


<b>Directorate</b>	<input type="checkbox"/> Adults, Health and Communities <input type="checkbox"/> Corporate Services <input checked="" type="checkbox"/> Children and Young People <input type="checkbox"/> Regeneration and Economic Growth <input checked="" type="checkbox"/> Schools	<b>Service/Team</b>	Generic Risk Assessment - Education & Inclusion		
<b>Risk Assessment for</b>	COVID-19 Secure - Schools	<b>Ref no</b>	C19SCS	<b>Date completed</b>	August 2020
<b>Occupation/activity/task</b>		<b>Location</b>	Crigglestone Nursery School	<b>Review date</b>	Within one month of the school opening
<b>Assessor name(s) Corporate Health &amp; Safety Adviser, Education &amp; Inclusion</b>					

## SECTION 1

### 1.1 Risk Matrix

		Severity				
		1	2	3	4	5
Likelihood	Very low Insignificant injury		Low Minor injury Verbal abuse	Moderate Threatening behaviour Serious injury	Severe Physical abuse Multiple injuries Serious injury requiring hospital treatment	Very severe Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality
	1 Extremely unlikely	1	2	3	4	5
2 Remote possibility	2	4	6	8	10	
3 Possible occurrence	3	6	9	12	15	
4 Will probably occur	4	8	12	16	20	
5 Almost certain	5	10	15	20	25	

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

### 1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from your undertakings. This list is not exhaustive:-

- Employees
- Apprentices
- Young People
- New or Expectant Mothers
- Work Experience
- Contractors/Sub Contractors
- Pupil(s)
- Service Users
- Volunteers
- Members of the public

## SECTION 2

<b>What are the hazards</b> <i>Identify hazards (relevant to occupation/ activity/task)</i>	<b>Those at risk</b>	<b>How they might be harmed?</b> <i>e.g. sprains, strains, lacerations etc.</i>	<b>What are you already doing/ your existing control measures</b> <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	<b>Risk Rating Severity x Likelihood</b> <i>Scores of 10 and above require further action. See section 3</i>	
<p>This risk assessment has been developed using the Government guidance documents – <a href="#">Guidance for full opening - schools</a> – Published 2<sup>nd</sup> July 2020  <b>Action for schools during the coronavirus outbreak – Updated 3<sup>rd</sup> June 2020</b> <a href="https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing">https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing</a> <b>Implementing protective measures in education and child care settings Updated 1<sup>st</sup> June 2020</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>It is for each school to use this over-arching assessment as a basis to develop a COVID-19 Secure risk assessment for their school.</p>					
1.	Building Management & Readiness	All employees Children	Acquire COVID-19 Viral infection. Refer to the national guidance for the case definition  <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-management-of-possible-cases-of-wuhan-novel-coronavirus-wncov-infection">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-management-of-possible-cases-of-wuhan-novel-coronavirus-wncov-infection</a>	<u>Inspect the site for:</u> <ul style="list-style-type: none"> <li>• Damage to the building and fixtures and fittings</li> <li>• Damage to grounds, playgrounds, outdoor play equipment, fencing, trees</li> <li>• Rodent activity and/or infestations – commissioning of pest control may be required</li> </ul> <u>Operational checks (to ensure good working order) to be carried out on:</u> <ul style="list-style-type: none"> <li>• Fire alarms/smoke alarms/panic and accessible-toilet alarms</li> <li>• Fire door mechanisms</li> <li>• Emergency lighting</li> <li>• Gas supplies: kitchens</li> <li>• Kitchen equipment</li> <li>• Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy</li> <li>• Water systems to look for leaks and ensure there is provision of hot water</li> </ul>	9 reducing to 4 with all measures in place

- Windows, door and gates including electronic gates and doors
- Equipment used on site e.g., floor cleaners, photocopiers, white boards (servicing should be in line with the manufacturer'/providers requirements)

Ensure Statutory Inspections are up to date for:

- **Pressure systems** (if the scheduled inspections have not taken place in the last 12 months)
- **Gas supplies** (if the scheduled inspections have not taken place in the last 12 months)
- **Fixed wiring** (if the scheduled tests required by the regulations have not taken place)
- **PAT** (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)
- **Asbestos Management Plan** (if the plan has not been re-assessed in the last 12 months)
- **Fixed Outdoor Play Equipment** (if the scheduled inspections have not taken place in the last 12 months)

