

Charnwood Primary Academy

**Risk assessment for safe working in education during the Coronavirus outbreak.
September 2021 update.**



Assessors: Katie Stanley
Date of completion: 01.09.21

Useful contact information

DFE COVID-19 - Educational advice line - 0800 046 8687 (option 1)

Staffordshire County Council Health and Safety Service - 01785 355777

Self-Isolation Service Hub - 020 3743 6715

Public Health England - 0344 225 3560

NHS - 111

Key Links:

[NHS Test and Trace – what to do if you are contacted](#)

[What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)

[What all schools will need to do during the coronavirus \(COVID-19\) pandemic](#)

[Health and Safety – responsibilities and duties for schools](#)

[Working safely during the coronavirus pandemic - HSE](#)

[OEAP guidance for school visits](#)

[COVID-19 – cleaning of non-healthcare settings outside the home](#)

[When to isolate and what to do - NHS](#)

[COVID-19 symptoms - NHS](#)

[The use of PPE in education](#)

[Stay at home guidance for household with possible or confirmed coronavirus infection](#)

[PCR test kits for schools](#)

[Supporting pupils with medical conditions](#)

[Guidance on protecting CEV persons](#)

[Protecting vulnerable workers - HSE](#)

[Contingency framework](#)

[Air conditioning and ventilation - HSE](#)

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	Academy Specific Control Measures	Risk Rating (H/M/L)	What further action, if any, is necessary, if so what action is to be taken by whom and by when?
System of controls					
Risk of the spread of coronavirus - hygiene	Staff Pupils Visitors to the setting	<ul style="list-style-type: none"> • All staff are aware of government guidance surrounding maintaining hand and respiratory hygiene and have ease of access to such guidance. • Staff teach and remind pupils regarding maintaining good hygiene standards such as regular hand washing (with soap and water for at least 20 seconds), not touching mouth/nose/eyes, using and disposing of tissues appropriately. • Staff and pupils regularly reminded of the importance of handwashing with soap and water and sanitising where there is no ease of access to soap and water, including: <ul style="list-style-type: none"> ○ Before leaving home ○ On arrival at the Academy ○ After using the toilet ○ After breaks and sporting activities, changing rooms ○ Before food preparation and before eating food, including snacks ○ Before leaving the Academy ○ Before and after activities such as forest school, catering lessons and science lessons ○ After coughing / sneezing • Posters are displayed around prominent areas of the building, including those which are in regular use such as toilets and kitchenettes. 	Regular wiping of touchpoints All risk assessments updated with hygiene measures as priority All education visits using transport include wearing of face masks Face masks/visor wearing for individuals to decide Staff to keep a distance from others where possible	M	

	<ul style="list-style-type: none">• Sanitiser stations are based around the building in key areas, including: classroom exits and entrances to the school building• Parents are informed about the use of sanitiser in the Academy and to advise of any concerns in relation to this.• Staff and pupils are regularly reminded of the importance of using tissues and covering their face when sneezing / coughing (but not with their hands). 'Catch it, bin it, kill it' guidance is followed.• E-bug resources are available for use.• Tissues are available in each room, disposed of in a lined and lidded bin, which is emptied at least daily.• Lidded bins are located in each room and are either operated by a pedal or regularly sanitised. Staff to report issues with waste clearance to office staff.• Children who are younger or who have more complex needs are supervised and supported with hand and respiratory hygiene.• New staff are inducted to safety measures implemented by the Academy to control the risks of COVID-19.• Staff and children are regularly reminded about the importance of adhering to infection control procedures and risk assessments.• Staff and pupils are provided with regular opportunities to enable effective hand hygiene (washing / sanitiser).• All areas that house soap/hand towels/sanitiser are inspected regularly to ensure stocks are sufficient. Orders are placed on a regular basis to ensure that stocks do not run out.• Defects with soap and hand sanitiser dispensers are reported as soon as possible for repair / replacement.• Soap and water available in every toilet and every facility which is used for making food / drinks.			
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		<ul style="list-style-type: none"> As far as possible, soap and water available locally to areas in use within the Academy. In the absence of immediately accessible soap and water, hand sanitiser is available. Hand sanitisers which are potentially flammable are used and stored appropriately in accordance with the material safety data sheets and COSHH. <p><i>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where individuals may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school.</i></p>			
<p>Risk of the spread of coronavirus – sufficiency of cleaning</p> <p>Cleaning of potentially contaminated surfaces and areas</p>	<p>Staff Pupils Visitors to the setting</p>	<ul style="list-style-type: none"> Cleaning is undertaken by the contracted cleaning company – Service master- daily, to specific standards for maintaining COVID-19 secure workplaces under the Academy's enhanced cleaning programme. Specific cleaning risk assessments and specifications are in place for this activity, as supplied by the Academy (for in house cleaning) / the contractor (for contracted cleaning). The COVID-19 cleaning in non-healthcare settings outside the home guidance is followed. Frequently touched surfaces should be wiped down twice a day, and one of these is at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is undertaken regularly, including in bathrooms and communal kitchens. Cleaning products are provided in classrooms and offices to ensure on the spot cleaning can be provided as required. 	<p>As many seats as possible have been replaced with new seats of wipeable materials</p>	<p>M</p>	

