

Activity/ Situation	COVID SECURE ARRANGEMENTS From 4 <sup>th</sup> January 2022				
Location	Elvington Church of England Primary School				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<ul style="list-style-type: none"> <li>* Contact Between Individuals</li> <li>* Inadequate Cleaning/Sanitising</li> <li>* Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>* Site User Becoming Unwell</li> <li>* Site User Developing Symptoms</li> <li>* Inadequate Hand Washing/Personal Hygiene</li> <li>* Inadequate Personal Protection &amp; PPE</li> <li>* Visitors, Contractors &amp; Spread of Coronavirus</li> <li>* Inadequate Ventilation</li> </ul>				
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A	
<b>Contact Between Individuals</b>					
It is no longer necessary to keep children in consistent groups (bubbles).	Actioned – please see <a href="http://www.elvingtonprimary.org.uk/general/returning-to-school-in-september">www.elvingtonprimary.org.uk/general/returning-to-school-in-september</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assemblies have resumed	Actioned – please see <a href="http://www.elvingtonprimary.org.uk/general/returning-to-school-in-september">www.elvingtonprimary.org.uk/general/returning-to-school-in-september</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pupils can mix at breaks and lunchtimes.	Actioned – please see <a href="http://www.elvingtonprimary.org.uk/general/returning-to-school-in-september">www.elvingtonprimary.org.uk/general/returning-to-school-in-september</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	School will speak to 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schools can undertake domestic residential education visits	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has resumed all before and after-school educational activities and wraparound childcare for pupils.	<b>UPDATED</b> School has currently suspended all after school clubs and reintroduced separation in breakfast club due to a number of cases in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Yes – lidded bins are used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
<b>NEW</b> Adults who are fully vaccinated and all children / young people aged between 5 and 18 years and 6 months identified as a <b>contact</b> 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.	These will be contacted directly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> <li>fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>people who are not able to get vaccinated for medical reasons</li> <li>people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul>	Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>NEW</b> 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 <a href="#">SEND Guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> 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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED</b> Contacts from a school setting will only be traced by NHS Test and Trace where the positive case <b>or their parent</b> specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to identify close contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school.	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


<p>an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>				
<p>The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day.</p> <p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases, when whichever of these thresholds is reached first;</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>	<p>This is because it could indicate transmission is happening in the setting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>NEW</b> From 13 December office workers who can work from home should do so</p>	<p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>NEW</b> 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</p>	<p>Acknowledged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>NEW</b> Individual risk assessments for colleagues formally considered to be CEV are undertaken and reviewed regularly</p>	<p>Acknowledged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p><b>NEW</b> 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</p>		☒	☐	☒
<p>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</p>	<p><a href="#">extra mental health support for pupils and teachers</a>  <a href="#">Wellbeing for Education return programme</a>  <a href="#">Education Support</a> provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	☒	☐	☐
<p><b>Site User Becoming Unwell</b></p>				
<p>If anyone in the school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice.</p>	<p><a href="#">Symptoms of coronavirus (COVID-19)</a></p>	☒	☐	☐
<p>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.</p>	<p>This will be actioned if/when necessary.</p>	☒	☐	☐
<p>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</p>	<p>To be monitored by staff.</p>	☒	☐	☐
<p>PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary.</p>	<p>See Inadequate Personal Protection &amp; PPE section of this risk assessment.</p>	☒	☐	☐
<p>The room used by pupils awaiting collection should be cleaned after they have left.</p>	<p>This will be actioned if/when necessary. PPE will be worn in this instance.</p>	☒	☐	☐
<p>Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p>	<p>Acknowledged.</p>	☒	☐	☐
<p>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,</p>	<p>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,</p>	☒	☐	☐

	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff and parents/carers understand they need to be ready and willing to <a href="#">book a test</a> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff in all settings should continue to test twice weekly at home.	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED</b> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> . They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.	<a href="#">When to self-isolate and what to do - Coronavirus (COVID-19)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p><b>NEW</b> Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation</p>	<p>The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>NEW</b> Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation</p>	<p>Acknowledged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Inadequate Hand Washing/Personal Hygiene</b></p>				
<p>Staff, pupils, cleaners, contractors etc. will be reminded to clean their hands regularly, including;</p> <ul style="list-style-type: none"> <li>• when they arrive at the school</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating</li> </ul>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff</p>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Help given to pupils with complex needs to clean their hands properly</p>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for</p>	<p>This is not applicable.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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				
Hands are washed with liquid soap & water for a minimum of 20 seconds	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> . 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	More tissues have been purchased.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Purchased and in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <a href="#">e-bug</a> website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
<b>Updated</b> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> Teachers are not expected to wear a face covering in the classroom if they are at	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




the front of the class, to support education delivery, although settings are sensitive to the needs of individual teachers				
<b>NEW</b> Other adults in the classroom DO wear face coverings unless they are exempt	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> We are mindful and respectful of such circumstances where people may not be able to wear a face covering	<p>This includes;</p> <ul style="list-style-type: none"> <li>• people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>• people for whom putting on, wearing or removing a face covering will cause severe distress</li> <li>• people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate</li> <li>• to avoid the risk of harm or injury to yourself or others</li> <li>• people are also permitted to remove a face covering in order to take medication</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> 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	<p>Transparent face coverings may be effective in reducing the spread of COVID-19.</p> <p>However, the evidence to support this is currently very limited.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> School has a small contingency supply of face coverings available for people who: <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>• have forgotten their face covering</li> </ul>	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. <i>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a</i>	Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><i>school environment are unlikely to offer appropriate protection to the wearer</i></p>	<p>situation and should always be cleaned appropriately.</p>			
<p>Clear instructions are provided to <b>staff</b> on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission</p>	<p>Actioned.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>NEW</b> When wearing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>• 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</li> <li>• avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul>	<p>Acknowledged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>NEW</b> When removing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>• only handle the straps, ties or clips</li> <li>• not give it to someone else to use</li> <li>• if single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>• once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</li> <li>• if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul>	<p>Acknowledged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced</p>	<p>Actioned.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE for coronavirus (COVID-19) is required when performing <a href="#">aerosol generating procedures (AGPs)</a></p>	<p>Acknowledged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
<b>NEW</b> School strongly encourages parents and other visitors to take a lateral flow device (LFD) test before entering the school	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
<b>NEW</b> Co2 monitors used and monitored to detect areas of poor ventilation	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW</b> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained.	This was sent out in a recent newsletter – <i>"Windows &amp; classroom doors (internal &amp; 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: <a href="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</a>. However, please don't feel that a branded fleece is essential."</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	Windows are kept open whenever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where possible, occupied room windows should be open.	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<i>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)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>		<b>Date</b>	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	

Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Assessor(s): and Position(s):</b>	Nicola Jolly Waller – SBM Andrew Buttery - Headteacher	<b>Signature(s):</b>	Nicola Jolly Waller 
<b>Date:</b>	06/09/2021 updated 06.01.22	<b>Review Date:</b>	06.03.22 (or sooner, if required)
<b>Distribution: All staff, governors and website for parents/carers to view.</b>			

Risk rating	Action
<b>HIGH</b>	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
<b>MEDIUM</b>	Review/add controls (as far as reasonably practicable) & monitor
<b>LOW</b>	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence	Likely	↓	Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely		Minor					
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely