BROOMFIELD SCHOOL

Head Teacher:	Mr P. P. Travis	*Persons undertaking the assessment:*	Head Teacher/Senior Leadership Team (RA drawn up in consultations with staff, including union rep.) (RA sent to Enfield LA H&S Team July 2020.) (RA to be placed on website for parents and pupils and other stakeholders.)
Work Activity being assessed:	Risk Assessment – for the school opening to all pupils from September 2020 according to Government guidance.		
Date of assessment:	Consultation with staff, including union rep. Sue C, from 12th July to 17th July 2020.	*Date of next reviews:*	*Friday 3rd October 2020 for formal review.* *This is a live document and therefore may be updated in the light of the experience of the day-to-day.* *It will also be updated should Government guidance change.* *Staff will be invited to submit updates for reviews.*
Adopted by the Governing Body: (Chair's action)	2nd September 2020		
Updated			
Updated			

This Risk Assessment is based on the Enfield model sent on the 19th May 2020 and Version 2 sent on the 13th July 2020 and version 4 sent on 24th August 2020.

EXAMPLE RISK ASSESSMENT – SCHOOLS
DURING CORONAVIRUS PANDEMIC (COVID-19) ENFIELD Council

It may be that some or all of the measures in this document are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly positioned within this document, i.e. is the measure in place or measure not yet in place. If not in place dates will be given for their implementation.

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
SCOPE OF OPERATION (description of tasks being undertaken): *facilities/activities relevant to the school* Education settings must be able to achieve the following controls as defined by the Department of Education guidance, before schools return full-time from the beginning of the autumn term. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools The current Risk Assessment must be updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed. Consideration should be given to the additional risks and control measures so as to enable a return to full capacity in the autumn term. 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.	NHS 111 https://111.nhs.uk/covid-19 https://www.hse.gov.uk/coronavirus/working-safely/index.htm https://www.hse.gov.uk/mothers/index.htm Government guidance: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.
• There may be specific individuals and groups who will not be able to attend school following reopening and others must take extra-special care whilst attending school. • It may be that individuals are advised by the relevant authority to self-isolate or quarantine for a variety of reasons or are especially vulnerable and therefore require additional support-measures. • Such individuals and groups will be supported by the school, including via on-line learning where appropriate. • The advice from DfE is to be followed.	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 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
LOCATION: Broomfield School	
WHEN DOES THE ACTIVITY TAKE PLACE *(early hours, during normal hours, after 6pm or at weekends)* The ordinary School day, plus any early morning and after school activity and any weekend or holiday times.	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care https://www.gov.uk/guidance/contacts-phe-health-protection-teams https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 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.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/

	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
	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
	https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield
	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
	https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk
	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm
	https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-

	covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
	https://www.gov.uk/coronavirus
	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.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/

Source: Enfield Council, including Version 4 (V4).

What are the hazards? (The Covid hazard throughout is contracting or spreading Covid 19, within and beyond the school, which can lead to a range of illnesses/conditions or complications for other illnesses/conditions; it can result in death.)	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault) The Covid hazard throughout is contracting or spreading Covid 19, within and beyond the school, which can lead to a range of illnesses/conditions or complications for other illnesses/conditions; it can result in death.	What is currently done to reduce / control the risk?	Risk level scoring (H,M,L)	What more can be done to reduce risk?	Action by whom, by when?

Preparation of the school before re-opening	staff, public, contractors – trip, slip, fall, assault, ontracting or spreading Covid 19.	1. Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)
		   a. Usual premises checks
		   b. Water treatments/checks (e.g. legionella)
		   c. Fire alarm testing
		   d. Repairs
		   e. Grass cutting
		   f. Portable Appliance Testing
		   g. Fridges and freezers
		   h. Boiler/ heating servicing
		   i. Internet services
		   j. Any other statutory inspection
		   k. Insurance covers reopening arrangements.
		==Premises Manager==.
		2. Carry out a formal / recorded full pre-opening premises inspection.
		==Premises Manager==.
			L.	***It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.***	Please note that the post holder shown in ==turquoise== in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.

3. Moving desks to point all forward and to allow social distancing for teacher. Premises Manager. 4. Measure classrooms and other available rooms to assess capacity for staff and pupils. Classrooms to be re-configured – i.e. furniture moved so that children are facing the front and if possible not sitting next to one another. Premises Manager. 5. Photographs to be taken of each classroom from a number of angles. Deputy Head. 6. Mark out social distancing, any one way flows including entrances and exits and queuing arrangements. Premises Manager.	L			Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
7. Posters erected about handwashing and persons with COVID symptoms not to enter the school. Premises Manager. 8. Review evacuation routes and signage. Premises Manager. 9. Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff. Office Manager.	L	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
10. Consideration given to premises lettings and approach in place. School Business Manager (SBM). 11. Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time. School Business Manager (SBM).	L			
12. Consider the minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness) Deputy Head. 13. Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision. Deputy Head.	L			Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure

					is in place/remains in place.
		14. 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. Office Manager.	L		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
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)** See below also for greater detail on pregnant and new mothers.	**WHO** Staff with protected characteristics. **HOW** Disability might impact on how staff can move around the building or use the adjusted workplace.	15. Consider whether staff that have protected characteristics should be in school at all. Certain staff may not be permitted in school, e.g. certain who are clinically extremely vulnerable and who have been advised that they should be shielding. SBM. 16. SBM 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. Individual RAs are to be written as appropriate. SBM. 17. Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. SBM. 18. Please consider evacuation procedure for such staff that might be needed in an emergency. SBM.	L	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Potential transmission of Covid-19 Coronavirus from staff/pupils/others 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**	19. **Details over symptoms and action to be followed is to be checked to ensure that the latest advice is followed**. 20. Anyone with symptoms of COVID-19 should not attend School and follow the staff/pupil absence procedures. All to be reminded that if there is a need for nonattendance then they must not feel guilty about not being able to attend. The priority must be the safety of all. SBM. 21. School staff should access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19 SBM. 22. Staff/pupils who become symptomatic should self-isolate for 10 days. SBM.	L.	1. This risk assessment's importance is to be drawn to the attention of all pupils, parents/carers and staff and frequently so. Head, DSL by 16th June 2020. **DONE and ongoing 28/06/2020.** 2. The risk assessment is to be made available to all of the above and more. a. It is to be placed on the website and attention drawn to it by the social media communications used by the school. SBM. by 16th June 2020. **DONE and ongoing 28/06/2020.**	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.

| The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces. Pupils, staff, contractors, parents/carers, etc.. | 23. If a staff member or pupil is in a household of someone who becomes symptomatic 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 10 days from that date. SBM.
 24. Staff and pupils who are displaying the symptoms, and where relevant those who have been in contact with them, should also follow Government advice and seek a test as soon as possible and follow the Test/Trace/Track procedures. SBM.
 25. If staff/pupil develop symptoms whilst at work, inform Staff Liaison at school and immediately go home. Staff liaison provides information of how to get tested and provide information about returning to work when safe to do so.
 26. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Protocol to be decided on. SBM.
 27. If someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating.
 28. if someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating
 29. if someone tests positive they should self isolate for 7 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough whist can persist even when the infection has gone)
 30. if someone tests positive they should self isolate for 7 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough whist can persist even when the infection has gone)
 31. if someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating
 32. if someone tests positive they should self isolate for 7 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough whist can persist even when the infection has gone) | | b. It is to be emailed to the staff, including union rep. for consultation. Head by 15th June 2020. **DONE and ongoing 28/06/2020.**

 3. It is to be sent to our partner schools of the Broomfield Campus and views sought. Head by 16th June 2020. **DONE and ongoing 28/06/2020.**

 4. Consistent monitoring of staff absence because of Covid-19 contact / symptoms to ensure prompt return to work. SBM. - **ongoing** | |

		33. Staff, pupils and parents/carers frequently reminded of the symptoms and how we should respond. Head/SBM/DSL. 34. Staff, pupils and parents/carers frequently reminded of the health procedures. Individual Risk Assessment will be put in place where necessary. Head/SBM/DSL. 35. SLT to brief staff, pupils and parents/carers on the School's situation to offer reassurance as appropriate. Staff to reassure pupils as appropriate. DSL. 36. Pastoral staff will offer support to pupils and parents/carers who are affected by Coronavirus or has a family member affected. DSL 37. Line managers will offer support to staff who are affected by Coronavirus or have a family member affected. SBM.			
		38. If staff/pupil develop symptoms whilst at work, inform and immediately go home. Office Manager. 39. Should a member of staff or pupil develop symptoms at school they are to report the matter immediately to the on-duty first-aider in the Front Office (or immediate line-manager at school if school is not fully open) and are to be isolated until they are able to return home or be collected by a parents and taken home, in the case of a pupil. The return to home must be as soon as possible. Office Manager. 40. The small offices in the SLT corridor will be used for the isolation. A member of staff will be able to view the pupil from a position of safety until he/she might be collected. Any isolation' room to be thoroughly cleaned after use. Office Manager. 41. In leaving the school that exit that best ensures distance will be used, e.g. the SLT fire door. Office Manager. 42. Staff liaison and parent liaison should provide information of a swab test and provide information about returning to work when safe to do so. SBM and DSL. 43. 1st-Aid staff, indeed all staff, fully to follow safety procedures stringently. Office Manager. 44. 'Staff who become symptomatic should self-isolate for 10 days. If a staff member is a household contact of someone who becomes symptomatic (the casPe) the staff member should self-isolate for 14 days. If the staff member starts		*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are*	

