REDCAR AND CLEVELAND BOROUGH COUNCIL
RISK ASSESSMENT
As required by the Health and Safety at Work Regulations 1999

Type of Work: Covid19 Premises Specific Risk Assessment **Building: Handale primary School**

Date: 22.5.20 latest update 19.9.20, 3.1.2021 17.1.21 **Assessment carried out by: Updated by N Padgett (Initially produced by H Blakeley), staff, governors, and D Caley**

Who is at Risk? Employees, Contractors and Visitors

HAZARD		**RISK**					**CONTROL MEASURES**	
Identified Hazards	**Hazard Effect**	**Probability. L. M. H.**	**X**	**Severity L. M. H.**	**=**	**Risk Rating L. M. H.**	**Actions Taken to Reduce Risk**	**Residual Risk L. M. H.**
Passage of COVID-19 from person to person	Increased risk of uncontrolled transmission of the virus. Spread of illness throughout the school.	**M**	x	**H**	=	**H**	• All staff to wear face coverings in communal areas at all times. This means any movement from the classroom bubble or offices, e.g. corridors, moving from one room to another or moving to the playground etc. Face coverings will now be worn instead of visors when: - • supervising in the dining hall / breakfast club - crossing bubbles (emergency situations / cleaning team) - welcoming / dismissing children at the gate - a child is vomiting or spitting personal Visors provided for every staff member • Children who need to be changed following a toilet incident must be supported by staff wearing full PPE. Where possible, children should be encouraged to change / wipe themselves. Soiled clothing should be put (by the child into a bag and tied	**L**

							securely, and sent home that evening. • Parents asked to wear face coverings at drop off / collection times. • Parents / visitors asked to wear face coverings in the main entrance, as there is limited ventilation. • Staff who feel medically vulnerable/vulnerable may choose to wear face coverings (if wearing a visor a face covering must be worn too) in class, if they are unable to keep 2m apart. Parents / children will be informed in advanced where this is the case. • If a member of staff is exempt due to medical reasons from wearing a mask they must not enter communal areas. • Entrances and exits to each classroom have a COVID station where all adults and children have access to hand sanitizer, tissues and bin with a lid. These should be used upon entrance and exit to the room. If they are not both adults and children are expected to wash their hands in the classroom. • Windows need to be open in all rooms where adults and children are working, to ventilate and ensure the virus exits the building at every opportunity. • Face coverings need to be removed correctly by avoiding touching the inside of your face. Wash hands/sanitise, after removing. Place face coverings in a small plastic bag when they are not being worn. • Any moist reusable face covering should be placed in a plastic bag and taken	

							home to be washed. • If you are disposing of PPE (disposable masks, gloves etc) equipment please dispose of these in the bin with lids and black bin liners in provided. • Handwashing/sanitise should take place as the children arrive in school, return from breaktimes, change rooms and before and after lunch. As well as after toilet visits.	
Lack of contact details to facilitate effective track and trace system leading to higher risk of virus spread	Increased risk of uncontrolled transmission of virus	**M**	X	**H**	=	**H**	• All staff are to sign in and out of the buildings and agree to the terms and conditions laid out on the electronic signing in system. • Where personnel from other organisations attend buildings, they are required to sign in leaving name, contact number and postcode using the electronic system • These documents are to be filed at the end of every day and held for a period of 21 days before being erased. • All visitors will be required to read the declaration for COVID symptoms and Track and Trace • Temperature checks will be carried out upon arrival. • Visitors and staff are required to sanitise their hands before entering the building.	**As low as reasonably practicable**
Staff infected with Covid19 virus attending the office/school establishment	Spread of illness throughout workforce	M	X	H	=	H	• Staff are instructed to inform the headteacher immediately by telephone if they or their family have any symptoms of coronavirus or an issue with the LFD testing kits. These symptoms include high temperature and/or new and/or continuous cough	As low as reasonably Practicable

							and a loss of taste or smell. • Any staff displaying these symptoms are not to attend the office/school and are to and follow published guidance on accessing a COVID test and following the self-isolation procedure listed in further controls. • If a member of staff becomes unwell in the workplace with COVID 19 symptoms (a new, continuous cough or a high temperature or a loss in taste or smell) they should be sent home immediately and advised to follow Government advice to acquire a test and self-isolate. • All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected immediately, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets. • Staff will be expected to identify close contacts within the school, so school can respond in accordance to PHE advice. This may involve staff having to self-isolate. • Upon a positive LFD test from staff the class bubble and contacts will be asked to isolate until the PCR test results have been confirmed. A PCR test must be taken within 2 days of the positive LFD test. If the PCR test comes back negative the bubble can return to school – protecting and reducing the risk of spreading the virus. The PCR test overrides the LFD.	