Cleaning the premises

- Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces
- If the school has been partially opened, then effective/appropriate cleaning of the premises may not be necessary unless it has been required by Public Health.
- All touch surfaces should be given priority for cleaning, as should have been the case for partial opening

Supplies

				<ul style="list-style-type: none"> <li>• Ensure you have adequate supplies of soap and hand towels/drying facilities in kitchens, toilets and sinks</li> </ul>	
2.	System of Controls			<p><b>System of controls</b></p> <p>This is the set of actions schools must take and are outlined in more detail in the sections below.</p> <p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>1) 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.</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using sanitiser or the usual cleaning products.</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p>	12 reduced to 6 with measures in place

3.	Covid-19 – Response to any infection			<p>All Employees to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms <a href="#">coronavirus (COVID-19) symptoms</a></p> <p>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 must be sent home and advised to follow <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>,</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>All pupil absence must be followed up on day 1 with detailed reason of absence noted.</p> <p>All staff must inform the HT of any illness including on non-working days.</p> <p>All employees to engage with the NHS Test and Trace process</p> <p><a href="#">testing and tracing for coronavirus website</a>,</p> <p>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 if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2m away from other people.</p> <p>Sunshine room to be used for isolation as required.</p>	12 reduced to 6 with measures in place
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				<p>If they need to go to the bathroom while waiting to be collected, they should use the <b>Sunshine room toilet</b>. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p> <p><b>Aprons, gloves, masks and goggles provided in isolation pack located in the Sunshine Room.</b></p>	
4.	High Risk Employees			<p>Where schools apply the full measures in DfE guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</p> <p><a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</a></p> <ul style="list-style-type: none"> <li>• School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>• where a role may be conducive to home working for example, some administrative roles, school leaders should consider what is feasible and appropriate.</li> <li>• From January 2021, CEV staff will be required to work from home unless social distancing can be guaranteed</li> </ul> <p><b>Where possible, teachers should complete PPA from home.</b></p> <p><a href="#">clinically-vulnerable, including pregnant women</a></p>	12 reduced to 6 with measures in place

- Where it is decided that workers should come into their place of work then this will need to be reflected in the risk assessment and actions taken to manage the risks of transmission in line with this guidance

**Self-isolating Employees.**

- Any employee required to stay home under [existing Government guidance](#), for example due to having Covid19 symptoms or contact with a Covid-19 case, must inform their headteacher following sickness reporting procedures.  
**Staff must inform the HT in addition to their immediate line manager.**
- The employee must self-isolate and not attend the workplace for the proscribed period determined in the Government Guidance.
- Employees self-isolating and who are fit to work, may work from home in agreement with their headteacher, subject to an appropriate home working risk assessment.

**Black, Asian & Minority Ethnic (BAME) Employees**

- Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#).
- School leaders should try as far as practically possible to accommodate additional measures where appropriate.
- Public Health England have published a report that looks at the disproportionate impact of COVID. This includes a section on ethnicity. The report is clear that the COVID-19 pandemic has had a disproportionate effect on BAME people. The report did not analyse the effect of occupation and acknowledges this is a significant shortcoming. The disproportionate impact of COVID-19 on the BAME population is worrying and will cause anxiety. Headteacher should be aware of this

				<p>and be pro-active in encouraging safe working practices and direct BAME employees to support for their health and wellbeing – for example NHS 111, GP or OHU referral. If guidance to protect the health of BAME populations changes this will be circulated and risk assessments may need to be reconsidered.</p> <p><b>Expectant Mothers</b></p> <ul style="list-style-type: none"> <li>Expectant mothers are identified in the Moderate risk group category and should have an Expectant Mother’s risk assessment, which includes any additional Covid-19 control measures (see new and expectant mothers procedure)</li> </ul>	
5.	Visitors / parents and pupils accessing the site dropping off / collecting pupils			<ul style="list-style-type: none"> <li>No one should enter the School premises if they are displaying symptoms of covid-19 e.g. employees, parents, pupils, contractors etc.</li> <li>Stop all non-essential visitors entering site <b>Parents must not enter school – children must be dropped off and collected at the entrance</b></li> <li>A clear demarcation line is in place around the reception areas so that 2 metre social distancing can be maintained</li> <li><b>Face coverings must be worn by all visitors to the school site. School staff will wear a visor whenever speaking to visitors/parents at the school entrance.</b></li> <li>Where possible a visual screen / barrier is in place to protect office staff</li> <li>Where possible introduce staggered start and finish times to reduce congestion and contact at all times, with no reduction to overall teaching time for any group</li> </ul> <p><b>DROP OFF:</b>  <b>Breakfast club pupils must arrive 8.00 – 8.30 am</b>  <b>am sessional pupils must arrive 8.50 – 9.00 am</b>  <b>am 30 hours pupils must arrive 9.00 – 9.10 am</b>  <b>pm 30 hours pupils must arrive 9.30 – 9.40 am</b>  <b>pm sessional pupils must arrive 12.30 – 12.40pm</b></p> <p><b>COLLECTION;</b>  <b>am sessional pupils must be collected 11.40 –</b></p>	12 reduced to 6 with measures in place