Potential transmission of virus from working within enclosed spaces, including:
• **Reception Office**
• **All Offices**
• **Classroom**
• **Staff Kitchen areas/Staff rooms**
• **Printers**
• **Meeting rooms**
• **Toilets**
and external areas including:
• **Playgrounds**
• **Entrances.**
		symptoms they need to self-isolate for 10 days from that date' **V4.**
		SBM.
		45. 'Staff to seek a swab test which if negative means they can return from sickness absence.' V4.
		SBM.
		46. Hygiene Box/Facilities in every classroom and office, i.e. a box of tissues and hand sanitizer and antiseptic wipes, antiseptic spray, a pair of gloves and a peddle bin. Premises Manager and Office Manager.
		47. A procedure will be put in place to ensure that each pupil's work and any books will be kept separate from other people and if moved by a member of staff gloves are to be used. Deputy Head.
		48. Marking of pupils' in-school work – a safe procedure to be put in place, e.g. not to be touched for at least 72 hours. Deputy Head.
		49. Classroom teachers to check at the end of each day that they have the equipment necessary for the next day, Including:
		    a. their own board pens – not to be shared with colleagues,
		    b. the Hygiene Box/Facilities.
		Class teachers.
		50. Bins in all classrooms and offices. They are to have lids with foot peddles – to be checked. Premises Manager.
				correctly position within this document, i.e. measure in place or measure not yet in place.	

		Arrangement of bubbles, location in school and out of school, entrance and exit and arrival and departure
		51. Pupils to be arranged and kept in bubbles:
		    a. KS3 at class level and yr group level
		    b. KS4 at yr group level
		Deputy Head
		52. Year groups to be geographically located in school building and playground.
		KS3 pupils to have own room within a location of the school. (KS3 - Practical lessons may take place in other rooms/areas with hygiene measures in place.)
		Year 10 pupils to move around according to sets and options within a geographical area of the school.
		Year 11 pupils to move around according to sets and options within a geographical area of the school.
		(KS4 - Practical lessons may take place in other rooms/areas with hygiene measures in place.)
		Deputy Head
		53. Teachers to move to classes rather than pupils move.
		Deputy Head
			L.	5. The School is looking to increase its hand washing facilities.
				SBM for 1ˢᵗ September 2020 if possible.
					Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.

54. Start and end of school day and entrance and exit to the school itself to be adjusted to reduce contact between KSs and year groups.
Deputy Head

Toilets

55. KSs to have different toilet.
Toilet times to be built into double-lesson times am and pm to reduce numbers using toilets at break and lunch.
DSL

56. Toilets - operate on a three -in-three-out basis if the space is not allowing 2 metre separation.
Duty staff.

57. Maintain hot water and soap at wash hand basins.
Premises Manager.

58. Staff and pupilsto refrain from using hot air dryers and use paper towels instead if possible.
Staff.

Handwashing

59. Stringent hand washing should be taking place with soap and water.
DSL.

60. See hand washing guidance:
www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/
Head / SBM / DSL

61. 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/
Head / SBM / DSL

62. Sanitiser will also be available throughout the school.
Premises Manager

63. 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
Head / SBM / DSL

64. Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds min. with water and soap and the importance of proper drying with disposable towels.
Head / SBM / DSL

65. 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. Tissues will be made available throughout the workplace.
Head / SBM / DSL

66. 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 Head / SBM / DSL 67. Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned. Head / SBM / DSL 68. '*Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem*'. Version 4 SBM			
		Social Distancing as recommended by Government: 69. Reducing the number of staff 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 Premises Manager. 70. Social distancing also to be adhered to in Classroom, Corridors, Staff Room, School Canteen, outdoor space etc. All staff in position to ensure that this happens.	L.		*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
		Wearing of Gloves 71. Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Office Manager. 72. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Office Manager. 73. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Office Manager.	L.			Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
		74. 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. SBM (staff) and SENCo (SEN pupils) and DSL (vulnerables).	L.		*It may be that some or all of these measures are not yet in place. This aspect will be*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is

