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| **Activity/**  **Situation** | | | | **COVID SECURE ARRANGEMENTS**  **(from Monday 17th January 2022)** | | | | | | | | | | | | | | |
| **Location** | | | | **Elvington Church of England Primary School** | | | | | | | | | | | | | | |
| **Persons at Risk** | | | | **Pupils** | **Employees** | | | | | **Visitors** | | | | | **Contractors** | | | |
| **HAZARD(S)** | | | | * **Contact Between Individuals** * **Inadequate Cleaning/Sanitising** * **Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors** * **Site User Becoming Unwell** * **Site User Developing Symptoms** * **Inadequate Hand Washing/Personal Hygiene** * **Inadequate Personal Protection & PPE** * **Visitors, Contractors & Spread of Coronavirus** * **Inadequate Ventilation** | | | | | | | | | | | | | | |
| **CONTROL MEASURES** | | | | | | | **ADDITIONAL INFORMATION** | | | | | | **YES** | **NO** | | | | **N/A** |
| **Contact Between Individuals** | | | | | | | | | | | | | | | | | | |
| It is no longer necessary to keep children in consistent groups (bubbles). | | | | | | | Following advice from the local health protection team (HPT). We have temporally implemented class groups.  [www.elvingtonprimary.org.uk/general/implementation-of-additional-measures-from-thursday-13th-january-2022](http://www.elvingtonprimary.org.uk/general/implementation-of-additional-measures-from-thursday-13th-january-2022) | | | | | |  |  | | | |  |
| Outbreak management plans cover the possibility that it may become necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups | | | | | | | A coronavirus contingency plan has been introduced. | | | | | |  |  | | | |  |
| Assemblies have resumed | | | | | | | Collective Worship is currently conducted via Google Meet in order to reduce transmission. | | | | | |  |  | | | |  |
| Pupils can mix at breaks and lunchtimes. | | | | | | | Following advice from the local health protection team (HPT). We have temporally implemented class groups.  [www.elvingtonprimary.org.uk/general/implementation-of-additional-measures-from-thursday-13th-january-2022](http://www.elvingtonprimary.org.uk/general/implementation-of-additional-measures-from-thursday-13th-january-2022) | | | | | |  |  | | | |  |
| Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place | | | | | | | Advice to be taken from a commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation | | | | | |  |  | | | |  |
| Schools can undertake domestic residential education visits | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Schools can undertake educational day visits. | | | | | | | Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. | | | | | |  |  | | | |  |
| International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised. | | | | | | | Acknowledged, although not applicable. | | | | | |  |  | | | |  |
| School has resumed all before and after-school educational activities and wraparound childcare for pupils. | | | | | | | School has currently suspended all after school clubs and reintroduced separation in breakfast club due to a number of cases in school. | | | | | |  |  | | | |  |
| **Inadequate Cleaning/Sanitising** | | | | | | | | | | | | | | | | | | |
| A cleaning schedule that includes regular cleaning of areas and equipment (e.g. twice per day) with a particular focus on frequently touched surfaces, is in place. | | | | | | | Enhanced cleaning measures are in place and followed at all times. | | | | | |  |  | | | |  |
| Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use | | | | | | | These are done by the cleaning staff before the children arrive and when they have left. | | | | | |  |  | | | |  |
| Bins for tissues and other rubbish are emptied throughout the day | | | | | | | Yes – lidded bins are used. | | | | | |  |  | | | |  |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary | | | | | | | These are checked by the Site Manager and supplies requested from the Admin Officer. | | | | | |  |  | | | |  |
| **Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors** | | | | | | | | | | | | | | | | | | |
| Adults who are fully vaccinated and all children / young people aged between 5 and 18 years and 6 months identified as a **contact** of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. | | | | | | | **NEW** Close contacts in school are now identified by NHS Test & Trace and education settings will no longer be expected to undertake contact tracing. Identified contacts will be contacted directly | | | | | |  |  | | | |  |
| Daily testing of close contacts applies to all contacts who are:   * fully vaccinated adults – people who have had 2 doses of an approved vaccine * all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status * people who are not able to get vaccinated for medical reasons * people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine | | | | | | | Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. | | | | | |  |  | | | |  |
| Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. | | | | | | | For further information please see [SEND Guidance](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25) | | | | | |  |  | | | |  |
| 18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact | | | | | | | NHS Test and Trace will work with the positive case to identify close contacts | | | | | |  |  | | | |  |
| Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school. | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine) | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| **UPDATED** In most cases, parents and carers will agree that a pupil with symptoms should not attend school, given the potential risk to others.If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. | | | | | | | Your decision would need to be carefully considered in light of all the circumstances and current public health advice | | | | | |  |  | | | |  |
| Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds | | | | | | | Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds | | | | | |  |  | | | |  |
| The NHS COVID Pass is not used as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day.  For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. | | | | | | | For most education and childcare settings, whichever of these thresholds is reached first;   * 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or * 10% of children, pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period | | | | | |  |  | | | |  |
| All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. | | | | | | | Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing RAs and communicating with staff and parents. | | | | | |  |  | | | |  |
| All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. | | | | | | | School will request a copy of the shielding letter sent to CEV children from parents, to confirm they are advised not to attend school or other educational settings whilst shielding guidance is in place | | | | | |  |  | | | |  |
| From 13 December office workers who can work from home should do so | | | | | | | Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work | | | | | |  |  | | | |  |
| Children and young people previously considered CEV should attend their school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Individual risk assessments for colleagues formally considered to be CEV are undertaken and reviewed regularly  **NEW** The risk assessment will need specific factors to be taken into account, including;   * Ensuring the working environment is as Covid-safe as possible, taking in to account individual vaccination status and the risk of coming into contact with Covid cases as part of their role. * They **should not** provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid. | | | | | | | **NEW** [Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) | | | | | |  |  | | | |  |
| Pregnant women should follow the latest government guidance and avoid anyone who has symptoms of coronavirus. Pregnant women should be particularly attentive to social distancing. Pregnant colleagues should follow the same guidance as for previously defined CEV colleagues and an individual covid risk assessment should be completed and regularly reviewed in addition to the New and Expectant Mother (NEM) workplace risk assessment.  **NEW** The risk assessment will need specific factors to be taken into account, including;   * Ensuring the working environment is as Covid-safe as possible, taking in to account individual vaccination status and the risk of coming into contact with Covid cases as part of their role. * They **should not** provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid. | | | | | | | **NEW** [Coronavirus (COVID-19): advice for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) | | | | | |  |  | | | |  |
| All employers have a duty of care to their employees, and this extends to their mental health. The measures put in place should be explained to all staff and any changes in place as part of these measures should be discussed. Extra systems may need to be in place for some staff who may be particularly anxious about returning, to support their wellbeing | | | | | | | [extra mental health support for pupils and teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)  [Wellbeing for Education return programme](https://www.gov.uk/government/publications/wellbeing-for-education-return-grant-s31-grant-determination-letter)  [Education Support](https://www.educationsupport.org.uk/) provides a free helpline for school staff and targeted support for mental health and wellbeing | | | | | |  |  | | | |  |
| **Site User Becoming Unwell** | | | | | | | | | | | | | | | | | | |
| If anyone in the school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice. | | | | | | | [Symptoms of coronavirus (COVID-19)](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) | | | | | |  |  | | | |  |
| If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. | | | | | | | This will be actioned if/when necessary. | | | | | |  |  | | | |  |
| If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else | | | | | | | To be monitored by staff. | | | | | |  |  | | | |  |
| PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary. | | | | | | | See Inadequate Personal Protection & PPE section of this risk assessment. | | | | | |  |  | | | |  |
| The room used by pupils awaiting collection should be cleaned after they have left. | | | | | | | This will be actioned if/when necessary. PPE will be worn in this instance. | | | | | |  |  | | | |  |
