

## WEST SUSSEX SCHOOL COVID 19 RISK ASSESSMENT TOOLKIT:

### COVID-19 RISK ASSESSMENT TOOLKIT FOR SCHOOLS

**Version:** This document is **version 4**, produced on **19<sup>th</sup> July 2021**.

This risk assessment toolkit is provided to assist school leaders with implementing the steps required for the management of COVID-19 after Step 4 of the [UK Government's Roadmap out of lockdown](#).

This risk assessment toolkit should be used by school leaders in West Sussex schools to enable them to comply with current UK Government guidance - [Actions for schools during the coronavirus outbreak](#) and [Health and safety: responsibilities and duties for schools](#) (see section 5).

Separate guidance is available for [early years and childcare settings](#) and additional operational guidance is available for [special schools and alternative provision](#).

The basic control measures are: -

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

**Risk assessments:** There are 3 risk assessment templates in this toolkit: -

1. **School Building Assessment** - Schools are encouraged to use this to review their building's readiness for the start of the new term on 2nd September 2021. Please note that ventilation, both natural and mechanical, have been given a higher priority.
2. **Staffing / Volunteer Assessment** - An individual staff member risk assessment must be completed for each staff member and volunteer - a separate assessment should be used for each (copy and paste this assessment into a new Word document for each staff member – size A3, orientation landscape). If a staff member already has one of these from the previous version, that assessment should be reviewed.
3. **COVID-19 Assessment** - To be completed by all schools. School leaders need to think about the ongoing management of the COVID-19 hazard within the context of their own school premises, how they are used by their own staff and pupils and the UK Government's Schools COVID-19 Operational Guidance. The control measures recommended below and the Government guidance **MUST** be adapted by the school to reflect local practice. It is expected that any existing COVID-19 risk assessments will be superseded by this risk assessment.

**Monitoring and review of risk assessments and control measures** – School leaders must regularly review and update their risk assessments - treating them as 'living documents', as the circumstances in the school and the public health advice changes. This includes having active arrangements in place to monitor whether the control measures are effective and working as planned.

**Health and Safety information and guidance can be found on WSSfS.** Cut and paste this link to your browser to access the system - <http://schools.westsussex.gov.uk/P1007> - you will be asked to log in, then taken to the Health and Safety A-Z.

## SCHOOL BUILDING ASSESSMENT:

<b>Opening of the school from the start of the new term</b> - Schools are encouraged to use this to review their building's readiness for the start of the new term.	
<b>Person completing form</b> (i.e. Headteacher / Premises Manager)	<b>School Business Manager + Headteacher</b>
<b>Date of assessment</b>	31/08/2021
<b>Review date</b> (add subsequent lines as required)	30/09/2021

Hazard - What can cause harm and how	Who can be harmed?	Required control measures	Comments / Notes / Actions you will take	Who will carry out the action	When is the action needed by	Action complete
<b>Asbestos</b> – Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	Pupils, Staff, Visitors & Cleaner	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the school holidays.	No risk. Asbestos monitored annually.	SBM	02/09/2021	31/08/2021
<b>Cleaning</b> - Classrooms, offices, corridors, stairs etc, unclean or defective	Pupils, Staff, Visitors & Cleaner	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Regularly clean all touchable surfaces.	Deep clean carried out on 23/08/21 no defects reported. Any defects are reported to the SBM for action.	SBM	02/09/2021	31/08/2021
<b>Contractors</b> – Contractors who have been working on the school premises during the holidays – work areas unsafe for staff / pupils	Pupils, Staff & Visitors	Check that the contractor(s) has either completed the work and left the working area safe for use by the school or that the contractor has made their ongoing work area(s) sufficiently safe to minimise the risks to pupils, staff and visitors.	Contract sign off check list sheets completed for works carried out during the summer holidays (Touchscreen installation & playground repairs)	SBM	02/09/2021	01/09/2021
<b>Doors</b> – Internal / external doors do not open / close / secure properly	Pupils, Staff & Visitors	Check all doors (internal and external, inc. manual, powered, revolving, roller shutter etc), to ensure that they open, close and secure as designed and are free from defects.	Door annual checks carried out on 18/06/21. All doors inspected and tested.	SBM	02/09/2021	31/08/2021
<b>Electricity</b> – No supply to premises – Fire alarms, lighting etc inoperative	Pupils, Staff & Visitors	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	Annual maintenance is carried out by SSE all checks up to date and electricity currently available. Normal routines apply in the event of a power cut.	SBM	02/09/2021	31/08/2021
<b>Electricity</b> – Lighting not working – People unable to see to work or circulate safely	Pupils, Staff & Visitors	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	Lights are working. Any failures reported and addressed as usual.	SBM	02/09/2021	31/08/2021
<b>Electricity</b> – Electrical equipment unsafe – Electrical shocks / burns and fire	Pupils, Staff & Visitors	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	Equipment pre use inspections to be addressed as normal work routine.	All Staff	02/09/2021	02/09/2021
<b>Electricity</b> - Alarm systems - Intruder / panic / accessible toilet alarms not working	Pupils, Staff & Visitors	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	NA to check alarms in standard weekly test.	Head Teacher	02/09/2021	Click or tap to enter a date.

<b>Fire</b> – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Pupils, Staff & Visitors	Ensure there are sufficient fire marshals to operate the school safely.	Always three fire marshals (NA + CG + KW). In the event of one marshal absent, then sweep + other roles adapted for two marshals. Adapted roles planned and added to temporary fire marshal arrangements to ensure full compliance (Appendix Fire Evacuation Policy)	Head Teacher	02/09/2021	31/08/2021
<b>Fire</b> – Staff and pupils not knowing what to do in an emergency	Pupils, Staff & Visitors	Conduct a fire drill as soon as possible at the start of term.	Operating adapted procedure. NA to organise drill before Autumn half term when reception class fully integrated into school routine.	Head Teacher	22/10/2021	Click or tap to enter a date.
<b>Fire</b> – Fire detection / alarm systems not working – People not warned of fire	Pupils, Staff & Visitors	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	All systems checked, as part of annual inspection 09/05/2021 No issues.	SBM	02/09/2021	31/08/2021
<b>Fire</b> – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Pupils, Staff & Visitors	Check all portable firefighting appliances are in place as designed.	SBM carries out weekly inspection of all equipment. WSCC Annual inspection of equipment carried out 02/11/2020.	SBM	02/09/2021	31/08/2021
<b>Fire</b> – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	Pupils, Staff & Visitors	Check any installed, fixed firefighting systems are available, as designed.	N/A	N/A	Click or tap to enter a date.	Click or tap to enter a date.
<b>Fire</b> – Fire doors faulty – Fire not contained	Pupils, Staff & Visitors	All fire doors must be checked as operating correctly, as designed, including hold-back devices.	SBM to inspect weekly. Faults to be logged as normal.	SBM	02/09/2021	31/08/2021
<b>Fire</b> – Fire safety signage missing – People not given fire safety information	Pupils, Staff & Visitors	Check all necessary fire safety signage is in place, as designed.	All signs in place.	SBM	02/09/2021	31/08/2021
<b>Fire</b> – Emergency escape appliances missing – Affected people unable to exit upper stories	Pupils, Staff & Visitors	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.	N/A	N/A	Click or tap to enter a date.	Click or tap to enter a date.
<b>Fire</b> – Emergency escape routes are blocked – People unable to exit building safely	Pupils, Staff & Visitors	Check all emergency escape routes are clear and lead to a safe place away from buildings.	Fire Marshals to complete daily checks in the morning.	Fire Marshals	02/09/2021	31/08/2021
<b>Fire</b> – Muster points no longer available – People unable to muster after emergency exit	Pupils, Staff & Visitors	Check all school emergency muster points are still accessible / available.	N/A	N/A	Click or tap to enter a date.	Click or tap to enter a date.
<b>Fire</b> – Flammable materials kept in an unsafe condition – Increased fire risk	Pupils, Staff & Visitors	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled.	All hazardous material stored securely as before.	SBM	02/09/2021	31/08/2021
<b>Fire</b> – External waste bins incorrectly stored – Available to arsonists	Pupils, Staff & Visitors	Check external waste bins are stored in secure storages, away from buildings.	Bins not accessible. Daily checks that they have been returned correctly after emptying	SBM	02/09/2021	31/08/2021
<b>First Aid</b> - Insufficient number of 1 <sup>st</sup> aiders - Unable to provide 1 <sup>st</sup> aid to staff or pupils	Pupils, Staff & Visitors	Check the school has sufficient number of 1 <sup>st</sup> aid trained staff to operate safely.	KL, SR, ER, RJ, NA, JC, HC, RJ on site with training. All staff have been trained in putting on PPE on INSET 01/06/2021. 1 <sup>st</sup> Aid staff who might manage a pupil with COVID symptoms will be required to wear PPE.	SBM	02/09/2021	31/08/2021
<b>First Aid</b> - 1 <sup>st</sup> aid kits missing or poorly stocked – People not having access to 1 <sup>st</sup> aid	Pupils, Staff & Visitors	Check all 1 <sup>st</sup> aid kits are in place as designed and the kits are fully stocked.	First Aid Lead inspected in July 21. Purchasing carried out but waiting on some supplies that are in short supply.	First Aid Lead & SBM	02/09/2021	31/08/2021
<b>First Aid</b> – 1 <sup>st</sup> aid signage missing – People not given 1 <sup>st</sup> aid information	Pupils, Staff & Visitors	Check all necessary 1 <sup>st</sup> aid signage is in place, as designed.	First Aid Lead to inspect and confirm	First Aid Lead	02/09/2021	Click or tap to enter a date.