Arrangements for workers who fall within groups considered to be higher risk	Increased risk to staff from transmission of virus	M	X	H	=	H	• Staff who fall within these groups are to be encouraged to continue to work from home where their role allows it. • If it is not possible to carry out their normal role whilst working at home then Personal Risk Assessment should be completed and assignment of alternative role will be considered	**As low as reasonably Practicable**
Lack of social distancing arrangements when entering and exiting building/areas within the building	Increased risk to personnel from transmission of virus	M	X	H	=	H	• Separate entry and exit doors where possible, i.e. one door for in, and another door for out. • Staggered start and finish times to limit the number of persons accessing or leaving building at one time. • Staggered times and restructure of gate entry on a morning to reduce the risk contact with other bubbles and to reduce the amount of people on school site. • Parents drop the children off at the gate to avoid crossing over upon entrance and exit. • Entry/exit allows different bubbles to enter through different doors to avoid crossing bubbles. • As you enter the building there is a one-way system to be adhered to during the day. • It has been made clear to staff that 2m distancing is essential within all areas. • Children have been allocated toilets to use to avoid crossing over bubbles. • Staggered times in the dining hall. Groups are spaced at different ends of the hall when having lunch.	**As low as reasonably practicable**

Lack of social distancing arrangements in staircases and corridors	Increased risk to personnel from transmission of virus	M	X	H	=	H	• Staff advised to use elbows for opening door release where possible. • One-way systems are in place where possible. • Stick to the left-hand side. • Vision screens in doors are to kept clear at all times • Floor markings/graphics to be clearly displayed. • Doors should not be wedged open where they are fire doors or security doors unless there is a door guard or mag lock fitted and checked monthly. Doors that are not there from a fire or security aspect can be wedged open. However, these doors should be clearly identified to help staff identify which doors can and cannot be wedged open.	
Use of lifts	Transmission of Covid19 virus	M	X	H	=	H	• Lift to be operational only where necessary • Use of the lift to be prioritised for persons with difficulty using the stairs. • Reduce maximum occupancy to one person. If it is a child 1 adult may be needed to supervise, but face covering must be worn by the adult. • Clear notice at each call point to identify maximum occupancy on each floor. • Staff advised to use the backside of a pen or other item when using the lift call button. • Where lifts are operational the button should form part of additional cleaning regimes. • All statutory inspections and maintenance should be completed as	**As low as reasonably Practicable**

							normal	
Lack of Social distancing arrangements within office working spaces/classrooms	Transmission of Covid19 virus	M	X	H	=	H	• Staff are encouraged to work from home whenever possible to reduce numbers of personnel in building and thus increase the effectiveness and ease of implementing social distancing measures. • Managers are responsible for calculating the maximum occupancy of their offices. The maximum occupancy should be communicated with staff. Displaying the occupancy on the door is used to communicate this information. • Rota system to be implemented where personnel are required to attend office to ensure numbers of employees do not compromise the social distancing measures • The window in the entrance is to be used to communicate with the office staff. • Suitable one-way traffic system has been implemented and signposted. All personnel are to follow one-way system at all times. • Personnel are instructed to remain within specific areas of building and not to travel around building unless absolutely necessary. • Bubbles are limited to reduce the risk of spreading the virus. • Staff rota ensures staff are allocated to set bubble to reduce the risk of crossing bubbles – when staff are crossing bubbles they are advised as much as possible to keep a 2m distance.	**As low as reasonably Practicable**

							• Staff are to ensure that there are no cross overs in the toilets throughout the day from different bubbles. • Lunchtimes and playtimes are staggered to avoid bubbles meeting each other. • Workstations are allocated to teams to restrict the amount of personnel using them. • Where workers have specific special workstation requirements then a workstation is to be allocated specifically for them to use. These cases will be dealt with on a case-by-case basis via the Health, Safety and Wellbeing team. • Safety markers to be indicated on floor to assist with social distancing arrangements. • Posters are displayed around school to comply with current restrictions locally and nationally. • Windows need to be open throughout the day, preferably high-level windows to avoid draughts. Ventilation should be increased when the classroom is not occupied. • Staff should work side by side or facing away from colleagues, do not hot desk or share stationary, including telephones. If they are shared a cleaning regime needs to be followed after contact. • Suitable numbers of cleaning stations are positioned in all areas of the building containing antibacterial wipes or cleaner and paper towels to enable cleaning of	

							desks • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Waste bins have lids on for any discarded tissues etc, lined with a bag for easy removal and are operated by foot. • Appropriate signage is displayed in all areas of building to communicate new arrangements to staff. • Up to date COVID posters are displayed around the school for parents/staff and pupils to read. • Areas are equipped with the appropriate equipment to clean equipment down regularly. • Children can sit on the carpet facing forward • Bubbles are a measure to help control the virus. • Children to sit next to each other in the classroom rather than face to face, but can sit in groups for short periods of time when necessary.	
Increased risk of transmission in toilets	Transmission of Covid19 virus	M	X	H	=	H	• Staff instructed to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc). • Building managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap, paper towels. • Handwashing instructions and posters are displayed throughout workplace.	As low as reasonably Practicable

							• Limits to the number of staff who can use toilets or staff rooms at any one time to ensure social distancing can be maintained. • Increase environmental cleaning, especially in and around toilets and restrooms special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc • Increase toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc. • Cleaner to be on the school site for an hour on the morning and to clean down regularly touched surfaces and toilets.	
Risk of transmission in welfare facilities including kitchen facilities and rest areas							• Breaks times/lunch times are staggered to reduce the number using the facilities. • Restricted number of people using kitchens and rest areas at any one time. Areas to be provided with D10 cleaning solution to wipe down areas they are going to use before and after to avoid cross contamination. • Maximum occupancies (1 person every 2 metres) identified on the door. • Vision panels in doors always kept clear to assist staff in identifying visually if the capacity has been exceeded without opening the door. • Close off fridges. • Smoking areas to be monitored. Staff are reminded that social distancing applies outside of the work premises. • Disposable towels only – no multi use	As low as reasonably Practicable

							towels. • All toilets and kitchens provided with hand washing facilities with soap, disposable towels, and hot running water. Regular inspection and replenishment whenever required. Signage to be provided as to who to contact when stock requires replenishment. • Posters displayed in toilets and kitchens asking staff to wash their hands. • Spacing seats and tables to ensure social distancing. • Markings on floor required in confined areas. • Employees to bring their own food and eat within their own bubble areas to avoid encountering others as much as possible, where this is not possible, social distancing rules need to be applied. • Windows should be opened (in cooler weather windows should be opened just enough to provide constant background ventilation preferably higher windows to avoid draughts). They should be opened more fully during break times to purge the air in the space. If necessary opening external doors maybe used (if they are not fire doors and where safe to do so). To balance the temperature so it does not become too uncomfortable open higher windows. • All used equipment within the staffroom needs to be placed in the dishwasher to allow for thorough cleaning once it is	

							finished with.	
Risk of transmission from contaminated surfaces	Transmission of Covid19 virus	M	X	H	=	H	• Hand washing facilities available in all areas of building containing hot water and soap. Hand sanitising stations also available at strategic points throughout the building. These are maintained daily • Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles, stair handrails and keyboards • Cleaning materials available to allow staff to clean workstations before and after use. • Thorough cleaning of all workstations carried out at end of each working day/or beginning of the next day before staff arrive in school by cleaning staff. • Specific Cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area. • Cleaner on site during the day to clean items constantly touched by pupils and adults throughout the day .e.g. door handles/hand rails etc. to minimise the risk of spreading the virus	As low as reasonably Practicable
Increased risk of transmission during meetings	Transmission of Covid19 virus	M	X	H	=	H	• Where possible meetings are to be held using remote working tools such as Microsoft Teams/Skype or Zoom. • If meetings must be held in face to face setting consideration should be given to holding meeting in outdoor setting • If meetings must be held in face to face indoor setting limitation of attendees and social distancing measures must be implemented	As low as reasonably Practicable