| **NEW** The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection | | | | | | | **NEW** [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) | | | | | |  |  | | | |  |
| Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household. | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home, | | | | | | | If this isn’t possible, alternative arrangements will be organised by school, possibly through LA, to source suitable vehicles providing appropriate protection for the driver, who will be made aware that an individual has tested positive or is displaying symptoms | | | | | |  |  | | | |  |
| In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. | | | | | | | Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital | | | | | |  |  | | | |  |
| **Site User Developing Symptoms** | | | | | | | | | | | | | | | | | | |
| Schools must ensure that staff and parents/carers understand they need to be ready and willing to [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms.The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents /carers if using a home testing kit | | | | | | | This has been communicated frequently to staff, parents/carers. | | | | | |  |  | | | |  |
| Staff in all settings should continue to test twice weekly at home. | | | | | | | Actioned. | | | | | |  |  | | | |  |
| There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days. | | | | | | | Actioned. | | | | | |  |  | | | |  |
| Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed 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). They will also need to [get a free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test) | | | | | | | Actioned. | | | | | |  |  | | | |  |
| If the PCR test is taken within 2 days of the positive lateral flow test and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms. | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| **NEW** From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won’t be required to take a confirmatory PCR test | | | | | | | **NEW** Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed | | | | | |  |  | | | |  |
| Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate | | | | | | | Actioned if/when necessary. | | | | | |  |  | | | |  |
| Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus | | | | | | | Actioned if/when necessary. | | | | | |  |  | | | |  |
| Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. | | | | | | | [When to self-isolate and what to do - Coronavirus (COVID-19)](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) | | | | | |  |  | | | |  |
| **UPDATED** From Monday 17th January, individuals who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days, if they test negative with an LFD test on both day **5** and day **6** and they do not have a temperature. | | | | | | | **UPDATED** It is crucial that people isolating with COVID-19 wait until they have received **2** negative rapid LFD tests on 2 consecutive days to reduce the chance of still being infectious. For example, if they test negative on the morning of Day 5 and the morning of Day 6, they can return to their education or healthcare setting immediately on Day 6. The first test must be taken no earlier than day **5** of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.  Anyone who is unable to take an LFD test or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.  The default self-isolation period continues to be 10 days, and you may only leave self-isolation early if you have taken 2 rapid lateral flow tests and do not have a temperature in line with guidance. | | | | | |  |  | | | |  |
| **Inadequate Hand Washing/Personal Hygiene** | | | | | | | | | | | | | | | | | | |
| Staff, pupils, cleaners, contractors etc. will be reminded to clean their hands regularly, including;   * when they arrive at the school * when they return from breaks * when they change rooms * before and after eating | | | | | | | Notices are displayed in the school entrance and around school to advise everyone. An automatic sanitiser is situated at school entrance. Pupils put down their bags and sanitise hands before entering school and before leaving. Sanitiser is available at entrance to lunch hall and in classrooms for use throughout the day. Staff sanitise regularly. | | | | | |  |  | | | |  |
| Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans | | | | | | | Actioned – there will be multiple times this will be actioned throughout the school day. This will include any transitions between classrooms, the hall and outside. | | | | | |  |  | | | |  |
| Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff | | | | | | | Actioned if/when necessary. | | | | | |  |  | | | |  |
| Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands and this has been considered | | | | | | | Actioned if/when necessary. | | | | | |  |  | | | |  |
| Help given to pupils with complex needs to clean their hands properly | | | | | | | Actioned if/when necessary. | | | | | |  |  | | | |  |
| Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them | | | | | | | This is not applicable. | | | | | |  |  | | | |  |
| Hands are washed with liquid soap & water for a minimum of 20 seconds | | | | | | | Actioned. | | | | | |  |  | | | |  |
| The school has considered whether they have enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly | | | | | | | Additional sanitising stations have been purchased. | | | | | |  |  | | | |  |
| Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion. | | | | | | | Other gel has been purchased and wipes are also available. | | | | | |  |  | | | |  |
| School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them | | | | | | | This is something all children are accustomed to. | | | | | |  |  | | | |  |
| The ‘catch it, bin it, kill it’ approach is very important and is promoted | | | | | | |  | | | | | |  |  | | | |  |
| Disposable tissues are available in each room for both staff and pupil use | | | | | | | More tissues have been purchased. | | | | | |  |  | | | |  |
| Bins (ideally lidded pedal bins) for tissues are available in each room | | | | | | | Purchased and in use. | | | | | |  |  | | | |  |
| School has embedded the ‘catch it, bin it, kill it’ approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates | | | | | | | The [e-bug](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene | | | | | |  |  | | | |  |
| **Inadequate Personal Protection & PPE** | | | | | | | | | | | | | | | | | | |
| Face coverings are worn when moving around the premises, outside of classrooms, such as in corridors and communal areas in all settings by staff and visitors unless they are exempt | | | | | | | Actioned. | | | | | |  |  | | | |  |
| Face coverings are not worn in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Teachers are not expected to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings are sensitive to the needs of individual teachers | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Other adults in the classroom DO wear face coverings unless they are exempt | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| We are mindful and respectful of such circumstances where people may not be able to wear a face covering | | | | | | | This includes;  • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability  • people for whom putting on, wearing or removing a face covering will cause severe distress  • people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate  • to avoid the risk of harm or injury to yourself or others  • people are also permitted to remove a face covering in order to take medication | | | | | |  |  | | | |  |
| Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn | | | | | | | Transparent face coverings may be effective in reducing the spread of COVID-19.  However, the evidence to support this is currently very limited. | | | | | |  |  | | | |  |
| School has a small contingency supply of face coverings available for people who:   * are struggling to access a face covering * are unable to use their face covering as it has become damp, soiled or unsafe * have forgotten their face covering | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Face coverings (whether transparent face coverings or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. | | | | | | | Actioned if/when necessary. | | | | | |  |  | | | |  |
| Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.  *Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer* | | | | | | | Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately*.* | | | | | |  |  | | | |  |
| Clear instructions are provided to **staff** on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission | | | | | | | Actioned. | | | | | |  |  | | | |  |
| When wearing a face covering, staff, visitors and pupils should:   * wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on * avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus * change the face covering if it becomes damp or if they’ve touched the part of the face covering in contact with the mouth and nose * avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| When removing a face covering, staff, visitors and pupils should:   * wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing * only handle the straps, ties or clips * not give it to someone else to use * if single-use, dispose of it carefully in a household waste bin and do not recycle * once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. * if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric * wash their hands thoroughly with soap and water for 20 seconds or use hand   sanitiser once removed | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Where a face covering becomes damp, it should not be worn and the face covering should be replaced | | | | | | | Actioned. | | | | | |  |  | | | |  |
| PPE for coronavirus (COVID-19) is required when performing [aerosol generating procedures (AGPs)](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%23aerosol-generating-procedures-agps) | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn | | | | | | | Actioned if/when necessary. | | | | | |  |  | | | |  |
| **Visitors, Contractors & Spread of Coronavirus** | | | | | | | | | | | | | | | | | | |
| School strongly encourages parents and other visitors to take a lateral flow device (LFD) test before entering the school | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| Key contractors are made aware of the school’s control measures and ways of working. | | | | | | | This is done verbally or via email before the visit occurs. | | | | | |  |  | | | |  |
| School ensures site guidance is explained to visitors and contractors on or before arrival | | | | | | | This is done verbally or via email before the visit occurs. | | | | | |  |  | | | |  |
| Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention | | | | | | | Acknowledged. | | | | | |  |  | | | |  |
| As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school’s control measures | | | | | | | These programmes are essential for children’s health and wellbeing | | | | | |  |  | | | |  |
| **Inadequate Ventilation** | | | | | | | | | | | | | | | | | | |
| Co2 monitors used and monitored to detect areas of poor ventilation | | | | | Actioned. | | | | | |  | | |  | |  | | |
| Where Co2 monitor readings are consistently high for at least 1 week (1500ppm or higher) the school has either bid for air cleaning units (HEPA filtration) or purchased units to improve ventilation | | | | | Acknowledged. | | | | | |  | | |  | |  | | |
| Occupied spaces must always be well ventilated and a comfortable teaching environment maintained. | | | | | | | This was sent out in a recent newsletter –  *“Windows & classroom doors (internal & external) will be left open as much as possible to aid ventilation and teachers are planning lots of outdoor learning activities. Therefore it is essential that children come suitably dressed for all weather possibilities. Please be aware children can wear additional clothing (fleeces or extra sweatshirts) over the top of school uniform. An Elvington branded fleece can be purchased via this link:* [*https://school-shop.co.uk/product/navy-blue-fleecejacket-elvington-ce-primary-school*](https://school-shop.co.uk/product/navy-blue-fleecejacket-elvington-ce-primary-school)*. However, please don’t feel that a branded fleece is essential.”* | | | | | |  |  | | | |  |
| Ventilate spaces with outdoor air | | | | | | | Windows are kept open whenever possible. | | | | | |  |  | | | |  |
| Where possible, occupied room windows should be open. | | | | | | | Actioned. | | | | | |  |  | | | |  |
| Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal | | | | | | | Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) and [CIBSE coronavirus (COVID-19) advice](https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems) | | | | | |  |  | | | |  |
| Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air. | | | | | | | Fire doors are not propped open unless they have a self-closing hold open device fitted. | | | | | |  |  | | | |  |
| In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open | | | | | | | ***natural ventilation*** *– opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)* | | | | | |  |  | | | |  |
| Consideration given to opening high level windows in preference to low level to reduce draughts | | | | | | | Actioned. | | | | | |  |  | | | |  |
| Consideration given to only opening every other window instead of all windows when the heating is activated | | | | | | | Actioned. | | | | | |  |  | | | |  |
| If school needs to use additional heaters they only use sealed, oil filled electric heaters | | | | | | | Electric fan heaters used sparingly due to increased fire and electrical risk | | | | | |  |  | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment | | | | | | | | | | | | | **Yes** | | | **No** | | |
| What is the level of risk for this activity/situation with existing control measures | | | | | | | | | | | | | **High** | **Med** | | | | **Low** |
| Is the risk adequately controlled with existing control measures | | | | | | | | | | | | | **Yes** | | | | **No** | |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | | | | | | | | | | | | **Yes** | | | | **No** | |
| **ACTION PLAN** (insert additional rows if required) | | | | | | | | | **To be actioned by** | | | | | | | | | |
| Further control measures to reduce risks *so far as is reasonably practicable* | | | | | | | | | **Name** | | | | | | **Date** | | | |
|  | | | | | | | | |  | | | | | |  | | | |
|  | | | | | | | | |  | | | | | |  | | | |
|  | | | | | | | | |  | | | | | |  | | | |
| State overall risk level assigned to the task **AFTER** implementation of control and action plan measures taken as a result of this risk assessment | | | | | | | | | | | | | **High** | **Med** | | | | **Low** |
| Is such a risk level deemed to be as low as reasonably practical? | | | | | | | | | | | | | **Yes** | | | | **No** | |
| Is activity still acceptable with this level of risk? | | | | | | | | | | | | | **Yes** | | | | **No** | |
| If no, has this been escalated to senior leadership team? | | | | | | | | | | | | | **Yes** | | | | **No** | |
| **Assessor(s):**  **and**  **Position(s):** | | | **Nicola Jolly Waller – SBM**  **Andrew Buttery - Headteacher** | | | | | **Signature(s):** | | | Nicola Jolly Waller | | | | | | | |
| **Date:** | | | **06/09/2021 updated 17/01/22** | | | | | **Review Date:** | | | **17/03/22 (or sooner, if required)** | | | | | | | |
| **Distribution: All staff, governors and website for parents/carers to view.** | | | | | | | | | | | | | | | | | | |
| Risk rating | | Action | | | | | | | | | | | | | | | | | |
| **HIGH** | | **Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)** | | | | | | | | | | | | | | | | | |
| **MEDIUM** | | **Review/add controls (as far as reasonably practicable) & monitor** | | | | | | | | | | | | | | | | | |
| **LOW** | | **Monitor control measures** | | | | | | | | | | | | | | | | | |

