



COVID 19 Protective Measures Risk Assessment 1st September 2021

This assessment enables the Trust to implement its recovery planning around a range of 'protective measures' from 1st September 2021. As most of the country has now moved to Step 4 of the government roadmap, this risk assessment has been updated to reflect the changes.

This COVID 19 protective measures risk assessment is based on the Surrey County Council Recovery Planning Team template that has been quality assured by Public Health Surrey. The Good Shepherd Trust has oversight of the template for all Trust schools. All School leaders have had an opportunity to inform this assessment, and will be responsible for implementing the localised operating protocols for each school.

All Trust staff will all have an opportunity to inform the successful implementation of recommended controls, mitigation and protective Measures.

In recognition of the dynamic situation, this risk assessment will be reviewed or superseded where guidance from the government changes, or where improvements are required following implementation by the Trust and Schools at a local level (daily or weekly). This Risk Assessment should be read in conjunction with individual school Covid Outbreak Management Plans.

This assessment should be used alongside the government guidance below:

[Covid-19 Contingency Framework.](#)

[Surrey County Council local outbreak control plan](#)

[Hampshire County Council local outbreak control plan](#)

If you wish to contact us about this document, please email:

Louisa Mason (H&S Lead) louisa.mason@goodshepherdtrust.org.uk

Amanda Johnston (Regional Director of Education and Designated Safeguarding Lead) Amanda.johnson@goodshepherdtrust.org.uk

For specific enquiries regarding employment matters, please contact Director of HR Joanne Cambra
joanne.cambra@goodshepherdtrust.org.uk

Review Date: 31 December 2021 or sooner in line with government guidelines.

Risk Assessment Review & Change Control Matrix			
Version	Date	Person	Changes
1.0	25.08.2021	SBM	Initial document issued to all staff and uploaded to the school's website.
2.0	01.11.2021	SBM	Changes are noted in blue, issued to staff and uploaded to school website

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Awareness of and adherence to policies and procedures	M	1. All staff are aware of all relevant policies and procedures including, but not limited to, the following Health and Safety Policy, Infection Control Arrangements from Public Health Agency, First Aid Policy / risk assessment	Yes	GVO – all staff have access to these documents. Updates emailed to all staff	1 st September	L
	M	2. School leaders and other relevant staff have regard to all relevant guidance and legislation including, but not limited to, the following:	Yes	CLT / SBM	Ongoing	L
		a. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	Yes	SBM – emailed and discussed in weekly meeting	Ongoing	L
		b. The Health Protection (Notification) Regulations 2010	Yes	SBM – emailed and discussed in weekly	Ongoing	L

			meeting		
	c. Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Yes	SBM/Principal – emailed and discussed in weekly meeting	Ongoing	L
	d. DofE Contingency Framework: education and childcare settings	Yes	CLT – emailed and discussed in weekly meeting	Ongoing	L
M	3. The relevant staff receives any necessary training that helps minimise the spread of infection, e.g. infection control training.	Yes	SBM/First Aider. Staff updated via email. Relevant staff have received training	Ongoing	M
L	4. School leaders keep up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE	Yes	Principal/SBM Shared with CLT and staff where necessary	Ongoing	L
M	5. Staff are made aware of the school's infection control procedures in relation to coronavirus via email;	Yes	SBM – email to staff	1 st September	L
M	6. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/ social media/school website – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the latest national Stay at Home guidance.	Yes	Principal via letter and social media. Letter with information for September 2021 return sent to all parents	23 rd August	L
M	7. Students are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.	No	Teachers / CLT Students will be informed on their first day of the new term	w/c 30 th August	L

	L	8. Data Protection including confidentiality arrangements are followed at all times – this includes withholding the names of staff and Students with either confirmed or suspected cases of coronavirus.	Yes	SBM. No information will be shared with parents/students	Ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Minimise contact with individuals who are unwell with COVID-19 symptoms	M	1. If a student or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on when to self-isolate and what to do. They should not come into 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).	No	Principal/CLT Parents/staff informed via email	Ongoing – updates when released	L
	L	If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.	Yes	First Aid	Ongoing	L
	L	2. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.	Yes	First Aid	Ongoing	L

M	<p>3. If a student 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. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	Yes	First Aid. Room identified (first aid room) which has a separate toilet and fully closing door	1 st September	M
M	<p>4. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.</p>	Yes	First Aid First Aid / CLT to call home asking parents/guardian to collect	Ongoing	L

M	<p>5. Everyone will 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 with usual school cleaning products after they have left to reduce the risk of passing the infection on to other people.</p> <p>6. See the COVID-19: cleaning of non-healthcare (Appendix 1) settings guidance. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control.</p>	Yes	All Staff / Cleaning staff. The area will be through cleaned following the current guidelines	Ongoing	L
M	<p>7. PPE will be worn by staff caring for the child while they await collection (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p>	Yes	First Aid/All staff	Ongoing	L
M	<p>8. In an emergency, 999 should be called 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.</p> <p>9. Any medication given to ease the unwell individual's symptoms, e.g.</p>	Yes	First Aid	Ongoing	L

		paracetamol, is administered in accordance with the Administering Medications Policy				
	M	10. Any members of staff who have helped someone with symptoms and any Students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test & Trace.	Yes	All Staff – informed via email and regular updates	Ongoing	L
Face Coverings	L	<ol style="list-style-type: none"> 1. Face coverings are required by students, staff and visitors (unless exempt) in all communal areas. 2. From Step 4, face coverings are no longer recommended for Students, staff and visitors either in classrooms or in communal areas. 	Yes	<p>Students / Staff informed via email / briefings & social media</p> <p>Visitors informed upon arrival at College</p> <p>SBM – Students informed to wear face covering when traveling to college on public/designated transport</p>	Ongoing	L

L		<p>3. Students aged 11 are advised to wear a face covering when travelling on dedicated transport to secondary school or college.</p>				
L		<p>Temporary Additional Measures in the event of an Outbreak</p> <p>4. In the event of an outbreak, Contingency framework: education and childcare settings - will be referred to in reimplementing the use of face coverings.</p> <p>5. Face coverings will temporarily be re-introduced in communal areas and classrooms for Students (aged 11 and over) and staff and visitors, unless exempt.</p> <p>6. 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> <p>7. 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. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>	No	Principal Parents/ staff/students will be informed via email, social media of any changes	Ongoing	L

Educational Visits	L	<ol style="list-style-type: none"> 1. From the start of the new school term the school can go on international visits that have previously been deferred or postponed and organise new international visits for the future. This is at school leaders discretion and in line with the school's curriculum plans. 2. The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and the school will comply with international travel legislation and will have contingency plans in place to account for these changes. 	Yes	Principal/EVC Regular updates from OEAP National Guidance Website	Ongoing	L
	L	<ol style="list-style-type: none"> 3. The school will liaise with either its visit provider, or the Risk Protection Arrangement (RPA) to assess the protection available. 	Yes	SBM	Ongoing	L
	L	<ol style="list-style-type: none"> 4. The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as travel and hygiene, ventilation and isolation requirements, is included as part of that risk assessment. 	Yes	EVC / Trip Leader	Ongoing	L
Wrap Around Activities	L	<ol style="list-style-type: none"> 1. Wraparound childcare and other organised activities for children may take place in groups of any number. 2. Providers caring for children: 	Yes	We do not provided wraparound care	Ongoing	L

		<ul style="list-style-type: none"> a. under 5 years only should refer to the guidance for early years and childcare providers during the COVID-19 pandemic b. both under 5 years and aged 5 years and over, in mixed groups together, should follow the guidance on actions for out-of-school settings. <p>3. Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will:</p> <ul style="list-style-type: none"> a. consider the relevant government guidance for their sector b. put in place protective measures. c. Comply with Trust/school policies, procedures and letting agreements 		All external hire companies are asked to provide their risk assessment prior to the letting going ahead.		
Sports Provision	L	<ul style="list-style-type: none"> 1. All sports provision, including competition between settings, should be planned and delivered in line with government guidance. 2. Providers of sports activities will also refer to: <ul style="list-style-type: none"> a. guidance on grassroots sports for public and sport providers, safe provision and facilities, and 	Yes	Head of PE / CLT	Ongoing	L

		<p>guidance from Sport England</p> <p>b. advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>c. guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents</p>				
Performances, Events and Music	L	<ol style="list-style-type: none"> 1. Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS at the time of the trip working safely during coronavirus (COVID-19): performing arts. 2. If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the DCMS working safely during coronavirus (COVID-19): performing arts. 	Yes	Head of Music and Head of Performing Arts	Ongoing	L
Implementing social distancing		1. Some measures maybe implemented at the discretion of the school leaders.	No	Principal Continue to follow National Guidance	Ongoing	L

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Ventilation	M	<p>1. Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> a. mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply b. natural ventilation – opening windows (in cooler weather windows should be opened just 	Yes	SBM	Ongoing	L

enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air

- c. natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The [Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE coronavirus \(COVID-19\) advice](#) provides more information.
2. To balance the need for increased ventilation while maintaining a comfortable temperature, the following will be considered:
- a. opening high level windows in colder weather in preference to low level to reduce draughts
 - b. increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
 - c. providing flexibility to allow additional, suitable indoor clothing

		<ul style="list-style-type: none"> d. rearranging furniture where possible to avoid direct draughts e. Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 				
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Hygiene Practice	M	1. The COVID-19: cleaning of non-healthcare settings guidance is followed (See Appendix 1)	Yes	Cleaning Team (Vervia) and Housekeep , overseen by SBM	Ongoing	L
	M	2. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments	Yes	Hand Sanitiser on entrance and exits and also in each classroom	Ongoing	L
	M	3. Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Yes	SBM – Housekeeper wipes down surfaces throughout the day	Ongoing	L
	M	4. All adults and children are told to: <ul style="list-style-type: none"> a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly b. clean their hands on arrival at school, before and after eating, 	Yes	Hand sanitiser on entrance and exit. Information given to students prior to arrival and re-enforced throughout the day	Ongoing	L

		<p>and after sneezing or coughing;</p> <p>c. Posters are displayed throughout the school reminding Students to wash their hands, e.g. before entering and leaving the school.</p> <p>d. are encouraged not to touch their mouth, eyes and nosed. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p>				
M	5.	Help is available for children and young people who have trouble cleaning their hands independently; Young children are encouraged to learn and practise these habits through games, songs and repetition	Yes	SENDCo TA available to support	Ongoing	L
M	6.	Bins for tissues are emptied throughout the day; bins should be lidded to prevent infection transmission	Yes	SBM Posters around the college site. Bins available around college and in each classroom	Ongoing	L
M	7.	Additional alcohol-based sanitiser (that contains no less than 70% percent alcohol) is provided for use there is no access to soap and water	Yes	Housekeeper/SBM Available in each classroom and around college	Ongoing	L
M	8.	Instructions should be given to everyone that toilet's should be flushed with closed lids.	Yes	Information given and expectations set out by Teachers	Ongoing	M
M	9.	Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's	Yes	Guidance will continue to be shared with all staff, students and	Ongoing	L

	guidance.		parents		
L	10. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Yes	All areas fully stocked and checked regularly	Ongoing	L
L	11. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.	Yes	Liquid soap dispensers used	Ongoing	L
L	12. Students do not share cutlery, cups or food.	Yes	All staff to monitor and communicate	Ongoing	L
L	13. All utensils are thoroughly cleaned before and after use.	Yes	Catering team meet these requirements throughout the year	Ongoing	L
M	14. Alcohol wipes should be used to clean all touch surfaces in communal offices e.g. PC keyboard, mouse, screen, table top, phone etc	Yes	Provided in each room	Ongoing	L
L	15. Cleaners are employed by the school (or through an agency) to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Yes	SBM Cleaners attend college every day to clean the areas used in line with COVID-19 guidance Housekeeper also wipes down regular touch areas	Ongoing	L
M	16. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team.	Yes	SBM Cleaners attend college every day to clean the areas used in line with	Ongoing	L

				COVID-19 guidance Housekeeper also wipes down regular touch areas		
Promote and Engage in Testing	L	<ol style="list-style-type: none"> 1. Staff and students to test twice a week and inform College of a positive result only. 2. Testing remains important in reducing the risk of transmission of infection within schools. 3. The school may commence testing from 3 working days before the start of term and can stagger return of Students across the first week to manage this. Students should then continue to test twice weekly at home until the end of September, when this will be reviewed. 4. Staff are encouraged to undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. 5. Secondary schools will also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to Students who are unable to test themselves at home. 6. There is no need for primary age Students (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 	Yes	<p>Regular distribution of home test kits to students to enable testing at home.</p> <p>We shall maintain a small ATS provision within College for those students who are unable to test at home.</p> <p>Testing will be offered to all students onsite on their return to College in September.</p> <p>We will stagger the first test over three days: Wednesday 1st September, Thursday 2nd September and Friday 3rd September. Test 2 will take place three to five days apart and within the college day. After test 2, students will be</p>	Ongoing	L

		<p>7. Schools may choose, however, to start testing year 6 Students earlier, including in summer schools, depending on their local circumstances.</p> <p>8. Confirmatory PCR tests. Staff and Students with a positive LFD test result should self-isolate in line with the stay at home guidance and undergo a PCR test to check if they have COVID-19.</p> <p>9. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>10. 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 individual can return to school, as long as they do not have COVID-19 symptoms.</p> <p>11.</p>		<p>provided with home testing kits. We will inform parents on the day these are sent home together with details of how to inform college of results.</p> <p>If a student is 11 years of age, they must be accompanied by a parent or guardian for their first lateral flow test.</p> <p>We shall maintain a small ATS provision within College for those students who are unable to test at home.</p>		
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
	L	1. Individual risk assessments produced by the most appropriate person identifying additional hazards due to the behaviours exhibited which might require restraint e.g. spitting, biting etc.	No	SENDCO. Risk Assessments in place. These will continue to be updated	3 rd September	H

