



St Ethelbert's Catholic Primary School and Nursery COVID Risk Assessment

**Provision from Wednesday 4th January 2022 (blue section required if an
Outbreak occurs)**

Signed: S.D.Marshall

Date: 4/01/2022

**Date original assessment was carried out: 13/07/2020. Reviewed 31/08/2020 & 14/11/2020 & 16/01/2021 &
1/03/2021 & 1/09/2021**

Date assessment was reviewed by the middle leadership team: 14th July 2020

Date assessment was signed off by governors: 20th July 2020

**Date assessment was sent out to all staff and governors: 16/11/2020, 17/01/2021 & 08/03/2021. Discussed and
signed by all 1/09/2020. Reviewed: 1/09/2021**

Date of next review: February 2022



This risk assessment has been drawn up from Government (Department for Education), and Local Authority (Kent County Council Return to School Guidance) guidance using the HSE risk assessment format.

St Ethelbert's, has surveyed its accommodation and room sizes and planned for room capacity as laid down in the Local Authority document "Return to School Guidance First Phase".

This risk assessment is designed to help address the key aspects that will need to be considered.

This is a dynamic risk assessment and as such will be reviewed and updated as and when required.

In addition to this general risk assessment, individual risk assessments are being carried out for all vulnerable children and staff who are attending school.

The physical and mental health of our children and staff is of the highest importance.

Please remember that all of this is subject to change in light of new government and local authority advice.

If you have questions or concerns, please speak directly to the Headteacher.



Summary of Requirements

Personal Protective Equipment	<p>For First-aid: Disposable clinical masks or dust masks to FFP1. Disposable nitrile or vinyl gloves. Disposable aprons.</p> <p>For personal care: Disposable clinical masks or dust masks to FFP1, Goggles, or wrap around safety glasses that are splash resistant. Disposable nitrile or vinyl gloves. Disposable aprons.</p> <p>For managing people with Covid-19 symptoms: Clinical masks or dust masks to FFP2, Goggles, or wrap around safety glasses that are splash resistant.</p> <p>For use of 'Fogger': Dust masks to minimum FFP2 with APF 10 or greater, Goggles, to EN166 B3, or F3. Disposable nitrile or vinyl gloves.</p>
Training	<p>All employees:</p> <ol style="list-style-type: none"> 1. Coronavirus & Virus Transmission 2. Briefing on local safety arrangements, protocols and working practices. 3. Briefing on how to manage pupil symptomatic cases <p>Cleaning staff to be briefed on enhanced cleaning protocols and the need for thoroughness in their work</p> <p>First Aiders and staff completing intimate care tasks are to be provided the video training at: https://covid19ppe.org/scenarioFourVideoPage.html</p>
Equipment	<p>Classroom Resources:</p> <p>https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands</p> <p>https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes</p> <p>https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene</p> <p>https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene</p> <p>https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf</p>



Relevant Legislation etc.	<p>Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Legislation 1999 The Control of Substances Hazardous to Health Regulations 2002 The Personal Protective Equipment at Work Regulations 1992 Coronavirus Act 2020 The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020</p>
Review period/date	<p>Headteachers to review on local matters after receipt and as required</p> <p>To be reviewed by February 2022</p>

Area	What are the potential hazards?	Who may be harmed and how?	Current risk level	What methods will be used to reduce the likelihood and/or the consequences of an illness or injury from those hazards?	Revised risk level
<p>1.1 Latest General Guidance and Around the site</p>	<p>Harm to all occupants from direct and indirect contact with Covid-19</p>	<p>All staff, visitors, Parents, governors, children, contractors</p>	<p>High</p>	<ol style="list-style-type: none"> 1. All employees must be provided a hard copy of the relevant COVID-19 Risk Assessment/s and briefed on their return on local arrangements, procedures and protocols. Review of risk assessment to be emailed out to all staff with hard copies in the staffroom. 2. As part of the training programme, all employees must be provided with instruction on the Government guidance on what to do if someone is showing, or experiencing, COVID-19 symptoms. 3. Senior leaders must ensure they understand the NHS Test and Trace process and how to contact 	<p>Medium</p>



				<p>their local Public Health England health protection team (https://www.gov.uk/guidance/contacts-phe-health-protection-teams).</p> <ol style="list-style-type: none">4. Staff identification should be continued to be worn. Where lanyards and ties need to be worn, as they cannot be washed, they should be kept remote from other items when at home to avoid cross contamination.5. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. The individual must sign a risk assessment.6. Headteachers are to arrange for an OH referral where appropriate and complete an individual risk assessment before a clinically extremely vulnerable member of staff returns to the workplace.7. Pupils, staff and other people showing symptoms, or have tested positive for Covid-19 in the last 10 days must NOT enter the school site.8. Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.	
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| | | | | <p>9. If you've tested positive or have symptoms, you can stop self-isolating after 7 days instead of 10 days if you get 2 negative lateral flow test results on day 6 and 7.</p> <p>10. People aged 18 or over can pre-book a booster dose appointment 2 months after their second vaccine dose. You can get your booster dose 3 months after your second vaccine dose.</p> <p>11. Parents of pupils who are symptomatic, and staff who are symptomatic, are to arrange for a Covid-19 test as soon as possible after the onset of symptoms, or at least within 3 days of the onset. Wherever possible tests should be booked at a local testing facility to shorten the time taken to obtain results. Schools should ask parents and staff to inform them immediately of the results of a test.</p> <p>12. Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>13. Where someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and</p> | |
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				<p>then return to school only if they do not have symptoms.</p> <p>14. Where someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Individuals may still have a cough as this can remain for weeks/months later but it is ok to attend work.</p> <p>15. Pupils and staff living with someone who is showing symptoms, or has tested positive in the last 10 days, can attend school as normal but advised to LFT daily before coming to work.</p> <p>16. Ensure that all premises health and safety compliance checks have been undertaken before re-opening areas.</p> <p>17. Children, staff and visitors must handwash or use hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze.</p> <p>18. School is to have a process for removing face coverings when children and staff who use them arrive at school and communicate it clearly to them. Children must be instructed not to touch the front of their face covering during use or when removing</p>	
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				<p>them. They must wash their hands immediately on arrival (as is the case for all children), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>19. Parents and visitors are now asked to wear a facemask in school.</p> <p>20. Staff can wear a face shield during school time if required.</p> <p>21. Face coverings are not needed in class. However, if staff wish to wear them in communal areas then that is fine. E.g. staffroom.</p> <p>22. Rooms should be accessed directly from outside where possible.</p> <p>23. The use of mobile phones, unless required for operational reasons, is discouraged, as this can add to potential cross contamination of surfaces.</p> <p>24. Staff only to take things to and from school that are necessary in respect of their work.</p> <p>25. Don't share stationery or resources. Shared areas</p>	
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				<p>and surfaces need cleaning after use.</p> <p>26. Employees that have increased vulnerability to Covid-19 and are unable to complete a child facing role due to that vulnerability will usually be office based, where they are required to attend the workplace. Consequently, it is important for schools to minimise the risk to such employees by providing as safe a working environment as possible.</p> <p>27. PTFA events will occur in term 3 and term 4 and risk assessed at each event. They will be postponed if event is high risk.</p>	
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<p>2.1 Classrooms</p>	<p>Lack of social distancing in the classroom resulting in direct transmission of the virus</p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>High to medium</p>	<ol style="list-style-type: none"> 1. Classroom capacities – maximum 30 pupils. 2. Although 2m social distancing will not be achievable for young children contact between older children is to be minimised and social distancing maintained (1m+ wherever possible). 3. Designated groups of children and class-based staff can mix with other groups unless an outbreak occurs. If an outbreak occurs then groups are not to mix. 4. Remove excess furniture to increase space as much as possible. If an outbreak occurs, organise classrooms so desks are in rows with children facing the front, maintaining desk spacing as far apart as possible. However, pupils must not be placed in situations that are detrimental to their health and safety, or learning, due to other factors, e.g. sitting too close to a board, or sitting in a position, that could result in eye, or neck strain. 5. Children keep to their desks when in the room for Yrs 2 - Yr. 6. This will be virtually impossible in Yr N, Yr R, Yr. 1. 6. Role play areas, carpet areas and furniture can be used in EYFS, Yr 1 and Yr 2 as long as they remain in that bubble. 7. Children given instructions how to line up, use of toilet, moving around the classroom etc 8. Children to use same desk if returning next day 9. If an outbreak occurs, children stay in the classroom 	<p>Medium</p>
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| | | | | <p>for majority of the day and do not mix with other groups at any point.</p> <ol style="list-style-type: none">10. School will keep a daily record of children and staff in each group. They should also record where practicable, any close contact that takes place between children and staff across different groups.11. Lunchboxes and coats can be kept on the pegs.12. Air conditioning units can be used13. Fans NOT to be used. Encourage keeping windows and doors open to keep classrooms well ventilated.14. Children to be shown/reminded how to use a tissue or elbow to cough or sneeze and use bins for tissue waste (catch it, bin it, kill it).15. Pupils to be encouraged not to touch their mouth, eyes and nose.16. Staff are to try to distance from pupils where possible and in classes of older children they should maintain a distance at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.17. Reduce movement around the school as much as possible. Wherever possible, year groups should occupy a particular area and only move from that area where necessary. Where movement is necessary, plan routes wherever possible to avoid groups mixing.18. Where children who usually need to have their | |
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				<p>personal care needs provided for (changing nappies etc). Staff should use PPE whilst carrying out these tasks only, including face masks, gloves and aprons. PPE should not be used in the classroom generally.</p> <p>19. Using musical instruments – reduce risk by limiting the group sizes to no more than 15, positioning pupils back to back or side to side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing can take place such as school choirs and school assemblies.</p> <p>20. Limit pupils taking things home and then back to school – limit to lunch box, bags, coat and reading book.</p> <p>21. Each child will have their own resource pack to use e.g. pencil, whiteboard, pen, board cleaner, pencil case, rubber, ruler, colouring pencils.</p> <p>22. Limit the use of other resources or clean after use. Different groups should not use equipment and facilities unless it has been cleaned between groups, or has been left for 72 hours after use.</p> <p>23. Water play equipment can be used but must be confined to bowls, or open containers that can be easily cleaned.</p>	
3.1 Indoor and outdoor activity	Lack of social distancing in the other indoor (non-classroom) and outdoor environments resulting in	Pupils Staff Contractors Visitors	High to medium	<p>1. Assemblies and collective worship can take place together in the main hall or church but will go virtually if an outbreak occurs.</p> <p>2. Classes are to be encouraged to use the outdoor</p>	Medium to low