	<ul style="list-style-type: none">• All areas that house cleaning products purchased by the Academy are checked regularly and stocks ordered before they run out. Staff report low cleaning stocks to office staff• All cleaning items are single use.• PPE is provided for cleaning. Staff report low stocks of products and PPE to office staff, who will arrange re-stocking of the items.• Items that have been used to clean such as wipes and mop heads must be placed in a double lined and lidded bin, which is disposed of daily.• Children using sanitiser to be supervised and any spillages to be signed (where appropriate) and cleaned.• COSHH is kept on file for the use of hand sanitisers, soaps and other cleaning materials. This is shared with staff as relevant.• Classrooms are to be kept clean and tidy, cleanliness is monitored by staff using each room and concerns must be reported to office staff• Surfaces are sanitised following coughs / sneezes and hands are washed for 20 seconds.• The cleaning schedule ensures more frequent cleaning of all rooms / shared areas, surfaces that are frequently touched, toilets are cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilets. All touch points and shared areas will be thoroughly cleaned at the start/end of each day using anti-bacterial agents / detergents.• The Academy will be deep cleaned during holiday periods and following positive cases confirmed as present in the setting.• Gloves are disposed of following each use and are changed between cleaning areas e.g. gloves are changed after cleaning toilet areas and before moving onto another area of the Academy building.• Cleaning staff use colour code system when using cleaning materials to avoid cross contamination.			
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		<ul style="list-style-type: none"> • Cleaning equipment for different areas must be stored separately to avoid cross contamination (e.g. toilets and kitchen). • Staff cover all new and existing cuts / skin breakages with waterproof dressings prior to cleaning, and wear PPE. • Avoid creating splashing and spray when cleaning. Use dispensers which help to avoid this. • When items cannot be cleaned or laundered using detergents e.g. soft items, these should be steam cleaned or disposed of. • Academy staff should not use contractor equipment and visa-versa. <p>Cleaning C19 contaminated areas</p> <ul style="list-style-type: none"> • The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. • Wash hands with soap and water for 20 seconds after all PPE has been removed. • Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, are cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. • Disposable cloths or paper roll and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – one site, one wipe, in one direction. • See COSHH documents for products used. • Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags. Cleaning materials used where 			
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		<p>there is known to be a case of COVID-19 will be disposed of in accordance with the waste section of this risk assessment.</p> <ul style="list-style-type: none"> Contract cleaning providers to undertake a deep clean of the Academy setting / affected area. Deep clean the affected area with disinfectant / bleach after someone with symptoms has left. (Sign the affected area as out of use to permit deep clean). Ensure that affected areas are not accessed by staff or children. <p>COSHH</p> <ul style="list-style-type: none"> COSHH assessments and MSDS are in place for any cleaning substances/ substances hazardous to health in use. Any new substances brought to site must be risk assessed, this requires a Material Safety Data Sheet (MSDS) to be obtained and a risk assessment of the use of the substance to be carried out, Staff undertake cleaning (e.g. their own workspaces) therefore a COSHH assessment for substances used is in place and communication of the control measures in a COSHH assessment is given to all staff using the substances. Individual staff may also wish to bring substances to school to clean their personal belongings. In this situation, if Academy leaders permit these substances to be brought to site, all good practice and usual arrangements must apply, and permission granted for their use once a COSHH assessment has taken place. Some pupils may wish to have their own hand sanitiser with them for personal use. This may be beneficial for pupils with allergies etc. The Academy policy on this is clearly communicated to parents. Pupils should be self-sufficient in being able to use and apply these safely. 			
Risk of the spread of coronavirus - ventilation	Staff Children Visitors to the setting	<ul style="list-style-type: none"> Indoor work spaces are well ventilated using natural ventilation - opening windows, (in cooler weather windows are opened enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). 	Fire safety fittings added to all fire doors so they can be open safely and will	M	