Spread of infection when dealing with a child needing 1:1 support	L	2. Appropriate PPE will be provided as identified in the risk assessment and may include disposable aprons, gloves, eye and mask protection	Only when needed	Available for onsite first aid if a child or staff member is unwell. Following government guidance	1 st September	H
	L	3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that staff are put at risk, in accordance with the school behaviour policy. 4. Walkie talkie or other means of communication available for the member of staff, as appropriate.	No	CLT. Will be communicated to parents if necessary	Ongoing	L
	L	4. A member of CLT is on “duty” and will hold a walkie talkie or other communication available so can be summoned in the event of an issue escalating	Yes	In place	Ongoing	L
Ill Health	L	1. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Yes	Communication through email and meetings	Ongoing – updated when necessary	L
	L	2. Any student who displays signs of being unwell is immediately referred to the designated first aider/school nurse.	Yes	All Staff – First Aider will respond with any on-call that is requested	Ongoing	L

L	3. Where the first aider/school nurse is unavailable, staff act in line with the infection control arrangement and ensure that any unwell Students are moved to an empty room whilst they wait for their parent to collect them. Staff supervising this should wear appropriate PPE ie apron, gloves and FFP2 mask if there is a risk of sharing bodily fluids.	Yes	All staff – informed through email by First Aider	Ongoing	L
M	4. Students displaying symptoms of coronavirus do not come in to contact with other Students and as few staff as possible, whilst still ensuring the student is safe.	Yes	First Aider ensures that student with Covid-19 symptoms is separate and in the designated area (First aid room)	Ongoing	L
L	5. The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen.	Yes	All Staff (on call request) Call 999 if needed	Ongoing	L
L	6. The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff.	Yes	First Aid/CLT.	Ongoing	L
L	7. Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.	Yes	First Aid/CLT	Ongoing	L
M	8. Unwell Students who are waiting to go home are kept in an area where they can be at least two metres away from others.	Yes	First Aid	Ongoing	L
L	9. Areas used by unwell Students who need to go home are thoroughly	Yes	Housekeeper / Cleaning Team	Ongoing	L

		cleaned once vacated. PPE as above should be worn				
	L	10. If unwell Students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection (where it is possible to do so?)	Yes	First aid room has its own toilet	Ongoing	L
	L	11. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Yes	First Aid	Ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Spread of infection	M	1. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and the DFE's Cleaning in non-healthcare settings guidance (Appendix 1).	Yes	SBM/Site team – guidance communicated via email and meetings	Ongoing	L
	M	2. Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units with lids	Yes	Communicated to students throughout the day	Ongoing	M
	M	3. Students clean their hands after they have coughed or sneezed.	Yes	Communicated to students throughout the day	Ongoing	M
	M	4. Instruct everyone that toilet's should be flushed with closed lids	Yes	Poster information and reminders throughout the day	Ongoing	M

	M	5. Anyone dealing with deliveries should follow the hand washing protocol after dealing with the items.	Yes	All staff	Ongoing	L
	M	6. Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	Yes	Principal. Letters home and via social media	Ongoing	L
	M	7. Children who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school to avoid risks of transmission.	Yes	Principal letter home and via social media	L	
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Managing confirmed cases	M	1. Staff are made aware of the symptoms of coronavirus following the latest NHS information .	Yes	SBM/First Aid – Communicated via email and meetings	Ongoing	L
	M	2. Staff are vigilant and report concerns about a student’s symptoms to a first aider/school nurse.	Yes	All Staff	Ongoing	L
	L	3. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	Yes	All Staff	Ongoing	L
	L	4. If a student or staff member develops COVID-19 symptoms or has a positive LFD or PCR test they will follow public health advice on when to self-isolate	Yes	CLT – information given to parents via letters home and email	Ongoing	L

		and what to do. They should not come into 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).				
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Wellbeing for staff	L	1. Risk assessment, control measures and operational procedures shared with all staff members	Yes	SBM – shared via email	1 st September	L
	L	2. Regular means of communicating with staff to discuss concerns and review shared control measures / operational procedures	Yes	Regular CLT meetings and all staff meetings	Ongoing	L
	L	3. Staff will be reminded of Education Support	Yes	HR – via email	Ongoing	L
	L	4. At least one CLT member of staff on site every day for staff to share concerns with	Yes	CLT onsite every day	Ongoing	L
	L	5. The risk assessment will be reviewed or where changes are required following feedback from staff – daily, weekly etc or where it is superseded by guidance from the government .	Yes	SBM/Principal to review when needed	Ongoing	L