	direct transmission of the virus	by contraction of virus		<p>learning environment as much as possible.</p> <ol style="list-style-type: none"> 3. If an outbreak occurs, all outdoor areas to be allocated so only 1 hub will use an area – numbered areas per bubble, cones will be used or lines to distinguish areas. 4. Easy access to hand washing facilities from the outdoors. 5. PE – sports – Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Children to come into school wearing P.E. kits on PPA day. 6. Artificial grassed areas can be used for play, but are to be cleaned after each group where younger children’s hands etc. are in contact with the surface. The best method for cleaning is to spray with a regular cleaner and brush over afterwards. Then leave to dry before next use. 	
4.1 Toilets	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	Pupils Staff Contractors Visitors	High to medium	<ol style="list-style-type: none"> 1. Toilets monitored by staff so that only one boy and one girl from each bubble allowed to go to toilet at a time – each class will be assigned a cubicle in the boys and girls toilets. 2. Allocated classrooms ensure that all toilet facilities 	Medium to low



		by contraction of virus		<p>within the school are used.</p> <ol style="list-style-type: none"> Hand gel used after toilet use as well as washing hands. Extra Signs in toilet re washing hands Where possible, wedges for the toilet external toilet doors if not fire doors. Extra soap ordered to ensure we do not run out. 	
5.1 Entry/Exit of school	Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	High to medium	<ol style="list-style-type: none"> Staggered drop off times for each year group will not be necessary due to the amount of entrances/exits the site has. The amount of entrances will increase from 1 to 3 and will all be supervised by senior members of staff so that children can go straight to class with staff monitoring distances between children as they walk from entrance to classroom. <ul style="list-style-type: none"> Nursery – Main entrance, 9:00am/12:00pm/3:00pm Reception – Lilian Road 8:40am, 3:00pm Year 1 – Lilian Road 8:40, 3:00pm Year 2 – Lilian Road 8:40, 3:00pm Year 3 – Main entrance, 8:40am, 3:10pm Year 4 – Main entrance, 8:40am, 3:10pm Year 5 – Main entrance, 8:40am, 3:10pm Year 6 – Main entrance, 8:40am, 3:10pm Children to use fire exit doors as main means on ingress and egress to avoid corridors Instructions shared re social distancing between 	Medium to low