		<p>Opening internal doors can also assist with creating a throughput of air.</p> <ul style="list-style-type: none"> • Where possible and safe to do so (bearing in mind fire safety and safeguarding), doors are propped open to limit use of door handles and aid ventilation. • The Academy’s ventilation system will be used in accordance with HSE guidance - link and CIBSE guidance – link. • Where mechanical ventilation is in place this is adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). • Where windows cannot open due to mechanical failure – report to site supervisor • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are used as appropriate to the facilities in each room: <ul style="list-style-type: none"> ○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing. ○ rearranging furniture where possible to avoid direct drafts • Heating used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • Spaces which can be well ventilated are used for events, and all events are adequately ventilated. • Mechanical ventilation systems are maintained in accordance with the manufacturers’ recommendations. 	<p>automatically close when the fire alarm sounds</p> <p>Uniform supports children wearing clothing to remain warm and able to learn well</p>		
Meeting isolation requirements –	Staff Children	<ul style="list-style-type: none"> • Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close 	The Academy will contact the local outbreak team for advice for positive cases	H	

<p>risks the spread of the coronavirus if not met</p>	<p>Visitors to the setting</p>	<p>contact of someone with COVID-19 if any of the following apply:</p> <ul style="list-style-type: none"> ○ they are fully vaccinated ○ they are below the age of 18 years and 6 months ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons <ul style="list-style-type: none"> • When an individual develops COVID-19 symptoms or has a positive test, they should follow public health advice on when to self-isolate and what to do. They do not come into school if they have symptoms, have had a positive test result or where there are other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • Staff and pupils with a positive LFD test result self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual continues to self-isolate. • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms. • Individuals must stay at home if they: <ul style="list-style-type: none"> ○ Have virus symptoms and are awaiting a PCR test result ○ Live in a household with someone who has symptoms and they are not exempt from isolation ○ Have tested positive, even if asymptomatic ○ Have been advised by NHS Test and Trace to do so ○ Are household members of a positive case and they are not exempt from isolation 			
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		<ul style="list-style-type: none"> ○ Are required to self-isolate for travel-related reasons • Staff are encouraged to participate in the LFT programme – the Academy follows government and SCC guidance for managing LFD testing and has a separate risk assessment for this. • Staff and pupils with a positive LFD test result self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. 			
Symptomatic individuals attending school – risk the spread of infection	Staff Pupils Visitors	<ul style="list-style-type: none"> • Pupils, staff and parents follow public health advice on when to self-isolate and what to do if they are symptomatic. They do not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • Anyone in school who develops COVID-19 symptoms will return home and will follow public health advice. There is a process in place for reporting symptoms to the relevant staff member in school. This process is staff to alert office staff who will contact parents/carers for collection. • Those with symptoms who are returning home from school avoid using public transport and, wherever possible, are collected by a member of their family or household. • If a pupil is awaiting collection, they are provided with a room, on their own, if possible and safe to do so. (Medical Room) A window is opened for fresh air ventilation and appropriate PPE is be used if close contact by a staff member is necessary (use of PPE in education, childcare and children’s social care settings). • Any rooms they use will be cordoned and thoroughly cleaned after they have left. • Reference to PPE means: <ul style="list-style-type: none"> ○ fluid-resistant surgical face masks (also known as Type IIR) 		M	

