



**RISK ASSESSMENT – WINCHMORE SCHOOL
DURING CORONAVIRUS PANDEMIC (COVID-19)**
For return to school in September 2021 - Autumn Term

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| School: | | | |
| Headteacher: | Jim Owen | Persons undertaking the assessment: | Headteacher/ Senior Leadership Team/ School Business Manager |
| Work Activity being assessed: | COVID-19 Risk Assessment for Schools | Risk Assessment Number: | V10/01 |
| | | VERSION NUMBER | SH&S V10 |
| Date of assessment: | 3 September 2021 | Date of next review: | 4 October 2021(or sooner if Government advice changes) |

| SCOPE OF OPERATION, LOCATION AND PERIOD | ASSOCIATED GUIDANCE |
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| <p>SCOPE OF OPERATION</p> <p>Education settings must be able to achieve the following controls as defined by the Department of Education guidance.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak - Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Updated 17 August 2021</p> <p>What we are required to do:</p> <p>The current Risk Assessment must be updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed.</p> <p>Any further points to be considered/addressed and frequently reviewed are noted in the Further Actions Required column with a time frame for completion.</p> | <p>HSE - Coronavirus/working-safely HSE - New and Expectant Mothers HSE - Protecting New and Expectant Mothers at Work HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics HSE - Coronavirus / PPE Face Masks HSE - Supply issues with PPE and working safely during the Coronavirus pandemic HSE - Protect home workers (Coronavirus) HSE - Coronavirus/Working Safely / Protect People HSE - Coronavirus - Legionella Risks HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation NHS - 111 - COVID-19 NHS UK / Coronavirus / Latest NHS Info. NHS / Coronavirus / Testing & Tracing Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy</p> |

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| <p>Reference should be made to the various guidance documents available from GOV.UK as on the right-hand side of this document.</p> <p>The guidance from UK GOV is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required.</p> | <p>GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK</p> <p>Royal College of Paediatrics and Child Health - COVID-19</p> <p>Chartered Institute of Building Services Engineers (CIBSE) - COVID-19</p> <p>Chartered Institute of Building Services Engineers (CIBSE) - Emerging from lockdown</p> <p>Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)</p> <p>GOV.UK - COVID-19 Response: Summer 2021</p> <p>GOV.UK - Government Collections - Coronavirus COVID-19 Guidance</p> <p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p> <p>GOV.UK - Guidance for Schools Coronavirus COVID-19</p> <p>GOV.UK - Publications - Guidance on Shielding and protecting Extremely Vulnerable Persons from COVID-19</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>GOV.UK - Guidance / COVID-19 - Restrictions (what-you-can-and-cannot-do - clinically-vulnerable-people)</p> |
| <p>LOCATION:</p> <p>WINCHMORE SCHOOL Laburnum Grove, London N21 3HS</p> | |
| <p>WHEN DOES THE ACTIVITY TAKE PLACE <i>(early hours, during normal hours, after 6pm or at weekends)</i></p> <p>School Day for all staff and students: 8.30am to 3pm Monday-Friday</p> <p>Cleaning staff: 5.30am to 8.30am and 30m to 6.30pm Monday-Friday</p> <p>Premises staff: 5.30am to 10.30pm on a weekly rotational shift basis Monday-Friday or as necessary Saturday and Sunday as required and agreed</p> <p>NOTES:</p> | |

As an employer, we must protect people from harm. This includes taking **reasonable steps** to protect our workers and others (pupils, visitors, contractors, delivery staff) from coronavirus. This COVID-19 risk assessment will help us manage risk and protect people. Applying the risk assessment process for COVID 19 requires that we must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

This risk assessment is designed to fulfil those requirements and is in line with the recommended process using the Health and Safety Executive's (HSE) approach as laid down in their 'Five Steps to Risk Assessment' This is a step-by-step process for controlling health and safety risks caused by hazards in the workplace- in this to reduce risks from COVID 19.

This document will help us make sure we have covered what we need to do to keep teachers, workers, pupils and others safe. Once completed we will monitor our risk assessment to make sure that what we have put in place is working as expected.

