

Description of Activity / Person / Area / Equipment being assessed		Provision of education during the Covid-19 situation - operating during the pandemic, September 2021	
Section(s) / Team(s) covered		Heathfield Schools' Partnership	
Location(s) covered		Nursery, Infant, Junior and specialist provision	
Date of Original Assessment		1 st September 2021	
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		2 nd and 3 rd September 2021	
Are staff covered by this risk assessment aware of the controls noted and understand them?		Yes	No
Has action been taken	YES / NO / ONGOING / NONE REQUIRED		
Confirmed by Line Manager?	YES / NO		
Lead Assessors name (print)	Jo Reeves		
Lead Assessor's signature			
Date:	1 st December 2021		
Has action been taken	YES / NO / ONGOING / NONE REQUIRED		
Manager's name (print)	Paul Clayton		
Manager's signature			
Date:	1 st December 2021		

Updates are highlighted in yellow.

Direct quotes from Government guidance are highlighted in pale green.

Day to day organisation in Heathfield Schools' Partnership are highlighted in turquoise.

Review Dates

Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Schools updated
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.			
23rd July 2021	Document created to reflect the latest changes and updates to the Government Guidance for Step 4.	H&S Team	23/7/2021
1 st September 2021	Organisational guidance for the day to day running of the school, in relation to COVID-19, from the start of the autumn term	SST	2 nd September 2021
29 th November 2021	Government guidance on changes in light of Omicron Variant	Government	29/11/2021
30 th November 2021	Organisational guidance for the day to day running of the school, in relation to Omicron Variant of COVID-19	SST	30/11/2021

No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In place? Comments?
1	<p>Overall Approach to Infection Control in School</p>	<p>Staff, pupils, visitors, contractors</p>	<p>Overall Approach to Infection Control in School</p> <p>During the last 18 months, the school has followed the Government Guidance and associated controls in relation to the COVID-19 pandemic. This has included:</p> <ul style="list-style-type: none"> ● increased emphasis and systems for hand and respiratory hygiene; ● enhancing cleaning of high touchpoints; ● control in use and cleaning of resources; ● increased understanding of the role and use of ventilation in reducing transmission; ● social distancing; ● wearing of face coverings in particular situations; ● grouping children into consistent groups; ● twice weekly LFD testing for staff when working in school; <p>The school will be focussing on the following controls, as identified in the current Schools Operational Guidance (updated 2nd July 2021):</p> <ul style="list-style-type: none"> ● we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. ● ventilation to be key, classrooms and identified smaller working spaces have been issued with Government supplied Carbon Dioxide monitors; ● handwashing on entry into the building and before eating and good respiratory hygiene followed, should 'catch it, bin it, kill it' required this must be followed by handwashing; ● enhanced cleaning arrangements; ● twice weekly LFD testing of all staff encouraged when working in our school; ● ensuring anyone with COVID-19 symptoms does not come to school; ● wearing of fluid repellent surgical face masks by staff providing first aid; 	

			<p>The school will have an Outbreak Management Plan in place which will include the reintroduction of additional controls including face coverings and bubbles, in the event of a local outbreak and following discussions with their local Public Health.</p> <p>The two overarching guidance documents for this phase of the pandemic are: Schools Operational Guidance Additional Guidance for Step 4 for Special Settings</p>	
2	<p>Outbreak Management Plan</p> <p>Local Outbreaks</p>		<p>Outbreak Management Plan</p> <p>The school will have an outbreak management plan in place based on the information and advice provided in the Government's Contingency Framework document (updated 16th November 2021). This will include the potential reintroduction of key controls such as:</p> <ul style="list-style-type: none"> ● face coverings in communal parts of the school ● bubbles <p>Future measures when following the outbreak management plan will also take into consideration the use of the traffic light guidance provided by AfC on 1st December 2021 regarding the number of cases occurring within the school that are deemed to have been closely mixed.</p> <p>Other measures</p> <p>The school is including in its outbreak management plan the possibility it may be advised to limit:</p> <ul style="list-style-type: none"> ● residential educational visits; ● open days; ● transition or taster days; ● parental attendance in settings; ● performances in settings. <p>Local authorities, directors of public health (DsPH) and PHE health protection</p>	

