>
		List actions for risks which are not adequately controlled on the risk reduction plan (RRP)

<b>Keeping up to date with official guidance</b>		
Lack of up to date information regarding the virus	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>Government advice regularly checked and followed - <a href="http://www.gov.uk">www.gov.uk</a></li> <li>Advice also available at <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></li> <li>NHS advice regularly checked and followed - <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>Information provided to all stakeholders</li> <li>Guidance for holiday and after school clubs, enrichment and wraparound care has been updated on 23/02/21  <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-</a> </li> </ul>

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<a href="#">of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>		
<b>Preventing the spread of COVID-19 (Coronavirus) in the building</b>		
Access points to premises: No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Suitable locking/closing mechanisms available on non-emergency exit doors</li> <li>• Restricted entry/exit on some external doors (not compromising emergency exits)</li> <li>• Updated information provided to all stakeholders on expectation</li> <li>• One-way system to be implemented in school wherever possible.</li> <li>• Entry and Exit Doors</li> </ul>
No restriction on visitor access to public areas increasing potential spread of bacteria/virus	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Restricted areas kept locked to prevent unauthorised access and patrolled where necessary</li> <li>• Any appointments/access required by contractors or visitors staggered to prevent crowding – external visitors only to attend school sites in exceptional circumstances.</li> <li>• Ideally, contractors only to attend site for emergencies or statutory work</li> <li>• On the 21/08/2020, the World Health Organisation (WHO) published a statement about children and face coverings. They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”</li> <li>• East Riding County Council in consultation with Public Health England have recommended schools within the East Yorkshire region request all colleagues (Primary, Junior</li> </ul>

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		<p>and Secondary) wear face masks outside of the classroom, when in corridors, communal areas and moving around the school. The wearing of masks in the areas stated is now compulsory at Secondary school, but also now required at Primary and Junior Schools. This is a precautionary measure to keep colleagues and children safe</p> <ul style="list-style-type: none"> <li>• Wearing of face coverings for pupils/students – a decision has been made by the Heads of School that this will be compulsory in all secondary schools for communal areas of school or when schools believe it is right in their particular circumstances. Primary/Junior School children will not be expected to wear a face covering. Government advice has changed and it is now also recommended for Year 7 and above, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.</li> <li>• All teachers / colleagues will be issued with face visors, which can be worn in the classroom alongside a face mask. Face visors or shields should not be worn as an alternative to face masks.</li> <li>• Face visors or shields should not be worn as an alternative to face masks.</li> <li>• Outside of the classroom face visors can be worn but only alongside a face mask.</li> <li>• Examples of where education leaders recommend the wearing of face coverings, for pupils and staff include:- <ul style="list-style-type: none"> <li>a) communal areas of the education setting where the layout of the school estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises</li> </ul> </li> </ul>

**Commented [MHW1]:** You need to make sure the information about face coverings is the same in the Longcroft version as currently it isn't

**Commented [MPW(2R1)]:** Now both the same

**Commented [MHW3]:** Should this be face coverings as well as visors

**Commented [MPW(4R3)]:** Amended to state face visors but don't believe it should state face coverings as well.

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		<p>b) where on top of hygiene measures and the system of controls recommended in the opening guidance to schools permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college</p> <ul style="list-style-type: none"> <li>• Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully</li> <li>• Government advice has now changed and it is now also recommended for Year 7 and above, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.</li> <li>• Face coverings should be disposed of in designated bins.</li> <li>• Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs</li> <li>• Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we</li> </ul>

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		would expect teachers and other staff to be sensitive to those needs.
Door mechanisms: Contact points on doors / revolving doors creating increased risk of bacteria/virus contamination	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Daily Robust cleaning regime in place</li> <li>• Deep Clean by external company when required</li> <li>• 24hr Hand sanitation provided on entry/exit</li> <li>• Individual staff hand sanitation bottles provided</li> <li>• Hand washing signage in place</li> <li>• Increased cleaning regime in place in accordance with Government guidelines</li> <li>• Regular stock checks to ensure cleaning / sanitising products are always fully available</li> <li>• Cleaning team briefed regarding COVID-19, use of PPE and increased awareness of Infection Control.</li> <li>• Everyone to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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</li> </ul>
Lack of hand washing facilities leading to increased risk of spread of bacteria/virus	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Hand sanitation points provided at entry and exit points and additional points in school</li> <li>• Hand soap dispensers kept refilled and checked daily</li> <li>• Paper towels provided, checked at least twice a day</li> <li>• Hot water system maintained to provide constant supply</li> <li>• Hand washing signage in place</li> <li>• Additional daily monitoring in place</li> <li>• Regular, staggered washing times introduced into day for all staff/pupils</li> </ul>