<b>Gas safety</b> – Gas supply disconnected – Unable to heat the building etc	Pupils, Staff & Visitors	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	N/A. Supplied by oil. Oil tank inspected monthly.	N/A	Click or tap to enter a date.	Click or tap to enter a date.
<b>Gas safety</b> – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	Pupils, Staff & Visitors	Check all gas appliances are in-date for annual statutory service / examination / inspection.	N/A. Annual maintenance on Oil boilers carried out by SSE.	N/A	Click or tap to enter a date.	Click or tap to enter a date.
<b>Gates</b> – Not operating correctly – People unable to circulate	Pupils, Staff & Visitors	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	SBM to check in advance.	SBM	02/09/2021	31/08/2021
<b>Lifting equipment</b> – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	Pupils, Staff & Visitors	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	Annual insurance inspection was carried out on 02/07/2021.	SBM	02/09/2021	31/08/2021
<b>Lifting equipment</b> – Equipment not functioning correctly	Pupils, Staff & Visitors	Check all lifting equipment to ensure that it is functioning as designed.	SBM to carry out pre term inspection.	SBM	02/09/2021	31/08/2021
<b>Passenger, goods and wheelchair lifts</b> - Lift statutory examination and servicing has expired – Lift is unsafe to use	Pupils, Staff & Visitors	Check all lifts are in-date for maintenance / inspection and if their statutory examination date has expired.	N/A	N/A	Click or tap to enter a date.	Click or tap to enter a date.
<b>Passenger, goods and wheelchair lifts</b> - Lift not functioning correctly	Pupils, Staff & Visitors	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	N/A	N/A	Click or tap to enter a date.	Click or tap to enter a date.
<b>Rodent / pest infestations</b> – Infestations have occurred during vacancy - Health hazard to pupils and staff	Pupils, Staff & Visitors	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	SBM to carry out pre term inspection.	SBM	02/09/2021	01/09/2021
<b>'Sharps'</b> - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	Pupils, Staff & Visitors	Check the grounds for any 'sharps' that may have been left by vandals etc.	SBM to carry out pre term inspection. Staff to monitor daily.	SBM & All staff	02/09/2021	01/09/2021
<b>Ventilation</b> – Mechanical ventilation not working – Indoor air quality is poor within buildings	Pupils, Staff & Visitors	Check all powered ventilation systems and installations are working as designed and have been regularly maintained. Includes extractor fans set into windows and ceilings (e.g. in WCs). <a href="#">See also HSE guidance.</a>	SBM to carry out pre-term inspection.	SBM	02/09/2021	01/09/2021
<b>Water supply and drains</b> – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Pupils, Staff & Visitors	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	Water compliance testing carried out as normal. Drains to be checked.	SBM	02/09/2021	31/08/2021
<b>Water supply</b> – Legionella bacteria – People at risk of infection	Pupils, Staff & Visitors	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.	Water compliance testing carried out as normal.	SBM	02/09/2021	01/09/2021
<b>WCs and washing facilities</b> - WCs and washing facilities are unclean – people unable to practise personal hygiene	Pupils, Staff & Visitors	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	Supplies stocked with deep clean, SBM pre term check for defects and supply of additional cleaning equipment to class rooms.	SBM	02/09/2021	31/08/2021
<b>Windows</b> – Windows and skylights etc are defective and	Pupils, Staff & Visitors	Check all windows can be opened fully (or as far as their window restrictors will	SBM to carry out pre term inspection of windows.	SBM	02/09/2021	01/09/2021

affecting circulation of air / ventilation		allow) to maximise natural ventilation. <a href="#">See also HSE guidance.</a>				
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## STAFF / VOLUNTEER ASSESSMENT:

<b>Assessment of the vulnerability of staff / volunteers</b> - A risk assessment can be completed for each staff member or volunteer before they attend school for work.	
<b>Staff member's (or volunteer's) name</b>	All staff risk assessments in separate files
<b>Job Title</b>	Click or tap here to enter text.
<b>Person completing form</b> (i.e. line manager)	Click or tap here to enter text.
<b>Date of assessment and how long assessment is valid for</b> (i.e. date of next review)	Click or tap to enter a date.
<b>First review date</b> (add subsequent lines as required)	Click or tap to enter a date.
<b>Any Known Chronic</b> (i.e. long-term) <b>health conditions</b>	Click or tap here to enter text.
<b>Head teacher's decision - Can this staff member come in to work in the school? YES or NO</b>	Choose an item. If any applicable line in this risk assessment cannot achieve an agreement between a staff member and their manager, then the answer to this question is <b>'NO'</b> .

How risk of harm can be increased	Does this apply?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
<b>THE EMPLOYEE</b>						
<b>The staff member is in the 'clinically extremely vulnerable category' or has received a letter from NHS advising them to 'shield'</b>  <a href="#">See Govt. guidance.</a>	Choose an item.	<b>If Govt instructions are for this group to shield;</b> Staff member must be supported to work at home. If they cannot work from home, they <b>must not</b> come into the school.  In this case, <b>do not proceed further with this risk assessment.</b> Instead, contact the school's HR advisor for advice.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		<b>If Govt. instructions permit this group to return to work:</b> Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure. Staff members in this category should limit the close contact they have with those they do not usually meet with.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<b>The staff member is an expectant or nursing mother</b>  <a href="#">See Govt. guidance.</a>	Choose an item.	<b>If the staff member is less than 28 weeks pregnant with no underlying health conditions:</b> Line manager must complete a New & Expectant Mother's Risk Assessment. See the H&S page1217 on WSSfS.  Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

	Choose an item.	<p><b>If the staff member is 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus:</b> Line manager must review the New &amp; Expectant Mother's Risk Assessment.</p> <p>Staff member may still come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure, but line manager must take a more precautionary approach. Staff member should be supported to work at home where possible or redeployed.</p> <p>Where adjustments to the work environment and role are not possible and alternative work cannot be found, the staff member may be suspended on paid leave. Advice on suspension and pay can be found in <a href="#">HSE guidance</a>.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
	Choose an item.	<p><b>If the staff member is a nursing mother:</b> Line manager must complete / review the New &amp; Expectant Mothers Risk Assessment. See the H&amp;S page 1217 on WSSfS.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p><b>The staff member has been given specialist advice by a competent clinician (e.g. NHS, GP, Occ. Health etc) to stay away from their workplace or work setting for reasons other than being Clinically Extremely Vulnerable</b></p> <p><a href="#">See Govt. guidance.</a></p>	Choose an item.	<p>Line manager must consider this when deciding if the staff member should continue work in the school.</p> <p>Any recommended adjustments should be implemented.</p> <p>Line manager should discuss the outcome with the school's HR Advisor where the staff member is not able to attend work and / or home working is not an option or if needing a referral to Occupational Health (see page 1222 on WSSfS).</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p><b>The staff member has one of the following protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes:-</b> <b>Male sex;</b> <b>Black or Asian ethnicity;</b> <b>Diagnoses of dementia.</b></p> <p><a href="#">See Govt guidance.</a></p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p><b>The staff member lives in the same household as a person in the clinically vulnerable, extremely vulnerable category or Black, Asian and Minority Ethnic (BAME) group</b></p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