		<ul style="list-style-type: none"> ○ disposable gloves ○ disposable plastic aprons ○ eye protection (for example a face visor or goggles) <ul style="list-style-type: none"> ● The amount of PPE required when caring for someone with symptoms of COVID-19 depends on how much contact the individual has. <ul style="list-style-type: none"> ○ A face mask should be worn if you are in face-to-face contact. ○ If physical contact is necessary, then gloves, an apron and a face mask should be worn. ○ Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. <ul style="list-style-type: none"> ● Staff follow strict hand hygiene requirements and follow guidance on how to put PPE on and take it off safely in order to reduce self-contamination. <ul style="list-style-type: none"> ● Face masks should: <ul style="list-style-type: none"> ○ cover both the nose and mouth ○ not be allowed to dangle around the neck ○ not be touched once put on, except when carefully removed before disposal ○ be changed when they become moist or damaged ○ be worn once and then discarded - hands should be cleaned after disposal <ul style="list-style-type: none"> ● If a child or staff member develops symptoms (new continuous cough, temperature, anosmia) whilst at school, they must immediately inform office staff ● In an emergency, the Academy will call 999 if a person is seriously ill or injured or their life is at risk. ● If staff members become unwell at school, they will return home, their emergency contact will be notified. If they are too 			
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		<p>unwell to drive, their emergency contact will be asked to collect them and the staff member will wait in the designated isolation room.</p> <ul style="list-style-type: none"> • Pupils will await collection from a parent / carer in the designated room which is medical room, in isolation, as far as is reasonably practicable without compromising the safety of the pupil. • If it is not possible to isolate the individual, move them to an area which is at least 2 metres away from other people, and ensure that others do not access this area. • Remove soft resources from the isolation room / area, prior to use. • The room used for isolation will be signed as out of use and thoroughly disinfected in accordance with the covid-19 cleaning of non-healthcare settings guidance. • Staff wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Those wearing PPE to receive training in how to put it on and remove it safely. PPE is located in medical room 			
Vulnerable Individuals and Visitors					
<p>Risk of ill health should coronavirus be contracted – CEV and CV individuals</p>	<p>Staff and pupils classed as CEV and CV attending the workplace</p>	<ul style="list-style-type: none"> • All clinically extremely vulnerable (CEV) children and young people attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. • Clinically extremely vulnerable (CEV) people are advised to follow the system of controls and risk management measures which have been implemented in the Academy. CEV staff are advised to take particular care to observe good hand and respiratory hygiene, the use of face coverings in specific situations and supporting with the ventilation of their work area in accordance with this risk assessment. • LFD testing takes place in the Academy to identify asymptomatic individuals and permit prompt isolation upon a positive test result. 		<p>L</p>	

		<ul style="list-style-type: none"> • Vulnerable staff returning to work can discuss any concerns or queries with a member of SLT. • Individual risk assessments can be implemented for staff or children who are vulnerable. This can be discussed with SLT or principal 			
Visitors to the Academy increases the risk of infection	Staff Pupils Visitors	<ul style="list-style-type: none"> • Visitors, coaches, contractors etc. are made aware of the Academy's covid control measures and ways of working to reduce the risk of infection. • No visitors are permitted where they are symptomatic – visitors are asked on arrival. Posters displayed in reception as a reminder and visitors are advised of this prior to arrival. • Supply staff and volunteers are inducted to Academy covid control measures. • A record is kept of all visitors through the signing in book. • Where relevant, visitors are asked for their own COVID-19 safety risk assessments, such as contractors. • Meeting spaces are cleaned thoroughly following use. • Individuals attending site follow the Academy's system of controls. 		M	
Supporting pupils with physical needs and restrictive physical intervention increases the risk of infection	Staff Pupils	<p>Support for physical needs</p> <ul style="list-style-type: none"> • PPE is worn by staff, where required, to enable them to safely provide support, in accordance with the child's individual needs. The PPE will be dependent on the nature of the support provided and the risk assessment. • Staff wash hands thoroughly before and after supporting a child. • Enable regular sanitisation of mobility aids and other such resources, such as walkers. • Individual risk assessments are provided according to the needs of the individual. • The Academy's procedures and risk assessments for delivering care of this nature are reviewed regularly. • There are policies in place for delivering intimate care and supporting children with medical conditions, which can be accessed via the website. • Staff are adequately trained in providing this support. 	Further training will be given for each individual so specific needs can be met and catered for		