				<p>11.50am am 30 hours pupils must be collected 2.50 – 3.00pm pm sessional and 30 hours pupils must be collected 3.20 – 3.30pm Tea Club pupils must be collected 3.50 – 4.00pm</p> <ul style="list-style-type: none"> <li>• Manage external site access points to enable social distancing</li> <li>• Allow plenty of space (two metres) between people waiting to enter site</li> <li>• Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</li> <li>• Where visitors are expected to sign in at reception – ensure this is carried out by office staff and no pens are visible</li> <li>• Regularly clean staplers, hole punchers, “touch screen” photocopiers, marker pens &amp; whiteboards</li> <li>• The handling of cash is discouraged from parents and where possible online / contactless payments are made</li> </ul>	
6.	Cloakroom Areas Circulatory Areas / staircases			<ul style="list-style-type: none"> <li>• Where possible the allocation of drop off and collection times to be arranged with parents/guardians (See section 5)</li> <li>• Clear communication to parents including gathering at the school gates and otherwise coming onto the site without an appointment is not allowed</li> <li>• Limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, wellies and change of clothes in a bag</li> <li>• Staff to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the school day to minimise contact and maintain social distancing where possible</li> <li>• Movement between classrooms / on corridors should be done in a phased way to minimise contact and maintain social distancing where possible</li> <li>•</li> </ul>	12 reduced to 6 with measures in place

				<ul style="list-style-type: none"> <li>• All staff must wear a face covering when moving through communal areas or into another bubble.</li> <li>• Staff should avoid entering work spaces outside their usual bubble e.g. admin office</li> </ul>	
7.	Teaching & Learning in the Classroom environment-			<ul style="list-style-type: none"> <li>• Strict hygiene rules to be implemented, all employees and pupils to be asked to do the following</li> <li>• Clean hands thoroughly more often than usual upon entering or changing locations/classrooms or moving to new activities after handling equipment.</li> <li>• Ensure sufficient hand cleaning and sanitiser points are available for staff and pupils</li> <li>• Wash hands if face, mouth or eyes are touched</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – ensure availability of tissues and bins. Empty bins regularly in line with 'double bag' guidance</li> <li>• Bins to be open topped unless the bin is a pedal bin, all waste to be double bagged</li> <li>• Put in place a schedule for enhanced cleaning, including cleaning frequently touched surfaces often, using sanitiser or the usual cleaning products. <ul style="list-style-type: none"> <li>○ All high contact surfaces to be cleaned throughout the day</li> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ All resources, equipment etc. should be cleaned on a daily basis with an antibacterial cleaning product</li> <li>○ Where resources are shared between groups they will be thoroughly cleaned after use or put out of use for at least 72 hours</li> <li>○ All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipe</li> <li>○ 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</li> </ul> </li> </ul>	12 reduced to 6 with measures in place