WORK TASKS AND ACTIVITIES						
<p><b>The staff member will need to make close contact with another person (i.e. a pupil with special needs)</b> (In this context, close contact means physical contact is needed to deliver the support, e.g. feeding, bathing, etc and where exposure to a respiratory aerosol is likely)</p>	Choose an item.	Line manager must complete a risk assessment according to the requirements of the <a href="#">Govt. guidance on infection prevention and control.</a>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
EMPLOYEE CONCERNS AND SUPPORT						
<p><b>The staff member will work at home or remotely (either some of their time or all of their time)</b></p>	Choose an item.	Line managers and staff members must follow the corporate guidance and complete relevant risk assessments on Home Working, Lone Working and Display Screen Equipment (see H&S pages 1293, 1189 and 1093 respectively on WSSfS).	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		Line manager must check-in with home / remote working staff regularly to enquire about their wellbeing and supply of any necessary equipment / materials, problems with tasks, etc.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p><b>The staff member has genuine concerns about working in the school</b></p>	Choose an item.	Line manager must discuss with the staff member their concerns, review task and activity risk assessments and, if relevant, complete a stress risk assessment with the intention of trying to enable the staff member to continue their work if possible. Line manager may also consult with the school's HR Advisor on possible alternatives for remote working for that employee.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP) which can be found on page 1086 in WSSfS.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
LINE MANAGER MUST NOW RETURN TO THE TOP OF THIS SECTION AND DECLARE WHETHER OR NOT THE STAFF MEMBER CAN WORK IN THE SCHOOL.						



## COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' <a href="#">Schools COVID-19 Operational Guidance</a> ' when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly.	
2. A completed copy of this risk assessment should be posted on the school's website.	
<b>Person completing form</b> (i.e. Headteacher / Premises Manager)	<b>Headteacher</b>
<b>Date of assessment</b>	20/08/2021
<b>Review date</b> (add subsequent lines as required)	20/09/2021

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
<b>GOOD HYGIENE FOR EVERYONE:</b>						
<b>Poor standard of hand hygiene</b> – Personnel becoming infected due to poor standards of hand hygiene of others	Pupils, staff, visitors	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	Strict handwashing routines feature in every classroom/pupil bubble. Hands washed by all on entry to building, and at regular intervals throughout day, including after toilet use. Hand hygiene maximised by use of hand sanitising after being outside or use of shared equipment. Hand sanitiser stations wall mounted in each class. Model handwashing posters to be displayed near all handwashing stations/sinks.	Sanitiser stations – Premises Manager. Hand washing – all.	02/09/2021	In place
<b>Poor standard of respiratory hygiene</b> – Personnel becoming infected due to poor standards of respiratory hygiene of others	Pupils, staff, visitors	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	All pupils trained in 'Catch It, Kill It, Bn It'. Posters in every class. NA remind all pupils via assemblies. Lidded bins in each class and designated space around the school. Tissue stocks maintained in each space as described above.	Tissue stocks maintained by Premises Manager.	02/09/2021	In place
<b>Lack of Personal Protective Equipment (PPE)</b> - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	Staff responsible for routine intimate care. Any staff member managing a pupil displaying C19 symptoms.	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally for AGPs: - Long-sleeved disposable fluid repellent gown. FFP3 Respirator. Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter). Provide training on how to put-on, remove and dispose of used PPE.	Staff managing 1;1 pupil to use face mask or face shield + gloves and apron if managing intimate care and if the child has cold symptoms. Staff managing a child with COVID symptoms will - refer to RPS doc 'Symptomatic Pupil Isolation Protocols' - Wear face mask and gloves during the management of the symptomatic pupil.	All applicable	02/09/2021	In place