[GOV.UK - COVID-19: Guidance on Protecting People Defined on Medical Grounds as Extremely Vulnerable - GOV.UK](#)

[GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance](#)

[GOV.UK - Government / Publications / Coronavirus - COVID-19 \(Asymptomatic testing in Schools and Colleges\)](#)

[GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protective Equipment \(PPE\)](#)

[GOV.UK - Government / Publication Stay-at-Home Guidance](#)

[GOV.UK - NHS Test & Trace - How it works](#)

[GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested](#)

[GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings](#)

[GOV.UK - Guidance / Contacts PHE Health Protection Teams](#)

[GOV.UK - Coronavirus Test](#)

[GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers](#)

[GOV.UK / Guidance / How to Quarantine \(when-you-arrive-in-England\)](#)

[GOV.UK - Extra mental health support for pupils and Teachers](#)

LEGAL REQUIREMENT

The legal requirement in a nutshell is to reduce risk 'as low as reasonably practicable' (ALARP). We are required to do this using risk assessment and this document provides a process for this. By so doing we are also meeting with the strong moral obligations to reduce risk in a school environment.

[GOV.UK / Government Publications / COVID-19 for food businesses](#)

[GOV.UK - Government Publications - Health & Safety on Educational Visits](#)

[GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak](#)

[GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation](#)

[GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions](#)

[GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus \(COVID-19\) outbreak](#)

[GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own](#)

Coronavirus Risk Assessment

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| Activity: | Risk Assessment for Winchmore School in response to Coronavirus | No. of pages: 35 | | Page number: 6 | |
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| What are the hazards? | Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault) | CONTROLS What is currently done to reduce / control the risk? | What further action do you need to consider to control the risks? -What more can be done to reduce risk? | Action by whom, by when? |
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| Increased risk of infection due to mutations of the Coronavirus. | All staff, pupils and others may be at greater risk of contracting the virus due to variant strains. | <p>All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.</p> <p>To safeguard the health of the teaching workforce and keep as many staff, pupils and students in school and college as possible, the Government have made rapid lateral flow tests available to schools and colleges.</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> | Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. | <p>Senior Leadership Team.</p> <p>HR Manager</p> <p>Office Manager</p> |

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| <p>Pupils mixing during summer holidays may cause increased risk of infection</p> | <p>Pupils and Staff at greater risk on return from Summer holidays</p> | <p>All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Winchmore School will commence testing from Friday 3rd September and will stagger return of pupils across the following week to manage this.</p> <p>Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> | <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>Home testing kits will be provided and issued to all pupils, staff, catering and cleaning contractors. Additional kits are readily available from the school office.</p> | <p>HoY, Form Tutors School Office staff</p> |
| <p>Teachers working from home and pupils using DSE equipment.</p> <p>Note: This may have ceased or reduced in many cases. However, where home working has been decided upon</p> | <p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p> | <p>For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”.</p> <p>Follow guidance on display screen equipment in the HSE Protect homeworkers page</p> | <p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s HSE - Protect home workers (Coronavirus)</p> | <p>Headteacher/SLT HR Manager</p> |

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| <p>these controls etc. should still be followed.</p> | | <p>HSE - Protect home workers (Coronavirus)</p> <p>HSE - Coronavirus/Working Safely / Protect People</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p> <ul style="list-style-type: none"> - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly - For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home - Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. | <p>It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.</p> | |
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| <p>Preparation of school and ongoing compliance checks</p> | <p>Pupils Staff</p> | <p>Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (e.g. legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements <p>Moving desks to be side to side and front facing, and if possible, allow social distancing</p> <p>Posters erected about handwashing and persons with COVID symptoms not to enter the school</p> <p>Review evacuation routes and signage</p> <p>Consideration given to premises lettings and approach in place.</p> | <p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time.</p> | <p>Headteacher/SLT School Business Manager Premises Manager</p> |
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| <p>Clinically Extremely Vulnerable (CEV) Staff</p> <p>Previously designated as being at increased risk of infection and complications.</p> <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> | <p>WHO Staff that are considered CEV</p> <p>HOW Those with underlying health conditions could be factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19.</p> | <p>As restrictions have been eased following the move to Step 4 of the Government's roadmap, they are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance.</p> <p>Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high. It is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.</p> <p>For Schools with access to Schools Health & Safety Team Service, they can carry out the Individual COVID-19 Risk Assessment for those at increased risk and for New and Expectant Mothers Briefing.</p> | <p>CEV staff who are at a higher risk of becoming seriously ill if they were to catch COVID-19.</p> <p>Schools should think particularly carefully about additional precautions they might wish to continue to take.</p> <p>Headteachers/Managers should engage in discussions with CEV staff - consider risk factors and perception of the staff member. Where there is agreement that the risk factors can be mitigated with the existing control measures in the risk assessment to everyone's satisfaction no change is needed.</p> | <p>Headteacher/SLT</p> <p>HR Manager</p> |
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| <p>Clinically Extremely Vulnerable (CEV) Children</p> <p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p> | <p>Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician</p> | <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> | <p>Please monitor all Government guidance.</p> | <p>Headteacher/SLT DHT/Attendance Officer/SENCO</p> |
| <p>Increased risk of infection to and from vulnerable children, SEND or children with disabilities</p> | <p>Staff and Pupils</p> <p>HOW</p> <p>Increased risk of infection due to either physical difficulties or behaviour issues related to children's needs</p> | <p>Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.</p> | <p>Review relevant support/care/other plans relating to individual children.</p> | <p>Headteacher/SLT SENCO</p> |
| <p>Pregnant workers/new and mothers contracting Corona virus, whilst at work or using public transport.</p> | <p>Pregnant workers</p> <p>Infection of COVID 19 and resultant illness with a wide range of symptoms.</p> | <p>Consultation on the general COVID-19 risk assessments for the school and its arrangements should also take place.</p> <p>Discussion with the new or expectant mother must take place</p> | <p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> | <p>Headteacher/SLT HR Manager Line Managers HoFs HoYs</p> |

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| <p>Pregnant workers with defined conditions or at 28 weeks / third trimester or more, may be considered more at risk.</p> | <p>The effects of this disease are still being learned about and can vary.</p> | <p>before any physical return to the school/workplace. Carry out New and Expectant Mothers Risk Assessment.</p> <p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> | <p>Regularly review the risk assessment, (MINMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.</p> <p>There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment.</p> | |
| <p>For women less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19)</p> | <p><i>You must first have a workplace risk assessment with your employer and occupational health team.</i></p> <p><i>Then, you should only continue working if the risk assessment advises that it is safe to do so.</i></p> <p><i>This means that your employer should remove or manage any risks. If this cannot be done, you should be offered suitable alternative work or working arrangements (including working from home) or be suspended on your normal pay.</i></p> <p><i>Your employer should ensure they are able to adhere to any active national guidance on social distancing.</i></p> <p><i>Some higher risk occupations such as those with greater public contact or in healthcare may carry a higher risk of exposure to the virus. In healthcare settings this may include working in specific higher risk areas or higher risk</i></p> | | | |

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| | <p><i>procedures as summarised in the Public Health England publication Guidance on Infection Prevention and Control https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control</i></p> <p><i>You should be supported by your employer with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment.</i></p> <p><i>If alternative work cannot be found, advice on suspension and pay can be found in HSE guidance.</i></p> |
| <p>The following recommendations apply for pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus</p> | <p><i>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</i></p> <p><i>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</i></p> <p><i>Your employer should ensure you are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</i></p> <p><i>For many workers, this may require working flexibly from home in a different capacity.</i></p> <p><i>All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</i></p> <p><i>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</i></p> |

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| <p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p> <p>Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p> | <p>All staff and Workers- anxiety stress or other mental health issues.</p> | <p>Follow guidance on stress and mental health</p> <p>GOV.UK - Extra mental health support for pupils and Teachers</p> <ul style="list-style-type: none"> - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours | <p>Further advice and support</p> <p>Information and advice shared with staff about mental health and wellbeing</p> <ul style="list-style-type: none"> - Consider an occupational health referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies | <p>Headteacher/SLT</p> <p>HR Manager</p> <p>Wellbeing Coordinator</p> <p>Line Managers HoFs HoDs</p> |
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| <p>Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements e.g., one-way systems</p> | <p>Staff and pupils</p> <p>HOW Disability might impact on how staff can move around the building or use the adjusted workplace</p> | <p>Headteachers/Managers to discuss with and consider needs of staff on how the adjustments in the school will impact on them or might pose a new or different risk to them.</p> <p>Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Carry out or employee needs risk assessments if appropriate.</p> <p>Please consider evacuation procedure for such staff that might be needed in an emergency.</p> | <p>Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant</p> | <p>Headteacher/SLT</p> <p>HR Manager</p> <p>Line Managers</p> <p>Premises Manager</p> |
| <p>Staff with COVID-19 symptoms and potentially spreading to staff and others</p> | <p>Virus could spread to others from those with symptoms</p> | <p>Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.</p> <p>The following link describes when to self-isolate and when not to self-isolate. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>The NHS advice states: “How long to self-isolate</p> | <p>If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate. Please read the explanation from the link where criteria is clearly laid out.</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> | <p>Headteacher/SLT</p> <p>HR Manager</p> |

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| | | <p>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</p> <p>You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.</p> <p>Read more about how long to self-isolate.”</p> | | |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | <p>Staff</p> <p>Pupils</p> <p>Contractors</p> <p>Visitors</p> <p>Drivers</p> | <p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser</p> <p>HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser</p> <p>HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins</p> <p>- Provide water, soap and drying facilities at wash stations</p> <p>Hands should be washed for 20 secs with soap and running water, or use had</p> | <p>Put in place monitoring and supervision to make sure pupils and staff are following controls</p> <p>- Put signs up to remind people to wash their hands</p> <p>- Provide information to your workers about when and where they need to wash their hands</p> <p>- Identify if and where additional hand washing facilities may be needed</p> | Headteacher/SLT |

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| | | <p>sanitiser where this is not readily available.</p> <p>- Provide information on how to wash hands properly and display posters</p> <p>Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Avoid touching people, surfaces and objects where possible and regular handwashing.</p> <p>Based on the number of staff and pupils decide:</p> <ul style="list-style-type: none"> ➤ how many wash stations are needed ➤ where wash stations need to be located <p>You may already have enough facilities</p> <p>- Provide hand sanitiser for the occasions when people can't wash their hands</p> | <p>- If people can't wash hands, provide information about how and when to use hand sanitiser</p> <p>- Identify how you are going to replenish hand washing/sanitising facilities</p> <p>- Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem</p> <p>Hand sanitising wall mounted dispensers provided in all teaching rooms and appropriate places</p> | |
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| | | - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers | | |
| <p>Potential transmission of virus from working within enclosed spaces, including</p> <p>Reception Office Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets</p> | Staff in enclosed areas could be exposed to Coronavirus | <p>Where there are Staff and Pupil Individual Risk Assessments these should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.</p> <p>The Government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</p> <p>Consider the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Consider Classrooms – desks placed side to side and front facing</p> <p>Enhanced and regular cleaning of school/</p> | <p>Staff to be reminded to stay alert and observe others to ensure individuals are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems where in place</p> <p>Regular contact with cleaning contractor to discuss cleaning regime. Daily liaison with on-site Cleaning Supervisor to ensure all cleaning procedures and regimes are being adhered to and undertaken.</p> <p>Contact cleaning company to discuss cleaning regime.</p> <p>Check capacity of cleaning staff is adequate to enable</p> | <p>Headteacher/SLT</p> <p>Premises Manager/ Team members</p> <p>Line Manager</p> <p>Parents/carers of students</p> <p>Cleaning contractor/supervisor /cleaning staff PURGO</p> |

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| | | <p>classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings that are hard to clean. Regular cleaning of outdoor equipment.</p> <p>Surfaces and classroom tables to be sprayed periodically using the principles of electrostatic induction to distribute disinfectant solutions effectively and evenly on surfaces creating a sanitising coating with 360 degree coverage thus reducing the risk of cross contamination.</p> <p>Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.</p> <p>Consider limiting the number of people in rooms so that e.g. stagger breaks, have maximum occupancy numbers for meeting rooms and restaurant has reduced numbers and year groups.</p> <p>The school day has been adjusted to split breaks for KS3, KS4/5.</p> <p>Reorganise facilities in communal areas such as spacing out tables in meeting rooms etc. where practicable.</p> | <p>enhanced cleaning regime.</p> <p>Ensure that soap, sanitiser and paper towels are checked and are replenished regularly</p> <p>The school has purchased four electrostatic spray guns and appropriate disinfecting solution for this purpose.</p> <p>Provide information telling people who needs to clean and when</p> <p>Provide instruction and training to people who need to clean. Include information on:</p> <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean and how often | |
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| | | <p>Where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact</p> <p>Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points.</p> <p>If possible open windows to ventilate rooms/corridors.</p> <p>Toilets - Maintain hot water and soap at wash hand basins. Toilets cleaned frequently throughout the day by clearly identifiable day janitors with a schedule of cleaning visible on the back of the toilet entrance door.</p> <p>Consider reducing face to face meetings where possible and use other digital/remote means.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) where possible.</p> <p>Hand washing prior to entering/ sanitising on entry to all classrooms. Wipes and hand sanitisers available in</p> | <p>Perspex barriers in place in reception, welfare, attendance office, library, 6F café , restaurant servery till points, and where deemed of higher risk.</p> <p>Identify how you are going to replenish cleaning products</p> <p>Additional support for SEND and children with challenging behaviour may need to be considered.</p> <p>Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.</p> <p>Consider putting in place one-way systems in corridors or regularly used</p> | |
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| | | <p>class and pupils reminded to clean/wash their hands frequently.</p> <p>Resources that are shared between classes or, such as sports, art and science equipment should be cleaned frequently and meticulously</p> | <p>pedestrian traffic routes to manage the flow of people moving around the school</p> <p>Consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Consider use of shared staff spaces to help distance staff. Minimise use of staff rooms but ensure sufficient rest breaks for staff.</p> <p>Printers - social distancing if possible, Cleaning wipes available at printers for touch points.</p> <p>No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.</p> <p>Passing briefly in the corridor or playground is</p> | |
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| | | | low risk, but avoid creating busy corridors, entrances and exits where possible. | |
| Poor workplace ventilation leading to risks of coronavirus spreading | Staff Pupils Visitors Contractors | <p>Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2.</p> <p>Follow HSE guidance on heating ventilation and air conditioning (HVAC) HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation</p> <p>Identify if you need additional ventilation to increase air flow in all or parts of the school</p> <p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors can help (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation)</p> | <p>- maintain air circulation systems in line with manufacturers' recommendations</p> <p>The Government are looking at supplying CO2 monitors for Schools. Once there is clarity on the provision and further advice on their use is available, we will update Schools further.</p> <p>Staff to open and close windows/doors or both when leaving the room or area.</p> | <p>Headteacher/SLT</p> <p>Premises Manager</p> <p>Premises Team members</p> <p>Line Managers</p> |

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| | | <p>If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p> <p>Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)</p> | <p>Please consult your line manager in the first instance</p> | |
| <p>Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting)</p> | <p>Staff and other pupils</p> | <p>Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.</p> <p>The Behaviour Team and SLT will be available to manage behaviour by following the usual procedures. The school will have limited detentions and internal exclusion in place.</p> <p>A supply of PPE is available on site in the school office and welfare room to be used as appropriate.</p> <p>Pupils are required to wear normal school uniform every day, including on</p> | <p>Carryout individual pupil risk assessment where appropriate to support Covid 19 control measures.</p> <p>See Covid 19 Home School Agreement Addendum (also on our school website)</p> <p>Changing areas to be cleaned/sanitised during the day</p> | <p>All Staff Behaviour Team SLT</p> <p>Premises Manager Cleaning Contractor</p> |

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| | | days when they have PE, dance or drama lessons. | | |
| Potential transmission of virus from Welfare office | Welfare Staff and pupils | <p>Staff to adhere to infection control policy.</p> <p>Regular medication protocols to be followed.</p> <p>Washing facility and sanitisers available in the welfare room.</p> <p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Use face mask/gloves where appropriate or close contact is unavoidable.</p> | <p>Staff to use supplied PPE as appropriate</p> <p>A Perspex screen is in place in front of welfare desk and to remain there at all times</p> <p>Temperature sensors available in the welfare room and main school office</p> | <p>Welfare Officer</p> <p>Office Staff/First Aiders</p> |
| Potential transmission of virus from desks, monitors, keyboards and mouse | All | <p>Desks to be located 2 metres apart if possible for small teaching groups.</p> <p>Clear desk policy will be robustly applied so as to enable effective cleaning</p> <p>Enhanced cleaning regime - including desks every night.</p> | <p>Sanitising wipes to be available in all classrooms for individual cleaning of keyboards and mouse before use by pupils and staff</p> | <p>All staff</p> <p>Premises Manager/Team members</p> <p>Cleaning contractor/staff</p> |

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| | | <p>Cleaning wipes available on teachers' desks to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils or use a sanitiser if not near a wash hand basin.</p> <p>Above applies to the ICT suite for pupil use as well.</p> | | |
| Kitchen Operations/food preparation | Kitchen Staff | <p>School kitchens can continue to operate, but must comply with GOV.UK / Government Publications / COVID-19 for food businesses</p> <p>Sanitiser dispensers will be available in the servery and dining room.</p> <p>Perspex screens in place at till points in main servery and 6F cafe</p> | <p>Online refresher training for all staff including food hygiene for kitchen staff</p> <p>Consistent monitoring of staff absence because of covid-19 symptoms and inform school HR Manager of known cases.</p> | <p>Catering Contractor – Innovate (Impact Food Group)</p> <p>Business Manager/SLT</p> <p>HR Manager</p> |
| Potential transmission of virus during lunch/play breaks / food served in the dining hall | Staff and pupils | <p>Consider staggering lunch breaks for pupils and limiting the number of pupils in the dining hall.</p> <p>Where possible pupils to queue and collect lunch and eat it outdoors. Seek to maintain separation in dining hall if possible.</p> | <p>Split breaks and lunchtimes for KS3 and KS4/5 from September.</p> | <p>All staff and pupils</p> |

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| | | <p>Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements.</p> <p>Pupils encouraged to dispose of their left- over food in the bins.</p> <p>Bins provided at various location in the dining hall.</p> <p>Pupils will be supervised as normal.</p> | | |
| Handling Deliveries | Staff required to deal with deliveries | <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Wash hands after handling deliveries/packaging.</p> | Hand sanitisers available in reception, with wipes and tissues | <p>Office Staff</p> <p>Finance Team</p> <p>Premises Team</p> |
| Potential transmission of virus from visitors/parents | All those that would come into contact with visitors | Parents to observe social distancing when dropping and picking children from school. | Where parents wish to discuss any concerns with the teacher, this to be | All staff |

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| | | <p>Parents visiting reception to maintain social distancing.</p> <p>Visitors are encouraged to wear a face mask when on site.</p> <p>Consider distancing arrangements are put in place with good signage, floor markings etc</p> <p>Parent will be allowed into the school by appointment.</p> <p>Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel/sanitise frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p> | <p>done outdoors , by phone, on line or by appointment.</p> <p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms</p> <p>Advisory message on the school phone line about the COVID-19 symptoms and isolation.</p> <p>Face masks are available at reception for visitors.</p> | |
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| <p>Potential transmission of virus from contractors attending the school site</p> | <p>All those that would come into contact with Contractors</p> | <p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p> <p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas.</p> | <p>Staff to observe and ask any contractors to leave the building if they have symptoms</p> <p>Face masks are available at reception for contractors' use</p> <p>Long term contractors on site are required to self test twice weekly and report results on NHS test and trace reporting site.</p> <p>School may provide an initial supply of test kits for contractors to enable works to begin on site</p> | <p>Premises Manager</p> <p>Premises Team</p> <p>Reception staff</p> |
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| <p>Potential Spread of virus from School Library</p> | <p>All Library Users and Staff</p> | <p>Staff to make use of any digital resources for pupils.</p> <p>Once operational only limited number of pupils can attend the library at any one time.</p> <p>Online reservation/book catalogue available to help pupils to reserve books.</p> <p>Pupils encouraged to drop the returning items in a collection box/trolley.</p> <p>Consider returned items to be quarantined for 72 hours.</p> | <p>Sanitising wipes available for cleaning keyboards and mouse before use</p> | <p>Librarians All staff & pupils</p> |
| <p>Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)</p> | <p>Music students and teachers</p> | <p>Consider physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Singing indoors is not recommended as it increases the exhalation of droplets etc.</p> | <p>Refer to Music Dept specific risk assessment</p> | <p>HoD - Music</p> |

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| <p>Physical education, sport and physical activity (enhanced risk via exhalation during exercise)</p> | <p>Pupils and teachers</p> | <p>The school has the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in the system of controls as laid down by the government.</p> <p>Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)</p> <p>PE lessons may be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within our system of controls.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at | <p>PE staff and other members of the Expressive Arts faculty have cleaning caddies containing appropriate cleaning/sanitising materials for cleaning equipment.</p> | <p>PE staff</p> |
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| | | <p>returning to pools guidance documents</p> <ul style="list-style-type: none"> • using changing rooms safely | | |
| Accidents, security and other incidents: | All | <p>In an emergency, for example, an accident or fire, people do not have to stay apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands.</p> | | All staff, pupils and visitors |
| Potential stress/anxiety caused by COVID-19 | Staff can be affected by stressors more than is usual due to COVID-19 crisis. | <p>Reassurance to staff of measures taken seriously to protect their safety.</p> <p>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more. The incidence of covid-19 is lower than it was.</p> <p>Regular communications from Headteacher.</p> | <p>Regular communication of mental health information should be communicated to all staff.</p> <p>Consider use of Occupational Health Service or equivalent.</p> <p>Consider a staff survey to assess and identify staff health and wellbeing</p> | <p>Headteacher/SLT</p> <p>HR Manager</p> <p>Wellbeing Co-ordinator</p> <p>Line managers</p> |

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| | | <p>Mental Health</p> <p>Senior Leadership Team will promote mental health & wellbeing awareness to staff and will offer whatever support they can to help.</p> <p>Regular contact with managers and colleagues</p> <p>One to one supervision meetings with manager</p> <p>The school's Occupational Health service can be accessed by any member of staff who needs it in relation to physical and mental health and wellbeing. Speak to Wellbeing Co-ordinator and/or HR Manager.</p> <p>We have access to online learning and resources covering mental health and wellbeing. This is a free service available for all school staff. Please contact HR Manager for more information.</p> <p>The school has access to an independent counsellor via our OH service for anyone who feels they would benefit from this provision, including those seeking guidance regarding</p> | | |
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| | | <p>bereavement. Please contact HR Manager for more information.</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector. https://www.educationsupport.org.uk</p> | | |
| <p>Face Coverings and General spread or transmission of coronavirus from pupils and staff</p> <p>Note: No pupil should be denied education on the grounds that they are not wearing a face covering</p> | <p>Pupils and staff Contracting and spreading virus</p> | <p>Face coverings are no longer mandatory for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>You may assess that in some circumstances that it would be better to wear face coverings and in which case you can decide to do so.</p> <p>If it is decided that face coverings are required face visors or shields should not be worn as an alternative to face coverings. They may protect against</p> | <p>If you have a substantial increase in the number of positive cases in your school (see the section on "Stepping measures up and down in the link Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) For more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.</p> | Headteacher/SLT |

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| | | droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. | | |
| Travel between schools or other travel whilst at work | All travelling staff and pupils | Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they follow any school procedures and consider measures they may need to take to minimise consider risk. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. | | Staff and pupils including those travelling to and from Winchmore School to Broomfield School |
| Travelling to and from school | All | Encourage greater use of walking, cycling or own car rather than public transport if possible Families using public transport should refer to the | | |

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| | | https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers | | |
| Fire Evacuation Procedures during the COVID-19 Pandemic | All occupiers of school buildings. Evacuations require movements of large amounts of people which may compromise social distancing etc. | Generally, review procedures consider lower frequency of fire drills, zonal evacuation for drills etc. For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5 | Review procedures | Headteacher/SLT Premises Manager |
| Educational visits during the COVID-19 Pandemic | Pupils, staff and others can pass on or pick up infection | Educational day visits Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Refer to Government guidance on the link below as situations might change. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-cov | Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on | Headteacher/SLT School Co-ordinator Travel |

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| | | id-19-operational-guidance#educational-visits | educational visits when considering visits. | |
| Extra-Curricular activity | Spread of infection in breakfast or after school club or extra-curricular activity | After school provision to be reviewed on individual activity basis. This is a complex area that changes quite a lot and direct reference should be made to the Government guidance. GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance | Monitor Government guidance for latest advice on what more can be done. | Headteacher/SLT HoF, HoD |