		75. Contact cleaning company to discuss cleaning regime. This is to include the cleaning of the underside of tables/desks and chairs due to chewing gum possibilities. SBM. 76. Check capacity of cleaning staff is adequate to enable enhanced cleaning regime. SBM. 77. Ensure that soap, sanitiser and paper towels are checked and are replenished regularly. Premises Manager. 78. Enhanced cleaning of school. Premises Manager. 79. 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. Premises Manager and classroom teachers. 80. The school has arranged for extra day-time cleaning throughout the day from 9.00 am to 3.00 pm. SBM. 81. 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. Premises Manager. 82. Redesigning processes to ensure social distancing in place as possible. Deputy Head. 83. One-way flows should be in place for circulation around the school where possible. Separate entry and exits with one way in and out, as appropriate. Deputy Head. **Fire- evacuation** – the usual procedure of using the nearest fire exit; each year group will line up in their new playground area. Social distancing will be maintained providing this does not put anyone at risk. SBM. **Lockdown for intruder threat** – the usual procedures will be followed. Social distancing will be maintained providing this does not put anyone at risk. SBM. 84. Mark out queuing arrangements as appropriate. Premises Manager. 85. Teachers and staff to lead pupils out of building at break and lunchtime and bring them in from their lines after break and lunch. DSL 86. Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points of rooms. Premises Manager.		*reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	responsible for ensuring that the control measure is in place/remains in place. 61. One-way flows to be in place for September 2020 when it is expected that the school population will dramatically increase. Likewise, once the population requires it separate entrances and exits will be put in place. At the moment the Reception and foyer is sufficient, properly managed, for the start and end of the day. **Deputy Head.**

		87. 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. <mark>Staff.</mark>
		88. Avoid touching people, surfaces and objects where possible and regular handwashing. <mark>All.</mark>
		89. 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. <mark>All.</mark>
		90. If possible open windows to ventilate rooms/corridors. <mark>Classroom teachers / Officer Manager.</mark>
		91. Meeting rooms – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present. <mark>Premises Manager.</mark>
		92. Reduce face to face meetings where possible and use other digital/remote means. <mark>All staff.</mark>
		93. Staff Kitchen areas/ Staff rooms - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. <mark>All staff.</mark>
		94. ~~Staggered break and lunch breaks for pupils and staff.~~ ~~Deputy Head.~~
		95. Ensuring sufficient rest breaks for staff. <mark>Deputy Head / office Manager.</mark>
		96. Printers - operate on a one-in-one-out basis to keep 2 metre distance.
		    a. Queues will be managed. <mark>All staff using the printers.</mark>
		    b. Cleaning wipes available at printers for touch points. <mark>Office Manager.</mark>
		97. Using back-to-back or side-to-side working (rather than face-to-face) where possible. <mark>Office Manager.</mark>
		98. Creating additional space for staff, when necessary, (e.g. alternatives to the staff room) by using other parts of the building that are vacant or have been freed up by remote working. <mark>Office Manager / Deputy Head.</mark>
		99. ~~Regulating use of locker rooms:~~ <mark>N/A</mark>
		    ~~a. Access to lockers on one in and out basis.~~
		    ~~b. Encouraging storage of personal items and clothing in personal lockers during shifts.~~
		    ~~c. Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses.~~			

		100. ~~Access class room via outside door if possible using one-way system.~~ 101. Hand washing/sanitiser encouraged frequently throughout the day. Classroom teacher. 102. Classrooms to be re-arranged to ensure social distancing as recommended by Government. This would also include other learning environments such as workshops, science labs etc., maintaining space between seats and desks where possible. Premises Manager. 103. No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home. Deputy Head 104. Pupils to be reminded on a daily basis of the importance of social distancing and hygiene measures both in the School and outside. Class teachers. 105. Additional support for SEND and children with challenging behaviour may need to be considered. SENCo 106. Plan activities which can be undertaken outdoors with the pupils, as appropriate. Deputy Head. 107. 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. Deputy Head. 108. Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings, soft toys that are hard to clean. Premises Manager. 109. Regular/frequent cleaning of toilets for pupil use. Premises Manager. 110. Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently. Premises Manager / Class teachers. 111. Staff to raise any concerns with the management as soon as possible. All staff.		LA Guidance *"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)	Staff and pupils.	112. Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed. Head / SBM. 113. Change to Behaviour Policy emphasise the significance of deliberate breaking of the Safety Procedures – clarification of sanctions which shall include permanent exclusion.	L.	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure

		Head		*later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	is in place/remains in place.
Potential exposure to Coronavirus – Use of PPE	Pupils, staff and parents/carers.	114. 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: 1st Aid situations, Pupils or staff who have symptoms. Office Manager. 115. Face masks – to follow the guidance from the Government. **Deputy Head.** 116. 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. Office Manager. 117. 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. **SBM.**	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Potential transmission of virus from Welfare Office	Pupils and staff.	118. Staff to adhere to infection control policy. All staff. 119. Regular medication protocols to be followed. Office Manager. 120. Washing facility and sanitisers available in the welfare room. Officer Manager. 121. Staff to frequently wash their hands. All staff. 122. Avoid/reduce close contact with pupils where possible. All staff. 123. Use face mask/gloves where appropriate or close contact is unavoidable. Office Manager.	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Potential transmission of virus from desks, monitors, keyboards and mouse	Pupils and staff.	124. Desks to be as far apart as possible. Premises Manager. 125. It is the pupil 'bubbles' that are remaining in one classroom/one location of the building and playground area and one entrance, as far as possible . It is judged that	L.	*It may be that some or all of these measures are not yet in place. This aspect will be*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is

		given the numbers of pupils this is the best way to limit any transmission of the virus. Deputy Head. 126. Pupils to have one desk only where possible. Class teachers. 127. Pupils to keep their own equipment – e.g. pen, pencil, ruler - and to bring it to and from school. a. Should pupils need such equipment it is to be given to the pupil to keep as their own. It is not to be collected. Class teachers. 128. 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. N/A 129. Clear desk policy – for teachers/staff - will be robustly applied so as to enable effective cleaning. All staff. 130. Enhanced cleaning regime - including desks every night. Premises Manager. 131. Cleaning wipes/spray available for each teacher to clean desks and equipment as needed before and after use desk and throughout day as needed. Premises Manager / Class teachers. 132. Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin. Class teachers. 133. Above applies to the ICT suite use as well. Premises Manager / Class teachers.		*reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	responsible for ensuring that the control measure is in place/remains in place.
Home visits	Staff.	134. Home visits to be ceased for now unless there is a potential child protection concern. Information about the pupils to be obtained over the phone or other digital/remote means, unless there is a potential child protection issue, in which case the Safer Schools Police Team and Social Workers will be contacted with a request for a home visit. DSL.	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.

Kitchen Operations/food preparation		135. The expectation is that kitchens will be fully open from the start of the autumn term. Voluntary steps to be encouraged to reduce the numbers requiring the canteen to protect the integrity of the bubbles.
		SBM.
		136. Catering arrangements including:
		     a. For FSM pupils- the school will try to provide a hot meal for FSM pupils
		     b. Non-FSM children to be encouraged to bring their own food from home.
					Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.

		c. Canteen to have food available for non-FSM pupils `Catering Manager.` 137. Online refresher training for all staff including food hygiene for kitchen staff. `Catering Manager.` 138. When kitchen is operational: a. Catering staff to wear their usual PPE. `Catering Manager.` 139. Food hygiene practices in place as per Better Food Guidance and accurate records maintained. `Catering Manager.` 140. No non-kitchen staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter. `Catering Manager.` 141. Food to be delivered to eating area. Canteen not to be used by pupils at the moment. `Catering Manager.` 142. Trolleys/other surfaces to be regularly cleaned. `Catering Manager.` 143. Staff to wash hands frequently. `Catering Manager.` 144. Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise. School kitchens can continue to operate, but must comply with the guidance for food businesses on covid-19 `Catering Manager.` ***The following, 125 to 129 are not applicable as we are not using the canteen. Pupils are to bring their own lunches and cold meals will be provided for FSM pupils.*** 145. ~~Pre laid table service options~~ 146. ~~Removal of all self-serve options~~ 147. ~~Limit food being brought in from home~~ 148. ~~All packaging to be wiped down using approved methods before storage~~ 149. ~~All cooking items, plates, cutlery to be washed at 60 degrees.~~			
Potential transmission of virus during lunch/play breaks / food served in the dining hall	Pupils and staff.	150. Different year groups to collect food from different areas and eat it in different areas so that the Year Bubbles do not mix. `Deputy Head.`	L.		Please note that the post holder shown in `turquoise` in the **What is currently done to reduce / control the**

		151. Canteen currently not to be used for general year group eating. Canteen Manager.
		 152. Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements. Premises Manager.
		 153. When dining hall is operational:
		    a. Dining hall seating to arranged in line with governments guidance on social distancing. Canteen Manager.
		    b. Staggered lunch breaks for pupils and limiting the number if pupils at any one time in the dining hall. Deputy Head.
		    c. Pupils encouraged to dispose of their left- over food in the bins. Canteen Manager.
		    d. Bins provided at various location in the dining hall. Canteen Manager.
		 154. Pupils will be supervised as normal, including being strongly encouraged to clear away properly any waste and to tidy away their own belongings. Deputy Head.
					risk column is responsible for ensuring that the control measure is in place/remains in place.