				<p>families in the morning with parents and children.</p> <ol style="list-style-type: none"> 4. Signage for parents and children displayed outside the school entrances and perimeter fencing. 5. SLT to be on duty to supervise. 	
6.1 Playtimes/Lunchtimes	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	High to medium	<p>If an outbreak occurs:</p> <ol style="list-style-type: none"> 1. Each bubble allocated playtime area and time slot. 2. Outdoor equipment/apparatus/climbing frames can be used but must be cleaned frequently by the premises team. Bubbles will use outdoor equipment on a rota basis. 3. Games discussed which encourage social distancing. 4. Staff supervision throughout – actively encouraging and insisting on social distancing. 5. Children practice talking 2 meters apart – modelled by staff. 6. Children with packed lunch eat in their classrooms at their allocated desk 7. Packed lunches kept on pegs in corridor, collect in small groups. 8. Dining hall will accept only 2 class bubbles per session with two sessions. (12:00pm Year R; 12:05pm Yr 1/ 12:35pm Yr 2 and 3) 9. Tables, equipment and frequently touched surfaces should be cleaned between each sitting. 	Medium to low



				<p>10. As less children have hot dinners, Year 4, 5 and 6 hot dinners can be collected at 12:00pm and taken back to the classrooms (see detailed plan from Mrs Vernon).</p> <p>11. Children will wash their hands before eating.</p> <p>12. Children must not food share.</p> <p>13. Only one staffroom, which has less furniture in. Staff will be on a rota and socially distant while eating.</p>	
7.1 Corridors	Lack of social distancing in the corridors resulting in direct transmission of the virus	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	Medium	<ol style="list-style-type: none"> One child going to toilet at one time. Messages to office and office to classroom via classroom telephones. Hand sanitizers available. Passing in 2-way corridors should be undertaken as quickly as possible if necessary with no contact and respecting the “Keep Left in the Line” rule. 	Low
8.1 Resources	Contact of shared resources resulting in indirect transmission of the virus	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	High to medium	<ol style="list-style-type: none"> Children to have packs of stationery and resources labelled with their name on. Tubs of resources for individuals if needed – maths cubes etc. Resources washed in antibacterial solution each night and left to dry if not same person using them the next day. Tables, door handles and other surfaces cleaned every night – by support staff. Lessons planned so resources are individual and not shared – or on interactive screen. 	Medium to low



				<ul style="list-style-type: none"> 6. Resources on tables ready for lesson and not distributed within the lesson. 7. All children's exercise books to be stored per child rather than per subject. 8. Children encouraged to wash hands / use hand gel before lessons and after each lesson. 	
9.1 Emotions and Anxiety - children	Emotional distress of the children	Pupils Staff Contractors Visitors by contraction of virus	Medium	<ul style="list-style-type: none"> 1. Children to approach class teacher and TA in the first instance. 2. Small numbers of children to support their emotional need. 3. 2 metre social distancing support provision available for children who are distressed when possible. However, this is almost impossible. Staff to remain vigilant and take steps to lower risk. 	Low
10.1 Emotions and Anxiety - staff	Emotional distress of the staff – including anxiety	Pupils Staff Contractors Visitors by contraction of virus	High to medium	<ul style="list-style-type: none"> 1. Staff meeting – to discuss concerns and shared control measures. 2. Sharing of support helplines – KCC and others. 3. Staff to share concerns with SLT. 4. Risk assessments reviewed regularly. 5. Planned time for planning and preparation within the week esp. for those with children in school. 6. Extremely vulnerable staff to meet with HT to discuss risk assessment and add any additional individual requirements. 7. Any H&S concerns from staff are to speak to Headteacher or school manager. 	Medium