				<p>to these resources.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> <li>○ When entering / leaving the classroom this should be on a phased “one person at a time” basis</li> <li>○ Where possible employees are to maintain a safe distance between each other (2m)</li> <li>○ Pupils must be encouraged where possible to do the same</li> <li>○ Limit the number of persons in each room/area to follow social distancing guidance.</li> </ul> <p>Schools to insert measures that will be taken to limit contacts between groups or bubbles/cohorts/families, including the maximum numbers in line with Government guidance.</p> <ul style="list-style-type: none"> <li>● Groups will be located predominantly in a consistent classroom with their own resources</li> <li>● If staff are to work with more than one group they will maintain social distancing where possible with pupils and other staff – ideally 2m</li> <li>● Maintain 2m distances where possible.</li> <li>● Avoid close face to face contact between pupils and staff</li> <li>● Minimise time spent in close contact under 1m</li> </ul> <p>All classrooms windows should be opened fully for 15 mins every hour to promote ventilation.</p> <p><b>Management of returned library books</b></p> <p>All returned equipment and books to the library will be quarantined for 72 hours before being allowed back into the system for pupils to use and stored securely throughout this time. Items that can be cleaned will be done so using sanitiser or the usual cleaning products. PPE is not necessary for this task, regular handwashing will suffice and minimise the risk of cross contamination.</p>	
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8.	Foundations Stage pupils – including free flow play			<ul style="list-style-type: none"> <li>• All items which can be cleaned after each, to be sanitised, otherwise all equipment is to be sanitised at the start and end of each day as a minimum</li> <li>• Encourage social distancing as is reasonable practicable</li> <li>• Supervision is key at all times</li> <li>• Presents / gifts should not be accepted by employees, from pupils</li> </ul>	12 reduced to 6 with measures in place
9.	Educating pupils on the risks of covid-19			<ul style="list-style-type: none"> <li>• There is a concern that different age groups of pupils, or pupils with different need will interpret the information differently on the risks of covid-19. Therefore:-</li> <li>• Employees should consider delivering the information in different formats pitched at the right level for the age groups. This could include, for example, social stories</li> </ul>	6
10.	Welfare			<ul style="list-style-type: none"> <li>• Ensure that toilet times are staggered where possible to minimise contacts and to avoid congestion</li> <li>• toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> <li>• Promote good practice to build and remind awareness of: <ul style="list-style-type: none"> <li>• Good hand hygiene</li> <li>• Frequency of hand washing/hand sanitisation</li> <li>• Avoidance of touching face</li> <li>• Rules around coughing and sneezing into a tissue or arm</li> </ul> </li> <li>• All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, flush, door handles, sinks etc.</li> </ul>	12 reduced to 6 with measures in place
11.	Outdoor learning			<ul style="list-style-type: none"> <li>• Large fixed equipment and outdoor playground equipment should be more frequently cleaned.</li> <li>• All toys &amp; play equipment should be cleaned on a daily basis with an antibacterial spray</li> </ul>	6

12.	Dining Room – lunch times			<ul style="list-style-type: none"> <li>• All staff should wear gloves when passing pupils utensils, cups etc.</li> <li>• All persons should be required to stay on site once they have entered the School premises - access to the local shops is not allowed</li> <li>• Lunchtimes to be staggered to minimise contacts and congestion at any one time</li> <li>• Food and drink should only be consumed in dedicated areas</li> <li>• Hand cleaning facilities or hand sanitiser to be available at the entrance of the dining room and should be used by all persons when entering and leaving the area</li> <li>• Minimise contacts and maintain social distancing through seating arrangements where possible</li> <li>• Tables and chairs should be cleaned between each use.</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, tables and door handles</li> <li>• Parents must inform any changes to their child's dietary requirements via email to the Headteacher – if parents don't have access to email / a telephone conversation / zoom call to be arranged</li> </ul>	12 reduced to 6 with measures in place
13.	Breakfast and after School clubs			<p>Any before or after school provision must align with protective measures in place and meet guidance <a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</a></p> <ul style="list-style-type: none"> <li>• Carefully plan the number of pupils attending the clubs so that contacts are minimised and social distancing is maintained where possible and kept in bubbles/cohorts/families where possible</li> <li>• Entering and existing the club is done in a phased way “one in one out”</li> <li>• All food items are taken to the pupils seating area by a member of staff</li> <li>• All food items and utensils are collected by staff</li> </ul>	12 reduced to 6 with measures in place

