

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton  
Shared Service - Operating During Pandemic.**

<b>Description of Activity / Person / Area / Equipment being assessed</b>	<b>Provision of education during the Covid-19 situation - operating during the pandemic, December 2021</b>	
<b>Section(s) / Team(s) covered</b>	John Fisher School	
<b>Location(s) covered</b>	Infant, Primary, Junior, Secondary and Special Schools including nurseries	
<b>Date of Original Assessment</b>	17/12/2021	
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	Start of academic year – made available on school website	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Has action been taken	YES / NO / ONGOING / NONE REQUIRED	
Confirmed by Line Manager?	YES / NO	
Lead Assessors name (print)	D Laxton	
Lead Assessor's signature	<i>D Laxton</i>	
Date:	17/12/2021	
Has action been taken	YES / NO / ONGOING / NONE REQUIRED	
Manager's name (print)	P E MCCULLAGH	
Manager's signature	<i>P. McCullagh</i>	
Date:	17.12.21	

**This risk assessment template focuses on education during the COVID-19 lockdown and tier 4 status of the local area.  
If there are any queries, please contact us at [healthandsafety@kingston.gov.uk](mailto:healthandsafety@kingston.gov.uk). Please add local school  
information/notes where appropriate to ensure your finished document is not generic. Updates have the yellow**

**highlighter pen effect. Direct quotes from Government guidance are highlighted with the pale green highlighter pen effect.**

### Review Dates

Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Schools updated
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.			
6 December 2021	Document created to reflect the latest changes and updates to the Government's COVID-19 Operational Guidance for Schools.	H&S Team	6/12/2021

No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In place? Comments?
1	<b>Overall Approach to Infection Control in School</b>	Staff, pupils, visitors, contractors	<p><b>Overall Approach to Infection Control in School</b></p> <p>The school continues to follow the Government Guidance and associated controls in relation to the COVID-19 pandemic. This includes:</p> <ul style="list-style-type: none"> <li>• increasing ventilation and, where they have CO2 monitors, using these to help identify any areas of poor ventilation;</li> <li>• hand and respiratory hygiene;</li> <li>• enhanced cleaning arrangements;</li> <li>• twice weekly LFD testing for staff when working in school;</li> <li>• twice weekly LFD testing for secondary school pupils when attending school or holiday clubs;</li> <li>• initial LFD test provided for pupils at secondary school as they return in January 2022;</li> <li>• the wearing of face coverings in communal areas in all schools for adults and for pupils from year 7 onwards;</li> <li>• wearing face coverings on public and school transport;</li> <li>• ensuring anyone with COVID-19 symptoms does not come to school;</li> <li>• wearing of fluid repellent surgical face masks by staff providing first aid and those assisting with any LFD testing on site at school;</li> </ul> <p>The school has an <a href="#">Outbreak Management Plan</a> in place which will include the reintroduction of additional controls in the event of a local outbreak and following discussions with their local Public Health.</p> <p>The two overarching guidance documents for this phase of the pandemic are:</p>	<p>✓ In Place</p>

			<p><b><u>COVID-19 Schools Operational Guidance</u></b></p> <p><b><u>Additional COVID-19 Guidance for SEND and specialist settings</u></b></p> <p><b>Excerpt from the COVID-19 Schools Operational Guidance</b></p> <p><i>"Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Pupils in these schools should also wear a face covering when travelling on public transport and dedicated transport to and from school. We do not advise that pupils and staff wear face coverings in classrooms.</i></p> <p><i>In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</i></p> <p><i>See <u>circumstances where people are not able to wear face coverings</u> for exceptions to this."</i></p>	
<b>2</b>	<b>Outbreak Management Plan</b>		<b>Outbreak Management Plan and Local Outbreaks</b>	<p>✓ In Place</p>

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**Shared Service - Operating During Pandemic.**

	<b>Local Outbreaks</b>		<p>The school will have an <a href="#">outbreak management plan</a> in place based on the information and advice provided in the Government's <a href="#">Contingency Framework</a> document.</p> <p>The school has included in its outbreak management plan the possibility it may be advised to limit:</p> <ul style="list-style-type: none"> <li>● residential educational visits;</li> <li>● open days;</li> <li>● transition or taster days;</li> <li>● parental attendance in settings;</li> <li>● performances in settings.</li> </ul> <p>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) may recommend these precautions in one setting, a cluster of settings, or across an entire area.</p>	
3	<b>Some staff or pupils may be more vulnerable to complications associated with COVID-19</b>	Staff Pupils	<ul style="list-style-type: none"> <li>● Government Guidance has been updated (3/11/2021). Link: <a href="#">Guidance for People Previously Considered Clinically Extremely Vulnerable</a></li> </ul> <p>The school explains what control measures it has in place to keep people safe at work, including in relation to COVID-19.</p> <p>The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</p>	<p>✓</p> <p>In Place</p>

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**Shared Service - Operating During Pandemic,**

			<p>In relation to <b>clinically extremely vulnerable children and staff</b>, two excerpts from the School <a href="#">Coronavirus Operational Guidance</a> (updated 2nd December 2021):</p> <p><i>“Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the Shielded Patient List. The chief executive of the UK Health Security Agency and head of NHS Test and Trace has written to parents of these children to inform them.</i></p> <p><i>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. However, if advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist</i></p> <p><i>We recommend all school staff and eligible pupils take up the offer of a vaccine.</i></p> <p><i>You can find out more about the in-school vaccination programme in COVID-19 vaccination programme for children and young people guidance for schools.”</i></p> <ul style="list-style-type: none"> <li>• <b>Pregnant</b> women the guidance: <a href="#">Advice for pregnant employees</a> was updated on 2/12/2021.</li> <li>• The information provided by the Royal College of Obstetrics and Gynaecology (RCOG) was updated on 9/2021. Link: <a href="#">RCOG Guidelines</a></li> </ul>	There are currently no employees who are pregnant.
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**Shared Service - Operating During Pandemic.**

			<p><a href="#">and Videos</a>. The Guidelines include detailed information for employers and pregnant employees. They are useful for sharing with pregnant staff.</p> <ul style="list-style-type: none"> <li>● <b>NHS Information on Pregnancy and COVID-19</b></li> <li>● The school encourages all staff including those who are pregnant to get the COVID-19 vaccine <b>(and Booster for those who are eligible)</b> - as per the Government's vaccine strategy.</li> <li>● Schools are advised to request advice from their occupational health provider if they have queries in relation to anything discussed in this row.</li> </ul>	
4	<p><b>People with symptoms of COVID-19 - potential for transmission from person to person</b></p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> <li>● Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they are displaying any <a href="#">symptoms</a> of COVID-19.</li> <li>● If anyone becomes unwell in school with <a href="#">symptoms</a> of COVID-19, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <a href="#">staying at home guidance</a> and arrange a <a href="#">PCR</a> test to identify whether they have COVID-19.</li> <li>● The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - in this risk assessment</li> <li>● Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> <li>● The following link provides advice on noting absence and gives examples of the time required off school for different COVID-related scenarios based on test results: <a href="#">AbsenceInRelationToCOVIDscenarios</a></li> <li>● Anyone who tests positive for COVID-19 must isolate and not attend school.</li> <li>● Use this link to check the latest advice on isolation periods in the event of a positive test result: <b>Link:</b> <a href="#">NHS test result advice</a></li> </ul>	<p><b>In place? Comments?</b></p> <p>✓ In Place</p> <p>Weekly communication from the Headteacher to staff, students and parents/carers reminding them of expectations. Suppliers are also provided with the same information re. not to come on site if they have symptoms.</p>

<p><b>People who have tested positive for COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Link: <a href="#">Information for Schools and FE about the NHS Covid App</a> Withdrawn 17/8/2021.</li> <li>• <a href="#">Schools Operational Guidance</a> updated 2/12/2021</li> </ul> <p><i>Excerpt:</i></p> <p><i>"All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a <a href="#">PCR test</a>. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</i></p> <p><i>Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.</i></p> <p><i>For everyone else, isolation rules are unchanged. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who</i></p>	
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			<p><i>is not a suspected or confirmed case of the Omicron variant, and any of the following apply:</i></p> <ul style="list-style-type: none"> <li><i>they are fully vaccinated</i></li> <li><i>they are below the age of 18 years and 6 months</i></li> <li><i>they have taken part in or are currently part of an approved COVID-19 vaccine trial</i></li> <li><i>they are not able to get vaccinated for medical reasons"</i></li> </ul> <p>• <b>DfE Helpline:</b> 0800 046 8687 and selecting option 1</p>	
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**Shared Service - Operating During Pandemic.**

5	<b>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are clinically vulnerable or clinically extremely vulnerable).</b>	Staff	<ul style="list-style-type: none"> <li>Individual staff risk assessments were completed during earlier stages in the pandemic.</li> <li>Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation.</li> <li>Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed.</li> <li>School regularly receives updates from Council affiliated teams such as the H&amp;S Team, Education Teams and AfC (Kington/Richmond).</li> <li>If the school buys into a scheme, staff are reminded of the availability of their Employee Assistance Programme.</li> <li>Staff and school have access to official guidance from DfE and Public Health England.</li> </ul>	<b>In place? Comments?</b>  Individual risk assessments were carried out with staff members who are vulnerable with Mr Mawer, Assistant Headteacher.  The school continues to offer the Employee Assistance Programme.
6	<b>Testing - people who do not have any symptoms of COVID-19</b>		<p>Home lateral flow device (LFD) testing kits have been provided to all schools for staff to utilise so they can test themselves at home before coming into school. These kits are for use by people who do not have any symptoms of COVID-19.</p> <p>Secondary school pupils have been using the LFD testing kits at home routinely and in <b>January 2022</b> will need to be offered an onsite test when they return to school. <b>See row 8 for information on undertaking the tests in school.</b></p> <p>Action HR has provided a <a href="#">Template Risk Assessment for Home Testing Kits</a> which looks in detail at the controls needed to manage this process safely.</p> <p><b>Link:</b> <a href="#">Video on how to use home test kit</a> (with sound)</p>	

**Shared Service - Operating During Pandemic,**

			Parents and households members with children attending school can also order the LFD test kits to use for themselves (rather than for the children who receive them via their school). <b>They can order them online</b> at <a href="http://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a>	
7	<b>Testing - people with symptoms of COVID-19</b>  <b>People not getting tested if they have symptoms</b>	Pupils, staff, contractors, visitors	<p>The LFD kits are only for use by people who do not have symptoms of COVID-19.</p> <p>Anyone with symptoms must self isolate and not come into school. They must arrange a PCR test - including children of all ages, even those under 5 years of age.</p> <ul style="list-style-type: none"> <li>• Link: <a href="#">Guidance on Testing for COVID-19</a></li> <li>• Link: <a href="#">Symptoms</a></li> </ul> <p>The school advises anyone with symptoms to self isolate and arrange a test.</p>	<b>In place? Comments?</b>  <div style="text-align: center;">✓</div> In Place
8	<b>Running COVID-19 testing sites in Secondary and Special Schools</b>	Staff Pupils Operatives	<ul style="list-style-type: none"> <li>• Secondary Schools will need to provide one LFD test on site for their pupils as they return to school in January 2022. Action HR has provided a template risk assessment (reviewed 9//2021) based on the Test and Trace risk assessment with some additions to further assist schools. Link: <a href="#">Action HR's Template risk assessment for COVID testing sites in schools</a></li> <li>• When secondary school pupils have completed the one LFD test in school, they will be able to recommence with undertaking the testing at home, with their parents reporting the results to the school and the NHS.</li> <li>• Secondary and special schools are advised to keep a small in-house testing facility so they can offer testing to pupils who are unwilling or unable to perform the LFD at home themselves or with the help of their</li> </ul>	

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**Shared Service - Operating During Pandemic,**

			<p>parents. The historic information on this is therefore provided below for ease of reference.</p> <p>In addition, the Government prepared a series of guides and online training for the different roles associated with the testing sites.</p> <p><b>Link:</b> <a href="#">Google Drive Folder</a> <b>Link:</b> <a href="#">Link to Tessollo Training Login</a></p> <p>This school is running a testing site/this school is not running a testing site.* * please delete as appropriate</p> <p>If running a testing site, the school will:</p> <ul style="list-style-type: none"> <li>• complete a risk assessment (for example by using the Action HR version or the Test and Trace version if preferred)</li> <li>• ensure operatives have completed the online training and onsite tool box talks</li> <li>• provide information to all working at the site on the fire evacuation arrangements, welfare facilities</li> <li>• factor in comfort breaks and hydration breaks for all working in the testing site</li> <li>• make this risk assessment available to those associated with the testing site</li> </ul>	
9	<b>People returning from abroad</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• The school reminds parents there is specific <a href="#">Government advice</a> for anyone who returns to the UK from abroad.</li> <li>• It is not anticipated that staff or pupils will have travelled abroad to red listed countries. There are <a href="#">specific requirements</a> for those who have travelled from counties on the 'red list'. School leaders discuss this with</li> </ul>	The Headteacher confirmed this with any parents/carers who requested permission for

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**Shared Service - Operating During Pandemic,**

			<p>staff where relevant. The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to quarantine when you travel to the UK</a>.</p> <ul style="list-style-type: none"> <li>• “All children and staff travelling to England must adhere to government travel advice in <a href="#">travel to England from another country during coronavirus (COVID-19)</a>.</li> <li>• Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.”</li> </ul>	absence to travel abroad over the Christmas break.
10	<p><b>Ventilation</b></p> <p><b>Classrooms, offices, lunch halls and other areas in schools</b></p>	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>• The school gives consideration as to whether there are any poorly ventilated areas. It uses CO2 monitors to assist with this process.</li> <li>• The link <a href="#">HSE Information on identifying poorly ventilated areas</a> provides information on how to use CO2 monitors and what the readings mean.</li> <li>• The <a href="#">Link to the DfE Google Drive</a> includes advice on using the CO2 monitors in education settings and the school follows this advice including where to locate the devices, areas for which the devices do not provide reliable results, rooms and areas that are more suitable for the devices, etc.</li> <li>• The (enter job title) undertakes the following (this task could be shared out amongst staff, for example teachers doing this for their individual classrooms, etc): <ul style="list-style-type: none"> <li>○ several readings of the CO2 monitors per day;</li> <li>○ notes the number of room occupants present at the time of each reading;</li> <li>○ notes the type of ventilation in use at that time.</li> </ul> </li> <li>• The school is mindful of the HSE and DfE advice which advises that a consistent CO2 value below 800ppm is likely to indicate that an indoor space is well ventilated.</li> </ul>	<p><b>In place? Comments?</b></p> <p>Will be in place before the start of term</p> <p style="text-align: center;">✓</p> <p>Will be in place at start of January term</p>

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**Shared Service - Operating During Pandemic.**

			<ul style="list-style-type: none"> <li>• A consistent value of over 800ppm will show as amber/orange and will be seen as an early indicator to increase ventilation.</li> <li>• In the event of CO2 levels being consistently higher than 1500ppm in an occupied room, the school will increase ventilation (for example by opening windows and doors more fully, minor repair works where possible) and seek advice, continuing to monitor the CO2 levels to assess whether the increased ventilation has helped to address the issue.</li> <li>• For areas where an area of poor ventilation (sustained CO2 readings above 1500ppm) has been identified and this cannot be resolved through opening windows and doors or minor repair works, the school will consider the use of an air cleaning unit as an additional mitigation whilst further remedial work is undertaken to improve ventilation. Air cleaning units, when used properly, can help reduce airborne contaminants in a poorly ventilated space, including viruses like COVID-19. However, the school is mindful that they are not a substitute for ventilation and should never be used as a reason to reduce ventilation.)</li> <li>• <b>Classroom and office window(s)</b> are kept open enough to maintain general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately.</li> <li>• During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput</li> </ul>	<p>✓</p> <p>✓</p>
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**Shared Service - Operating During Pandemic.**

	Audiences, Assemblies, School Plays		<p>of air. Furniture is organised where possible to avoid people sitting in draughts.</p> <ul style="list-style-type: none"> <li>● <b>Hall exit doors/windows</b> are kept open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. In colder weather, if it is too cold in the dining area, windows are adjusted just enough to provide constant background ventilation, and opened more fully during times of non-occupation to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air.</li> <li>● <b>Note:</b> If you have windows in classrooms, offices or halls that can be opened, you do not need to keep your final exit classroom/office door open if the area is too cold. Internal doors would only need to be kept open if there were concerns there was insufficient throughput of air in an area (in those cases, if they were fire doors they would need to be held open with automatic door release mechanisms).</li> <li>● Mechanical ventilation systems – our school does not have mechanical ventilation systems.</li> <li>● The school ensures that heating and ventilation systems are well maintained.</li> <li>● <b>Link:</b> <a href="#">REHVA Guidance updated 15/4/2021</a> (Federation of European Heating, Ventilation and Air Conditioning Associations)</li> <li>● <b>HSE Advice:</b></li> <li>● <b>The HSE advice (updated 30/11/2021) includes the following sections:</b> <ul style="list-style-type: none"> <li>● <a href="#">Overview</a></li> <li>● <a href="#">Assessing the risk of poor ventilation</a></li> <li>● <a href="#">Balancing ventilation with keeping people warm</a></li> <li>● <a href="#">Identifying poorly ventilated areas by using CO2 monitors</a></li> <li>● <a href="#">How to improve ventilation</a></li> <li>● <a href="#">Air cleaning and filtration units</a></li> <li>● <a href="#">Ventilation in vehicles</a></li> </ul> </li> </ul>	<p style="text-align: center;">✓</p> <p>The school cancelled both its concert and Carol</p>
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		<p>The <a href="#">Education Hub Blog DfE - Christmas Plays and Nativities</a> provides some useful information.</p> <p>When considering these events, the school:</p> <ul style="list-style-type: none"> <li>• Looks into recording the event or live streaming so you have that as a back up if the school finds it needs to cancel its plans for an audience attending.</li> <li>• Reviews numbers of COVID-19 cases in school and include this in your considerations and decision-making process.</li> <li>• If a school is in amber measures the Director of Public Health may advise additional measures including not holding events with an audience present.</li> <li>• Asks audiences to complete LFD testing before attending - children aged 11 years and above and adults.</li> <li>• Reminds the school community that anyone with symptoms of COVID-19 or with a positive LFD or PCR test must not attend.</li> <li>• Contacts of anyone with Omicron must not attend.</li> <li>• Requires face coverings to be worn by audiences - including children aged 11 years or more, except those who are exempt.</li> <li>• Considers entrance and exit routes and possible pinch points.</li> <li>• Avoids mixing different classes for rehearsals where possible, particularly if your school has cases of COVID-19 in particular groups.</li> <li>• Teachers or those leading rehearsals should stand to the side rather than in front of the performers.</li> <li>• Where are the rehearsals taking place - are they located in large sports halls or outside, how has the ventilation been increased?</li> <li>• Where are the performance(s) taking place - are they located in large sports halls or outside, how has the ventilation been increased?</li> <li>• Refers to the <a href="#">COVID-19 Schools Operational Guidance</a> before the event to see if there have been any changes</li> </ul>	<p>Services due to take place in December 2021.</p>
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			<p><b>Excerpt from Government Guidelines:</b></p> <p><i>We do not recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that 'bubbles' will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that <b>assemblies can resume and you do not need to make alternative arrangements to avoid mixing at lunch.</b></i></p> <p><i>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</i></p> <p><i>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</i></p> <p><u><b>HSE Examples of how to improve ventilation in different workplaces and settings</b></u></p> <p><u><b>HSE information on ventilation including very useful video</b></u></p> <p><u><b>HSE Information on identifying poorly ventilated areas</b></u></p>	
11	<b>Social distancing -  Teaching,</b>		<ul style="list-style-type: none"> <li>As per the Government Guidance, the school is no longer operating social distancing or bubble arrangements.</li> </ul>	<b>In place? Comments?</b>

**Shared Service - Operating During Pandemic,**

	<b>Classrooms Bubbles/Groups</b>		<ul style="list-style-type: none"> <li>The school has an Outbreak Management Plan ready to utilise in the event of an outbreak which includes scope for re-introducing bubbles and social distancing.</li> </ul> <p><b>Excerpt: <a href="#">Schools Operational Guidance</a></b></p> <p><i>"We do not recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that 'bubbles' will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that <b>assemblies can resume and you do not need to make alternative arrangements to avoid mixing at lunch.</b></i></p> <p><i>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</i></p> <p><i>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education."</i></p>	<p>✓ In Place</p>
12	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</b></p> <p><b>Handwashing</b></p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> <li><b>Link: <a href="#">Schools Operational Guidelines</a></b></li> <li><b>Since March 2020, the school has reviewed</b> the numbers of handwashing facilities in school and considered whether these were sufficient. As a result, the school provided additional sinks/hand sanitiser dispensing units. The school is continuing to use these facilities to help ensure hand hygiene measures can be easily followed.</li> <li>Where installing external sinks, the school considered aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc..</li> <li>The school reviewed whether it had sufficient numbers of bins to support respiratory and handwashing hygiene, (pedal bins are most effective as they negate the need for hand contact with the bin), however the school</li> </ul>	<p><b>In place? Comments?</b></p> <p>✓</p>

**Shared Service - Operating During Pandemic.**

			<p>decided ultimately, taking into account suitability in relation to the pupils (e.g. age and abilities of pupils). These bins will remain in use.</p> <ul style="list-style-type: none"> <li>• On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control.</li> <li>• On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors.</li> <li>• Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising.</li> <li>• All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes.</li> <li>• Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. (See science section re' hand sanitiser in labs and D&amp;T areas.)</li> <li>• Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished.</li> <li>• Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels.</li> <li>• Link: <a href="#">Public Health - washing your hands poster</a></li> <li>• Link: <a href="#">Public Health England - using hand rub poster</a></li> <li>• Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'.</li> <li>• Link: <a href="#">Catch it, Kill it, Bin it poster</a></li> <li>• Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.) (<b><i>School, please change this to reflect what your school has.</i></b>)</li> <li>• First aiders have access to local handwashing facilities/hand sanitiser.</li> </ul>	<p>✓</p> <p><b>Sanitisers at entrances</b></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic,**

				<b>In place?</b>	<b>Comments?</b>
13	<b>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</b>		<ul style="list-style-type: none"> <li>There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)).</li> </ul>		✓
	<b>Cleaning high touch points and inc. toilets</b>		<ul style="list-style-type: none"> <li>Toilets are cleaned regularly.</li> </ul>		✓
	<b>Signing in arrangements,</b>		<ul style="list-style-type: none"> <li>Signing in for visitors is followed with the following controls:               <ul style="list-style-type: none"> <li>Hand sanitiser is provided next to the screen for visitors to use.</li> <li>Visitors sign in themselves.</li> <li>The touch screen is cleaned regularly during the day as it is a high touch point.</li> <li>The reception desk has a glazed window as part of its design and this remains in place.</li> <li>During the pandemic the school installed perspex sneeze screens at reception areas and is keeping these in place as there would be storage issues if they were removed but needed to be stored in case they were required in the near future.</li> </ul> </li> </ul>		✓
	<b>Use of equipment including pens and pencils,</b>				✓
			<ul style="list-style-type: none"> <li>Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, a pen is provided which is then wiped clean afterwards.</li> </ul>		✓
			<ul style="list-style-type: none"> <li>Controls in relation to the use of learning resources have been relaxed with the July update to the Schools Operational Guidance. The school is mindful that, whilst strict controls are no longer advised, it will consider swiftly reinstating them in the event of a local outbreak.</li> </ul>		✓
			<ul style="list-style-type: none"> <li>Where practical and possible (depending on the material) therapy beds are wiped down between different users as good practice for general infection control purposes. A new section of bed roll is placed on the bed if appropriate for each new user.</li> </ul>		✓
			<ul style="list-style-type: none"> <li>The strict controls regarding sand play have been relaxed although the school realises that good drainage, protecting it from animal fouling, regular raking and replacing sand at suitable intervals are important in helping reduce the spread of germs and viruses from a general infection control perspective.</li> </ul>		✓
					Only sand in long jump pit, only used in summer term and checked before any use

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic.**

			<ul style="list-style-type: none"> <li>• The strict controls regarding water play are being relaxed although the school realises that regularly replacing water is important in reducing the spread of germs and diseases from a general infection control perspective.</li> <li>• Thorough handwashing takes place after anyone has been playing with these resources.</li> <li>• Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others.</li> <li>• Where workstations (including computer workstations) are used by different people during the day, the desk, keyboard, mouse and phone are cleaned between different users.</li> <li>• Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice.</li> <li>• <b>Playground play equipment:</b> <ul style="list-style-type: none"> <li>○ high touch point areas are cleaned twice a day.</li> <li>○ the school follows its usual safety protocol in terms of managing play on this equipment to reduce the potential for accidents and this is commonly different groups using the equipment at set times to limit numbers, equipment not being used in wet weather as it becomes slippery, etc.</li> </ul> </li> </ul>	<div>✓</div> <div>✓</div>
	Computer, telephone and IT equipment			
	Playground equipment		<p><b>Excerpt from the Schools Coronavirus Operational Guidance:</b></p> <p><i>"Maintain appropriate cleaning regimes, using standard products such as detergents"</i></p> <p><i>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for</i></p>	<p><b>In place? Comments?</b></p> <div>✓</div>

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic.**

			<p>example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>UKHSA has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.”</p>	
14	<p><b>After School Clubs, Breakfast Clubs, Holiday Clubs, Community Activities, Scouts, Guides</b></p>		<ul style="list-style-type: none"> <li>• The Government has provided guidance on the provision of these facilities</li> <li>• <b>Link: <a href="#">Actions for Out of School Settings</a> - this guidance was updated on 2/12/2021</b> and advises on the controls required of providers for these activities and settings.</li> <li>• The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school’s arrangements and processes for managing COVID-19.</li> <li>• The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control.</li> </ul> <p><b>Excerpt from the <a href="#">Actions for out of School Settings</a>:</b></p> <p>“Where children in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated or cared for, we recommend that <b>face coverings</b> should be worn by children, staff and adult visitors when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas. This is a temporary measure.”</p>	<p><b>In place? Comments?</b></p> <p>The school does not offer a breakfast club, holiday club or community activities. An groups running activities using the school facilities are asked to have their Covid-19 procedures in place.</p>

			<ul style="list-style-type: none"> <li>Those providing care for children under 5 years of age including childminders should refer to the guidance for <a href="#">early years and childcare providers during the COVID-19 pandemic</a></li> </ul>	
15	Travelling to and from school		<ul style="list-style-type: none"> <li>The school encourages those who use public transport to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering. <b>Update:</b> The guidance on this has been updated again (1/12/2021) - Link: <a href="#">Safer Travel Guidance for Passengers</a></li> <li>Where pupils travel to school on <b>dedicated school transport</b>, the provider and school should discuss what arrangements are in place. The aim is to ensure overcrowding is avoided. This includes: <ul style="list-style-type: none"> <li>children and young people continue to be encouraged to wash or sanitise their hands regularly</li> <li>there is a regular cleaning regime in place, with a particular focus on frequently touched surfaces</li> <li>organised queuing and boarding is put in place</li> </ul> </li> </ul>	<p><b>In place? Comments?</b></p> <p style="text-align: center;">✓</p> <p>Senior leaders ensure that when students are getting on the public buses that they are wearing their face covering (unless exempt). Reminders are also provided during Form time each morning.</p>

**Shared Service - Operating During Pandemic,**

	Dedicated school transport		<ul style="list-style-type: none"> <li>○ through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents</li> <li>○ children aged 11 years and over should wear face coverings unless individuals are exempt from wearing face coverings</li> <li>● The school supports local authorities and AfC in promoting the use of face coverings on school transport.</li> <li>● <b>Link:</b> <a href="#">Guidance on Transport to School and other Places of Education</a> updated on 11/2021.</li> </ul> <p><b>Excerpt:</b></p> <p><i>"As part of these measures face coverings must be worn on public transport.</i></p> <p><i>This legal requirement does not apply in education settings or on dedicated transport. However, face coverings help to protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. Children and young people aged 11 and over, unless they are exempt, should wear a face covering when travelling on dedicated transport to and from secondary school or college. You should consider what action you can take to encourage compliance with this recommendation.</i></p> <p><i>Further information about face coverings is available. All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or</i></p>	
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			<i>NHS Test and Trace if they fall into this category and provided details about self-isolation. For everyone else, isolation rules are unchanged."</i>	
16	<b>Airborne transmission -</b>  <b>Face Coverings</b>  - Travelling   - In school	Staff, pupils	<b>Face coverings (Infant, Primary and Junior Schools)</b>  <b>Travelling</b> <ul style="list-style-type: none"> <li>Where pupils, students or staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them.</li> <li>Pupils are instructed not to touch the front of their face covering during use or when removing them.</li> <li>They must wash their hands immediately on arrival (as is the case for all pupils and students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</li> </ul> <b>In School</b> <ul style="list-style-type: none"> <li>Face coverings are worn in communal areas outside of classrooms by staff, visitors and pupils or students in year 7 and above, unless they are exempt. This includes when moving around the premises, corridors, and communal settings such as attending assemblies, and dining halls at lunch</li> </ul>	<b>In place? Comments?</b>  <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic.**

			<p>times where different classes are using the facility at the same time.</p> <ul style="list-style-type: none"> <li>• Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</li> <li>• This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what personal protective equipment (PPE) staff should wear in those instances - see the section of this risk assessment entitled "Provision of First Aid" which includes specific requirements re' the wearing of fluid resisting surgical masks for these situations.</li> </ul> <p><b>Excerpt from <u>Schools Operational Guidelines:</u></b></p> <p><i>"Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Pupils in these schools should also wear a face covering when travelling on public transport and dedicated transport to and from school. We do not advise that pupils and staff wear face coverings in classrooms.</i></p> <p><i>In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal</i></p>	<p><b>In place? Comments?</b></p>
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			<p>areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.”</p> <p>Poster: <a href="#">Wearing face masks poster</a></p>	
17	<b>Meetings including Governing Body meetings</b>	Staff, visitors	<ul style="list-style-type: none"> <li>The school places an emphasis on ensuring any meetings take place in well ventilated areas.</li> <li>Hand and respiratory hygiene remain important and are promoted within the school including for meetings.</li> <li>Hand sanitiser and bins are provided in meeting rooms.</li> </ul>	<p><b>In place? Comments?</b></p> <p>✓</p> <p>✓</p> <p>✓</p>
18	<p><b>Music - Playing and Singing</b></p> <p><b>Wind and Brass</b></p> <p><b>All instruments</b></p> <p><b>Drama</b></p> <p><b>Parent and Child Singing Groups</b></p>	Staff, pupils	<ul style="list-style-type: none"> <li>The school places an emphasis on ensuring these activities take place in well ventilated areas.</li> <li>Hand and respiratory hygiene remain important and are promoted within the school including for these activities.</li> <li>Instruments, if used by different pupils, are thoroughly cleaned (particularly mouth pieces) for general infection control purposes.</li> <li>Handwashing/hand sanitising takes place before and after handling instruments, especially if being used by more than one person.</li> </ul> <p><b>Parent and Child Singing Groups</b></p> <ul style="list-style-type: none"> <li><a href="#">Actions for Early Years Settings - Singing in Parent and Child Groups</a></li> </ul> <p>This guidance has been updated.</p>	<p><b>In place? Comments?</b></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>n/a</p>

			<p><b>Excerpt:</b></p> <p><b><i>“Parent and child groups</i></b></p> <p><i>Parent and child groups can operate as normal and without restrictions on attendance.</i></p> <p><i>You should follow the control measures in this guidance, which will help towards mitigating the risks of COVID-19 for all children and adults.</i></p> <p><i>There are no limits on the number of people who can sing indoors or outdoors. Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices.</i></p> <p><i>In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on <a href="#"><u>keeping yourself and others safe.</u></a>”</i></p>	
19	<b>PE and Sports</b>	Staff, pupils	<ul style="list-style-type: none"> <li>The school is mindful that the COVID-19 controls in relation to sports activities in education have been relaxed and will organise activities taking</li> </ul>	<p><b>In place? Comments?</b></p> <p>✓</p>

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic.**

			<p>account of the following controls:</p> <ul style="list-style-type: none"> <li>○ ventilation;</li> <li>○ good hand and respiratory hygiene;</li> <li>○ enhanced cleaning including taking a measured and reasonable approach to cleaning equipment used for sports. Cleaning requirements will vary depending on the nature of the equipment, for example, items such as eye protection would require cleaning between different users as part of general infection control arrangements.</li> <li>○ For events to which audiences are invited, the protocol as detailed in the 'Audiences' part of this risk assessment will be followed.</li> </ul> <p><b>Excerpt:</b></p> <p><i>"You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and <b>equipment</b> (for example, twice per day), with a particular focus on frequently touched surfaces."</i></p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
20	<b>Swimming</b>	Pupils, staff	<ul style="list-style-type: none"> <li>• Swim England has a number of documents in line with Step 4 and these can be accessed <a href="#">here</a>.</li> <li>• Of particular note is this <b>excerpt from the Swim England Best Practice Step 4 document:</b></li> </ul>	Swimming is not currently offered.

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic,**

			<p><i>"Cleaning</i></p> <p><i>We would recommend that the enhanced cleaning regimes implemented during the pandemic should be maintained for both equipment, changing and seating areas.</i></p> <p><i>Pool users should be encouraged to bring their own equipment where possible.</i></p> <p><i>We would recommend equipment is not shared unless cleaned in between use. Swimming pool water, which has been shown to inactivate the virus , can be used for this purpose."</i></p>	
21	<b>Exams</b>		<ul style="list-style-type: none"> <li>● <a href="#"><u>Government COVID-19 Guidance to Support Exams</u></a> updated on 2/12/2021 includes practical information including room set and the school considers this guidance if it is planning exams.</li> <li>● The controls the school uses include:</li> <li>● Having its Outbreak Management Plan in place and ready to use if measures need to be stepped up or stepped down. ✓</li> <li>● Children in Years 7 and above wearing face coverings in communal areas including when arriving and leaving exam centres <b>but not in the exam room</b>, unless exempt; ✓</li> <li>● Adults wearing face coverings in communal areas including when arriving and leaving exam centres, <b>but not in the exam room</b>, unless exempt; ✓</li> <li>● No-one attending if they have symptoms of COVID-19 or have been told to isolate by Test and Trace; ✓</li> <li>● Ventilation - windows and doors are kept open (no propping open of fire doors); ✓</li> </ul>	

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic,**

			<ul style="list-style-type: none"> <li>• Hand hygiene;</li> <li>• Cleaning regimes for areas and equipment (typically cleaning twice a day) and focussing on high touch points;</li> <li>• The school ensures it is first aid prepared (e.g. for events such as asthma attack, onset of COVID symptoms, etc.)</li> <li>• There are alternative arrangements in place if a pupil is unable to attend due to having symptoms.</li> </ul> <p><b>Excerpt from the <a href="#">Government COVID-19 Guidance to Support Exams:</a></b></p> <p><i>"We recommend that face coverings should be worn by pupils in year 7 and upwards, students, staff and adult visitors when moving around the education settings or exam centres, outside of classrooms and exam rooms, such as in corridors and communal areas. This is a temporary measure."</i></p>	<p>✓</p> <p>✓</p> <p>✓</p>
22	<b>Educational Visits</b>	Staff, pupils	<p><b>"Educational visits</b></p> <ul style="list-style-type: none"> <li>• The school continues to monitor the number of pupils and/or staff with COVID-19 and is ready to implement its Outbreak Management Plan if required following discussions with the Local Public Health. In such instances, one possible action would be to limit residential visits.</li> <li>• The school considers whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. When</li> </ul>	The school has cancelled its ski trip and no visits are permitted during Terms 1 or 2 in the first instance.

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic.**

			<p>considering this, the school refers to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. In addition, the school ensures any new bookings have adequate financial protection in place.</p> <ul style="list-style-type: none"> <li>• The school will speak to either its visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on 18 insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</li> <li>• The school continues to 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. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</li> <li>• The school also makes use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>• When planning either day trips or residential trips, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what COVID-19 control measures are needed and ensures it is aware of wider advice on visiting</li> </ul>	
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**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic,**

			<p>indoor and outdoor venues.</p> <ul style="list-style-type: none"> <li>• The school requests the COVID-19 risk assessment of the venue.</li> <li>• The school will continue to monitor the situation and be advised by Action HR's Educational Visits Adviser.</li> <li>• The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school - Mick Bradshaw - mick.bradshaw@cognus.org.uk.</li> </ul>	
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**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic,**

				<b>In place?</b>	<b>Comments?</b>
23	<b>Provision of first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</li> <li>Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons).</li> <li>First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases.</li> <li>A disposable plastic apron is recommended.</li> <li>Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</li> <li>Where possible a window is kept open in the first aid room to help ensure good ventilation.</li> <li>Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> <li>See also the section on 'Someone develops COVID-19 symptoms whilst at school'</li> <li>Excerpt from <a href="#">Government Guidance</a>: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (updated December 2020):</li> </ul> <p><i>"When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <a href="#">how to put PPE on and take it off safely</a> in order to reduce self-contamination.</i></p> <p><i>Face masks must:</i></p> <ul style="list-style-type: none"> <li><i>cover both nose and mouth</i></li> </ul>	✓ ✓ ✓  ✓ ✓   ✓ ✓	

Shared Service - Operating During Pandemic,

			<ul style="list-style-type: none"><li>● <i>not be allowed to dangle around the neck</i></li><li>● <i>not be touched once put on, except when carefully removed before disposal</i></li><li>● <i>be changed when they become moist or damaged</i></li><li>● <i>be worn once and then discarded - hands must be cleaned after disposal"</i></li></ul>	
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24	Administering Cardiopulmonary Resuscitation (CPR)	<p><b>Schools - please read all the advice and excerpts provided in this section on CPR.</b></p> <ul style="list-style-type: none"> <li>• Link: <a href="#">HSE Guidance on CPR</a> for adults (last reviewed on 19/7/2021)</li> </ul> <p>The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used if there is one available. However, for children, the advice is that rescue breaths should be provided. The following excerpt should be read in relation to adults. (Further down in this row, important information about CPR for children is also provided.)</p> <p><b>Excerpt: Preserve life: CPR for ADULTS</b></p> <p><i>“Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</i></p> <p><i>Ask for help. If a portable defibrillator is available, ask for it</i></p> <p><i>Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation</i></p>	
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**Shared Service - Operating During Pandemic,**

			<p><i>If available, use:</i></p> <ul style="list-style-type: none"> <li>○ <i>a fluid-repellent surgical mask</i></li> <li>○ <i>disposable gloves</i></li> <li>○ <i>eye protection</i></li> <li>○ <i>apron or other suitable covering</i></li> </ul> <p><i>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific <u>guidance from the Resuscitation Council UK</u>)</i></p> <ul style="list-style-type: none"> <li>● <b><u>Government Advice to First Aiders including Resuscitation</u> reviewed on 3/12/2021</b></li> </ul> <p><i>Excerpt:</i></p> <p><b><u>“Cardiopulmonary resuscitation</u></b></p> <p><i>If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the police service this would be a dynamic risk assessment) to assess appropriate infection control precautions.</i></p> <p><i><b>In adults,</b> it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the</i></p>	
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**Shared Service - Operating During Pandemic.**

			<p>first few minutes where cardiac arrest has not occurred due to lack of oxygen (asphyxial arrest).</p> <p><i>In children</i>, cardiac arrest is more likely to be caused by a respiratory problem or lack of oxygen. Therefore, chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield, if one is available.</p> <p>If you perform mouth to mouth ventilation on someone with COVID-19 you should stay at home and complete <a href="#">Guidance for Contacts of People with COVID-19 who do not live with them</a>.</p> <p>If you perform mouth-to-mouth ventilation on someone who does not have COVID-19, no additional actions need to be taken other than monitoring yourself for symptoms of COVID-19 over the following 14 days.</p> <p>However, if they are subsequently diagnosed with COVID-19 you may be contacted by NHS Test and Trace and asked to self-isolate.</p> <p>If you develop symptoms of COVID-19, however mild, or receive a positive test result, inform your employer and follow the <a href="#">stay at home guidance</a>."</p> <ul style="list-style-type: none"> <li>• <a href="#">Resuscitation Council Advice</a> - for CHILDREN - see also the excerpt above which includes important advice about use of resuscitation face shields for mouth-to-mouth resuscitation for children</li> </ul> <p>Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. It has been updated and this update is</p>	
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			<p>included in the following <b>excerpt</b>:</p> <p><b>CPR FOR CHILDREN</b></p> <p><i>"We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation."</i></p> <p><i>For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.</i></p> <p><i>Therefore, if there is any doubt about what to do, this statement should be used.</i></p> <p><i>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child."</i></p> <p>If schools do not already have <b>resuscitation shields</b> in their first aid kits, then it is advisable for them to purchase these. Here are some examples. <b>Link:</b> <a href="#"><u>Examples of Resuscitation Shields</u></a></p>	
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**Shared Service - Operating During Pandemic,**

			<ul style="list-style-type: none"> <li>The following link provides information on donning masks:</li> <li><a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>The following link provides information on how to safely remove the masks and other PPE:</li> <li><a href="#">Advice on removing surgical masks and other PPE.</a></li> </ul>	
25	<b>Administering medication</b>		<b>Medication</b> <ul style="list-style-type: none"> <li>The school has a medication policy in place that is followed</li> <li>Staff dispensing medication to students should minimise contact.</li> <li>Wash hands before and after dispensing the medication</li> <li>Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> <li>If required, gloves will be worn by staff when giving medication.</li> <li>Surgical masks are worn for situations in which a distance of 2m from the child cannot be maintained.</li> <li>If there is a risk of contamination with splashes, droplets of blood or body fluids, a visor or goggles are also worn, in addition to the surgical mask.</li> </ul>	✓ ✓ ✓  ✓ ✓  ✓
26	<b>Someone develops COVID-19 symptoms whilst at school</b>	Staff, pupils	<ul style="list-style-type: none"> <li>If anyone is experiencing <a href="#">symptoms</a> - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <a href="#">staying at home guidance</a> and arrange to be tested to confirm if they have COVID-19.</li> <li>If a pupil is awaiting collection, they are moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</li> <li>Where possible, a window is opened for ventilation.</li> <li>If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> </ul>	<b>In place? Comments?</b> ✓  ✓ ✓ ✓  ✓



**Shared Service - Operating During Pandemic,**

			<ul style="list-style-type: none"> <li>• If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li> <li>• Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</li> <li>• Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.</li> <li>• Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste.</li> <li>• <b>Link: <a href="#">guidance on cleaning in non-healthcare settings</a>.</b></li> <li>• Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by AfC (for Kingston and Richmond Schools) or Sutton's Head of Pupil Based Commissioning (for Sutton Schools).</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
27	<b>Staff changing nappies</b>	Staff	<ul style="list-style-type: none"> <li>• Staff wear disposable gloves, fluid resistant IIR surgical masks and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed.</li> <li>• Following the task, staff wash their hands and dispose of the used equipment appropriately.</li> </ul>	n/a

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic.**

			<ul style="list-style-type: none"> <li>• Areas / changing mats / beds in use are cleaned before and after use.</li> <li>• Link: <a href="#">Guidelines on hand hygiene</a></li> </ul>	
28	<b>Supervised toothbrushing for Early Years and Schools</b>		<ul style="list-style-type: none"> <li>• The Government has published a guidance document - <a href="#">Government advice on supervised toothbrushing</a> (updated on 13th August 2020). It includes COVID-19 control measures needed if a school is carrying out this activity.</li> </ul> <p><b>Excerpt:</b></p> <p><i>“Toothbrushing programme models</i> <i>Until now 2 main models have been used for supervised toothbrushing. These are:</i></p> <ul style="list-style-type: none"> <li>• <i>dry brushing models where children brush their teeth without the use of water or sinks. This can take place with children seated or standing</i></li> <li>• <i>wet brushing models where children brush their teeth using water, usually stood at sinks.</i></li> </ul> <p><i>The wet brushing model is no longer recommended during the COVID-19 recovery phase as it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral health over dry brushing.”</i></p> <ul style="list-style-type: none"> <li>• In light of this advice, if the school is participating in this project, it will follow the advice included in the Government guidance which includes following the dry brushing model only and using the associated COVID-19 controls detailed in that guidance.</li> </ul>	n/a
29	<b>Laundry</b>		<ul style="list-style-type: none"> <li>• Public Health advises items should be washed in accordance with the manufacturer’s instructions, using the warmest water setting and drying</li> </ul>	

**Shared Service - Operating During Pandemic.**

			<p>items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</p> <ul style="list-style-type: none"> <li>• Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</li> <li>• Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</li> <li>• People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry.</li> <li>• The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
30	<b>Uniforms</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Government advice notes that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>• During the cooler months, the school encourages pupils (and parents) to ensure pupils bring in additional clothing including gloves and hats in case they become cold during the school day due to the increased ventilation. The school is flexible in its approach and accepts these items may need to be 'home' clothes rather than strict uniform.</li> </ul>	<p>✓</p> <p>✓</p>
31	<b>Routine cleaning of communal areas of the school estate</b>	Staff/ Cleaning Contractors	<p>For <b>routine</b> cleaning (i.e. <b>not</b> cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> <li>• Disposable gloves are provided for staff/contractors (see next bullet point)</li> <li>• Staff wear their usual washable uniform/clothing</li> <li>• Mops are used for the tasks</li> <li>• Staff wash their hands when they have finished their task and dispose of the gloves.</li> <li>• Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal.</li> </ul>	<p><b>In place? Comments?</b></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

**Shared Service - Operating During Pandemic,**

			<ul style="list-style-type: none"> <li>• As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.</li> <li>• The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school.</li> <li>• Jet washing can recommence if the school wishes to clean a particular area of the school estate (jet washing is not required as part of COVID cleaning arrangements). Only staff who have suitable experience in using jet washing equipment should do this work. A full risk assessment should be in place for the task and operators should wear: <ul style="list-style-type: none"> <li>○ Disposable IIR surgical masks (which are replaced if they become wet);</li> <li>○ Eye Protection BS EN166-2: Full Face Shield for Chemical Splash Back and Medium-Energy Impact</li> <li>○ Gloves BS EN374</li> <li>○ Ear Protection BS EN352 - Ear Defenders / Muffs / Plugs</li> <li>○ Waterproofs / High Visibility jacket / Vest</li> <li>○ Footwear BS EN 345 - Safety Wellingtons, Safety Boots/Shoes</li> </ul> </li> <li>•</li> </ul>	✓  ✓
32	<b>Cleaning Lifts</b>	Staff cleaning / contract	<ul style="list-style-type: none"> <li>• The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed</li> <li>• Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product</li> </ul>	✓  ✓ ✓


**Shared Service - Operating During Pandemic.**

		ors cleaning	<ul style="list-style-type: none"> <li>Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process</li> <li>Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed.</li> </ul>	✓
33	<b>Storage and issuing of masks</b>  <b>Putting on the masks</b>	Staff	<ul style="list-style-type: none"> <li>Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean.</li> <li>The following link provides information on donning masks: <b>Link:</b> <a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>The following link provides information on how to safely remove the masks and other PPE: <b>Link:</b> <a href="#">Advice on removing surgical masks and other PPE.</a> <b>Video:</b> <a href="#">PPE - Donning and Doffing PPE Video, Public Health England</a></li> </ul>	✓
34	<b>Fire Doors</b>	All	<ul style="list-style-type: none"> <li>The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation). <ul style="list-style-type: none"> <li><i>The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with.</i></li> <li><i>Consideration has been given as to whether the fitting of an automatic door release mechanism would make things easier - <b>if opting for battery operated ones, the school always checks there is</b></i></li> </ul> </li> </ul>	✓  ✓

**Shared Service - Operating During Pandemic,**

			<i>sufficient automatic smoke detection and sounders to support each one. The school has had these devices fitted to the fire doors causing concern.</i>	
35	<b>Food and drink Catering</b>	All	<ul style="list-style-type: none"> <li>Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc.</li> <li>The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the <a href="#">Government Guidance for Restaurants/Pubs/Bars...</a></li> <li>Pupils are not allowed to swap food from their lunch boxes/plates.</li> </ul> <p>Controls for managing catering facilities include:</p> <ul style="list-style-type: none"> <li>regular handwashing;</li> <li>those with symptoms to stay at home and get tested;</li> <li>prompt removal of anyone with symptoms;</li> <li>active engagement in test and trace;</li> <li>risk assessment in place for activities;</li> <li>limit unnecessary visits into the kitchen.</li> </ul>	<p><b>In place? Comments?</b></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
36	<b>Science and DT</b>	All	<ul style="list-style-type: none"> <li>The school organises science activities taking into consideration the following controls: <ul style="list-style-type: none"> <li>ventilation</li> <li>cleaning of shared resources such as goggles as it would do pre-pandemic from a general infection control perspective</li> <li>hand washing/hand sanitising, taking care not to use flammable hand sanitiser in science or d&amp;t areas. See the next two rows for further information on this.</li> </ul> </li> <li>CLEAPSS has updated its <b>Science Guidance document GL343</b> - Guide to doing practical work during the COVID-19 pandemic. It includes useful information about controls required and comments on measuring carbon dioxide levels in Science areas.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic,**

		<ul style="list-style-type: none"> <li>• PPE e.g. safety spectacles or goggles will need to be sanitised before and after each use. CLEAPSS refers to using Milton, ensuring sufficient air-drying time after cleaning.</li> <li>• CLEAPSS continues to advise schools <b>not</b> to attempt the following practical activities in biology: <ul style="list-style-type: none"> <li>- Cheek cell sampling</li> <li>- Lung volume / capacity &amp; other breathing based activities</li> <li>- Activities which make use of saliva.</li> </ul> </li> </ul> <p> <a href="http://primary.cleapss.org.uk/">http://primary.cleapss.org.uk/</a>  <a href="http://science.cleapss.org.uk/">http://science.cleapss.org.uk/</a> <a href="http://dt.cleapss.org.uk/">http://dt.cleapss.org.uk/</a> </p>	✓
37	<p><b>Safe storage of alcohol based hand sanitiser supplies - for all schools</b></p> 	<p><b>Storage of Supplies of alcohol based hand sanitiser</b></p> <ul style="list-style-type: none"> <li>• Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> <li>○ are not stored within fire escape routes including stairwells;</li> <li>○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources;</li> <li>○ there is a no smoking policy in place;</li> <li>○ the containers are kept tightly closed;</li> <li>○ are not stored in the same room as Oxygen cylinders;</li> <li>○ are located in a room with a fire door;</li> <li>○ where available they are kept in a fire resisting cabinet;</li> <li>○ signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames);</li> <li>○ the school's fire risk assessment is updated to reflect that the</li> </ul> </li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

			<p>sanitiser is being stored on site and that it is being stored following these bullet points.</p> <p><b>Use of alcohol-containing hand sanitiser</b></p> <ul style="list-style-type: none"> <li>Where a school has Oxygen cylinders on site and/or in use by pupils, before anyone uses, adjusts or checks the cylinders, they will wash and dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice:</li> <li><b><i>Excerpt from a BOC guide on Oxygen cylinders:</i></b>  <i>“You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment.” Source: The Home Oxygen Handbook by BOC .</i></li> <li>The row below discusses hand sanitiser in science and D&amp;T in relation to fire safety.</li> </ul>	✓
38	<b>Fire Safety - alcohol containing hand sanitiser advice for Science and D&amp;T</b>	Staff, pupils	<ul style="list-style-type: none"> <li>CLEAPSS science documents include reference to the fact that alcohol containing hand sanitiser is identified as a fire risk in <b>labs</b>. To address this, please ensure alcohol containing hand sanitiser is not used in labs or technician preparation rooms, science stores, etc.. Identify a sink in each lab and preparation room to be used for hand washing and provide soap and paper towels together with a handy bin.</li> </ul>	✓



**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic.**

			<ul style="list-style-type: none"> <li>• CLEAPSS guidance refers to the use of alcohol free sanitiser in <b>labs</b> and <b>D&amp;T</b> rooms, however, the use of soap, water and paper towels would be most effective in relation to COVID-19 and provides a simpler solution than schools trying to source alcohol free sanitiser.</li> <li>• If a school does need to buy hand sanitiser for its labs/D&amp;T rooms rather than the soap and water option, check product details for the following phrase: <i>"99.99% effective against viruses and bacteria"</i> as this is a regulated term used in the UK to show that a product has been through a number of BS standard tests on this issue.</li> </ul>	<p>✓</p> <p>✓</p>
39	<b>Hiring out premises</b>	Hirers, staff, visitors	<ul style="list-style-type: none"> <li>• When hiring out school facilities, the school checks that the hirer has a COVID-19 risk assessment in place for their activity.</li> </ul> <p>The <a href="#"><u>COVID-19 Guidance for Grassroots Sports - Public and Sport Providers</u></a> provides detailed information and advice on managing these facilities which includes cleaning arrangements, water fountain use, handwashing/ sanitising provisions, ventilation and so on.</p>	<p>✓</p>
40	<b>Communicating with staff and parents</b>	All	<ul style="list-style-type: none"> <li>• Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment.</li> <li>• Parents and carers have been updated with a summary of the main COVID controls and arrangements in place. (Consider including photographs of the changes the school has made as part of this so that parents and children can see these to reassure them and help them understand how things will be.) Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important.</li> </ul>	<p>Parents/carers received weekly updates on a Friday regarding controls. All staff have an in person briefing on a Monday, email 'Updates' are provided on a Tuesday &amp; Thursday, teaching staff have a briefing on a Wednesday</p>

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic,**

			<ul style="list-style-type: none"> <li>• Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures.</li> <li>• Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school.</li> <li>• Share with parents the following guidance: <a href="#">Guidance for Parents and Carers</a></li> </ul>	and all staff receive the 'Weekly Bulletin' on a Friday.
41	Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.	-	<ul style="list-style-type: none"> <li>• Link: <a href="#">Schools Coronavirus Operational Guide</a></li> <li>• Link: <a href="#">Schools Restricting Attendance During National Lockdown</a></li> <li>• Link: <a href="#">People wearing face masks poster</a></li> <li>• Link: <a href="#">LFD Video Animation</a></li> <li>• Link: <a href="#">Video on how to use home test kit</a></li> <li>• Link: <a href="#">Google Drive Folder for ATS Testing Sites in Secondary Schools</a></li> <li>• Link: <a href="#">Link to Tessollo Training Login</a></li> <li>• Link: <a href="#">Action HR's Template risk assessment for COVID testing sites in schools</a> updated 13/7/2021</li> <li>• Link: <a href="#">Template Risk Assessment for Home Testing Kits</a></li> <li>• Link: <a href="#">Guidance for Full Opening of Special Schools and Specialist Settings</a></li> <li>• Link: <a href="#">How schools can order test kits</a></li> <li>• Link: <a href="#">Information about the NHS Covid App</a></li> <li>• Link: <a href="#">Guidance for Parents and Carers</a> reviewed 10/9/2021</li> <li>• Link: <a href="#">New HSE Guidance on CPR</a></li> <li>• Link: <a href="#">Performing Arts Handling Equipment Safely</a></li> <li>• Link: <a href="#">hygiene: handwashing, sanitation facilities and toilets</a></li> <li>• Link: <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a> for medium alert areas</li> <li>• Link: <a href="#">Guidance on Transport to School and other Places of Education</a></li> </ul>	

**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton**  
**Shared Service - Operating During Pandemic,**

			<ul style="list-style-type: none"> <li>• <a href="#"><u>Safe Working in Education, Child Care and Children's Social Care Settings including use of PPE</u></a></li> <li>• <a href="#"><u>Government Advice - for Special Schools and other specialist settings</u></a></li> <li>• <a href="#"><u>Actions for Schools During the Coronavirus</u></a></li> <li>• <a href="#"><u>Guidelines on hand hygiene</u></a></li> <li>• Link: <a href="#"><u>Public Health - washing your hands poster</u></a></li> <li>• Link: <a href="#"><u>Public Health England - using hand rub poster</u></a></li> <li>• <a href="#"><u>Advice on donning surgical masks and other PPE.</u></a></li> <li>• <a href="#"><u>Advice on removing surgical masks and other PPE.</u></a></li> <li>• Video: <a href="#"><u>PPE - Donning and Doffing PPE Video, Public Health England</u></a></li> <li>• <a href="#"><u>School Premises - Managing Partially Opened Buildings</u></a></li> <li>• <a href="#"><u>Guidance on Ventilation by REHVA</u></a></li> <li>• <a href="#"><u>guidance on cleaning in non-healthcare settings.</u></a></li> <li>• <a href="#"><u>DfE Summary of Government Advice Scientific Evidence Summary</u></a></li> <li>• <a href="#"><u>Covid Secure Poster</u></a></li> <li>• <a href="#"><u>staying at home guidance</u></a></li> <li>• <a href="#"><u>Catch it, Kill it, Bin it poster</u></a></li> </ul>	
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