							• Attendees will need to wear face coverings or ensure social distancing measures are adhered to. • Signage to be posted informing personnel of maximum capacity of room to allow social distancing to be effective. • Floor markings to be implemented to assist in social distancing. • Hand sanitiser dispenser to be positioned in meeting rooms • Windows in meeting rooms to be opened prior to meeting to aid ventilation. • Cleaning procedure to be implemented prior to and following meetings.	
Ignorance of procedures leading to lack of compliance with safety measures	Increased risk of virus transmission	M	X	H	=	H	• Information posters to be produced with building specific control measures. These are to be displayed at all entrances to buildings and copies distributed to staff who will occupy these buildings. • All staff to receive a briefing from their manager or team leader via remote means highlighting all control measures. • Handwashing procedure posters to be displayed alongside all handwashing facilities. • Floor markings to be displayed to assist with 2 metre social distancing. • All one-way systems to be clearly signposted.	As low as reasonably Practicable
Visitors to premises: Including Contractors and customers	Transmission of Covid19 virus	M	X	H	=	H	• Visitors can attend the setting for the wellbeing and care of the pupils in school, but all safety measures will be explained at the entrances and adhered to whilst on the school premises.	As low as reasonably Practicable

							• For all visits to the premises the following must be considered: Are there methods of working that can eliminate the need for the visit? (Use of technology to carry out appointments) • Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). • Reduce the amount of time within our premises • Limit the numbers of visitors (Appointment system, Access controls) • Non-essential visits to care facilities prohibited. • Signage to ask visitors with symptoms not to enter the premises, and to remind both staff and visitors to always keep 2 metres from other people, wherever possible. • Screening questionnaire when contractors/visitors attend site. Have you or anyone in your household displayed any of the following symptoms? If yes prevent access to the premises. • Advised staff to keep 2 metres apart as much as possible. • Waiting room furniture to be rearranged to ensure social distancing. • Information sent to contractors /visitors prior to their visit (where possible) on the expectations of SCC in relation to Covid-19. (Do not enter our premises if you are showing any signs or symptoms	

							of COVID-19 • Visitors must wash their hands/sanitise upon entering our premises. • Visitors will be asked to wear a face covering (not a visor) upon entry to the school to ensure the safety of the staff, pupils and the visitors. • School QR code to be displayed in the school entrance for all visitors to track ad trace.	
Building maintenance and servicing requirements.	Increased numbers of personnel in building leading to increased risk of virus transmission	M	X	H	=	H	• Liaison with service providers to be carried out to determine whether maintenance activities such as servicing, and inspection regimes can be completed outside of normal operating hours (early morning / evenings or weekends) • All maintenance staff to receive building specific briefing before being allowed on site to complete activities • Where buildings have been closed for an extended period all Statutory checks/inspections to be completed prior to reoccupation. • To wear face covering whilst on site.	As low as reasonably Practicable
Changes in Emergency procedures due to building occupancy or layout.	Failure of emergency procedure leading to increased risk to personnel	M	X	H	=	H	• Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. • Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.	As low as reasonably Practicable

							• Staff trained to use evac chairs to be provided with face masks. • Social distancing enforced where possible at assembly points. • First aid provision has been reviewed to ensure we have enough first aiders including where required a Paediatric First Aider. • First aid kits – updated to include (where already not supplied) surgical masks and rubber gloves, hand sanitisers. • Ensure First Aiders for the premises are issued with the current advice and guidance produced by St Johns Ambulance. (see further controls). • Method to dispose of suspect COVID-19 waste – follow published guidance.	
Not maintaining staff health and wellbeing	Increased risk of others contracting/spread of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions	**M**	X	**H**	=	**H**	• Each bubble has a head thermometer and teachers take their temperature on entry daily and take each child's temperature on entry • If any member of staff presents a temperature of 37.5 degrees Celsius or above, they should inform the headteacher, go to a designated isolated room and take their temperature 10 minutes later. If the temperature remains high, they must return home and request a Covid 19 test. • This process will occur daily and on entry of each staff member and pupil • If staff are clinically vulnerable (E.g. asthmatic/diabetic) they will be offered added protective items.	**L**

Lack of hand hygiene	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Ensure staff and pupils regularly was hands with soap and water • If soap and water are not immediately available, hand sanitiser will be used • Hand sanitisers will be in situ in various locations around the site • Hand sanitiser will be available at reception/office.	**L**
Putting on and removal of Personal Protective Equipment (PPE)	Risk of others contracting Coronavirus, Illness, Fatality	**M**	X	**H**	+	**H**	• PPE in the form of disposable gloves, aprons and face masks will be available to staff who require them • Where necessary, staff will wear the appropriate PPE • Used PPE will be disposed of in the correct manner in the allocated bins with lids on and in a black bin liner. • Training posters have been shared with staff to demonstrate safe removal. • Between each change of PPE, hands will be washed with soap and water if readily available, or hand sanitiser • Where a COVID 19 case is suspected in the building, used PPE should be placed in clinical waste and stored for 72 hours prior to placing in rubbish skip. • Removing face covering should be done without touching the inside of the face mask. Once removed place in a plastic bag. Take reusable mask home to wash. • While face covering are not being worn in school they are to kept in a plastic bag to avoid unnecessary contact.	**L**
Not maintaining current 2 metre social distancing	Increased risk of contracting/spread of Coronavirus, Illness,	**M**	X	**H**	=	**H**	• Staff are reminded of social distancing rules via staff briefing and displayed posters • Staff are required to wear face coverings	**L**