				<ul style="list-style-type: none"> <li>All tables, chairs, hard surfaces etc. are cleaned with an antibacterial spray after use</li> </ul>	
14.	Music			<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are singing in small groups by, for example, physical distancing, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, and ensuring good ventilation. Singing, should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.</p>	12 reduced to 6 with measures in place
15.	Governors Meetings, SEN meetings with parents etc.			<ul style="list-style-type: none"> <li>Where possible employees are to maintain a safe distance between each other (2m) in the meeting room / office environment</li> <li>Arrange online conference call facilities/virtual meetings where possible</li> <li>Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place over the telephone or via online call facility.</li> </ul>	12 reduced to 6 with measures in place
16.	Conflict management between pupils and parents			<ul style="list-style-type: none"> <li>Staff only to intervene with pupils if there is a serious risk of injury or damage to property</li> <li>De-escalation techniques should be used to try and calm situations</li> <li>Restraint should only be undertaken as a last resort</li> <li>Parents are regularly reminded of their responsibilities and behaviours on the School site</li> </ul>	12 reduced to 6 with measures in place
17.	Administering First Aid			<ul style="list-style-type: none"> <li>PPE appropriate to the circumstances <b>would only be required if first aid was required for someone with Covid-19 symptoms.</b> e.g. gloves, face masks and eye protection ( if necessary) should be provided</li> <li>Wash hands before and after and ensure the affected area is cleaned upon completion</li> <li>All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste</li> </ul>	12 reduced to 6 with measures in place

				<ul style="list-style-type: none"> <li>• First aid boxes accessible to first aiders. For injuries and ill health that is beyond basic first aid, 111 to be called and 999 in an emergency.</li> <li>• <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></li> </ul>	
18.	Administering Medication			<ul style="list-style-type: none"> <li>• PPE appropriate to the circumstances <b>would only be required</b> when administering medication <b>for someone with Covid-19 symptoms</b> PPE appropriate to the circumstances e.g. gloves, face masks and eye protection if necessary should be provided</li> <li>• Wash hands before and after and ensure the affected area is cleaned upon completion</li> <li>• All clinical waste and PPE should be disposed of by double bagging and put in the clinical / external waste</li> </ul>	12 reduced to 6 with measures in place
19.	Providing intimate care			<ul style="list-style-type: none"> <li>• The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on <a href="#">social distancing, handwashing and other hygiene measures</a>, and <a href="#">cleaning</a> of surfaces.</li> <li>• If you are not providing intimate care to someone, PPE is not needed.</li> <li>• Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.</li> <li>• Employees should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.</li> </ul>	12 reduced to 6 with measures in place
20.	Fire Drills / Activation of the fire alarm			<ul style="list-style-type: none"> <li>• During an emergency if it is unsafe to maintain the social distance guidance measures, then they do not apply</li> <li>• When undertaking a fire drill minimise social contacts</li> </ul>	6

				<p>and maintain social distancing where possible at all times</p> <ul style="list-style-type: none"> <li>• Markers should be displayed at the assembly area / muster point to avoid congestion</li> <li>• A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing</li> <li>• Headteacher to have reviewed and amended all PEEPs to ensure all those under their duty of care that require assistance can evacuate have a trained buddy within the workplace when they are in attendance.</li> </ul>	
21.	Cleaning			<p>A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned prior to disinfecting</li> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is to be used</li> <li>• Extra attention is to be given to frequently “Touched” areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc.</li> <li>• Hand towels and hand wash area to be checked and replaced as needed by the Cleaning and Caretaking staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used</li> <li>• All bins to have double liners</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	12 reduced to 6 with measures in place



22.	Home Visits to be undertaken by staff			<ul style="list-style-type: none"> <li>• Home visits should only be undertaken if absolutely necessary, these are to be conducted on the doorstep</li> <li>• Employees should use their own vehicle to get to the visit (private vehicles should be insured for business use)</li> <li>• Once they arrive they must knock on the door and step back to maintain social distancing</li> <li>• It may be possible to have a conversation with parents and pupils via an open window</li> <li>• Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School</li> </ul>	16 reduced to 6 with measures in place
23.	Deliveries			<ul style="list-style-type: none"> <li>• When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries</li> <li>• If practicable drivers should wash or clean their hands before unloading goods and materials</li> <li>• Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance</li> <li>• Employees should not sign for deliveries</li> <li>• Hands are to be thoroughly washed after handling all deliveries</li> <li>• Keep deliveries to a minimum with essential items only</li> <li>• Under no circumstance should any personal deliveries or collections be made to or from the work place</li> </ul>	12 reduced to 6 with measures in place
24.	Contractors / essential repair work			<ul style="list-style-type: none"> <li>• Only contractors carrying out essential maintenance work are to be allowed on the School site</li> <li>• Employees and contractors are to maintain a safe distance between themselves and others (2m).</li> <li>• All contractors are to wash their hands upon entering the site</li> </ul> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>• Repeat the hand washing/sanitising every hour.</li> <li>• Site inductions are to be carried out following social</li> </ul>	12 reduced to 6 with measures in place

