



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: 31 September 2021

Date assessment was carried out: 21 August 2021

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

In addition, the following risk assessment is to reduce contacts.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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?
Risk of transmission whilst using school transport.	Employees, students, contractors and visitors may be exposed to COVID-19.	Students to use face coverings, where appropriate.	The local Authority released information non school transport which is available: https://www.lincolnshire.gov.uk/school-college-transport/covid-19-information-school-transport/1	LCC
Students or staff transmit COVID-19	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Individuals (including staff, students, visitors, contractors etc.) MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 10 days.</p> <p>All those within the school, including, teaching staff, support staff, students, visitors and contractors MUST follow current advice.</p> <p>All staff, students, contractors and visitors are reminded to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to students and others) to;</p> <ul style="list-style-type: none"> • Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. • Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. <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 students is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion</p>	<p>All staff, students, contractors and visitors will need to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> • Before leaving home • On arrival at school • After using the toilet • After lunchtime • After sporting activities • Before food preparation • Before and after eating any food (inc. snacks) • Before leaving school <p>Hand sanitiser to be wall mounted to minimise risk of ingestion.</p> <p>Cleaning Staff 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 students.</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> • Sitting students side by side at desks facing forwards. • Staggering food service times and locations. • Putting guidelines on the floor in some corridors. 	HM

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		and fire. Note: hand washing is more effective than the use of hand gel. Hand Gel in classrooms will be in wall mounted holders.		
Contact between subjects increasing the risk of transmission of COVID19	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>All staff and students to receive regular rapid asymptomatic testing also known as the Lateral Flow Tests (LFT) to help to identify asymptomatic students.</p> <p>All asymptomatic individuals to follow national guidance on PCR testing.</p> <p>All close contacts of asymptomatic individuals to be identified as part of the national Track and Trace procedure.</p>	<p>All staff and students to have 2 LFT made available per week for testing.</p> <p>All students to test (voluntary) 2 times in school on their return.</p> <p>All staff and students to be asked to complete 2 tests per week.</p>	HM
Increased risk of transmission due to increased students / staff working in proximity.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>When 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>Students to be seated side by side facing forwards.</p> <p>Seating plans in place and maintained by staff.</p> <p>Open windows to provide ventilation.</p>	<p>Staff should maintain a 2m distance from each other, and from students wherever possible. This will not always be feasible, 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>Students should be supported to maintain distance and not touch staff where possible.</p> <p>Additional cleaning staff appointed to provided cleaning throughout the day.</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"> • Fire risk • Impede emergency exit routes 	SMG

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			<ul style="list-style-type: none"> Trip hazard. <p>Supply teachers, peripatetic teachers 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>	
Increased risk of transmission due to increased students / staff moving in proximity.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Social distancing should be maintained wherever possible and both staff and students should follow the one way system at the change of lessons.</p> <p>A regular cleaning programme is to be in place.</p>	<p>Staff should maintain a 2m distance from each other, and from students wherever possible. This will not always be feasible (for example movement in corridors and 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>Additional cleaning staff appointed to provided cleaning throughout the day.</p>	SMG
COVID-19 transmission via the physical school environment	Employees, students, 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>A one-way system is in place.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Students 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>Classroom resources can be used and shared within a group. These should be cleaned regularly.</p>	<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via: http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p> <p>Staff to remove cups and plates from the staff room.</p> <p>Staff and students to drink only from personal cups.</p>	HM

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		<p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours between use by different groups.</p> <p>Open windows to provide ventilation.</p>	<p>Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.</p> <p>Students 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, students, 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"> • Physical distancing between individuals. • Playing outside wherever possible. • Limiting group size where possible. • Position students back-to-back or side-to-side. • Do not share instruments. • Ensure good ventilation. 	If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated.	HM

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		<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"> • Follow the guidance from each sports governing body. • Outdoor sports prioritised where possible, and large indoor spaces where it is not and paying attention to cleaning and hygiene. • External facilities can be used in line with government guidance including transport to and from such facilities. • External coaches, clubs and organisations can be used for curricular and extra-curricular activities. 		
Students unable to understand or recognise the COVID-19 control measures.	Employees, students, contractors and visitors may be exposed to COVID-19.	Behaviour policy to be implemented where appropriate.	Consider internal isolation, students to move to remote learning where they are unable to follow simple social distancing measures, such as a one-way system, repeatedly.	JAD
Student displays symptoms of COVID-19 whilst at school.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in students.</p> <p>The Government stay at home guidance MUST be followed if students become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or • A loss or change to your sense of smell or taste (anosmia) 	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff to be reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic students and other individuals via Staff Briefing Sessions.</p> <p>Parents provided with information about key symptoms via letter. Parents to be informed of the requirement to keep students at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p>	SMG

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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. Windows must be opened to provide adequate ventilation.</p> <p>Staff supervising students 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.</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.</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"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day 	<p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>The following elements MUST be included in the isolation area (The Bishop Foxe Room);</p> <ul style="list-style-type: none"> • Supervision provided for student(s) in the isolation area. • A window available and opened for ventilation. • Access to a separate bathroom (in case needed whilst awaiting collection). • An exit route – enabling symptomatic students to leave site with parents without re-entering the main school. This is via Church Street • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area advising “no entry”. • A record MUST be kept of everyone the person has been in contact with and monitor for 10 days. • Free of soft furnishings • Hand sanitiser available in room. <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>	

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		<ul style="list-style-type: none"> • Placed in a suitable and secure place and marked for storage until the individual test results are known. • Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours. <p>Follow NHS Test and Trace process.</p> <p>1st Aid grab bag available with PPE inc. PPE usage instructions.</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"> • A face mask <p>If contact with the child is required then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Disposable Gloves • Disposable Apron • Fluid resistant surgical Face mask <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"> • Disposable Gloves • Disposable Apron • Fluid resistant surgical Face mask • Eye protection (e.g. face visor or goggles) <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 student's social care settings, including the use of personal protective equipment (PPE) is available at: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-student-social-care/safe-working-in-education-childcare-and-student-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-rpe-coronavirus.htm</p>	

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			<p>Staff who have supported unwell students do not need to go home unless they develop symptoms (in which case they should arrange a test) or if the student 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: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</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"> • Fire risk • Impede emergency exit routes • Trip hazard. • Away from students. 	
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature • Anosmia (loss of or change in normal sense of smell or taste) 	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</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</p>	SMG

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		<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.</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"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day. • Placed in a suitable and secure place and marked for storage until the individual test results are known. • Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours. <p>Follow NHS Test and Trace process.</p>	<p>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: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</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"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>Away from students.</p>	

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Management of confirmed cases of COVID-19 amongst the school community.	Employees, students, 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 act accordingly to latest guidance.</p> <p>A record of students and staff in each group and any close contact that takes place between students 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 a member of staff or pupil is extremely clinically vulnerable.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting students or welcoming them back after a period of self-isolation.</p> <p>If two or more confirmed cases are received within 10 days, or an overall rise in sickness absence where COVID-19 is suspected, then contact the local health protection team to act to reduce a possible outbreak.</p>	<p>Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams.</p> <p>Regional Health Protection team contacted for advice on cases.</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>Before submitting the RIDDOR report contact the H&S Team at Lincolnshire Local Authority for further advice and support.</p>	HM
Risk of fire and delayed evacuation due to insufficient fire safety management	Staff, students, visitors, contractors and members of the public may be subject to	<p>Review the fire risk assessment to take into account any changes to the use of building and rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of</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

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	serious injury / death in the event of a fire.	<p>fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</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 evacuation routes to be kept clear at all times.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation 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>Fire drills will be completed by Year Groups only.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and students.</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>SEnCo will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>Fire Drills will be completed by Year group only, in terms 1 to 4, to maximise the opportunity for social distancing.</p>	
School failure to follow National Government Guidelines.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Up to date guidance is distributed and communicated.</p> <p>Changes to school arrangements will be communicated to parents.</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: https://www.gov.uk/coronavirus</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-</p>	HM

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		Changes to student arrangements / requirements to be communicated and reinforced via the Head Master and Teachers.	covid-19-guidance-for-schools-and-other-educational-settings Queries regarding COVID-19 in schools, other educational establishments and student's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 and via email at dfecoronavirushelpline@education.gov.uk	
Students identified as at increased risk and exposed to COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Students who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>SENCo to communicate appropriately with their most vulnerable students and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of students who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of students to be communicated to relevant persons only.</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>If the need for PPE/RPE is required, then students 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: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	HM
Staff identified as at increased risk and exposed to COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	<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.</p>	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	HM

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		<p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</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>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p>	<p>Government guidance on staying alert and safe (social distancing) is available via: https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-school-or-college</p> <p>If an employee is deemed vulnerable and required additional risk controls, then a specific individual risk assessment MUST be completed.</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"> • Age • Ethnicity • Sex • Underlying health conditions • Pregnancy <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</p>	

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			manager regularly and updated to reflect any changes to arrangements.	
Individuals within the same household as staff or students symptomatic or confirmed case of COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	Individuals to seek advice from NHS 111. L Wood (HR) to monitor staff absence related to COVID-19.	NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/	HM
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission	Employees, students, contractors and visitors may be exposed to COVID-19.	Local supply chains MUST be used to source PPE, cleaning materials and hygiene products. Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service. Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.	SMG will be responsible for checking stocks of PPE, cleaning materials and hygiene products. The Site Team will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. Where there is an unmet urgent need for PPE please contact the local authority via https://www.lincolnshire.gov.uk/coronavirus-support-services	SMG
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission	Employees, students, contractors and visitors may be exposed to COVID-19.	Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers). Review reception area of school, including; <ul style="list-style-type: none"> • Method of signing in • Maintenance of safeguarding controls / security • Physical barrier to protect those working in reception • Social distancing marking 	SMG to review and implement adaptations to reception area. Director of Finance and Estates to conduct contractor induction and maintain a record. Electronic signing in available and cleaned.	SMG

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		<ul style="list-style-type: none"> • Hand gel available <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.</p>		

Signed: * (Employer)		Date	22 February 2022
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