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Lack of toilet paper increasing risk of unhygienic hand sanitation	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Sufficient planning with consumables suppliers in place</li> <li>• Hot water and hand soap available at all times.</li> <li>• Additional daily monitoring in place</li> </ul>
Incorrect social distancing	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Government guidance on social distancing followed</li> <li>• Additional information is now available as below</li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>• Guidance issued on full opening of schools below <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• Schools open but access points limited and no cross over between visitors and children</li> <li>• Assessment on social distancing and actions carried out to reduce as far as is practicable e.g. floor markers, table spacing (classrooms), staggered classroom timetable, training on social distancing, reduced toilet cubicles (is additional toileting required), reduced bus seating/transport</li> <li>• Note new guidance issued for transport operators as below</li> <li>• <a href="#">COVID-19: safer transport guidance for operators</a></li> </ul> <p>In accordance with advice from PHE, from the autumn term, the government recommend that local authorities advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to</p>

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		<p>people who are exempt from wearing a face covering on public transport. More information on this can be found at the <a href="#">safer travel guidance for passengers</a>.</p> <p>Until the start of the autumn term, children and young people have not been expected to wear face coverings on dedicated transport, although they have been able to if they wish. We are adopting this new position in light of all children returning to education full-time. As well as the fact that it will not always be possible to apply the same social distancing measures as apply on public transport.</p> <ul style="list-style-type: none"> <li>• staggered meal times, staggered leaving times, analysis of site to ensure clear flow of human traffic in line with Government guidance (corridors etc) circular routes i.e. one-way systems, meetings, visits, contractors.</li> <li>• Placing Perspex screens on reception and in other areas around school, contactless payment (wherever possible)</li> <li>• Moving/removing/taping off furniture to ensure correct social distancing of 2 metres</li> <li>• Pupils/Students to bring in packed lunches or have limited meal choice</li> <li>• Use of drinks/water machines (cleaning) (if applicable)</li> <li>• Use of lifts (1 person at any time) (if applicable)</li> <li>• Annual completion of fire drills – drills now taking place</li> <li>• Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks, with agreement.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Social Distancing also to be adhered to in canteen and any social area(s)</li> <li>• Social Distancing - Reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency</li> <li>• Classrooms to have a maximum of 30 pupils if social distancing allows with all pupils facing forward or in the same direction</li> <li>• Small groups of pupils to stay together wherever possible throughout the day for teaching, lunchtimes, toileting, social distancing, arriving and leaving school</li> <li>• Regular communication &amp; reminders to all pupils and staff about expectations and safety measures that must be followed</li> </ul>
Lack of knowledge and guidance from the Government in the Education sector	<p>Staff Students Customers Contractors</p>	<ul style="list-style-type: none"> <li>• Additional information now available as below</li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>• Guidance issued on full opening of schools below <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021">https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021</a></li> <li>• Plan entrance and exit routes, use more exits including fire exit</li> <li>• Plan flow of traffic</li> </ul>

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		<ul style="list-style-type: none"> <li>• Reduce class sizes to ensure a maximum of 30 pupils in a class with all pupils facing forward or in the same direction.</li> <li>• Manage access to toilet facilities</li> <li>• Organise classrooms and other learning environments such as workshops and science labs, maintaining space between seats and desks where possible.</li> <li>• Refresh the timetable in line with government guidance in the link above</li> <li>• Where settings can keep young people in those small groups 2 metres away from each other, they should do so. While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</li> <li>• Daily reminders to staff/pupils/students on arrival at school as part of the daily routine</li> </ul>
<b>Handling staff/pupils/visitors presenting symptoms whilst in the facility</b>		
Staff or pupil continuing to be on school site if feeling unwell	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Staff and pupils must self-isolate if they feel unwell and / or have COVID-19 symptoms. New continuous cough, high temperature, loss or change in sense of taste or smell etc</li> <li>• Government guidance followed</li> <li>• Follow protocol for staff or pupil displaying symptoms</li> </ul>
Visitors entering the premises with flu-like symptoms	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• All visitors should be asked to confirm they have had no recent COVID symptoms and where necessary refused entry and directed to self-isolate and call/email NHS 111</li> <li>• Government guidance followed</li> <li>• See note above</li> </ul>

