



Beacon for Life

**RISK ASSESSMENT – WALTON PRIORY MIDDLE SCHOOL**  
**COVID-19 – 18 MAY 2021**

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
<b>BEING AT WORK AND SCHOOL</b>	Children Staff Parents Others	Spread of Infection due to close contact	<b>The school will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b>  <ul style="list-style-type: none"><li>• Testing is in place for year 7 and 8 pupils, each pupil for whom consent is given will be tested twice weekly at home or in exceptional circumstances, at school.</li><li>• Staff will be tested twice weekly at home.</li><li>• Households, childcare and support bubbles of primary and secondary school aged children now also have access to lateral flow (non symptomatic) testing through their employer, at a test centre or by ordering a home testing kit <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-</a></li></ul>	<b>M</b>		

[staff?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25](#)

- Arrangements for testing activity have been produced and guidance issued to parents.
- Pupils and staff for whom no consent for testing is received will continue to follow the rules in place as detailed in this document

**1. Pupils, staff and other adults must not come into the school if:**

- they have one or more COVID-19 symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms
- they are legally required to quarantine, having recently visited countries outside the Common Travel Area
- they have had a positive test
- have been in close contact with someone who tests positive for COVID-19

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school)

			<p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape the risk of harm. More information can be found on <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>.</p> <p>If anyone in our school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)</p> <ul style="list-style-type: none"> <li>• they will be sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advised to follow the guidance for households with possible or confirmed COVID-19 infection</li> <li>• advised to arrange to have a test as soon as possible to see if they have COVID-19</li> </ul> <p>Other members of your household (including any siblings and members of their support or childcare bubble if you have one) should self-isolate. Your isolation period includes the day symptoms started for the first person in your household, or the day your test was taken if you did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.</p> <p>It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of your household, while you get a confirmatory PCR test. If a</p>			
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			<p>member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p> <p>If a pupil displays COVID-19 symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, as long as it is age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result.</p> <ul style="list-style-type: none"> <li>• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision. This will be the old reception foyer. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, school staff will move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. This will be the medical room. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be</li> </ul>			
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			<p>maintained (such as for a very young child or a child with complex needs).</p> <ul style="list-style-type: none"> <li>As is usual practice, in an emergency, staff will call 999 if someone 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.</li> </ul> <p><u>When an individual has had close contact with someone with COVID-19 symptoms</u></p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless: the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should self-isolate</p> <p>unless:</p> <ul style="list-style-type: none"> <li>the symptomatic person subsequently tests positive</li> <li>they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> <li>they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation</li> <li>they have tested positive from an LFD or PCR test as part of a community or worker programme - if an LFD</li> </ul>			
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			<p>test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative , it overrides the LFD test and the individual can return to school</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.</p> <p><b>2.Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li>• This will be done with soap and running water or hand sanitiser.</li> <li>• Teachers must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>• Staff to ensure supervision of hand sanitiser use given risks as detailed in the COSHH assessment . Pupils with complex needs should continue to be helped to clean their hands properly. To facilitate this sanitiser stations will be placed in all classrooms.</li> <li>• Staff will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul>			
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			<p><b>3. The school ensures good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b></p> <ul style="list-style-type: none"> <li>• All children will be asked to bring their own supply of tissues to school each day.</li> <li>• Staff will ensure that pupils with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> <li>• Pupil risk assessments will continue to be produced as currently and will incorporate safe working/learning arrangements.</li> </ul> <p><b>4. Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach is in place</b></p> <ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include</li> <li>• All door handles</li> <li>• Toilet flushes and regular cleaning of toilets.</li> <li>• Bins will be emptied regularly</li> <li>• All classrooms to have spray disinfectant if possible and where possible disposable cloths or paper towels. Staff will be asked to contribute to cleaning hygiene in their work areas.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus</li> <li>• COSHH assessments reviewed where new products are introduced</li> </ul>			
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- All used disposable cloths thrown away to be double bagged and then placed in a secure area i.e. bin outside kitchen
- Different groups don't need to be allocated their own toilet blocks, although these are in place, but toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet
- Staff will inform the children of the importance of washing their hands after using the toilet and on their return to the classroom.
- Hand driers can now be used
- Children to use the hand sanitiser on entering the classroom; this should be undertaken on each entry back into the classroom
- A nominated person monitors the cleaning standards of school, cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus

**5. The School will minimise contact between individuals and maintain social distancing wherever possible**

- Changes made to the school timetable means that KS2 and KS3 pupils are kept separate at break and lunchtimes and generally within the school day.
- Children will be grouped into KS2 and KS3. The timetable / school resources will permit separation of KS3 into year groups for most activities.
- Teachers will remain a distance of 2m from children where possible

- Other staff will remain a distance of 2m from each other where possible they should avoid close face to face contact and minimise time spent within 1 metre of anyone
- KS2 children may not be able to maintain social distancing, and it is acceptable for them not to distance within their group.
- The School approach of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially.
- Where possible, and mostly within KS2, children will remain in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching and transport
- All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable.
- Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

**Measures within the classroom**

- Adults should maintain 2 metre distance from each other, and from children. In particular, they will avoid close face to face contact and minimise time spent within 1 metre of anyone however this may not always be possible when working with many pupils who have

			<p>complex needs or who need close contact care. These pupils' educational and care support should be provided as normal</p> <ul style="list-style-type: none"> <li>• Pupils should leave their belongings under the desk to facilitate cleaning throughout the day. Teachers should instruct pupils on how to safely position belongings to avoid trip hazards.</li> <li>• Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. Classrooms windows and internal doors are to be open to ensure ventilation where possible.</li> <li>• Staff to consider safeguarding arrangements where windows and doors are open</li> <li>• Pupils in KS3 should also be supported to maintain distance and not touch staff where possible.</li> <li>• The School will make small adaptations to the classroom to support distancing where possible which will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</li> <li>• Curriculum activities will be revised to minimise contact.</li> </ul> <p><b>Face coverings</b></p> <p>Based on the current state of the pandemic and the positive progress being made, it is no longer necessary to recommend the additional precautionary face</p>			
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			<p>covering measures put in place from the 8 March. From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. In our school we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</p> <p>We have 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 or who have forgotten their face covering</p> <p>Safe wearing of face coverings necessitates:</p> <ul style="list-style-type: none"> <li>• cleaning hands before and after touching face coverings, – including to remove or put them on</li> <li>• safely storing face coverings in individual, sealable plastic bags between use</li> <li>• not touching the front of face coverings during use or when removing them</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</li> </ul> <p>Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Children and young people aged 11 and over must still wear a face covering on public transport.</p> <p>Where pupils arrive at school wearing a face covering they must</p> <ul style="list-style-type: none"> <li>• not touch the front of their face covering when removing it</li> <li>• dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin)</li> <li>• place reusable face coverings in a plastic bag they can take home with them</li> <li>• wash their hands again before heading to their classroom</li> </ul> <p><b>Measures elsewhere</b></p> <ul style="list-style-type: none"> <li>• Whole school assemblies will not be held, assemblies where bubbles are maintained will take place.</li> <li>• When timetabling, groups will be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, the school will avoid creating busy corridors, entrances and exits.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• The school has staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</li> <li>• Face to face communication /meetings between staff will be minimised and email/telephone / Teams will be used.</li> <li>• Recruitment will continue and alternatives to face to face interviews will be offered where possible. Where face to face occurs the school's system of controls must be followed.</li> <li>• ITT trainees will be permitted to work in school and will follow the system of control.</li> <li>• Where it is viewed as essential that a face to face meeting takes place a 2m distance between participants should be in place and meetings should be held standing up wherever possible.</li> <li>• Where large numbers of staff are involved staff should enter and leave the meeting area on a staggered basis to prevent close contact.</li> </ul> <p><b>Shared staff spaces</b></p> <ul style="list-style-type: none"> <li>• Staff in shared offices will be set up to maximise distance</li> <li>• Staff must sit at least 2 metres apart from each other in the staff room, the staff room should only contain 4 people at any one time and staff should not linger in the staff room.</li> <li>• Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils</li> </ul>			
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- Staff using the microwave or toaster should wipe down the equipment after use
- Staff eating meals provided by the kitchen should return all crockery and utensils to the kitchen after use
- Staff should wash their hands before entering and after leaving the staff room.
- A second staff room may be set up if space allows and outdoor space is available.

**Measures for arriving at and leaving school – all staff students and visitors/contractors**

- Parents/carers are not allowed onto site (unless require disabled access or explicit permission has been granted or an appointment has been booked)
- Staff and visitors should be aware that they need to press an intercom button to speak to school and may have to open a gate and are asked to bring their own sanitiser to sanitise hands after use.
- Staff members on duty should be at gates to supervise the childrens' arrival and departure
- Only 1 adult to attend site if child needs to go home
- Where safe to do so gates will be open to allow non contact entrance
- Gathering at the school gates is not allowed
- Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators will plan to meet these needs, for example using social stories.

			<ul style="list-style-type: none"> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They will minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.</li> <li>• Reception and site staff will ensure guidance on physical distancing and hygiene is explained to visitors /contractors on or before arrival. Where visits can happen outside of school hours, they should. A record is be kept of all visitors.</li> <li>• Parents will not be permitted to enter site to collect their child unless permission has been granted</li> <li>• Parents waiting outside the school should abide by the 2 metre social distancing rule.</li> <li>• KS2 and KS3 groups will be kept separate where possible</li> <li>• Staff to supervise their group leaving school</li> <li>• Where safe to do gates will be open to allow non contact exit.</li> </ul> <p><b>Equipment and resources</b></p> <ul style="list-style-type: none"> <li>• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the group; these should</li> </ul>			
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			<p>be cleaned regularly, along with all frequently touched surfaces.</p> <ul style="list-style-type: none"> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>• Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li> <li>• On days where competitive sport/PE/outdoor activities are held children will come to school dressed in their PE kit.</li> </ul> <p><b>Educational Visits</b></p> <p>Schools resumed educational day visits from 12 April. The following measures are in place</p> <ul style="list-style-type: none"> <li>• Any educational day visits are conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups /</li> </ul>			
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			<p>bubble and the COVID-secure measures in place at the destination.</p> <ul style="list-style-type: none"> <li>• Visit leaders will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, visit leaders will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues and will consult the health and safety guidance on educational visits when considering visits.</li> </ul> <p>The School has no existing residential visits planned and does not intend to plan any for the remainder of the academic year.</p> <p>Given the complexities attached to international travel at this stage of the pandemic, we will not go on any international visits this academic year up to and including 5 September 2021.</p> <p><b>Provision of First Aid (always to be read in conjunction with the First Aid Policy)</b></p> <ul style="list-style-type: none"> <li>• All children requiring first aid support will have their temperature taken upon arriving at the medical room using a non contact thermometer. If the child has a temperature of above 37.8 then the child must be taken to the isolation area to wait for 5 minutes. The temperature should then be retaken, if it remains above 37.8 the parent/carer will be contacted and the child must be taken home and the family should follow Govt guidelines</li> <li>• If a child presents to the medical room with a new continuous cough then the parent/carer will be contacted</li> </ul>			
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			<p>and the child must be taken home and the family should follow Govt. guidelines.</p> <ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders must ensure that they wear gloves, apron and a Type IIR surgical face mask when dealing with injuries</li> <li>• All first aiders receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</li> <li>• Guidance is provided to first aiders on the safe donning and doffing of PPE</li> <li>• First aiders have received their first dose of the Covid-19 vaccine and in some cases their second.</li> <li>• Where possible ask the child (dependent on age and maturity of child) to wipe away any blood, put on a plaster or hold cold compresses etc.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment</li> <li>• Always wash hands after contact</li> <li>• First Aid area to be cleaned / disinfected after each use</li> <li>• In the event of a serious injury or incident call 999 immediately.</li> <li>• Wear Type IIR face mask, apron and gloves when in close contact or dealing with bodily fluids</li> <li>• In the event of CPR being required only do this until the ambulance arrives</li> <li>• If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> <li>• Different bins are provided in the medical room, the yellow medical waste bin, a general waste bin and a PPE bin for gloves, aprons and masks.</li> </ul>			
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- If a child appears unwell with symptoms of COVID-19 teachers should email LT-P, KG and CW so procedures can put in place calmly

**Supervision of medication (always to be read in conjunction with the Administration of Medication Policy)**

- Maintain 2m distance if supervising medication
- Where any medications are administered, try and encourage the children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). Social distancing to be adhered to. If in any doubt the parent to be contacted and the pupil sent home
- First Aid area to be disinfected after use
- First aider to wash hands thoroughly.

**6. Where necessary, wear appropriate personal protective equipment (PPE)**

PPE will only be used is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

			<ul style="list-style-type: none"> <li>• First aid treatment (not involving COVID-19 cases) will use a Type IIR face mask, apron and gloves.</li> <li>• All PPE should be disposed of in the PPE bin. In the event of a suspected COVID case PPE will be double bagged and quarantined for 72 hours before disposal.</li> </ul> <p>Staff required to wear PPE for specific tasks/activities must be fully aware of the appropriate way PPE must be worn, including the correct way to put on and remove.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> <li>– cover both nose and mouth</li> <li>– not be allowed to dangle around the neck</li> <li>– not be touched once put on, except when carefully removed before disposal</li> <li>– be changed when they become moist or damaged</li> <li>– be worn once and then discarded - hands must be cleaned after disposal.</li> </ul>			
<b>CLINICALLY VULNERABLE AND EXTREMELY VULNERABLE STAFF / PUPILS</b>	Staff Pupils	Greater risk of poor outcomes if contract COVID-19	<ul style="list-style-type: none"> <li>• From 1 April individuals who were considered to be clinically extremely vulnerable and have received a letter from their GP or clinician are no longer advised to shield.</li> <li>• The Government have updated the list of those considered to be clinically extremely vulnerable <a href="#">Clinically Extremely Vulnerable (CEV)</a>.</li> <li>• Staff must refer to the advice for clinically extremely vulnerable <a href="#">Clinically Extremely Vulnerable (CEV)</a>.</li> </ul>	<b>M</b>		

			<ul style="list-style-type: none"> <li>• The Government' vaccination programme is prioritising these staff to receive the Covid-19 vaccination.</li> <li>• The school will make reasonable adjustments on a case by case basis to how / where those CEV members of staff are deployed to enable them to work safely in school.</li> <li>• All clinically / extremely vulnerable staff and pregnant staff unable to work from home should pay special attention to social distancing and control measure in place. This may also include referrals to occupational health.</li> <li>• Pregnant staff in their third trimester will work from home.</li> <li>• Individual risk assessments have been produced for vulnerable groups.</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>• Advice is also available for those who are at classed as clinically vulnerable  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a></li> <li>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections in line with current procedure</li> <li>• Parents co-operate with school in the production of healthcare plans and the provision of up to date medical information</li> </ul>			
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			<ul style="list-style-type: none"> <li>• The school in liaison with individuals’ medical professionals where necessary, reviews the needs of children who are vulnerable to infections</li> <li>• Any additional provisions for children who are vulnerable to infections are put in place by the headteacher in liaison with the child’s parents where necessary.</li> </ul>			
<b>FOOD AND DRINK CATERING FACILITIES</b>	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Children should bring sufficient drinks to school to last the day or can purchase them from the canteen during tuck and lunch as water fountains will be out of use. Jugs of water are provided free of charge at lunchtime. Fizzy drinks are not permitted.</li> <li>• If bringing a packed lunch or snacks to school then all waste packaging should be taken home for disposal</li> <li>• The school kitchen operated by Chartwells will be open and will serve a full meal service.</li> <li>• Lunch tables are positioned 2 metres apart in dining hall or where required classrooms or outdoor space will be utilised to ensure safe social distancing is continued.</li> <li>• Groups sit together</li> <li>• Catering staff follow all safety measures put in place by their employer, Chartwells . They may consider wearing a mask and gloves while serving large volumes of children.</li> <li>• Staggered lunch times will take place.</li> <li>• Biometrics are used, Chartwells staff have responsibility of ensuring that this facility is used safely.</li> <li>• Chartwells have provided all necessary H&amp;S documentation for the re-opening of the kitchen.</li> <li>• Tables and seating will be cleaned between KS2 and KS3 use</li> </ul>	<b>M</b>		

<p><b>SPREAD OF VIRUS WITHIN SCHOOL COMMUNITY IF OUTBREAK OCCURS</b></p>	<p>Staff Children Others</p>	<p>Spread of infection Coronavirus Symptoms</p>	<p><b>The School’s response to any infection will be as follows:</b></p> <p><b>7. School staff will engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• All staff understand the NHS Test and Trace process and school leaders know how to contact their local <a href="#">Public Health England health protection team</a>.</li> <li>• School leaders will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow the instructions given to them:</li> <li>• All staff and parents/carers should keep up to date with changes to Government policy and procedure</li> </ul> <p><b>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <ul style="list-style-type: none"> <li>• The Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate</li> </ul>	<p><b>M</b></p>		
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			<p><b>9. Contain any outbreak by following local health protection team advice</b></p> <ul style="list-style-type: none"> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may be regarded as outbreak, and School leaders will continue to work with their local health protection team who will be able to advise if additional action is required.</li> </ul>			
<b>STAFF &amp; PUPIL WELLBEING</b>	All	Anxiety Workload	<p><b>Employer health and safety and equalities duties</b></p> <ul style="list-style-type: none"> <li>• The School has a legal obligation to protect their employees, and others, from harm and continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in this guidance will mitigate the risks of coronavirus (COVID-19) to pupils and staff and help schools to meet their legal duties to protect employees and others from harm.</li> <li>• The School has a staff and pupil wellbeing lead on the senior leadership team.</li> </ul> <p><b>Supporting staff</b></p> <ul style="list-style-type: none"> <li>• Governing boards and school leaders have regard to all staffs' work-life balance and wellbeing. The School has</li> </ul>			

			<p>explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <ul style="list-style-type: none"> <li>• All employers have a duty of care to their employees, and this extends to their mental health. The School already has in place mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <li>• The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>• The School receives wellbeing support from SCC and a toolkit of resources is made available to all staff.</li> <li>• In order to ensure work life balance staff are asked not to send emails after 5pm or at weekends unless it is a safeguarding matter or next day emergency /absence matter.</li> </ul> <p><b>Supporting pupils</b></p> <ul style="list-style-type: none"> <li>• The School has put in place numerous measures and resources to support pupil wellbeing</li> <li>• Staff and pupils have been made aware of the procedure in place to request support</li> <li>• Staff have been informed/trained to identify children who may be suffering / in distress</li> <li>• Where a child is upset in school it is strongly advised that staff maintain a safe distance whilst still offering comfort to the child</li> </ul>			
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			<ul style="list-style-type: none"> <li>Encourage child to use a tissue to wipe eyes/nose etc.</li> </ul> <p>If contact is required, wear a face covering, apron and gloves and wash hands after contact</p>			
<b>EMERGENCY SITUATION</b>	Staff Children Others	Inadequate Control Measures	<ul style="list-style-type: none"> <li>The School's usual emergency and safeguarding procedures are followed</li> <li>Whilst doors remain open for infection control, staff will increase vigilance and awareness in the event of fire.</li> <li>Staff and pupils should maintain social distancing during a fire drill however in a real life situation social distancing measures may not apply.</li> </ul>	<b>L</b>		

### . Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

**6. Assessment**

**Signature of Assessor(s):**

**Print Name: Business Manager**

**Signature of Line Manager:**

**Print Name: Headteacher**

**Reviewed by :**

**Board of Governors**

**Date Assessed: 12/05/2021**

**Review Date: Weekly & Communicated to Staff**

**7. Communication and Review**

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.