			<p>teams (HPTs) may recommend these precautions in one setting, a cluster of settings, or across an entire area.</p> <ul style="list-style-type: none"> In this event, the school will contact the dedicated advice service by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. <p>If a local area sees a spike in infection rates that is resulting in localised community spread United Kingdom Health Security Agency (UKHSA) previously known as Public Health England (inc. the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>The school will follow the advice provided by United Kingdom Health Security Agency (UKHSA) in these situations.</p> <p>In the event of a possible contagion at the school, the school will work closely with United Kingdom Health Security Agency (UKHSA) and the Local Authority/Academy Trust.</p>	
3	<p>Some staff or pupils may be more vulnerable to complications associated with COVID-19</p>	<p>Staff Pupils</p>	<p><i>The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</i></p> <p>In relation to clinically extremely vulnerable children and staff, two excerpts from the School Coronavirus Operational Guidance (updated 2nd December 2021):</p> <p>Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very</p>	

low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the Shielded Patient List. The chief executive of the UK Health Security Agency and head of NHS Test and Trace has written to parents of these children to inform them.

Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. However, if advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist

Further information is available in the guidance on [supporting pupils at school with medical conditions](#).

You should ensure that key contractors are aware of the school's control measures and ways of working."

and

"Clinically extremely vulnerable (CEV) people [guidance on protecting people who are CEV from COVID-19](#). updated 3rd November 2021

Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on [protecting vulnerable workers](#),

			<p><i>including advice for employers and employees on how to talk about reducing risks in the workplace.</i></p> <ul style="list-style-type: none"> ● Pregnant women the guidance: Advice for pregnant employees was updated on 21/6/2021. ● The information provided by the Royal College of Obstetrics and Gynaecology (RCOG) was updated on 19/7/2021. Link: RCOG Guidelines and Videos. The Guidelines include detailed information for employers and pregnant employees. They are useful for sharing with pregnant staff. ● NHS Information on Pregnancy and COVID-19 ● The school encourages all staff including those who are pregnant to get the COVID-19 vaccine - as per the Government's vaccine strategy. ● Schools are advised to request advice from their occupational health provider if they have queries in relation to anything discussed in this row. 	
4	People with symptoms of COVID-19 - potential for transmission from person to person	Staff pupils visitors contractors	<ul style="list-style-type: none"> ● Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. ● If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss or change in the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange a PCR test to identify whether they have COVID-19. ● The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - in this risk assessment ● Posters describing the symptoms are displayed in the school. ● United Kingdom Health Security Agency (UKHSA) advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). ● The following link provides advice on noting absence and gives examples of 	

	<p>Test and Trace</p>	<p>the time required off school for different COVID-related scenarios based on test results: AbsenceInRelationToCOVIDscenarios</p> <ul style="list-style-type: none"> • The isolation period for those who test positive for coronavirus is 10 days from the onset of symptoms or, if no symptoms, then 10 days from the day of the positive test. <p>Extract from COVID-19 Schools Operational Guidance (updated 2nd December 2021)</p> <p>Close contacts in schools are now identified by NHS Test and Trace and education settings are not expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.</p> <p>For everyone else, isolation rules are unchanged. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact</p>	
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		<p>of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, should continue to attend school as normal.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <ul style="list-style-type: none"> • Use this link to check the latest advice on isolation periods in the event of a positive test result: Link: NHS test result advice • DfE Helpline: 0800 046 8687 and selecting option 1 	
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			<p>The school is mindful of previously issued advice to help them if they are considering whether a child could have COVID symptoms, as follows:</p> <p>Side effects of children taking a vaccination or teething:</p> <ul style="list-style-type: none"> • Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected. • Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. • Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111. • If coronavirus (COVID-19) is suspected, settings should follow the advice in the system of controls." 	
5	<p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are clinically vulnerable or clinically extremely vulnerable).</p>	Staff	<ul style="list-style-type: none"> • Individual staff risk assessments were completed during earlier stages in the pandemic. • Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. • Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. • School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). • Staff are reminded of the availability of their Employee Assistance Programme. Login details are available from the school offices. • Staff and school have access to official guidance from DfE and United Kingdom Health Security Agency (UKHSA). 	
6	<p>Testing - people who do not have any symptoms of</p>		<p>Home lateral flow device (LFD) testing kits have been provided to all schools for staff to utilise so they can test themselves at home before coming into school.</p>	

	<p>COVID-19</p>		<p>These kits are for use by people who do not have any symptoms of COVID-19.</p> <p>Action HR has provided a Template Risk Assessment for Home Testing Kits which looks in detail at the controls needed to manage this process safely.</p> <p>Link: LFD Video Animation (no sound but with explanatory text)</p> <p>Link: Video on how to use home test kit (with sound)</p> <p>Parents and household members can also order the LFD test kits to use for themselves. They can order them online at www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p>	
<p>7</p>	<p>Testing - people with symptoms of COVID-19</p> <p>People not getting tested if they have symptoms</p>	<p>Pupils, staff, contractors, visitors</p>	<p><i>Extract from: Stay at home: guidance for household with possible or confirmed Coronavirus (COVID-19) infection</i></p> <p>If you have COVID-19 symptoms you should stay at home and self-isolate immediately. You should arrange to have a PCR test as soon as possible. If this PCR test result is positive, you must continue to self-isolate.</p> <p>If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.</p> <p>If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.</p> <p>If you live in the same household as someone with COVID-19 that has not been identified as a suspected or confirmed case of the Omicron variant, and you are fully vaccinated or aged under 18 years and 6 months, you are not required to self-isolate.</p> <ul style="list-style-type: none"> ● Link: Guidance on Testing for Essential Workers (e.g. teachers) ● Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils 	

			<ul style="list-style-type: none"> • Link: Symptoms Link: Essential Workers <p>The school advises anyone with symptoms to self-isolate and arrange a test.</p>	
8	People returning from abroad	Staff, Pupils	<p>Extract from COVID-19 Schools Operational Guidance updated 2nd December 2021</p> <ul style="list-style-type: none"> • All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19). • Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. • Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK. • Additional guidance has been issued on boarding school students quarantine and testing arrangements. <p>If you are fully vaccinated This is what you need to do if you qualify under the fully vaccinated rules for travel to England.</p> <p>Before you travel to England – fully vaccinated Before you travel to England you must:</p> <ul style="list-style-type: none"> • book and pay for a COVID-19 PCR test – to be taken after you arrive in England • complete a passenger locator form – to be completed in the 48 hours before you arrive in England 	

		<p>You cannot use an NHS test for your PCR test. You must use a private test provider.</p> <p>You will need to enter your COVID-19 test booking reference number on your passenger locator form.</p> <p>If you're in England for less than 2 days, you still need to book and pay for a day 2 COVID-19 test. You must quarantine until you receive a negative day 2 COVID-19 PCR test, or until you leave England, whichever is sooner.</p> <p>When you arrive in England – fully vaccinated After you arrive in England you must take a COVID-19 PCR test. This is the test that you booked before travel.</p> <p>You can take the test any time after you arrive and before the end of day 2 at the latest. The day you arrive is day 0.</p> <p>You must quarantine in your home or the place you are staying while you await your test result.</p> <p>Test results If your test result is negative, you can end your quarantine.</p> <p>If your test result is positive, you must self-isolate for 10 full days. The day of the test is day 0.</p> <p>If your test result is unclear, you must self-isolate for 10 full days. The day you took the test is day 0.</p> <p>If your test result is unclear, you can choose to take another private test. If the result of that test is negative, you can stop self-isolating.</p>	
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			If your PCR test result is delayed, <u>you must quarantine until you receive a negative test result or until day 14 after arrival, whichever is sooner.</u>	
9	<p>Ventilation</p> <p>Classrooms, offices, lunch halls and other areas in schools</p>	Pupils, staff, visitors	<ul style="list-style-type: none"> The school gives consideration as to whether there are any poorly ventilated areas. HSE Information on identifying poorly ventilated areas. If the school identifies areas of concern where ventilation is thought to be poor, the school utilise the air quality CO2 monitors issued by the DfE. CO2 levels of between 800-1500ppm are indicative of a normally ventilated room. Classroom and office window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately. During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. Furniture is organised where possible to avoid people sitting in draughts. Hall exit doors/windows are kept open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. In colder weather, if it is too cold in the dining area, windows are adjusted just enough to provide constant background ventilation, and opened more fully during times of non-occupation to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. Note: If you have windows in classrooms, offices or halls that can be opened, you do not need to keep your final exit classroom/office door open if the area is too cold. Internal doors would only need to be kept open if there were concerns there was insufficient throughput of air in an area (in those cases, if they were fire doors they would need to be held open with automatic door release mechanisms). Mechanical ventilation systems – our school does/does not* have mechanical ventilation systems. * <i>delete as applicable.</i> Mechanical ventilation systems are adjusted to increase the ventilation rate 	

	<p>Audiences, Assemblies, School Plays</p>		<p>wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> ● The school ensures that heating and ventilation systems are well maintained. ● Link: REHVA Guidance updated 15/4/2021 (Federation of European Heating, Ventilation and Air Conditioning Associations) ● HSE Advice: ● <i>The HSE advice includes the following sections:</i> ● <u><i>Why ventilation is important</i></u> <ul style="list-style-type: none"> ● <u><i>Balancing ventilation with keeping people warm</i></u> ● <u><i>Identifying poorly ventilated areas</i></u> ● <u><i>How to improve ventilation</i></u> ● <u><i>Natural ventilation</i></u> ● <u><i>Mechanical ventilation (including air conditioning)</i></u> ● <u><i>Fans and air cleaning units</i></u> ● <u><i>Ventilation in vehicles</i></u> <p>Advice from AfC Health and Safety, Kingston Shared Service</p> <ul style="list-style-type: none"> ● Look into recording the event or live streaming so you have that as a back up if the school finds it needs to cancel its plans for an audience attending. ● Review numbers of COVID-19 cases in school and include this in your considerations and decision-making process. ● If a school is in amber measures the Director of Public Health may advise additional measures including not holding events with an audience present. ● Ask audiences to complete LFD testing before attending - children aged 11 years and above and adults. ● Remind the school community that anyone with symptoms of COVID-19 or with a positive LFD or PCR test must not attend. ● Face coverings to be worn by audiences - including children aged 11 years or more, except those who are exempt. 	
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			<ul style="list-style-type: none"> ● Consider entrance and exit routes and possible pinch points. ● Avoid mixing different classes for rehearsals where possible, particularly if your school has cases of COVID-19 in particular groups. ● Teachers or those leading rehearsals should stand to the side rather than in front of the performers. ● Where are the rehearsals taking place - are they located in large sports halls or outside, how has the ventilation been increased? ● Where are the performance(s) taking place - are they located in large sports halls or outside, how has the ventilation been increased? ● Refer to the COVID-19 Schools Operational Guidance before the event to see if there have been any changes. <p>HSE Examples of how to improve ventilation in different workplaces and settings</p> <p>HSE information on ventilation including very useful video</p> <p>HSE Information on identifying poorly ventilated areas</p>	
10	<p>Social distancing -</p> <p>Teaching,</p> <p>Classrooms</p> <p>Bubbles/Groups</p>		<ul style="list-style-type: none"> ● As per the Government Guidance for Step 4, issued in July 2021, the school is no longer operating social distancing or bubble arrangements. ● The school has an Outbreak Management Plan ready to utilise in the event of an outbreak which includes scope for re-introducing bubbles and social distancing. <p>Excerpt: Schools Operational Guidance</p> <p><i>“Mixing and ‘bubbles’</i></p> <p><i>We no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’) in school from the autumn term 2021.</i></p>	

