

			<ul style="list-style-type: none"> • Extended duty of care • Well-Being <p>The Leadership Team to regularly update and inform staff re government guidance regarding COVID-19 controls required via email and staffroom noticeboard.</p> <ul style="list-style-type: none"> • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 • Gov.uk Public Health England https://www.gov.uk/government/organisations/public-health-england • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools COVID-19 • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (COVID-19) • Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on COVID-19, the Leadership Team should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p>Staff to undertake twice weekly home tests (Sunday and Wednesday) whenever they are due on site until the end of September when advice will be reviewed. Staff to undertake additional home tests if Covid symptoms emerge before Sunday and Wednesday. Staff to book a PCR test if home test is POSITIVE.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face masks and visors • Disposable gloves 	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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		<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Forest School gate and walk along the path at the back of the building to the drop off point for Cresswell and Heyworth which are at staggered times on entry and exit. Parents are asked to keep their children safe from road traffic by asking their child to walk against the school fence and for the parent to walk on the outside of their child on the kerbside.</p> <p>School first aid risk assessment reviewed, as required re 19/05/21</p> <p>School entry control system reviewed and appropriate steps taken e.g. hand sanitiser located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Staff rooms • Toilets • Changing areas • Training Rooms <p>Face masks are now personal choice and no longer need to be worn, however school may advise staff and/or pupils to wear a face mask on entering the school/centre, in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Staff verbally reinforce controls in corridors and foyer where necessary.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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3	COVID-19: School reception and offices	Pupils Visitors Contractors	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones not to be shared. If this is not possible, phones to be cleaned regularly. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	L L L L L L
4	COVID-19: Meetings	Staff Pupils Visitors Contractors	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> • Attendees encouraged to take LFT test on the morning of the meeting prior to attending. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <p>Meeting room users advised not to share equipment during meetings i.e. pens,</p>	L L L L L

			<p>stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> • Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size etc. <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	L L L L
5	COVID-19: Classrooms	Staff Pupils	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	L L L L

6	COVID-19: Dining areas	Staff	Dining room tables and chairs will be wiped down between sittings.	L
		Pupils	Dining room windows will be opened to allow natural ventilation.	L
7	COVID-19; Cleaning	Staff	All cleaning staff are experienced and have received appropriate training and undertake lateral flow tests on Sundays and Wednesdays.	L
		Pupils	Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.	L-M
		Visitors		
		Contractors	Cleaners have appropriate PPE in line with COSHH risk assessments	L
			Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.	L
			Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.	L
			School will be fully cleaned at the start/finish of each school day.	L
	Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.	L		
	Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.	L		
8	COVID-19; Ventilation	Staff	Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.	L
		Pupils	When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.	L
		Visitors		
		Contractors	Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.	L
	Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.	L		

			<p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area:</p> <p>Leaders to be aware of any poorly ventilated rooms and detail controls taken to reduce risk e.g.</p> <ul style="list-style-type: none"> • Limit numbers entering and working within • Reduce time spent in area • Door kept open whilst within and left open when leaving to air room (unless fire door) 	<p>L</p> <p>L</p> <p>L-M</p> <p>L</p> <p>L</p>
9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group into the Family Learning Room and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice if LFT on-site tests POSITIVE.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a POSITIVE LFT test result are asked to self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p>	<p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L</p> <p>L</p> <p>L</p>

			<p>School to complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School to contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	L
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.</p> <p>School to complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	L L

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p>	<p>Risk assessment signed off by: Lesley Curtis</p> <p>Signature: <i>L. Curtis</i></p> <p>Date: 21/09/2021</p> <p><i>Please note an electronic signature will suffice.</i></p>
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