

# Covid-19 Academy Risk Assessment

## Identifying risk and control measures relating to Covid-19

### Cidari | All Academies | Public

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#### Cidari Approved Covid-19 Risk Assessment for Newchurch St Mary's CE Primary Academy

The outline of this document has been developed by Cidari in consultation with the Trust designated H&S officer for modification by each Academy. This risk assessment is intended to help document the risk controls which have been introduced at the Academy to control the spread of COVID-19. This document should be read in conjunction with the **Trust Covid-19 Policy** and the **local Covid 19 Appendix 1 (& 2) prepared by this Academy**.

<b>Location:</b> Applies to entire Academy site (premises and external)		<b>Date Assessed:</b> 12/07/20		<b>Assessed by:</b> Pauline Nightingale			
<b>Task/ Activity:</b> Dealing with Covid-19 in Cidari Premises & Settings		<b>Review Date:</b> January 2021		<b>Reference Number:</b> CID-COV01			
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Understanding and communication of scope.	Awareness of policies and procedures	Employees Pupils Contractors Visitors	<p>All staff, pupils, volunteers and contractors are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Covid -19 Policy</li> <li>Covid 19 Policy Appendix 1</li> <li>Covid 19 Policy Appendix 2 (where applicable)</li> <li>First Aid Policy</li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'Guidance for full opening: schools'</li> </ul>	4	1	Low	<p>Review of all relevant documentation in line with latest Government guidance and changes to arrangements outlined in Covid-19 Appendix 1.</p> <p>Key Government Guidance for Schools  <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></p> <p>The Trust will monitor Local Lockdown arrangements for any impact to this plan and advise,</p>

		<p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>Supported by the Trust the Academy keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• DfE</li> <li>• NHS</li> <li>• Department of Health and Social Care</li> <li>• PHE</li> <li>• The school's local health protection team (HPT)</li> </ul> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</p> <p>Staff who have not been in school since the implementation of these measures will be given a reorientation induction upon their return.</p> <p>Parents are made aware of the school's infection control procedures in relation to COVID-19 via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to COVID-19.</p> <p>Clear signage internal and external, at all site entrances informing persons with symptoms not to enter the premises.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly, regular direct teaching and modelled behaviours by all staff.</p> <p>Pupils are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>Visitors and contractors are aware of the Academies infection control procedures in relation to coronavirus via the relevant checklist and declaration forms before entering the building. They are informed that they must contact the school as soon as possible if they develop symptoms within 7 days of visiting site.</p> <p>GDPR best practice is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>				<p>adapt and implement through local arrangements Appendix 2</p>
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<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Contact with persons suffering from coronavirus</p>	<p>Employees Pupils Contractors Visitors Volunteers</p>	<p>We will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible.</p> <p>We will keep groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <p>We will maintain distinct groups or 'bubbles'.</p> <p>If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, we will look to implement year-group-sized 'bubbles'.</p> <p>All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable; however, strict social distancing and hygiene will be followed at all times</p>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><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></p> <p>The Trust will monitor Local Lockdown arrangements for any impact to this plan and advise, adapt and implement through local arrangements Appendix 2</p>
<p>Measures within the classroom</p>	<p>Contact with persons suffering from coronavirus</p>	<p>Employees Pupils Contractors Visitors Volunteers</p>	<p>We will aim to maintain a distance between people whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible.</p> <p>Adults will aim to maintain a two-metre distance from each other, and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone.</p> <p>Pupils who are old enough will be instructed and supported to maintain distance and not touch staff and their peers where possible.</p> <p>When staff or children cannot maintain distancing, the risk will be reduced by keeping pupils in the smaller, class-sized groups described above. We will make small adaptations to the classroom to support distancing where possible. This includes seating pupils side-by-side and facing forwards. Unnecessary furniture will be removed.</p>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><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></p> <p>The Trust will monitor Local Lockdown arrangements for any impact to this plan and advise, adapt and implement through local arrangements Appendix 2</p>