11.1 Behaviour	Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	Pupils Staff Contractors Visitors by contraction of virus	High to medium	<ol style="list-style-type: none"> 1. Any Individual risk assessments to be completed by SENCO for vulnerable children in agreement with parents. 2. Behaviour policy updated to contain spitting, poor language and published to parents. 3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that put staff at risk. 4. Full PPE is available to wear when dealing with a volatile child. Pls note the Government guidance states “Wearing face coverings or face masks is not recommended in the classroom but only in communal areas”. 5. If a child were to leave a bubble then a safe space outside the classroom is to be established by the teacher e.g. sensory room, corridor. TA to supervise child until they are ready to enter the classroom. SLT or SEN team can be called upon but as a very last resort. 6. Normal behaviour policy to be followed. 	Medium to low
12.1 Hygiene	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	Pupils Staff Contractors Visitors	Medium	<ol style="list-style-type: none"> 1. Hand gel dispenser inside all classrooms. 2. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. 3. Reminders how to wash hands properly – videos 	Medium to low



		by contraction of virus		and posters.	
13.1 Cleaning	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	Pupils Staff Contractors Visitors by contraction of virus	High to medium	<ol style="list-style-type: none"> 1. Cleaners to wear disposable gloves and respect social distancing. 2. Soft furnishings and soft / cloth toys will be removed from use in classrooms. 3. Deep clean of school has been undertaken over the holidays. 4. Regular cleaning of all parts of the school used on a daily basis unless specified more frequently within this section. 5. Toilets to be cleaned per day. 6. Tables and contact points throughout the school to be cleaned per day by support staff. 7. Toys inside and outside to be cleaned after use before the next day. 8. NO toys or resources to be brought in from home. 9. All access keypads and general access door handles will be anti bac sprayed per day. 10. iPads to be cleaned with antiseptic wipes before and after use. 11. Cleaning materials to be available in all classrooms for classroom staff to use. 	Medium to low
14. 1 Drop off/Pick up	Lack of social distancing by parents when dropping off or picking up late children.	Pupils Staff Parents by contraction of	Low	<ol style="list-style-type: none"> 1. Parents dropping off or picking up outside of main gate opening times and wait for a member of staff to come to the gate. 2. Parents and visitors have now been asked to wear masks inside the school. 	Low



		virus		3. Signs ask parents to keep distance to stop the spread.	
15. 1 Parents visiting the school	Lack of social distancing by parents when visiting the school or requesting a meeting	Pupils Staff Parents by contraction of virus	Low	<ol style="list-style-type: none"> 1. Parents wishing to talk to a member of staff will be asked to use telephone or email. 2. If a face to face meeting is needed, then where possible this will be conducted after school where social distancing can apply. 3. Parents should only be allowed in the school as a last resort and will be asked to respect social distancing measures. 	Low
16. 1 Deliveries	Lack of social distancing by deliveries to the school including postal collections	Pupils Staff Contractors Visitors by contraction of virus	Low	<ol style="list-style-type: none"> 1. Delivery drivers should use the intercom. 2. Deliveries will be left outside the school door and a member of staff will collect them. 3. Signatures will be given on paper using own pen. 4. This will apply to kitchen deliveries as well coming through the “bin gates”. 	Low
17.1 Contractors	Lack of social distancing by service/site contractors	Pupils Staff Contractors Visitors by contraction of virus	Low	<ol style="list-style-type: none"> 1. Contractors should use entrance intercom and wait for a member of site staff to attend. 2. All visitors to wear masks at all times. 3. Social distancing will be adhered to where possible. 4. Signatures will be given on paper using own pen. 5. No contractors can enter the site if they have symptoms. 6. Contact all contractors (food, cleaning, maintenance etc) to ensure they are aware of school protocols. 7. The normal safeguarding arrangements apply. 	Low



18.1 Staff	Lack of social distancing by staff	Pupils Staff by contraction of virus	High to medium	<ol style="list-style-type: none"> 1. Staff should where possible demonstrate social distancing measures. 2. Staff will have their own designated area for refreshments – St Gertrude’s staffroom. 3. Admin offices will have 2 members of staff in it at any one time. 4. Kitchen staff will, where possible, demonstrate social distancing. 	Medium to low
19.1 First Aid	First aid/ill child	Pupils Staff by contraction of virus	High to medium	<ol style="list-style-type: none"> 1. All classrooms to have first aid kit. 2. Initial first aid given by classroom staff if qualified. 3. Office to be contacted by phone if the need for first aid for a child if classroom staff are unable to provide first aid. 4. Office staff to collect child from classroom entrance door, not to enter classroom, social distancing to be observed. 5. First aid given by office staff, PPE to be used. 6. Normal procedure for parent contact or escalation followed. 	
27.1 Signs and Symptoms	Covid 19	Pupils Staff Contractors by contraction of virus by contraction of virus	High to medium	<ol style="list-style-type: none"> 1. Children showing signs of Covid 19 to be isolated in medical room/care suite (St Gertrudes). 2. Staff attending child in medical room to use PPE (apron/gloves/mask) if they are unable to remain 2 metres away. 3. Social distancing to be observed. 4. If child needs to use the toilet, the toilet should be available and then taken out of service until it can 	Medium to low



				<p>be cleaned with normal cleaning products.</p> <ol style="list-style-type: none"> 5. Child to be collected by parents/carer and taken home for self isolation. Siblings to remain in school. 6. If test is negative with no symptoms, child can return. 7. If test is positive, Headteacher to seek advice urgently for Public Health Track and Trace – warn and inform letter to the be sent home to parents. 8. Classroom to be deep cleaned if 5 or more cases. 9. PHE and LA advice to be followed. 10. As is usual practice, in an emergency, 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. 	
21.1 Ipads, Computer Suite, Halls and Library	iPads and ICT	<p>Pupils Staff</p> <p>by contraction of virus</p>	High to medium	<ol style="list-style-type: none"> 1. iPad trollies to have antibacterial wipes available. 2. iPads to be cleaned before and after use by each bubble by support staff. 3. Trolley will be cleaned once per day by the cleaning team. 4. Classroom screens to be cleaned each day. 5. Teachers to have access to antibacterial cleaning solution throughout the day. 6. Each classroom and office to have access to keyboard cleaner. 7. Telephones to be cleaned once per day. Staff to have access to cleaning solution for phones. 8. Computer suite and library to be used but on a 	Medium to low



				<p>reduced timetable. Screens/Keyboard and work surfaces to be cleaned before and after each bubble.</p> <p>9. Visitors for music, tutoring and dance can visit the school at a pre-planned time. Visitors to wear a mask and clean musical equipment before and after use. 2 meters distance required. Details of visitors kept for track and trace purposes.</p>	
22.1 Signing in system	Signing in system and class register	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	High to medium	<ol style="list-style-type: none"> Essential late children, visitors and contractors will be signed in by office. Visitors that we know about will be pre-booked into the system. Clean surface after using the screen. Hand sanitizer will be available at all times. Class registers will be completed online through sims. Limit numbers of people in reception areas and where required implement queueing protocols the same as shops. 	Medium to low
23.1 Refreshments in the staffroom	Refreshment facilities for staff	<p>Staff</p> <p>by contraction of virus</p>	High to medium	<ol style="list-style-type: none"> Tea and coffee station to be set up in the allocated staff areas. Push to use own hot water flasks to be used. Individual tea, coffee and sugar sachets to be used and disposable wooden stirrers. Antibacterial spray/wipes available to clean switches and surfaces. 	Medium to low



24.1 Contract cleaners	Contract Cleaners	Pupils Staff Contractors by contraction of virus	Medium	<ol style="list-style-type: none"> 1. Cleaning team asked to respect social distancing. 2. Cleaning standards to be monitored by School Manager. 3. Cleaning team to use appropriate PPE (disposable gloves and disposable aprons). 4. Cleaning staff to follow Safe System of Work document. 5. Bins are to be emptied throughout the day. 6. All used disposable PPE is to be double bagged on disposal. 7. Non disposable PPE is to be cleaned thoroughly with an anti-viral cleaner immediately after use. 	Low
25.1 Staff Car Park	Staff Car Park	Pupils Staff Contractors Visitors by contraction of virus	High to medium	<ol style="list-style-type: none"> 1. Staff to ensure they respect social distancing when using car park. 	Low
26.1 Emergency Evacuation Procedures	Emergency Evacuation Procedures	Pupils Staff Contractors Visitors	High to medium	<ol style="list-style-type: none"> 1. Evacuation plan to be revised to ensure assembly point enables social distancing to be observed. 2. Acceptance that if life threatening situation arises, social distancing will not be a priority. 	Low