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Communication	L	1. Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus	Yes	All staff – when meetings are booked, visitors are informed of this.	Ongoing	M
	L	2. The first aider/school nurse reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure;	Yes	First Aider	Ongoing	L
	L	3. The Principal contacts the Department of Education Schools helpline 0800 04686874 for advice and informs their Director of Education. 4. Principal/SBM to contact Director of HR if a staff member has a confirmed case.	Yes	Principal/SBM	Ongoing	L
	L	5. Schools keep Students and parents adequately updated about any changes to infection control procedures as necessary;	Yes	Principal – regular email and social media updates. Regular assemblies with students	Ongoing	L
	L	6. Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this, as required.	Yes	SBM – communicates with cleaning team any additional hours required	Ongoing	L
	L	7. The school communicates with parents via letter/email regarding any updates	Yes	Principal	Ongoing	L

		to school procedures which are affected by the coronavirus pandemic.				
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Partial School Closure	M	1. The Principal maintains their plan for Students' continued education during isolations, partial or full school closure to ensure there is minimal disruption to Students' learning – this includes their plan to monitor Students' learning while not in school, which is displayed on the school website.	Yes	Principal / CLT – See remote education plan	Ongoing	L
	M	2. The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.	Yes	All Staff	Ongoing	L
	M	3. The Principal ensures all Students have access to schoolwork and the necessary reading materials at home.	Yes	CLT	Ongoing	L
	M	4. The Principal works with the ICT Lead to ensure that technology used is accessible to all Students – alternative arrangements are put in place where required.	Yes	Principal/SBM/Network Manager	Ongoing	L
	L	5. The school manages the use of parents' and Students' contact details in line with the Data Protection Policy and Data Retention Policy.	Yes	SBM	Ongoing	L

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Emergencies	L	1. All Students' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Yes	Admin Team	Ongoing	L
	L	2. Students' parents are contacted as soon as practicable in the event of an emergency.	Yes	Admin Team/Progress Leaders	Ongoing	L
	L	3. Students' alternative contacts are called where their primary emergency contact cannot be contacted	Yes	Admin Team/Progress Leaders	Ongoing	L
	L	4. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Yes	First Aider	Ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Transport	L	1. Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	Yes	All staff – education through tutor meetings/ assemblies	Ongoing	L
	M	2. Transport providers should provide a copy of their Covid-19 risk assessment to the school.	Yes	SBM – transport providers have returned there up to date Risk assessment	August	L

M	3. Transport arrangements are organised to cater for any changes to start and finish times;	Yes	SBM	Ongoing	L
M	4. Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	Yes	SBM – communicated to companies	Ongoing	L
M	5. Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers	Yes	SBM – follow their risk assessment	Ongoing	L
M	6. Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	No	If needed	Ongoing	L

Appendix 1

[Cleaning in non-healthcare settings \(Version19 July 2021\)](#)

This should be read in conjunction with the latest version available [online](#).

Background

The risk of coronavirus (COVID-19) infection depends on many factors, including:

- the type of surface contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

COVID-19 spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor spaces and when people spend a lot of time together in the same room.

Keeping your distance, washing your hands regularly, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19.

Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.

In situations where someone has symptoms of COVID-19, it is advised that you store personal waste for 72 hours as an additional precaution.

General principles of cleaning during the COVID-19 pandemic

This section provides general cleaning advice for non-healthcare settings where no one has symptoms of, or confirmed COVID-19. For guidance on cleaning where there has been a person with symptoms of, or confirmed COVID-19, please refer to the section on [principles of cleaning after a case has left the setting or area](#).

There is also [additional guidance for employers and businesses on working safely during the COVID-19 pandemic](#).

Cleaning and disinfection

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

Laundry

Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.

Kitchens and communal canteens

It is very unlikely that COVID-19 is transmitted through food. However, as a matter of [good hygiene practice](#), anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so.

Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.

Food business operators should continue to follow the Food Standard Agency's (FSA) [guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point](#) (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)).

Bathrooms

Clean frequently touched surfaces regularly. Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. Where cloth towels are used, these should be for individual use and laundered in accordance with washing instructions.

Waste

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

Principles of cleaning after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) [Health Protection Team](#) can advise on this.

Cleaning and disinfection

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)

or

- a household detergent followed by disinfection (1,000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as [outlined in the waste section below](#).

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be disposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

There will be a charge for this service.

Other household waste can be disposed of as normal.