		<ul style="list-style-type: none"> • Wherever possible, staff to encourage children to undertake self-care and staff supervise as necessary in accordance with safeguarding and intimate care policies. • Once completed, all disposable protective equipment should be disposed of and hands should be thoroughly washed by the staff member and child for at least 20 seconds after PPE has been removed. • Care to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities. • The area in which the care has been undertaken to be sanitised following use. • Waste to be disposed of in accordance with the infection control policy and risk assessments. • The Academy follows the guidance provided on supporting pupils at school with medical conditions. <p>Restrictive physical intervention</p> <ul style="list-style-type: none"> • Review behaviour management plans regularly. Establish clear guidelines with staff for prevention and then de-escalation strategies as much as possible to negate the need for RPI. • Plans consider behaviour triggers and earlier de-escalation solutions including working with smaller groups to permit and support management and spot these earlier too. • RPI to be used in accordance with the policy and where there is no alternative to maintain the safety of the child / staff member / others in the vicinity. • Staff providing RPI are trained to do so. • If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including the existing routine use of PPE. 			
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Transport and Travel					
Travelling abroad and quarantine	Staff and pupils subject to isolation periods	<ul style="list-style-type: none"> Where individuals travel abroad, they may need to quarantine on their return. As would usually be the case, staff will need to be available to work at the Academy during term time. Academy leaders discuss leave arrangements with staff as required, to inform workforce planning. https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19 		L	
Educational visits	Staff and pupils attending visits subject to potential risks of infection	<ul style="list-style-type: none"> The relevant insurance checks are made prior to making a booking for school visits, particularly where this is abroad. The Academy will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. Guidance educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) 	All documents related to an educational visit are uploaded onto EVOLVE Staff are trained in risk assessments and EVOLVE	M	
Transport to and from the setting	Staff and pupils, members of the public using transport services	<ul style="list-style-type: none"> Use of hand sanitiser is promoted upon boarding and/or disembarking vehicle Additional cleaning of vehicles is implemented with regular cleaning of touch points There is organised queuing and boarding where possible. Vehicle is parked to permit this. Passengers encouraged to wear face coverings where it is recommended to do so. Children must not board home to school transport if they have symptoms of coronavirus. The vehicle is ventilated with fresh air from outside the vehicle through windows and ceiling vents. <p>Public:</p>		L	

		<ul style="list-style-type: none"> Parents/children are encouraged to walk where possible and to plan ahead and avoid busy times and routes on public transport. The above control measures should be implemented for public transport use. <p>Personal vehicles:</p> <ul style="list-style-type: none"> Staff are recommended to sanitise personal items on a regular basis, including a clean and wipe down vehicle interior touch points, e.g. steering wheel, gear lever, door handles etc. Door handles around the entrances and exits of the building will be wiped according to the current cleaning regime. <p><i>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</i></p>			
Safeguarding and Remote Education					
Remote learning where children are learning off site	Harm from online safety issues	<ul style="list-style-type: none"> Safeguarding arrangements and procedures in place from September 2021, in accordance with KCSIE 2021 guidance. Safeguarding provision reviewed to support children who are learning remotely and those who are returning to school following an isolation period (e.g. where new issues have arisen, or existing ones escalated). Necessary changes and referrals are considered. Behaviour rules reviewed and communicated to staff, parents, pupils. These are in line with in school behaviour expectations Stringent safeguarding provision in place for vulnerable children continues. Designated Safeguarding Lead or Deputy Safeguarding Lead is on site and contactable at all times and staff and children are informed of who safeguarding leads are. 		L	

		<ul style="list-style-type: none"> • The Academy follows government guidance regarding vulnerable children, including online safety for remote education guidance. • The Academy regularly reviews support in place for vulnerable pupils. • The Academy has systems for checking, daily, whether pupils are engaging with their work and work with families to identify effective solutions where engagement is a concern, where pupils are learning remotely. • E-safety policy is accessible on the Academy website. • Safeguarding online continues, including checking apps, websites and search results before using them with children and supervising children when using the internet, talk to children about safe use of the online environment and ensure safety modes and filters are applied. • Parents provided with resources for children to use at home, including safe internet links to resources, which have been pre checked. Parents provided with information regarding working safely online. • Staff trained in how to ensure online safety (training also available on The National College). • Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety keeping children safe in education. • Virtual meetings policy in place and accessible via the website. • Staff, parents and children are receive information regarding expectations, requirement and conduct for remote learning. • Remote learning guidance can be found: <ul style="list-style-type: none"> ○ safe remote learning, published by SWGfL ○ online safety and safeguarding, published by LGfL, which covers safe remote learning ○ the National Cyber Security Centre, which includes which video conference service is right for you and using video conferencing services securely ○ safeguarding and remote education during coronavirus (COVID-19) 			
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**First Aid
Cleaning Bodily Fluids
Disposal of Waste**

<p>Delivery of first aid to ill / injured staff / pupils requires close contact</p>	<p>Staff / pupils involved in first aid delivery</p>	<ul style="list-style-type: none"> • First aid needs assessment to be revised as required and establish the levels of first aid staff needed. • At least one qualified first aider to be on site at all operational times (first aid at work and paediatric). • PPE to be worn by the staff member as required, according to the nature of the illness /injury. This may include: disposable gloves, a disposable apron and a fluid-resistant surgical face mask. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. PPE will be required where the individual has coronavirus symptoms. • First aid to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities. • The area in which the first aid has been undertaken to be sanitised following use. • Waste to be disposed of in accordance with the infection control policy and risk assessments. • Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. • Staff are trained in the correct 'donning and doffing' of PPE. PPE is available for use in each room where this may be required. This extends beyond first aid rooms and is provided in classrooms and offices too. • Use a face shield for resuscitation. Academy ensures face shields are in stock. Guidance on giving cardiopulmonary resuscitation (CPR) provided from the Resuscitation Council UK. 		<p>M</p>	
<p>Cleaning of bodily fluids requires close contact with the</p>	<p>Staff member undertaking the cleaning</p>	<ul style="list-style-type: none"> • Pupils are regularly reminded to catch coughs and sneezes with a tissue / elbow. Where pupils are unable or less able to do this, PPE will be available for cleaning. 		<p>M</p>	

<p>fluid / potential splashing / contamination</p>	<p>and those in the vicinity</p>	<ul style="list-style-type: none"> • PPE will be worn according to the nature of the cleaning, especially if the individual has coronavirus symptoms. This may include: disposable gloves, a disposable apron and a fluid-resistant surgical face mask worn by the staff member. If there is a risk of splashing to the eyes, then eye protection should also be worn. • Area in question to be cordoned and access by those not undertaking cleaning activities is to be prevented. • Cleaning materials to be disposed of in accordance with the risk assessments and infection control policy. • Surfaces, resources and touch points are cleaned regularly throughout the day but will be subject to an additional clean where there is a risk of contamination from body fluids. • Follow government guidance for the decontamination of non-healthcare settings, and the cleaning section of this risk assessment - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. • Information on cleaning and disinfection can be found - https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Diarrhoea-and-Vomiting/Community-outbreaks-of-Diarrhoea-and-Vomiting-DV.aspx • Infection control information including a film for staff to watch is also available on the SLN - https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx 			
<p>Collection and disposal of waste brings staff into contact with potentially infectious waste</p>	<p>Staff undertaking disposals and those in the vicinity</p>	<p>Waste disposal for possible COVID-19 materials (government guidance):</p> <ul style="list-style-type: none"> • Waste from possible COVID-19 cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): 		<p>M</p>	