				distancing principles (2m separation).	
25.	Information to employees, pupils & parents			<ul style="list-style-type: none"> <li>• Posters to displayed in the main entrance, staff room and in suitable places around the School site</li> <li>• Regular meetings with employees will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available</li> <li>• Regular updated information will be shared with parents via either a letter, email, newsletter, school website etc.</li> <li>• Parents/guardians to be provided with information on protocols for contact for example, which entrance to use</li> <li>• Request parents/guardians not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ul>	12 reduced to 6 with measures in place
26.	Personal Protective Equipment			<p>The use of PPE will depend on the type of service being provided to the service user and the likely risk of virus transmission.</p> <p>PPE protects the wearer against health or safety risks at work. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p>When managing the risk of COVID-19 for employees in the workplace, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p> <p>The exception is working in clinical settings, like a hospital, adult social care settings such as care homes and domiciliary services or when responding to a suspected or confirmed case of COVID-19.</p>	12 reduced to 6 with measures in place

Note: PPE is only effective when combined with: hand hygiene (cleaning your hands regularly and appropriately); respiratory hygiene and avoiding touching your face with your hands, and following standard infection prevention and control precautions, including putting on and taking off PPE. Being bare below the elbows e.g. no watches, long sleeves or false nails is key to successful hand hygiene.

Face coverings do not protect the wearer, but may protect others if you are infected, and have not developed symptoms.

A face covering can be simple and worn in enclosed spaces where social distancing is not possible, it must cover the mouth and nose.

Face coverings are not PPE and are not to the specifications of face masks or respirators and should not be used in place of PPE where face masks/respirators are required.

Wearing gloves outside of clinical setting is not recommended or a substitute for frequent hand washing.

It is not compulsory law to wear a face covering in the work place, it is an employee's choice. Employees should be supported to use face coverings safely as per the national guidance.

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

A small number of pupils may present an addition risk due to spitting, excessive saliva production/drooling, biting. These pupils will have an individual Risk Assessment documenting the additional measures and PPE to be used and when. Face Shields will be available, will be part of the risk assessment, and are to be used in place of face masks where possible (unless the pupils is exhibiting symptoms of Covid)

27.	Communications and training – returning to work and on-going			<p>Development of communications package on the risk assessments in place and procedures, this must be available to employees prior to returning to work or provided as an update for those who have continued to work. The package will consist of a number forms of communication including:</p> <ul style="list-style-type: none"> <li>• Booklet</li> <li>• Induction</li> <li>• Email</li> <li>• Posters</li> <li>• Mobile devices</li> <li>• Whiteboards/notice boards</li> <li>• Provide advice and information to all employees on mental health through all communication channels</li> <li>• Provide access to 24 hour counselling support – telephone counselling</li> </ul>	12 reduced to 6 with measures in place
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**SECTION 3**

**3.1 Action Plan**

Where the risk rating score is 10 or above (high/very high risk) the risk must be reduced/managed to a risk score of 9 or below (moderate/low) risk. Risks must always be managed to as low as reasonably practicable. For risks not adequately controlled, detail further action needed.

Ref No	If further action is required, detail what action is required	By Whom	By When	Completed (sign)

**SECTION 4**

**4.1 Risk Assessment Acceptance**

Acceptance by Responsible Manager/s (print name & signed):	Date:
Staff briefed on Risk Assessment & Safe System of Work (print name & signed)	Date:



# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings

### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.


- 2 Put on your surgical face mask, if tied, make sure it is securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- 3 Put on your eye protection if there is a risk of splashing.


- 4 Put on non-sterile nitrile gloves.



- 5 You are now ready to enter the patient area.





### Doffing or taking off PPE


Surgical masks are single session use, gloves and apron should be changed between patients.


- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.



- 3 Snap or unfasten apron ties the neck and allow to fall forward.


- 4 Once outside the patient room. Remove eye protection.


- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 6 Remove surgical mask.


- 7 Now wash your hands with soap and water.