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Lack of Risk communication, Changing levels of Coronavirus	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Tell young people, parents, carers or any visitors, such as suppliers, not to enter the education setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times)</li> <li>• Senior team to co-ordinate monitoring government and other advice and guidance</li> <li>• Different communication tools and technologies are utilised to enable risk communication messages to reach a variety of audiences – website, email/letter, staff bulletin.</li> <li>• Schools to notify Public Health England authorities about COVID-19 cases</li> <li>• RIDDOR reporting in place</li> <li>• Regular contact with line manager</li> <li>• For schools to respond to changing levels of coronavirus cases, the government have provided a contingency framework, and will advise areas/schools which level of the framework they should apply.</li> </ul>
<b>High risk employees /pupils or students (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)</b>		
Those employees/Pupils/Students who are at higher risk from contracting Covid-19	Staff Pupils/Students	<p>Additional information now available as below</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> </ul>

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		<p>their GP or clinician not to attend an education setting. Children and young people whose parents or carers are clinically extremely vulnerable can also continue to go to school</p> <ul style="list-style-type: none"> <li>Clinically vulnerable colleagues will continue to attend school in line with the Trust and individual risk assessment</li> </ul>
<b>Staff Behaviour</b>		
Staff in workplace increasing risk of community transmission	Staff	<ul style="list-style-type: none"> <li>Lateral flow testing for staff in Primary schools commenced on Sunday 31/01/2021 as per government guidance.</li> <li>Test Centres have also been set up and made ready at both Woldgate and Longcroft Schools week commencing 01/02/2021. Secondary school pupils are being offered Lateral Flow Device Testing in school from 03/03/2021.</li> <li>For secondary school staff home testing will start no later than 08/03/2021</li> <li>Pupils will move to a home testing model following the first 3 onsite tests.</li> <li>Government advice followed: <a href="https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf">https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf</a></li> <li>Staff practice 'social distancing' in line with Government guidelines i.e. setting up the workspace to reduce working opposite each other.</li> <li>Some staff (support/teachers) to continue to work from home</li> <li>DSE risk assessments completed for those who continued to work from home</li> </ul>

Commented [MHW5]: I have amended the wording – please ensure that Longcroft is the same

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		<ul style="list-style-type: none"> <li>GDPR good practice reminder to be sent to all staff with any breaches reported and advice taken from the Trust</li> </ul>
Travel for business purposes	Staff	<ul style="list-style-type: none"> <li>Travel restricted to essential only and social distancing guidelines followed</li> <li>Video conferencing used for meetings where possible, contact with suppliers and where necessary visitors</li> </ul>
Handshaking or other greeting increasing risk of transferring bacteria/virus	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>Handshaking and general close personal greetings are prohibited</li> <li>Hand washing protocols and hygiene facilities in place</li> </ul>
Poor workspace hygiene leading to increased risk of transferring bacteria/virus	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance</li> <li>Alcohol wipes available for wiping down work surfaces and equipment – daily</li> <li>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared</li> <li>Hand sanitiser available – daily</li> <li>Additional hand sanitisers have been provided</li> <li>Daily robust cleaning schedule in place which is monitored</li> <li>Deep clean of premises (if someone has symptoms) by external company</li> <li>Catering staff handling and serving food/drinks to wear protective gloves at all times</li> </ul>
Collection and marking of books		<ul style="list-style-type: none"> <li>Once books are collected for marking, they should be quarantined and out of reach for a period of 72 hours prior to being marked. Coronavirus can survive on cardboard for up to 24 hours and on plastic for between 48 to 72 hours.</li> </ul>

**First Aid**

**March 2021**

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Withdrawal of first aid to a person in need could put their life at risk	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> <li>• First aid trained personnel available, where practicable during all opening hours</li> <li>• Preservation of life a priority</li> <li>• Strict hygiene protocols in place to try and reduce transmission and adhered to levels of PPE to be employed in different situations (e.g. face mask, disposable gloves, eye protection)</li> <li>• First aid providers have resumed first aid training and assessment. In some cases, there remains a back log or limited availability. FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</li> <li>• To qualify for the extension, employers must be able to demonstrate that: <ul style="list-style-type: none"> <li>• they have made every effort to arrange requalification training as soon as possible and can explain in detail why they have not been able to do so. For example, they must show evidence that staff with expired certificates are booked on to EFAW or FAW requalification courses, if requested by an inspector</li> <li>• they have adequate and appropriate equipment and facilities to give first aid to any employee who is injured or becomes ill at work</li> <li>• the level of first aid cover provided remains appropriate for their particular work environment</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>the level of first aid provision necessary in high risk settings is fully maintained, e.g. in construction, agriculture, engineering and chemicals</li> </ul> <p>This guidance now applies to employers in England, Scotland and Wales.</p> <p>New Resuscitation Council guidance followed on carrying out CPR: Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth, Place cloth/towel over the victim's mouth and nose, Do not carry out rescue breaths – chest compressions only, If the rescuer has access to personal protective equipment (PPE) (e.g. face mask, disposable gloves, eye protection), these should be worn.</p>
First Aid / Cardiopulmonary Resuscitation (CPR) training	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>Staff displaying flu-like symptoms excluded from First Aid training</li> <li>Only compressions practiced during ongoing training</li> <li>Compressions and rescue breaths demonstrated during a qualification course</li> <li>If rescue breaths carried out, then: <ul style="list-style-type: none"> <li>Lungs/airways to be replaced and disposed of safely</li> <li>Face and mouth of mannequin wiped with disinfectant wipes in between each use, and disposed of safely</li> </ul> </li> <li>Mannequin face thoroughly washed with disinfectant at the end of training session</li> </ul>
No safe area to provide first aid with someone showing symptoms and becoming unwell	Staff Pupils/Students	<ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough, a high temperature or loss or change in sense of taste or</li> </ul>

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	Visitors Contractors	<p>smell, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <ul style="list-style-type: none"> <li>• Allocated room to be used for isolation until the pupil/student can be collected which (wherever possible) has separate toilet facilities, windows should be opened for ventilation</li> <li>• Allocated room to be deep cleaned after each use</li> <li>• Toilet should be cleaned and disinfected using standard cleaning products after use.</li> <li>• PPE should be worn by all staff caring for the person while they await collection.</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• Additional information now available as below</li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>• Guidance issued on full opening of schools below <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ul>
<b>Cleaning and Waste</b>		
Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services	Staff Pupils/Students	<ul style="list-style-type: none"> <li>• Restriction of areas available to staff/public to reduce facilities to be cleaned</li> </ul>

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	Visitors Contractors	<ul style="list-style-type: none"> <li>• Increased cleaning regime in place in accordance with Government guidelines.</li> <li>• Weekly stock checks to ensure cleaning / sanitising products are fully available at all times.</li> <li>• Cleaning team briefed regarding COVID-19, use of PPE and increased awareness of Infection Control.</li> <li>• Business continuity plan and Emergency contingency plan in place</li> </ul>
Untrained staff using cleaning substances and equipment	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• COSHH assessments for all substances in place</li> <li>• Work instructions for tasks in place</li> <li>• Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment</li> </ul>
Poor cleaning practice increasing risk of bacterial/viral contamination	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Robust general cleaning schedule in place</li> <li>• Cleaning tasks monitored by supervisor/SLT</li> <li>• Additional cleaning programmed for high touch points – including light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers etc.</li> <li>• Deep clean of premises carried out</li> <li>• Government guidelines followed <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>
Inappropriate disposal of waste, in particular used tissues increasing risk of contamination	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Work instructions in place on disposal of waste in line with government guidance in above link</li> <li>• Personal protective equipment available, including gloves, aprons, face masks</li> <li>• Waste, including PPE and face coverings should not be put in a recycling bin or dropped as litter. Extra bins should be</li> </ul>

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		<p>provided for staff and parents / pupils to throw away face coverings and PPE. This waste should be placed in black plastic rubbish bags and tied, then placed immediately in the normal secured waste disposal receptacle.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste">https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</a></li> </ul>
<b>Handling post or packages</b>		
Handling post, packages or food	<p>Staff Pupils/Students Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Work instructions in place</li> <li>• Personal protective equipment provided for handling items if required</li> <li>• Biohazard protocol for acceptance of post/packages/food e.g. dirty zone defined at specific acceptance points with bleach sprays/soapy water utilised to spray/wash packaging. Post held in quarantine for 24 hours prior to opening. Hands to be washed if items are handled.</li> <li>• Government guidelines followed <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></li> </ul>
<b>Business Continuity</b>		
Trust Leadership/Trust Board/Governance		<ul style="list-style-type: none"> <li>• Trust/Governance matters/meetings will be dealt with by remote Teams meetings as agreed at Trust and LGB until the threat of COVID-19 is averted. Governing meetings/visits onsite will be cancelled until further notice.</li> <li>• Trust Leaders (Heads &amp; Central Team) will meet via Teams once a week as a minimum until COVID-19 is averted.</li> </ul>
Covid-19 infected person having been or suspected to have been in the premises, or insufficient staff to safely open to the public	<p>Staff Pupils/Students Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Deep clean and sanitisation of facility. Government advice followed.</li> <li>• Emergency contingency plan in place and communicated to all users</li> </ul>

List significant hazards	List groups of people who are at risk from the significant hazards identified?	List existing control measures or note where the information may be found List actions for risks which are not adequately controlled on the risk reduction plan (RRP)
		<ul style="list-style-type: none"> <li>• Minimum staffing levels identified to safely operate. Buildings closed if such numbers are not available</li> <li>• Flexible emergency roster introduced to maintain a level of service</li> </ul>
Contracted cleaning provision interrupted or discontinued	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Emergency contingency plan in place</li> <li>• Staff trained in cleaning tasks</li> <li>• Buildings closed if this cannot be achieved</li> </ul>
Managing air flow and ventilation	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Continue to use most types of air conditioning system as normal to ensure a good supply of fresh air</li> <li>• However, if you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you TURN OFF recirculation and use a fresh air supply</li> <li>• Toilet blocks. If windows are the only means of ventilating the toilet block, then they should be left open as long as reasonably possible and windows in adjoining rooms should also be open</li> <li>• However, in toilet blocks with mechanical extract ventilation, the extract ventilation should remain constantly on and windows in the toilet block should remain closed. A notice may need to be displayed on the toilet doors / walls to explain this and discourage opening of windows</li> <li>• Where mechanical ventilation systems exist they should be maintained in accordance with the manufacturers recommendations. Good ventilation is essential at all times in classrooms and particularly during this period.</li> <li>• Read guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> on HSE website</li> </ul>

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COVID-19 confirmed infected person having been or suspected to have been in the premises, or insufficient staff to safely open to the public	Staff Pupils/Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate.</li> <li>• <a href="#">PHE health protection team</a></li> <li>• Deep clean and sanitisation of facility. Government advice followed</li> <li>• Emergency contingency plan in place and communicated to all users</li> <li>• Minimum staffing levels identified to safely operate. Buildings closed if such numbers are not available</li> <li>• Flexible emergency roster introduced to maintain a level of service</li> </ul>

	Name	Signature	Date
Review Conducted by:	Philip Westmoreland	PW	18/08/2020
Review Conducted by:	Philip Westmoreland	PW	27/08/2020
Review Conducted by:	Philip Westmoreland	PW	10/11/2020
Review Conducted by:	Philip Westmoreland	PW	08/12/2020
Review Conducted by:	Jo Brighton	JB	03/01/2021
Review Conducted by:	Philip Westmoreland	PW	03/02/2021
Review Conducted by:	Philip Westmoreland	PW	25/02/2021
Review Conducted by:	Philip Westmoreland	PW	02/03/2021

<b>List significant hazards</b>	<b>List groups of people who are at risk from the significant hazards identified?</b>	<b>List existing control measures or note where the information may be found</b> List actions for risks which are not adequately controlled on the risk reduction plan (RRP)
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This document should be reviewed again by w/c 15/03/2021 or after any major changes in government guidance.

This document should be read alongside the School Specific Risk Assessment

School Specific Risk Assessments

- Melbourne Primary School
- Pocklington Junior School
- Stamford Bridge Primary School
- Longcroft School and Sixth Form College
- Woldgate School and Sixth Form College