		<ul style="list-style-type: none"> ○ To be put in a plastic rubbish bag and tied when full. ○ The plastic bag should then be placed in a second bin bag and tied. ○ It should be put in a suitable and secure place and marked for storage until the individual's test results are known. ○ Waste to be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours: ○ If the individual tests negative, this can be put in with the normal waste. ○ If the individual tests positive, then store it for at least 72 hours and put in with the normal waste (check for any additional requirements from the waste carrier). <ul style="list-style-type: none"> ● Where storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by the local waste collection authority if they currently collect such waste or otherwise by a specialist clinical waste contractor. They will supply orange clinical waste bags for you to place the bags into so the waste can be sent for appropriate treatment. ● Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. ● Change gloves before proceeding to take the waste to the correct receptacle due to the risk of transference to touch points such as door handles. ● Ensure waste is appropriately stored and not accessible to others whilst waiting collection. <p>Waste disposal for non COVID-19 materials:</p> <ul style="list-style-type: none"> ● Follow the infection control policy and associated risk assessments. ● Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. 			
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		<ul style="list-style-type: none"> Change gloves before proceeding to take the waste to the correct receptacle due to contact with touch points. <p>Waste Segregation:</p> <ul style="list-style-type: none"> All wastes produced must be placed in appropriately coloured / labelled bag. Each bag must be filled to no more than two thirds capacity. Each bag must be securely fastened with adhesive tape or plastic security grips to prevent risks of spillage of contents. Bins to be sanitised regularly throughout the day or have pedals. <p>Those wearing PPE are trained in how to remove it safely.</p>			
Use of the Premises					
Lettings – risk of cross contamination from lettings	Lettings attendees Staff Pupils Visitors	<ul style="list-style-type: none"> The Academy may open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, the Academy ensures that they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance. The Academy carefully considers whether the arrangements they wish to have in place minimise the risk of exposure to COVID-19. The Academy ensures that the organisation letting the room/building has considered the relevant government guidance for their sector and have put in place protective measures/infection control. Where lettings of internal rooms and facilities are requested, the Academy ensures that all infection control measures have been implemented to ensure that the risk of COVID-19 transmission is not increased with particular reference to enhanced cleaning regimes. Where lettings are using outside areas for sporting activities the risk of interaction with Academy premises such as touchpoints on gates/doors should be assessed. 		L	

		<ul style="list-style-type: none"> • All lettings follow the guidance in Health and Safety for Lettings, including carrying out and recording the hazard exchange process and implementing specific risk assessments. • Enhanced cleaning and hygiene measures are implemented for lettings. • The Academy discusses and records how those letting the premises will manage the risk of Covid-19 for themselves and for the Academy community. 			
Out of school activities and settings – risk of cross contamination from out of school settings	Attendees Staff Pupils Visitors	<ul style="list-style-type: none"> • Out of school activities and settings follow the same system of controls detailed in this risk assessment. Where they are run by organisations outside of schools, the Academy agrees the control measures to be implemented and ensures copies of risk assessments are obtained. • The system of controls includes: <ul style="list-style-type: none"> ○ Ensuring good hygiene for everyone ○ Maintaining appropriate cleaning regimes, using standard products such as detergents ○ Keeping occupied spaces well ventilated ○ Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19 		L	
Activities in school – risk of cross contamination	Staff Pupils Visitors	<ul style="list-style-type: none"> • Sports provision All sports provision, including competition between settings, is planned, delivered and risk assessed in accordance with government guidance, giving due regard to: <ul style="list-style-type: none"> ○ guidance on grassroot sports for public and sport providers and guidance from Sport England ○ advice from organisations such as the Association for Physical Education and the Youth Sport Trust ○ information on school swimming, water safety and returning to pools guidance from Swim England ○ using changing rooms safely • When planning an indoor or outdoor face-to-face performance in front of a live audience, the Academy follows the latest advice in the DCMS working safely during COVID-19 in the performing arts guidance. 	Each individual event is checked and assessed separately	M	

This risk assessment will be reviewed at least termly to reflect any changes in guidance.

Signature of assessor: KAStanley

Print name: Katie Stanley

Signature of approver:

Print name:

Date approved: