



# THE KING'S SCHOOL

## GRANTHAM

### Risk assessment using the Health and Safety Executive Template

Company name: The King's School

Assessment carried out by: Mr Simon Pickett

Date of next review: 10 November 2020

Date assessment was carried out: 01 August 2020

**Note:** A person specific assessment must be carried out for BAME (see paperwork), pregnant women and nursing mothers.

### Introduction

The following has been based on information available at the following locations:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### Risk Assessment

There are 3 actions that significantly reduce the risk of the spread of COVID-19, they are:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

In addition the following risk assessment is to reduce contacts.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Students asked to walk, cycle or come by car where possible.  Pupils (over the age of 11) to use face coverings, where appropriate e.g. if they are likely to come into very close contact with people outside of their group or who they do not normally meet.	The local Authority released information non school transport which is available: <a href="https://www.lincolnshire.gov.uk/school-college-transport/covid-19-information-school-transport/1">https://www.lincolnshire.gov.uk/school-college-transport/covid-19-information-school-transport/1</a>	LCC	02/09/2020	
Access and Egress - Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19	Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).  Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).	Parents provided with information about changes to pupil drop off / collection and timetable for the school day via Parent Bulletin/Website/Email. This information to be provided to parents prior to school reoccupation.	HM	02/09/2020	
Pupils or staff transmit COVID-19	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Individuals (including staff, pupils, visitors, contractors etc.) MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days.  All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.  Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.  All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.	All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying; <ul style="list-style-type: none"> <li>• Before leaving home</li> <li>• On arrival at school</li> <li>• After using the toilet</li> <li>• After lunchtime</li> <li>• After sporting activities</li> <li>• When using changing rooms</li> <li>• Before food preparation</li> <li>• Before and after eating any food (inc. snacks)</li> <li>• Before leaving school</li> </ul>	HM	02/09/2020	

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		<p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> <li>• Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so.</li> <li>• Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> <li>• Lidded bins MUST be used.</li> </ul> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Staff will avoid raising voice or shouting, due to risk of particulates spreading the virus.</p>	<p>Staff to supervise pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion.</p> <p>Cleaning Staff (Engie) will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> <li>• Sitting children side by side at desks facing forwards that are spaces apart.</li> <li>• Ensuring everyone queues 1+ apart wherever possible</li> <li>• Keeping students within Year group Bubbles when in the playground or doing any physical exercise</li> <li>• Staggering food service times and locations</li> <li>• Putting guidelines on the floor in corridors</li> <li>• Avoiding unnecessary staff gatherings.</li> </ul> <p>Social distancing for some children may be harder to maintain. Staff to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p>			
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be	<p>Social distancing MUST be maintained wherever possible ensuring that staff and pupils are spaced out.</p> <p>Groups to remain 2m away from each other wherever possible. Consider limiting interaction,</p>	Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with pupils with complex needs), however, adults MUST do this when circumstances allow.	SMG	02/09/202	

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	<p>exposed to COVID-19.</p>	<p>sharing rooms and social spaces between groups as much as possible.</p> <p>To use small groups wherever possible, in some cases due to the range of curriculum subjects this may need to be the size of a year group.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults and students.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons, within the marked 2m exclusion area.</p> <p>A regular cleaning programme is to be in place.</p> <p>Adapt classrooms to support distancing where possible. Move unnecessary furniture out of classrooms to make more space.</p> <p>Pupils to be seated side by side facing forwards.</p> <p>Desks are spaced as far apart as possible.</p> <p>Seating plans in place and maintained by staff.</p>	<p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Additional cleaning staff appointed to provided cleaning throughout the day.</p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group or cover lessons if working under the direction of a qualified or nominated teacher.</p> <p>If moving furniture to create more space in classrooms, ensure that this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> </ul> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>			
<p>Increased risk of transmission due to increased pupils</p>	<p>Employees, pupils, contractors and visitors may be</p>	<p>Social distancing MUST be maintained wherever possible ensuring that staff and pupils separated when following the one way system around the site.</p>	<p>Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (for example movement in corridors and</p>	<p>SMG</p>	<p>02/09/202</p>	

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/ staff moving in close proximity.	exposed to COVID-19.	<p>The school site is very small and corridors are narrow in places.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults and students.</p> <p>A regular cleaning programme is to be in place.</p> <p>Pupils and staff should follow the one way system so should not be face to face.</p>	<p>staircases.), however, adults MUST do this when circumstances allow.</p> <p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Additional cleaning staff appointed to provided cleaning throughout the day.</p> <p>Staff and students encouraged to wear face covering when moving between lessons.</p>			
COVID-19 transmission via the physical school environment	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Review the school timetable:</p> <p>A one way system is in place.</p> <p>Specific consideration MUST be given to the effect of school closures and working within D&amp;T and Science.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p>	<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via:  <a href="http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx">http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</a></p> <p>CLEAPSS has issued guidance for D&amp;T Departments and COVID-19 available via:  <a href="http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx">http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</a></p> <p>Staff to remove cups and plates from the staff room.</p> <p>Staff and pupils to drink only from personal cups.</p> <p>Children to bring in their own named water bottle which should be taken home and cleaned each night.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Staff must wash their</p>	HM	02/09/2020	

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		<p>Pupils to bring their own equipment and avoid sharing. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently. Some writing equipment will be in classrooms and can be given to students to take home if necessary.</p> <p>Pupils to work in as small groups as possible.</p> <p>Classroom resources can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>When working inside, pupils should be in small groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.</p>	<p>hands before and after touching pupil's books and must avoid touching their face before washing their hands.</p> <p>Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk or left in bags under their desks out of isles.</p> <p>A one way system around the school is in place and must be followed, unless there is a major incident such as fire or bomb threat. (Preservation of life must always take the highest priority)</p> <p>Computer rooms will have additional wipes in them, students and staff are required to wipe all keyboards before they use them, in addition to using hand sanitiser or hand washing before entering the room.</p>			
Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including;</p> <ul style="list-style-type: none"> <li>• Physical distancing between individuals.</li> <li>• Playing outside wherever possible.</li> <li>• Limiting group size to 15 pupils where possible.</li> <li>• Position pupils back-to-back or side-to-side.</li> </ul>	If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated. Where appropriate request a copy of their own risk assessment.	HM	02/09/2020	

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		<ul style="list-style-type: none"> <li>• Do not share instruments.</li> <li>• Ensure good ventilation.</li> <li>• Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies.</li> </ul> <p>Physical education, sport and physical activity can be provided within current control measures. The following must be considered:</p> <ul style="list-style-type: none"> <li>• Pupils to be kept in consistent groups for sporting activities.</li> <li>• Sports equipment to be cleaned between each use by different groups.</li> <li>• Contact sports avoided.</li> <li>• Outdoor sports prioritised where possible, and large indoor spaces where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>• External facilities can be used in line with government guidance including transport to and from such facilities.</li> <li>• External coaches, clubs and organisations can be used for curricular and extra-curricular activities.</li> </ul>				
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Cough / sneeze into tissue</li> </ul>	Consider implications on the behaviour policy and review as necessary.	JAD	02/09/2020	

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		<ul style="list-style-type: none"> <li>Washing hands</li> </ul> Behaviour policy to be implemented where appropriate.				
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for the movement of pupils around school to be review and managed (e.g. markings on flooring, limit need for movement around building). While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.  Consider and communicate detail of any one-way circulation around the building where necessary.  Rooms to be accessed directly from outside where possible.  Avoid large gatherings such as assemblies with more than one group.  Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.	One way system implemented.  The wearing of face masks whilst moving between lessons.  Queueing system in place for Science and Design and Technology.  All students to go straight into classrooms.  Staff to be in classrooms ahead of lesson start times to ensure that hand sanitiser is used frequently.  Assemblies in Year groups as a maximum.  House assemblies to be 'broadcast' in tutor bases.  One Year group to stay at the field each day for lunch time.  The Quad area to be divided into separate zones.  Students to use classrooms at lunch times.	HM	02/09/2020	
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in pupils.  The Government stay at home guidance MUST be followed if pupils become unwell with; <ul style="list-style-type: none"> <li>A new continuous cough,</li> <li>A high temperature, or</li> <li>A loss or change to your sense of smell or taste (anosmia)</li> </ul>	NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  Staff to be reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via Staff Briefing Sessions.  Parents provided with information about key symptoms via letter. Parents to be informed of the requirement to	SMG	02/09/2020	

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		<p>Symptomatic child will be moved to the quarantine room (The Bishop Foxe Room) which is used as the quarantine area until parent arrives for collection.</p> <p>Staff supervising pupils in isolation area MUST maintain a distance of 2m. PPE MUST be worn.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be cleaned after they have left to reduce the risk of the virus being passed on. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> <li>• Placing in a plastic rubbish bag – tied when full.</li> <li>• Plastic bag placed in a second bin bag and tied.</li> <li>• Bins MUST be emptied regularly throughout the day</li> </ul>	<p>keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>The following elements MUST be included in the isolation area (The Bishop Foxe Room);</p> <ul style="list-style-type: none"> <li>• Supervision provided for pupil(s) in the isolation area.</li> <li>• A window available and opened for ventilation.</li> <li>• Access to a separate bathroom (in case needed whilst awaiting collection).</li> <li>• An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. [This is via Church Street]</li> <li>• A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)).</li> <li>• Signage displayed to indicate the isolation area advising “no entry”.</li> <li>• A record MUST be kept of everyone the person has been in contact with and monitor for 14 days.</li> <li>• Free of soft furnishings</li> <li>• Hand sanitiser available in room.</li> </ul>			

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		<ul style="list-style-type: none"> <li>Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours.</li> </ul> <p>Follow NHS Test and Trace process.</p> <p>1st Aid grab bag available with PPE inc. PPE usage instructions.</p>	<p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> <li>A face mask</li> </ul> <p>If contact with the child is required then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> <li>Disposable Gloves</li> <li>Disposable Apron</li> <li>Fluid resistant surgical Face mask</li> </ul> <p>If there is a risk of fluids entering the eyes (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> <li>Disposable Gloves</li> <li>Disposable Apron</li> <li>Fluid resistant surgical Face mask</li> <li>Eye protection (e.g. face visor or goggles)</li> </ul> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>Government guidance issued for Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-</a> </p>			

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			<p><a href="#">social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Staff who have supported unwell pupils / other individuals do not need to go home unless they develop symptoms (in which case they should arrange a test) or the pupil / other individual subsequently tests positive or they have been advised to do so by NHS Test and Trace.</p> <p>Everyone MUST wash hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19, this must be done away from people and ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> <li>• Away from pupils.</li> </ul>			
Staff displays symptoms of	Employees, pupils, contractors and	Staff able to recognise key COVID-19 symptoms in themselves and colleagues.	NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>	SMG	02/09/2020	

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<p>COVID-19 whilst at work in school.</p>	<p>visitors may be exposed to COVID-19.</p>	<p>The Government stay at home guidance MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough, or</li> <li>• A high temperature</li> <li>• Anosmia (loss of or change in normal sense of smell or taste)</li> </ul> <p>If staff feel unwell with the above symptoms during the school day they MUST go home.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the person with symptoms MUST be suitably cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> <li>• Placing in a plastic rubbish bag – tied when full.</li> <li>• Plastic bag placed in a second bin bag and tied.</li> <li>• Bins MUST be emptied regularly throughout the day.</li> </ul>	<p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household should self-isolate for 14 days from when the symptomatic individual first had symptoms.</p> <p>The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Staff who have supported unwell colleagues do not need to go home unless they develop symptoms (in which case they should arrange a test), or the individual subsequently tests positive or they have been requested to by the NHS Test and Trace.</p> <p>Everyone MUST wash hands thoroughly with soap and running water for 20 seconds after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19, this must be done away from people and ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> </ul> <p>Away from pupils.</p>			

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		<ul style="list-style-type: none"> <li>Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours.</li> </ul> <p>Follow NHS Test and Trace process.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>				
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware of someone who has attended school has tested positive for COVID-19.</p> <p>The local health protection team will support the school and guide them through actions. This may include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 14 days.</p>	<p>Contact information for local Public Health England health protection teams are available via:</p> <p><a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via staff briefings.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via letter.</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> <li>Staff and pupils MUST not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>Book a test if displaying symptoms via: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> . All children can be tested, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> </ul>	HM	02/09/2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups is maintained through the Time Table and Seating plans.</p> <p>The names or details of people with COVID-19 MUST not be shared unless essential to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting children or welcoming them back after a period of self-isolation.</p> <p>If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p>	<ul style="list-style-type: none"> <li>• Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.</li> <li>• Self-isolate if they have been in close contact with someone who tests positive for COVID-19.</li> </ul> <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>• Ordered by phone NHS 119 (for those without access to the internet).</li> </ul> <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> <li>• A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating.</li> <li>• A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contacts – face to face contact with an infected individual for any length of time, within 1m,</li> </ul>			

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			<p>including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).</p> <ul style="list-style-type: none"> <li>Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual.</li> <li>Travelling in a small vehicle with an infected person.</li> </ul> <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <p>An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</p> <p>A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or;</p> <p>A worker dies as a result of occupational exposure to coronavirus.</p> <p>Before submitting the RIDDOR report contact the H&amp;S Team at Lincolnshire Local Authority for further advice and support.</p>			
Risk of fire and delayed evacuation due to insufficient fire safety management	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury /	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p>	<p>SMG will be responsible for reviewing the fire risk assessment.</p> <p>SMG will be responsible for updating any fire evacuation routes.</p>	SMG	02/09/2020	

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	<p>death in the event of a fire.</p>	<p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors MUST not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via Email.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Consider the completion of a Fire drill where appropriate, record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.</p>	<p>SMG will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>SLT Duty Member will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>SENDCo will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>Fire Drills will be completed by Year group only to maximise the opportunity for social distancing.</p>			

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Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment	<p>Adequate number of first aiders, emergency first aiders, available in school.</p> <p>A specific needs assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.=</p> <p>Specific first aid needs assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services</p>	<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: <a href="https://www.hse.gov.uk/pubns/books/l74.htm">https://www.hse.gov.uk/pubns/books/l74.htm</a></p> <p>Advise issued by the HSE will be followed regarding the extension of first aid certification, available at: <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></p> <p>Government guidance issued for first responders should be considered during first aid response, available at: <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>	HM	02/09/2020	
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community,</p>	<p>The Head Master will be responsible for checking government guidance daily. In their absence the Deputy Headteachers will fulfil this role.</p> <p>Government COVID-19 guidance is available via: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>	HM	02/09/2020	

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		<p>including; Governors and Staff, via weekly staff briefings.</p> <p>Changes to school arrangements will be communicated to parents via Parent Bulletin</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via the Head Master and Teachers.</p>	<p>Government guidance relating to schools and other educational settings is available via;  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>Queries regarding COVID-19 in schools, other educational establishments and children’s social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 and via email at  <a href="mailto:dfecoronavirushelpline@education.gov.uk">dfecoronavirushelpline@education.gov.uk</a></p>			
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>As of 01 August 2020 pupils who are deemed extremely clinically vulnerable have been able return to school.</p> <p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Parents to work with the school to identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>SENDCo to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p>	<p>Government guidance on shielding and protecting people defined on medial groups as extremely vulnerable is available via:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>If the need for PPE/RPE is required, then pupils must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at:  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>	HM	02/09/2020	

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		<p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>				
<p>Staff identified as at increased risk and exposed to COVID-19.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>From 01 August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace.</p> <p>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Staff to work with the school to identify themselves as clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Consider if vulnerable employees can continue working from home.</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending school MUST be documented within an individual risk assessment (for example expectant mothers).</p>	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Government guidance on staying alert and safe (social distancing) is available via:  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p> <p>If an employee is deemed vulnerable and required additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Ethnicity</li> <li>• Sex</li> <li>• Underlying health conditions</li> <li>• Pregnancy</li> </ul>	<p>HM</p>	<p>02/09/2020</p>	

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		As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.	<p>The Head Master WILL consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers.</p> <p>Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p>			
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>L Wood (HR) to monitor staff absence related to COVID-19.</p>	NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a>	HM	02/09/2020	
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Local supply chains MUST be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <p>Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place</p>	<p>SMG will be responsible for checking stocks of PPE, cleaning materials and hygiene products.</p> <p>The Site Team will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p> <p>Where there is an unmet urgent need for PPE please contact the local authority via</p>	SMG	02/09/2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
risk of COVID-19 transmission		<p>for the supply of materials and provision of service.</p> <p>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p>	<p><a href="https://www.lincolnshire.gov.uk/coronavirus-support-services">https://www.lincolnshire.gov.uk/coronavirus-support-services</a></p>			
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> <li>• Method of signing in</li> <li>• Maintenance of safeguarding controls / security</li> <li>• Physical barrier to protect those working in reception</li> <li>• Social distancing marking</li> <li>• Signage on gate / door advising of procedures</li> <li>• Inform of procedures via intercom</li> <li>• Hand gel available</li> </ul>	<p>SMG to review and implement adaptations to reception area.</p> <p>P Barton to conduct contractor induction and maintain a record.</p> <p>Electronic signing in available and cleaned.</p>	SMG	02/09/2020	

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		<ul style="list-style-type: none"> <li>Drop box for parents to return letters and other items.</li> </ul> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction completed with contractors on arrival at site and a record maintained.</p> <p>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.</p>				

Signed: * (Employer)		Date	
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