Handling Deliveries	Staff.	155. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Canteen Manager and Premises Manager. 156. Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate. Canteen Manager and Premises Manager. 157. Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery Canteen Manager and Premises Manager. 158. Wash hands after handling deliveries/packaging. Canteen Manager and Premises Manager.	L.	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Potential transmission of virus from visitors/parents:	Staff and pupils.	159. Parents to observe social distancing when dropping and picking children from school. Letter to parents from Head. 160. Only one parent to pick/drop the children. Letter to parents from Head. 161. Staggered school start and finish timings to avoid crowding by the school gates. Deputy Head.	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure

		162. Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation. <mark>Office Manager.</mark>
		163. 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 practise social distancing when on school site. <mark>Premises Manager.</mark>
		164. Parents visiting reception office to wait outside. When queues are likely parents to maintain 2 metre distance. <mark>Office Manager.</mark>
		165. Social distancing arrangements put in place with good signage, floor markings, etc. <mark>Premises Manager.</mark>
		166. Only one parent will be allowed in the reception area at any one time. <mark>Office Manager.</mark>
		167. Where parents wish to discuss any concerns with the teacher, efforts are to be made to avoid face-to-face meetings, e.g. phone to be used, outdoor meetings maintaining social distance may be considered. <mark>Office Manager.</mark>
		168. Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points. <mark>Premises Manager.</mark>
		169. Screens installed at reception desks, i.e. small window and B-corridor window. (Shutter-area closed for the moment.) <mark>Premises Manager.</mark>
		170. 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. <mark>All staff.</mark>
		171. Reduce intake of any paper documentation from parents.
		    a. Advise parents to email any documentation. <mark>Office Manager.</mark>
		    b. Where it is unavoidable, staff to ensure wash and sanitise hands regularly. <mark>Officer Manager.</mark>
					is in place/remains in place.

Potential transmission of virus from contractors attending the school site. Please note that there is '*a legal duty to provide welfare facilities and washing facilities for visiting drivers*'. (Version 4)	Pupils and staff.	172. Contractors to be notified in advance not to attend the premises if they have symptoms. <mark>Premises Manager.</mark> 173. Attendance by contractors notified to reception desk in advance. <mark>Premises Manager.</mark> 174. Contractors to sign in at reception desk and declare they do not have symptoms. <mark>Office Manager.</mark> 175. Premises manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area. <mark>Premises Manager.</mark>	L.	Staff to observe and ask any contractors to leave the building if they have symptoms. <mark>Premises Manager.</mark> <mark>**Ongoing.**</mark>	Please note that the post holder shown in <mark>turquoise</mark> in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.

		176. Premises manager to liaise with and monitor the contractor maintaining social distancing where possible. Premises Manager. 177. Sanitisers stations will be set up at various locations including entry and exit points. Premises Manager. 178. Supervised and limited access to other parts of the building. Premises Manager. 179. Regular cleaning regime of public/communal areas. Premises Manager. 180. Please see the Contractors' Risk Assessment. SBM			
Potential transmission of virus from Welfare office	All at school.	181. Staff to adhere to infection control policy. Office Manager. 182. Regular medication protocols to be followed. Office Manager. 183. Washing facility and sanitisers available in the welfare room. Office Manager. 184. Staff to frequently wash their hands. Office Manager. 185. Avoid/reduce close contact with pupils where possible. Office Manager. 186. Use face mask/gloves where appropriate or close contact is unavoidable. Office Manager.	L.		
Potential Spread of virus from School Library	Pupils and staff. Distancing and cleanliness measures are forgotten.	187. Library- procedures to be put in place to ensure hygienic use; until then it is closed. Deputy Head. 188. Staff to make use of any digital resources for pupils. Deputy Head. 189. Once operational, only limited number of pupils can attend the library at any one time. Deputy Head. 190. Online reservation/book catalogue available to help pupils to reserve books. Librarian. 191. Pupils encouraged to drop the returning items in a collection box/trolley. Librarian. 192. Returned items to be quarantined for 72 hours. Librarian.	L.	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Music room and equipment	Pupils and staff. Distancing and cleanliness measures are forgotten.	193. Music room to be closed for the moment. Deputy Head. 194. Instrumental lessons to be stopped for the moment. Deputy Head.	**L.**		Please note that the post holder shown in turquoise in the **What is currently done to**