		by contraction of virus			
27.1 Additional equipment	Use of communal equipment in school including 2 way radios, keys, photocopiers, printers (Not ICT equipment, this is covered elsewhere)	Pupils Staff Contractors Visitors by contraction of virus	High to medium	<ol style="list-style-type: none"> 2 Way radios to be cleaned before and after use unless personal issue. Each member of staff to be assigned a number so they use the same one each day. Antibacterial wipes to be available at each photocopier before and after use. Staff to ensure all laminators, guillotine and other shared equipment is cleaned before and after use. Staff not to use other personal issue equipment such as hole punch and staplers etc. 	Low
28.1 Classroom layout	Inappropriate classroom set up and equipment leading to transmission of virus	Pupils Staff by contraction of virus	High to medium	<ol style="list-style-type: none"> Desks to be laid out in a social distancing manner as per KCC Return to School Guidance. Yr N and R classrooms to have all soft toys/clothing and fabric furniture removed as well as wooden toys. Cleaning of rooms and cleaning resources available is covered elsewhere. 	Medium to low
29.1 Breakfast Club	Transmission of virus to member of staff or children during breakfast club	Pupils Staff	High to medium	<ol style="list-style-type: none"> Breakfast club will continue on Tuesday 4th January at 8:00am. Children will not be allowed to enter if late. Numbers will be restricted to two staff and 28 children. If an outbreak then cap will be 15 children Children will sit on each table assigned to their daily bubble – 2 meters apart. Breakfast will already be on each table for children 	Medium to low



				<p>to help themselves.</p> <ol style="list-style-type: none"> Children will complete activities after breakfast but on their table. TA's to drop children to class at 8:35am. Cleaning will occur after each breakfast session. 	
30.1 Deep cleaning of rooms	Transmission of virus to members of classroom bubble by service requests by bubble or to service provider by bubble members	<p>Pupils Site Staff Admin Staff Catering Staff Cleaning Staff All other staff Contractors</p> <p>by contraction of virus</p>	High to medium	<ol style="list-style-type: none"> Bubble rooms must be empty of staff and children before service request performed. PPE to be available (gloves and apron). Surfaces cleaned before and after service. Safe Method of Work for Site Manager to be followed. Safe Method of Work for Cleaning Team to be followed. 	Medium to low
31.1 PPA and Interventions	PPA and Interventions	<p>SEN Team SLT Sports Coach</p>	High	<ol style="list-style-type: none"> Interventions to be carried out across classes by teacher and ta – unless an outbreak then will go back to class bubble interventions except for the SEND team. SEND team and Sports coach can carry out interventions and PPA across bubbles as movement will be restricted and children get a broad/balanced curriculum. However, hand washing needs to happen between each bubble, clean equipment between each session and keep 1m+ social distance where possible. Sports to happen outside as much as possible. Swimming and trips to occur but will be following 	Medium



				<p>risk assessment of venue as well as school risk assessment.</p> <p>4. Residential to happen using risk assessments</p>	
<p>32. Staff to be offered home testing kits tests</p>	<p>Testing</p>	<p>All staff</p>	<p>High for absence rate if tested positive</p>	<p>1. All staff to be offered regular home testing kits - advice to be tested twice a week (Wednesday and Sunday). If outbreak then advise to test daily.</p> <p>2. Fully vaccinated contacts of someone with COVID-19 should take rapid lateral flow tests every day for 7 days.</p> <p>3. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>4. Staff also have the opportunity to have a PCR test at Manston</p> <p>5. Headteacher and School Manager attended COVID training on 18.1.2021</p>	<p>Medium</p>



Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”. The Hierarchy of Controls are:

Order No.	Control	Example
Firstly	Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, eg using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. NOTE: This is a last resort control and should be for interim periods only, while higher level control is developed or implemented.

Supplementary Covid-19 Hierarchy of Controls

Order No.	Control	Example
Firstly	Eliminate	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
Secondly	Protecting yourself and others	Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
Thirdly	Controlling potential spread	Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach



Fourthly	Minimising transfer of virus	Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
Fifthly	Reducing person to person contact	Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, goggles, aprons, masks.