		Provide arrangements for disposal of PPE.				
<b>MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:</b>						
<b>Poor cleaning regimes</b> – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth	Pupils, staff, visitors	Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.	Contracted cleaners do an enhanced clean of surfaces and common touch points daily, in addition to normal routine. Office staff + NA undertake an interim clean (at lunchtime) of identified common areas and touchpoints - toilets and key doors eg main entrance. Staffroom surfaces and toilet surfaces to be wiped by users after use.	Contract cleaner, NA, KW, CG, all staff	02/09/2021	In place
<b>KEEP OCCUPIED SPACES WELL VENTILATED:</b>						
<b>Poorly ventilated occupied indoor spaces</b> – Increased risk of infection via higher concentration of contaminated droplets in the air	Pupils, staff, visitors	<p>Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the <a href="#">HSE</a> and <a href="#">CIBSE</a> guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If Co2 levels remain above the <a href="#">HSE</a> and <a href="#">CIBSE</a> advisory levels in an occupied indoor space, consider: -</p> <ul style="list-style-type: none"> <li>• Maximising window and non-fire door opening;</li> <li>• Increasing air purging opportunities;</li> <li>• Reducing occupancy numbers in affected spaces;</li> <li>• Reducing occupancy time in affected spaces;</li> <li>• Using air cleaning and filtration units (see <a href="#">HSE</a> and <a href="#">CIBSE</a> guides and seek the advice of a building services engineer).</li> </ul> <p>Balance the need for increased ventilation while maintaining a comfortable temperature. <b>Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</b></p>	<p>All indoor spaces: sufficient windows open to create good fresh air flow (adjust number of windows and duration open according to comfortable outside temp) Classrooms with mechanic ventilation aids (ceiling fans) to use throughout school opening hours to move air. (adjust duration on according to comfortable outside temp) Classrooms without mechanic ventilation will use portable fans intermittently to move air. (adjust duration on according to comfortable outside temp) All classrooms + group room, Hub, ELSA and SENCo office will use CO2 monitors (supplied by DfE) to measure air quality. Rooms that have poor ventilation: Pegasus, Hub, ELSA room, SENCo Office (and any others identified by CO2 monitoring) will... Use portable fans (if no mechanical aid) to improve air flow, Leave door open (if not a fire door), Use a HEPA filter to purge the air (done during a period of non-occupancy eg break) Minimise occupancy times</p>	All staff to operate basic ventilation procedures. SBM to source 4 HEPA filters and 4 portable fans.	13/09/2021	<b>incomplete</b>
<b>FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:</b>						
<b>An individual develops COVID-19 symptoms or has a positive test</b> – Personnel exposed to increased risk of infection from symptomatic/positive person	All staff, pupils and visitors	Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine). Have arrangements for anyone in the school who develops C19 symptoms to be	Keep staff briefed on latest PHE guidance via prompts in Briefings and via Teams messaging. Ensure all know what to do if they become symptomatic. Keep parents briefed on latest guidance re pupil attendance at school / isolation / quarantining via email letter. Ensure all know what to do if their child becomes symptomatic. Staff are directed to school guidance for isolating a	Headteacher responsible for all communications	02/09/2021	In place

		sent home (avoiding public transport) and told to follow <a href="#">public health advice</a> . Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if this person cannot be left alone and room cleaning after they have left). Brief and remind staff and pupils that, if anyone in their household is a possible or confirmed C19 positive, that they <a href="#">should not attend school</a> .	symptomatic pupil - found in Teams and on staff network. The bottom section of this specific risk management is no longer definitive ie now not appropriate for pupils or staff if they are double vaccinated. Headteacher to ensure all staff and parents are aware of the new guidelines re close contacts not needing to isolate if they meet the criteria. RPS to encourage use of PCR testing for close contacts.			
<b>Asymptomatic testing</b> – Personnel exposed to increased risk of infection from symptomatic/positive person	All staff + governors and visitors.	Brief and remind staff and pupils to continue twice weekly home testing up until the end of September 2021. Secondary schools only - Retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Secondary schools only – Ensure arrangements are in place to test year 7 pupils at the ATS at the start of the autumn term.	All staff to take and report lateral flow test results twice a week. This will continue to be done on Wednesday and Sunday evenings. Governors and other regular visitors to the school requested to undertake a lateral flow test before entering the school for specific events.	Headteacher + all staff and visiting stakeholders	02/09/2021	In place
<b>Confirmatory PCR tests</b> - Personnel exposed to increased risk of infection from symptomatic/positive person	All staff + governors and visitors.	Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the <a href="#">stay at home guidance</a> and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	All stakeholders to follow PHE guidance in the event of returning a positive lateral flow test.	Headteacher	02/09/2021	Click or tap to enter a date.
<b>Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school</b> – CEV pupils at increased risk of a poor outcome if exposed to infection  See <a href="#">Govt. guidance</a>	CEV pupils and staff	Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see <a href="#">supporting pupils at school with medical conditions</a> ). Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).	The latest guidance recommends that all CEV pupils (under 18) are no longer required to shield and should follow same guidance as all other 'non CEV people under 18. In the event of an alternative recommendation for a specific child from a designated health professional, Headteacher + Lead 1st Aider will work with families on an individual basis to consider what is in the best interests of that child, and adapt requirements accordingly to form a specific provision plan. Headteacher to ensure individual staff Risk Assessments account for CEV status in the suggested actions for risk management.	Headteacher	02/09/2021	Click or tap to enter a date.
<b>Contractors and others visiting the school</b> – Contractors and other visitors not adhering to the school's C19 measures and risking cross-infection	Pupils + their families Staff + their families	Provide contractors and other visitors with information about the school's C19 control measures and ways of working.	All visitors required to read site C19 safety measures either in advance of visit or upon entry via a poster in the foyer. All single visit contractors and parents requested to wear a mask in building. Governors and other regular visitors to the school requested to undertake a lateral flow test before entering the school for specific events.	Headteacher to communicate All stakeholders to uphold. Office staff to ensure visitors are directed to requirements upon entering building.	02/09/2021	Click or tap to enter a date.
<b>OTHER CONSIDERATIONS:</b>						
<b>Face coverings</b> - Personnel exposed to increased risk of infection from symptomatic / positive person	All staff + school visitors	Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their	Specific cases for face mask use at RPS are... . Single visit contractors and parents in school building. Staff managing intimate care for specified pupils. Staff administering first aid to pupils.	Headteacher to communicate All stakeholders to uphold.	02/09/2021	Click or tap to enter a date.

		continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school. The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.	Staff working in restricted spaces with others where 2m distancing is not possible or where ventilation is less good. Staff managing or supporting a symptomatic pupil.			
<b>Pupil wellbeing and support</b> - Pupils experiencing emotions in response to the C19 pandemic, such as anxiety, stress or low mood	All pupils + staff	Refer to sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a> .	All staff to be familiar with gov.uk + other high profile publications on supporting mental health in schools. All classes to promote well-being via opportunities for pupils to discuss their feelings, name and understand their emotions; know strategies for managing their feelings. Emotional wellbeing and taught discreetly through PSHE units, focus on 'Zones of Regulation', and regular 'times to talk' All staff to utilise the school ELSA referral system for pupils whose mental health causes on-going concern.	Headteacher, All teachers, all staff, ELSA	02/09/2021	Click or tap to enter a date.
<b>Educational visits</b> - Personnel exposed to increased risk of infection	All staff and pupils _ volunteer helpers	If educational visits are to be undertaken, refer to the Govt's <a href="#">general guidance</a> which is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a> .	Off-site educational visits are permitted at RPS from September 2021. Full and thorough risk assessments to be undertaken before any visit commences. These are to include identification and mitigation of C19 risks eg ventilation opportunities, distancing and hygiene. All sites must be visited by lead staff in advance of preparing the risk assessment.	Teachers + Offsite Visits Co-ordinator + Headteacher	On-going	On-going
<b>Extra-curricular activities</b> - Personnel exposed to increased risk of infection	Peripatetic teachers, Club providers	Refer to the Govt. guidance <a href="#">for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>	All external providers attending the school are to conform with the school's current C19 reduction measures. This will include regular asymptomatic testing. All will be informed of new measures in advance of attending school in September 2021.	Headteacher	02/09/2021	Click or tap to enter a date.
<b>School transport</b> - Personnel exposed to increased risk of infection	All school bus users	Contact your transport provider to find out what measures they are taking on transport from the autumn term 2021. Consider what the PPE requirements are for passenger assistants. Refer to <a href="#">Govt. guidance</a> .	All pupils using the bus will conform with the requirements specified by WS Transport. Parents will be made aware of requirements in advance by WS Transport	WS Transport	02/09/2021	Click or tap to enter a date.
<b>Outbreak Management Plan</b> - If you have several confirmed cases within 14 days, you may have an outbreak	All pupils, parents, staff	Refer to the Govt's <a href="#">Contingency framework: education and childcare settings</a> and draw up outline plans to respond to an outbreak. For schools that subscribe to The Key, there is an <a href="#">Outbreak Management Plan</a> template available to members.	All stakeholders to refer to RPS C19 Outbreak Contingency Planning document	Headteacher to communicate the document contents to all staff and stakeholders	02/09/2021	Click or tap to enter a date.