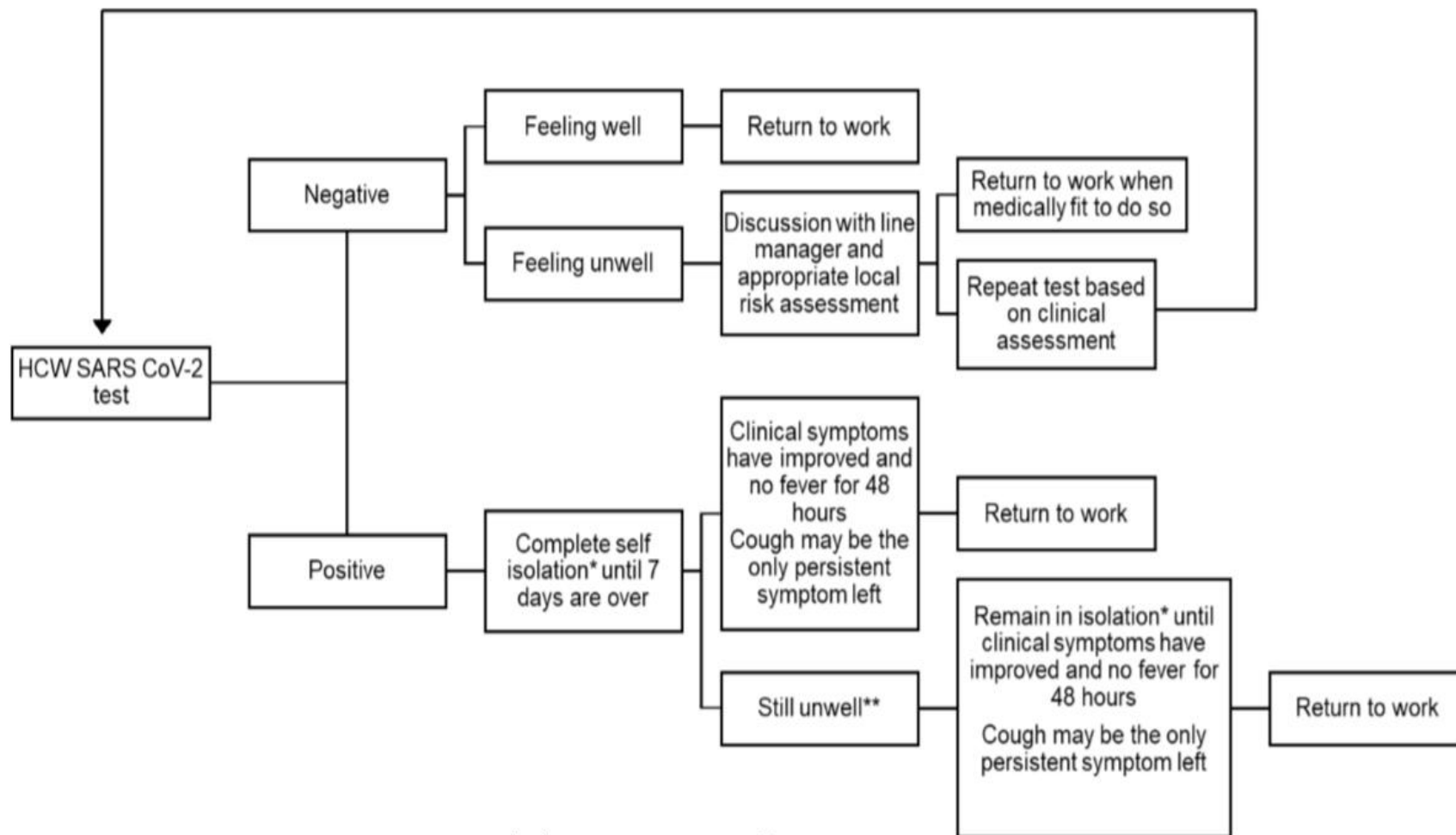
Please refer to the PHE standard PPE video in the COVID-19 guidance collection:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

<b>Terms/definitions/clarifications etc.</b>		
i	Hand washing protocol	Attached at appendix 1 below <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a>
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a>
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6</a>
v	Prolonged / Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, and feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a>  <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Single use	Refers to disposal of PPE after each client interaction.
ix	PHE Covid-19 IPC	<a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a>



### Flowchart describing return to work following a SARS-CoV-2 test



\*Refer to [Stay at Home Guidance](#)

\*\*Consider contacting the [NHS online coronavirus service](#), or in a medical emergency dial 999.