<p>Measures elsewhere</p>	<p>Contact with persons suffering from coronavirus</p>	<p>Employees Pupils Contractors Visitors Volunteers</p>	<p>Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than one group.</p> <p>Singing, wind and brass playing will not take place in large groups.</p> <p>When timetabling, groups will be kept apart and movement around the school site kept to a minimum.</p> <p>While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits.</p> <p>We will implement staggered break and lunch times (and allow time for cleaning surfaces in the dining hall between groups).</p> <p>We will also plan how shared staff spaces are set up and used to help staff to distance from each other.</p> <p>Use of staff rooms will be minimised.</p> <p>We will inform parents and pupils not to gather at the school gate and visitors will not be allowed on site without an appointment.</p> <p>School transport will be used in the following means:</p> <ul style="list-style-type: none"> <li>• By set bubbles;</li> <li>• Hand sanitiser used before boarding and unboarding;</li> <li>• Regular cleaning of transport;</li> <li>• Organised queuing and boarding;</li> <li>• Distancing where possible;</li> </ul> <p>Educational visits to be conducted using normal means with social distancing and good hand hygiene measures in place.</p>	<p>5</p>	<p>2</p>	<p>Medium</p>	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><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></p> <p><a href="https://www.gov.uk/guidance/of-schools-during-the-coronavirus-covid-19-rolling-guidance-update">https://www.gov.uk/guidance/of-schools-during-the-coronavirus-covid-19-rolling-guidance-update</a></p>
<p>Other considerations</p>	<p>Contact with persons suffering from coronavirus</p>	<p>Employees Pupils Contractors Visitors Volunteers</p>	<p>Where a child routinely attends more than one setting on a part-time basis, we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>For individual and very frequently-used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.</p> <p>Classroom-based resources, such as books and games, will be used and shared within the bubble; these will be cleaned</p>	<p>5</p>	<p>2</p>	<p>Medium</p>	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><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></p>



		<p>regularly, along with all frequently-touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p>Pupil limits will be introduced to reduce the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed.</p> <p>Undertake the COVID-19 Daily Management Checklist.</p> <p>Undertake the Daily Cleaning Checklist which will act as the cleaning schedule to ensure enhanced cleaning.</p> <p>All vulnerable persons (including BAME) will undertake a Vulnerable Persons Risk Assessment.</p> <p>Governors meetings held remotely until further notice.</p> <p>Up-to-date emergency contact details held.</p> <p>New and expectant mothers risk assessment completed.</p> <p>Windows opened to allow ventilation.</p> <p>Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</p> <p>Staff advised to bring their own food to work.</p> <p>Trust Covid 19 Policy is in place</p> <p>Local Appendix 1 is in place</p> <p>Lunch and breaks staggered to minimise social gatherings for pupils and staff.</p> <p>Regular family contact to ensure that children from families with symptoms do not attend school.</p>				<p><a href="#">ols</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rollin">h https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rollin</a> <a href="#">g</a> <a href="#">-update</a></p> <p>Local lockdown action plan to be put in place if additional measures or adjustments required by the Academy (Appendix 2 of the COVID-19 Policy)</p>
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		<p>Refer to separate children with (EHC) Plans in place risk assessments.</p> <p>Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).</p> <p>Adequate supplies of face masks, eye protection, gloves and aprons are available for those who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.</p> <p>Flow of pupils and staff around the school reviewed to enable two-metre distancing to be maintained where possible (control measures are outlined in local Appendix 1)</p> <p>Face coverings will be provided for anyone should it be identified they require them.</p> <p>Use of outdoor spaces for teaching and learning when possible.</p> <p>Shared materials/resources limited for those pupils/staff that need to take these home.</p> <p>Established arrangements are in place between the school and transport companies. We will work with transport companies to stagger start times to enable more transportation outside of peak hours.</p> <p>We will encourage parents, staff and pupils to walk or cycle to school.</p> <p>Close liaison between families regarding symptoms – we will not monitor temperatures.</p> <p>Tissues and sufficient bins provided.</p> <p>Pupils and staff wearing face coverings on public transport will be asked to wash their hands-on arrival, dispose of their face covering in a covered bin, or place within a plastic bag to take home.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>				
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Physical Education	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	<p>Pupils will be kept in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups and contact sports will be avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. We will refer to the following advice:</p> <ul style="list-style-type: none"> <li>• Guidance on the <a href="#">phased return of sport and recreation</a>;</li> <li>• Guidance from <a href="#">Sport England</a>;</li> <li>• Guidance from the <a href="#">Association for Physical Education</a>; and</li> <li>• Guidance from the <a href="#">Youth Sport Trust</a>.</li> </ul>	5	2	Medium	The Trust will monitor Local Lockdown arrangements for any impact to this plan and advise, adapt and implement through local arrangements Appendix 2
Working in the school	Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>We understand the NHS test and trace process and how to contact our local Public Health England health protection team.</p> <p>We will follow guidance on the cleaning of <a href="#">non-healthcare settings</a>.</p> <p>We will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.</p> <p>We will not request evidence of negative test results or other evidence before allowing back into school.</p>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><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></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>

Working in the school	Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>We have updated our behaviour policies with any new rules/policies and will consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</p> <p>Kitchen staff to maintain good hygiene in line with the school's HACCP. A separate School Catering Risk Assessment has been completed.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>	5	2	Medium	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Working in the school	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Pupils Contractors Visitors Volunteers	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the waste should be stored for 72 hours before disposal or further advice sought from the Trust if this is not practical.</p>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><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></p>
Working in the school	Contracting and spreading of infection – personal hygiene	Employees Pupils Contractors Visitors Volunteers	<p>Basic infection controls should be followed as recommended by the government - Hands, Face, Space:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> </ul> <p>Pupils asked to clean/ sanitise hands when arriving at school, returning from breaks, after using changing rooms, and before</p>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-</a></p>



			<p>and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets.</p> <ul style="list-style-type: none"> <li>• Report all instances of COVID-19 to the Trust immediately</li> <li>• Decontamination in line with accepted practices</li> <li>• Lidded bins available in all teaching and hand washing areas.</li> <li>• Paper hand towels (in dispensers) available in all hand washing spaces and toilets.</li> <li>• Use of electrostatic misting devices to disinfect areas daily.</li> <li>• Full guidance and poster visible on site.</li> <li>• Covid-19 vinyl and Banner Stand displayed at the main entrance to the school building(s).</li> <li>• Daily Management Checklist to be used.</li> <li>• Staying COVID-19 Secure in 2020 poster in place at reception.</li> </ul>				<p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">settings</a></p> <p><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></p>
Working in the school	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p> <p>Volunteers</p>	<ul style="list-style-type: none"> <li>• Toilets to have a regular supply of hot and cold water complete with soap and towels.</li> <li>• Hand sanitiser readily available throughout the site.</li> <li>• Kitchen area to have a safe supply of mains cold water.</li> <li>• Hand-contact points cleaned daily as a minimum standard and more frequently where possible.</li> <li>• Toilets and kitchen area to be regularly cleaned.</li> <li>• Teaching staff to implement controls to prevent overcrowding and ensure social distancing where possible.</li> <li>• Covid cleaner appointed to support cleaning of contact points during the day.</li> </ul>	<b>5</b>	<b>2</b>	<b>Medium</b>	The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Working in the school	<p>Contact with delivery drivers / contractors to site / supply teachers</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p> <p>Contractors</p> <p>Supply teachers</p> <p>Volunteers</p>	<p>All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist.</p> <p>All visitors including contractors complete the visitor declaration.</p> <p>Wherever possible, we will avoid visitors entering the premises. In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC Plan, we will assess whether the professional(s) need to attend in person or whether they can do so virtually. If they need to attend in person, they should closely follow the protective measures described in this risk assessment and attendance will be kept to a minimum.</p>	<b>5</b>	<b>2</b>	<b>Medium</b>	The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



			<p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.</p> <p>Contractors, supply teachers and delivery drivers provided with handwashing facilities.</p> <p>Contractors and delivery drivers supervised at all times.</p> <p>Visitor information provided at reception for COVID-19 measures taken.</p>				
<p>Attending and working in the school</p>	<p>Contact with persons suffering from coronavirus</p>	<p>Employees Pupils Contractors Visitors</p>	<p>If an employee, pupil or known visitor tests positive for coronavirus, Government guidance will be followed and the Trust will inform the relevant authorities. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Anyone displaying symptoms in school will be sent home or separated from contact with others in a dedicated space until they are able to do so (collected if a pupil). They will be advised to isolate as per guidelines and seek a test immediately.</p> <p>All staff unable to maintain appropriate distance when supporting a pupil or colleague displaying symptoms will wear appropriate PPE supply including IIR Mask, Nitrile Gloves, Apron and Eye Protection.</p>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><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></p> <p><a href="https://www.gov.uk/guidance/official-schools-rolled-out-coronavirus-covid-19-rollout-update">https://www.gov.uk/guidance/official-schools-rolled-out-coronavirus-covid-19-rollout-update</a></p> <p>Control measures will be revised and updated on the advice of the Trust when the latest government guidance is released.</p>



<p>Attending and working in the school</p>	<p>Contact with persons who may have been exposed to coronavirus</p>	<p>Employees Pupils Contractors Visitors</p>	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Anyone displaying symptoms in school will be sent home or separated until they are able to do so (collected if a pupil). They will be advised to isolate as per guidelines and seek a test immediately.</p> <p>All staff unable to maintain appropriate distance when supporting a pupil or colleague displaying symptoms will wear appropriate PPE supply including IIR Mask, Nitrile Gloves, Apron and Eye Protection.</p>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><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></p> <p>Control measures will be revised and updated on the advice of the Trust when the latest government guidance is released.</p>
<p>General Measures</p>	<p>Contracting and spreading of infection</p>	<p>Employees Pupils Contractors Visitors</p>	<p>Basic infection controls will be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Pupils do not share cutlery, cups or food.</li> <li>• Clean the school building(s) on a daily basis, including frequently-touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides, etc.).</li> <li>• Pupils sit at desks all facing the same way where the physical environment allows.</li> <li>• Good hygiene practices taught frequently in lessons.</li> <li>• Community events/meetings cancelled until further notice.</li> <li>• Staggered drop-off/collection were necessary to achieve social distancing.</li> <li>• School kitchen follows guidance of social distancing. Managed by Mellors, monitored by school leaders.</li> <li>• Cidari Covid-19 Policy in place.</li> <li>• Use of COVID-19 Return to Work Form with staff.</li> <li>• Lunches to be taken in classroom where suitable. If the hall is to be used the space will be cleaned between each group.</li> <li>• Space audit conducted in order to identify appropriate teaching space with desks spaced as far apart as possible and unnecessary items/furniture removed.</li> <li>• Adequate supplies of facemasks, eye protection, gloves and aprons are available for those who become unwell at</li> </ul>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated on the advice of the Trust when the latest government guidance is released.</p> <p><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></p> <p><a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/condition">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/condition</a></p>



			<p>school and need direct personal care – two-metre distancing cannot be maintained.</p> <ul style="list-style-type: none"> <li>• The usage of play equipment is supervised and cleaned between different groups and never used by mixed groups at the same time.</li> <li>• Lidded bins will be available in all classrooms and wash spaces.</li> <li>• Paper hand towels (in dispensers) available in all hand washing spaces and toilets.</li> <li>• Use of test and trace apps by individuals to establish data.</li> <li>• Records maintained of staff/pupils who have tested positive for COVID-19.</li> <li>• Classroom spaces configured to adhere to new guidance.</li> <li>• Toilet facilities cleaned regularly throughout the day.</li> <li>• Markings external and internal to guide social distancing.</li> <li>• Contractor declaration form in place.</li> <li>• Visitor declaration form in place.</li> <li>• Home School Agreement updated to reflect social distancing and covid mitigation measures.</li> <li>• Adherence to any instructions from Test, Track and Trace.</li> </ul> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p>Symptomatic persons should seek a test immediately by using the Government online test request or calling 119.</p> <p>If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p>				
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## Risk/ Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

Risk/ Priority Indicator Matrix						
<b>Likelihood</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		<b>Severity (Consequence)</b>				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by (Name)	Comments
Reviewed the updated guidance from the government disseminated by the Trust			
Reviewed and updated the risk assessment to incorporate any changes to the guidance			
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available			
Identified and implemented the (new) recommended control measures			
Completed the Daily Management Checklist			
Confirmed all contractors due to attend site have completed the contractor checklist			
All employees returning to work after absence have completed the Covid-19 back to work form			



**Academy Action Plan**

Action	Yes	Confirmed by (Name)	Comments
Implement latest updates and guidance from the Trust.			
This risk assessment, Covid-19 Appendix 1 and Emergency Action Plan reviewed following any confirmed case of Covid-19 on site.			