Sports	Pupils. Distancing and cleanliness measures are forgotten.	195. Sports where social distancing can be maintained are to be permitted, e.g. table-tennis, badminton. Head of PE. Equipment should be cleaned afterwards or left unused for 72 hours. Head of PE and Premises Manager. 196. Those sports where social distancing cannot be maintained are not permitted. Head of PE. 197. Ideally sports should be played outside where possible. Head of PE 173. Pupils are to wear PE kit for the day, rather than school uniform, to avoid use of the changing rooms.	L.		reduce / control the **risk** column is responsible for ensuring that the control measure is in place/remains in place.
Art and DT Rooms	Pupils, staff	174. Social distancing to be maintained. 175. Equipment is not to be shared. Packs are to be prepared for each pupil. 176. Room and facilities to be cleaned by the cleaners after use.	L		
IT Rooms	Pupils, staff	177. Social distancing to be maintained. 178. Key boards, etc. to be sterilised before use by different pupils. 179. Room and facilities to be cleaned by the cleaners after use.	L		
Board games	Pupils. Distancing and cleanliness measures are forgotten.	180. Social distancing must be maintained. Supervising staff. 181. The same pieces must not be touched by different individuals. Ideally these games should take place outside. Supervising staff.	L.		
Accidents, security and other incidents:	Staff and pupils. Distancing and cleanliness measures are forgotten.	182. In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. Supervising staff. 183. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. Supervising staff. 184. *Re-visit your first aid arrangement and fire safety arrangements and lockdown arrangements (terrorism) which may need some alterations due to reduced staffing levels.* - DONE SBM. **Lockdown for intruder threat** – the usual procedures will be followed. Social distancing will be maintained providing this does not put anyone at risk. SBM.	L.	***It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.***	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Potential stress/anxiety caused by COVID-19	Staff, pupils and parents/carers. Unnecessary distress caused.	185. Reassurance to staff, pupils and parents/carers of measures taken seriously to protect their safety. Regular communication of mental health information should be communicated to all staff and pupils, and opportunities for support conveyed to parents. Head and SBM.	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is

		186. 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. Head and SBM.			responsible for ensuring that the control measure is in place/remains in place.
		187. Regular communications from Head Teacher. Head.			
		188. 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 DSL and SBM.			
		189. Regular contact with managers and colleagues. Head, Deputy and SBM.			
		190. One to one supervision meetings with manager. SLT line-managers.			
		191. The School has a SLA with the Employee Assistance Programme and Enfield Personnel Service. *(Insert school's own arrangements for access to E.mployee assistance line/occupational health service.)* SBM.			
		192. The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/ SBM.			
		193. The School has a SLA with the Employee Assistance Programme and Enfield Personnel Service. *(Insert school's own arrangements for any access to computer-based training on coronavirus, stress etc (e.g. through schools SLA)* SBM and DSL.			
		194. The School has placed a Wellbeing Folder on the School's website. *(Signpost to any online guidance regarding bereavement during the coronavirus period.)* SBM and DSL.			
		195. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions SBM and DSL.			
		196. 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 SBM and DSL.			

Travel between schools or other travel whilst at work **Travelling to and from school**	Staff, pupils and parents/carers. Travel to and from school leaves pupil, staff and parents/carers at greater risk.	197. The KSs to arrive and leave at different times. 198. Encourage greater use of walking, cycling or own car rather than public transport if possible with staff. Deputy Head. 199. 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. Deputy Head. 200. Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. SBM 201. Encourage pupils to follow the Government guidance on Covid safety during travel, including use of face masks. 202. DSL.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. DSL.	L.	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Wet Break arrangements	Pupils and staff. Social distancing breaks down.	203. Keep the pupil-bubbles in separate places during wet break. Deputy Head.	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Broomfield Campus: • **Broomfield School** • **Bowes,** • **West Lea,** • **Winchmore.**	Staff, pupils and parents/carers. That the various RAs work against one another.	204. Ensure that Broomfield School has the RA of each - if the school intends using Broomfield School - and has considered their arrangements in relation to ours. SBM and Head. 205. Ensure that each school has Broomfield School's RA. SBM. 206. Ensure that each school has the RAs of the others. SBM. *Note: As Broomfield pupils generally do not mix with the pupils or parents of the other schools sharing the Campus, they are likely only to pass them in small numbers as they enter and leave the school.*	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Checklist for detailed daily running of the School. This is to assist in insuring that the RA is fully implemented and that the detail of the RA is fully implement and monitored.	All. Implementation of this RA.	207. This Covid-Safe School document is distributed to the staff attending school and reviewed daily. **Head Teacher.**			Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring

					that the control measure is in place/remains in place.
Should there be any visitors to the School who may have interaction with pupils in lessons to enhance T&L.	Pupils, staff, visitor. Integrity of Covid security is put at risk.	208. Such visitors must confirm that: a. they are not in any of the vulnerable categories that would require them to shield on otherwise not be in a Covid secure school, b. they have read this RA, c. understand that all hygiene measures are to be strictly followed, i.e. not be required to stay at home isolating because of symptoms according to Government guidance, min. of 2 metre distance at all times, frequent washing of hands, 'Catch it, Bin it, Kill it', etc., d. be escorted at all times by a member of staff who will ensure that the full hygiene measures are followed at all times and that all safeguarding measures are fully followed and to report any concerns immediately to the member of SLT on duty. **Deputy Head**.	L.	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
T&L for those who cannot attend school due to quarantine needs	Pupils' learning and not falling behind.	209. Google Classroom (GC) – staff are to remained trained and ready to use GC at a moment's notice, including teacher/pupil conferencing for high quality T&L. **T&L SLT Team**	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	210. Identify groups of workers who live together and group them into a 'work cohort'. **SBM** 211. Identify groups of workers who travel to work together and group them into a 'work cohort'. **SBM** 212. Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus. **SBM**	L.		Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	213. Follow our guidance on display screen equipment in our Protect homeworkers page https://www.hse.gov.uk/toolbox/workers/home.htm **SBM.** 214. There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed	L.	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure

		SBM.		*later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	is in place/remains in place
		215. 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 **SBM.**			
		216. 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 **SBM.**			
		217. 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 **SBM.**			
Poor workplace ventilation leading to risks of coronavirus spreading https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown	Workers Customers Contractors	218. 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 **SBM.** 219. Identify if you need additional ventilation to increase air flow in all or parts of your workplace 220. Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help **SBM.** 221. If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc **SBM.** 222. 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-system. **SBM.** 223. Maintain air circulation systems in line with manufacturers' recommendations **SBM.**			Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place
Increased risk of infection and complications for vulnerable workers	**WHO**	224. Identify who in your work force fall into one of the following categories:		*It may be that some or all of these measures are not yet in place. This aspect*	Please note that the post holder shown in

Staff who have higher risk factors to Covid-19 *Such as:* • ***Shielding staff*** • ***Clinically vulnerable (over 70 or underlying health conditions)*** • ***Pregnant*** • ***BAME*** • ***Carer for a vulnerable person*** *Men over 40)* **Use of the building by staff with disability, & new mothers.**	Staff with protected characteristics **HOW** Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19. Such as: Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors. The causes of these increased risk factors are not yet fully understood, and further research is taking place. Disability might impact on how staff can move around the building or use the adjusted workplace	➢ 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 **SBM** 225. 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 **SBM** 226. Managers to consult with employees to determine who can come into the workplace safely taking account of a person's journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration being given to those people at higher risk **SBM** 227. Consider with the staff member if it is more suitable for them to in lower risk work or work remotely in the interim, and take HR advice of any other measures if needed. **SBM** 228. Managers to discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in the school will impact on them or might pose a new or different risk to them. **SBM** 229. Consider whether we need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. **SBM** 230. Consider facilities for pregnant and new mothers- carry out a ' New and Expectant Mothers Risk Assessment'. **SBM** 231. Consider evacuation procedure for such staff that might be needed in an emergency. **SBM** 232. 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.		*will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place

		SBM			
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	233. Follow our guidance on PPE during the outbreak https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm **SBM** 234. 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 **SBM** 235. 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 **SBM** 236. Identify which tasks you need PPE for and specify the right protection factor needed for those tasks **SBM** 237. Provide the right protection factor for each task rather than the highest protection factor respiratory protection equipment (RPE) for all tasks **SBM** 238. Where required, ensure that those using RPE are face-fit tested. https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm **SBM** 239. 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 **SBM** 240. 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 **SBM** 241. Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out		*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place

		Premises Manager			
Staff who have a protected characteristic (e.g. disability,) **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	242. Consider staff that have protected characteristics. **SBM** 243. Systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant **SBM** 244. 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. **SBM** 245. People are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people. **SBM** 246. To consider whether we need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Carry out or employee needs risk assessments if appropriate. **SBM** 247. Consider evacuation procedure for such staff that might be needed in an emergency. **SBM**	L.		
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Staff	248. Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors are concerned, to discuss their concerns and explain the measures the school is putting in place to reduce risks, and as far as practically possible to accommodate additional measures where appropriate. **SBM**			
Increased risk of infection and complications for vulnerable pupils and staff	Pupils/staff who are shielding	249. Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Please read current shielding advice **SBM & DSL**	L.	Put systems in place so people know when to notify you if they fall into one of these categories	

		250. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. Please read advice here **SBM & DSL**			
General points: Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, changing rooms and other communal areas.	Pupils Staff Visitors Contractors Drivers coming to school	251. Careful monitoring and procedures for • areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, tea points, kitchens etc., • leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation, • areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, customer service points, storage areas. **SBM** 252. Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should. **SBM & Deputy Head**	L.	*It may be that some or all of these measures are not yet in place. This aspect will be reviewed at the end of the consultation period and later in the school holiday to ensure that all points/measures are correctly position within this document, i.e. measure in place or measure not yet in place.*	Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place

End of risk assessment.