guidance	Fatality,						(facemask/visor) when meeting/contact with others outside of their bubble. • Introduction of one-way system around site with marked areas with arrows dictating direction • If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager • Staff in bubbles can wear face coverings if they feel they can not socially distance from one another. Although in some settings this is difficult as the children are small and need focused attention. Children need to be able to read facial expressions and tone of voice and this can not be done using a mask. Precautions are taken to try and maintain distance.	
Uncontrolled contact with others	Increased risk of contracting/spread of Coronavirus, Illness, Fatality						• Introduction of one-way system around site with marked areas • Reducing the amount of people that a person has contact with by using 'bubbles' • Staff are required to wear face coverings when meeting/contact with others outside of their bubble. • Using back to back or side by side working rather than face to face for staff • Pupils to work as best as possible with the 2m distancing procedures in place in the classroom and moving around school. Children will sit in row as per the guidelines. • Limiting periods where people will work together	**L**
Number of pupils	Increased risk of	**M**	X	**H**	=	**H**	• Clearly marked walkways in classrooms	**L**

in class	contracting/spread of Coronavirus, Illness, Fatality						• Children will be taught in year group 'bubbles' with as much distance between pupils as possible • Bubbles have been limited because of the floor space available and 2m distancing. • Teacher is allocated approximately 2 metres of space at front of class which is not accessible to pupils • Staff can, if they wish, wear facemasks in the classroom/bubble if they feel vulnerable/medically vulnerable, as well as maintaining 2 m social distancing. Parents will be made aware if this is the case.	
Uncontrolled use of welfare facilities (Toilets and staff room)	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Only 1 person to use the toilet area at any 1 time • Staff room is not in use except for getting drinks and food from fridge and social distancing will be maintained • Face coverings need to be worn unless eating and drinking in communal areas. • Cleaning stations to be placed in each toilet area and the staffroom, surfaces to be wiped after use.	**L**
Unsatisfactory Cleaning of site.	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Level of cleaning regime on site is increased – 1 cleaner will be working 10.30am to 11.30am to clean down regularly touched surfaces around school. • Hard surfaces (handles/surfaces) will be cleaned regularly throughout the day • Cleaning stations are placed around the site so that staff can cleanse an area before and after they use it • Hand sanitisers will be in situ in various	**L**

							locations around the site	
Poor behaviour putting others at risk	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Parents, children and staff are made aware of the revised behaviour policy • Inappropriate behaviour (for example coughing / spitting at others will result in the immediate removal to isolation of the child and an adult will be contacted to take the child home, they will not be allowed back to school until assurances are received that they will not behave in such a manner again • Non-compliance with any reasonable request by an adult will result in isolation and removal from the school site.	**L**
Unsatisfactory Cleaning of site.	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Level of cleaning regime on site is increased • Hard surfaces (handles/surfaces) will be cleaned regularly throughout the day • Cleaning stations are placed around the site so that staff can cleanse an area before and after they use it • Hand sanitisers will be in situ in various locations around the site	**L**
Unsatisfactory Cleaning of resources	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Children have their own dedicated set of equipment • Children have a wipe down PE bag supplied by school which only the children themselves handle • Children have a wipe down book bag which only the children themselves handle. • If children or staff touch other people's resources such as school bags, PE bags they will nee to wash their hands/sanitise after • All resources to be cleaned at the end of	**L**

							the school day • Any resources that children place in their mouth to be cleaned immediately • Children to wash their hands on a regular basis	
Using reading books	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Please see the reading guidance for September start • Sets of books are to be at the changed at the end of each day • Books will not be available again for at least 72 hours, they will be isolated.	**L**
Playing in water	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Water to have bubble bath added to it • Children to wash their hands after playing in the water • All water toys to be cleaned at the end of the day	**L**
Playing in sand	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Children to wash their hands before and after playing in the sand • All sand toys to be cleaned at the end of the day • The sand will be sprayed with cleaner if necessary	**L**
Playing with playdough	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	**M**	X	**H**	=	**H**	• Playdough will be made at the beginning of the week • All children will have their own playdough in their own containers • All playdough will be disposed of at the end of the week	**L**
Home Testing – To reduce the spread of COVID-19 with asymptomatic adults in school	Risk of others contracting Coronavirus, Illness, Fatality Asymptomatic people spreading the virus unknowingly	**M**	X	**M**	=	**M**	• Adults who are deemed to be members of staff or people who regularly work in school are offered the Lateral flow COVID-19 test (voluntary). • Staff need to read and comply to the guidance set out by PHE on how to store, administer and dispose of the tests accurately	**L**

							• Staff are expected to watch the videos provided by PHE • Staff are expected to report their results on-line to PHE. If a positive test is displayed the person must seek a PCR test to confirm. • Close the bubble as a precautionary measure until PCR test results come back. If positive follow PHE guidelines. • Staff need to sign alongside the batch number of the test to agree to take the tests and to agree to the guidelines • Track and trace supersede home testing. • Testing is recommended to be carried out twice a week 3/4 days apart. Monday morning and Thursday morning. Staff should not attend school until they have a negative result. • If the test displays a void result the test should be repeated. If 2 void results are displayed a PCR test must be sought. • Staff need to take care to avoids damaging the equipment (damaged equipment needs to be reported) • People who have received the vaccine can still participate in the testing regime • Disposing of the equipment is the responsibility of the person taking the test. Follow the guidance within the test kits – put the test inside the plastic bag provided and then it can be disposed of in normal household waste.	
Pregnancy in school	Increased risk of uncontrolled transmission of the virus. Spread of illness						• To follow all safety procedures put in place as described above • To keep contact with others to a minimum	

	throughout the school.						• To wash hands more frequently. • Leaders to produce a personal risk assessment of those staff and identify specific risks. • Pregnant women must inform senior management as soon as possible. They are allowed to attend the setting if they are able to social distance in their role up to 28 weeks. Post 28 weeks staff will be supported to work remotely where possible or ina role where stringent social distancing can take place. This group usually falls under clinically vulnerable category and the school should follow the guidance set out in the link below. (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)	

FURTHER CONTROLS:

- **All staff will receive information of the COVID 19 procedures**
- **Corridors and walkways are maintained clear and tidy**
- **2 metre social distancing rules will be met throughout the site wherever possible and no less than 1m except children siting side by side in their bubble.**
- **Face coverings will be worn all communal areas outside of each individuals bubble.**
- **One-way system will be observed throughout the site**
- **Any confirmed cases of COVID 19 that have arisen from the workplace should be reported to RCBC Health & Safety Team immediately and the Headteacher must follow the Public Health England procedures.**
- **Signage/posters to confirm procedures/restrictions will be displayed across the whole site**
- **Staff who are clinically vulnerable will be offered additional protective equipment**
- **Staff to volunteer to test themselves at home regularly to prevent the risk of COVID-19 being spread by asymptomatic people**

Further guidance is available at the following link https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
Self-isolation procedure guidance is available at the following link https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
Specific cleaning procedure following contact by person with suspected Covid19 is available at the following link
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
Latest guidance for first aiders from St Johns Ambulance is available at the following link https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/
Initial reviews of this risk assessment to be undertaken on a weekly basis to assess effectiveness of control measures and allow for adjustments to be made.

Probability Key:	**Severity Key**	**Key:**	**Residual Risk**
L = No Chance M = Medium Chance H = High Chance, Very High Chance	L = No injury/Minor first aid M = First aid treatment, Doctor or Hospital. H = Major injury/Reportable Accident.	L X L = L L X M = M L X H = M M X M = M M X H = H H X H = H	Low = Acceptable Medium & High Requires additional Action to reduce risk

To be completed by building manager undertaking the assessment

At the time of producing this assessment, as far as I can reasonably foresee, the risks involved with this activity have been reduced as far as reasonably practicable.

Signature: **Position: Headteacher**

Date: 3.1.2021 updated 17.1.21 updated 8.3.21
Governors emailed to Governors 8.3.21

Review date:

Reviewed 3.1.2021 – NP
Updated 12.1.2021 – NP
Updated 17.1.2021 – NP
Updated 8.3.2021 - NP

As new government guidance is received This is an ongoing assessment of risk

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Mrs Nicola Padgett **Job Title:** Headteacher

Signature: **Date:** 8.3.2021