			<p><i>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</i></p> <p><i>You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</i></p> <p><i>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education."</i></p> <p>and:</p> <p><i>"Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace."</i></p>	
11	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> ● Link: Schools Operational Guidelines ● During the last 18 months, the school reviewed the numbers of handwashing facilities in school and considered whether these were sufficient. As a result, the school also provided hand sanitiser dispensing units. The school is continuing to use these facilities to help ensure hand hygiene measures can be easily followed. ● The school reviewed whether it had sufficient numbers of bins to support respiratory and handwashing hygiene, (pedal bins are most effective as they negate the need for hand contact with the bin), however the school 	

		<p>decided ultimately, taking into account suitability in relation to the pupils (e.g. age and abilities of pupils). These bins will remain in use.</p> <ul style="list-style-type: none"> ● On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. ● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes. ● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. (See science section re' hand sanitiser in labs and D&T areas.) ● Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished. ● United Kingdom Health Security Agency (UKHSA) has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels. ● Link: United Kingdom Health Security Agency (UKHSA) - washing your hands poster ● Link: United Kingdom Health Security Agency (UKHSA) - using hand rub poster ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Link: Catch it, Kill it, Bin it poster ● Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. ● First aiders have access to local handwashing facilities/hand sanitiser. 	
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<p>12</p>	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Cleaning high touch points and inc. toilets</p> <p>Signing in arrangements,</p> <p>Use of equipment including pens and pencils,</p>	<ul style="list-style-type: none"> ● There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)). ● Toilets are cleaned regularly. ● Signing in for visitors is followed with the following controls: <ul style="list-style-type: none"> ○ Hand sanitiser is provided at the entrance for visitors to use. ○ Visitors will be signed in by a member of the office staff. ○ The reception desk has a glazed window as part of its design and this remains in place. ○ During the pandemic the school installed perspex sneeze screens at reception areas and is keeping these in place as there would be storage issues if they were removed but needed to be stored in case they were required in the near future. ● Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others. ● Controls in relation to the use of learning resources have been relaxed with the July update to the Schools Operational Guidance. The school is mindful that, whilst strict controls are no longer advised, it will consider swift reinstating them in the event of a local outbreak. ● The strict controls regarding sand play are being relaxed although the school realises that good drainage, protecting it from animal fouling, regular raking and replacing sand at suitable intervals are important in helping reduce the spread of germs and viruses from a general infection control perspective. ● The strict controls regarding water play are being relaxed although the school realises that regularly replacing water is important in reducing the spread of germs and diseases from a general infection control perspective. ● Thorough handwashing takes place after anyone has been playing with these resources. ● Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. ● Where workstations (including computer workstations) are used by different people during the day, the desk, keyboard, mouse and phone are cleaned between different users. ● Sanitising wipes are provided for areas where pupils or staff are using 	
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			<p>keyboards and mice.</p> <ul style="list-style-type: none"> ● Playground play equipment: <ul style="list-style-type: none"> ○ Barriers in the playground will be removed and the children can play together; ○ high touch point areas are cleaned twice a day. ○ the school follows its usual safety protocol in terms of managing play on this equipment to reduce the potential for accidents and this is commonly different groups using the equipment at set times to limit numbers, equipment not being used in wet weather as it becomes slippery, etc. 	
13	<p>After School Clubs, Breakfast Clubs, Holiday Clubs, Community Activities, Scouts, Guides</p>		<ul style="list-style-type: none"> ● The Government has provided guidance on the provision of these facilities ● Link: Protective Measures for Out of School Settings - this guidance was updated on 19/7/2021 and advises on the controls required of providers for these activities and settings. ● The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19. ● The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control. <p>Excerpt from the Actions for out of School Settings:</p> <p><i>“Group sizes for children under 5</i> <i>Providers caring for children:</i></p> <ul style="list-style-type: none"> ○ <i>under 5 years only should refer to the guidance for early years and childcare providers during the COVID-19 pandemic</i> ○ <i>both under 5 years and aged 5 years and over, in mixed groups together, should follow this guidance.</i> 	

15	<p>Airborne transmission -</p> <p>Face Coverings</p> <p>- Travelling</p> <p>- In school</p>	Staff, pupils	<p>Face coverings (Infant, Primary and Junior Schools)</p> <ul style="list-style-type: none"> we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. <p>Travelling</p> <ul style="list-style-type: none"> Where pupils, students or staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils and students), parents will be required to take the pupils mask home and bring back at the end of the day if necessary and the child will need to wash their hands before heading to their classroom. <p>In School</p> <ul style="list-style-type: none"> This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what personal protective equipment (PPE) staff should wear in those instances - see the section of this risk assessment entitled "Provision of First Aid" which includes specific requirements re' the wearing of fluid resisting surgical masks for these situations. 	
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16	Meetings including Governing Body meetings	Staff, visitors	<ul style="list-style-type: none"> we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. The school places an emphasis on ensuring any meetings take place in well ventilated areas. Hand and respiratory hygiene remain important and are promoted within the school including for meetings. Hand sanitiser and bins are provided in meeting rooms. 	
17	Music - Playing and Singing Wind and Brass All instruments Drama Parent and Child Singing Groups	Staff, pupils	<ul style="list-style-type: none"> The school places an emphasis on ensuring these activities take place in well ventilated areas. Hand and respiratory hygiene remain important and are promoted within the school including for these activities. Instruments, if used by different pupils, are thoroughly cleaned (particularly mouth pieces) for general infection control purposes. Handwashing/hand sanitising takes place before and after handling instruments, especially if being used by more than one person. <p>Parent and Child Singing Groups</p> <ul style="list-style-type: none"> Actions for Early Years Settings - Singing in Parent and Child Groups This guidance has been updated. <p>Excerpt:</p> <p><i>“Parent and child groups</i></p> <p><i>Parent and child groups can operate as normal and without restrictions on attendance.</i></p> <p><i>You should follow the control measures in this guidance, which will help</i></p>	

			<p><i>towards mitigating the risks of COVID-19 for all children and adults.</i></p> <p><i>There are no limits on the number of people who can sing indoors or outdoors. Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices.</i></p> <p><i>In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on <u>keeping yourself and others safe.</u>"</i></p>	
18	PE and Sports	Staff, pupils	<ul style="list-style-type: none"> ● The school is mindful that the COVID-19 controls in relation to sports activities in education have been relaxed and will organise activities taking account of the following controls: <ul style="list-style-type: none"> ○ ventilation; ○ good hand and respiratory hygiene; ○ enhanced cleaning including taking a measured and reasonable approach to cleaning equipment used for sports. Cleaning requirements will vary depending on the nature of the equipment, for example, items such as eye protection would require cleaning between different users as part of general infection control arrangements. ○ For events to which audiences are invited, the protocol as detailed in 	

			<p>the 'Audiences' part of this risk assessment will be followed.</p> <p>Excerpt:</p> <p><i>"You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces."</i></p>	
19	Swimming	Pupils, staff	<ul style="list-style-type: none"> Swim England has updated a number of documents in line with Step 4 and these can be accessed here. Of particular note is this excerpt from the Swim England Best Practice Step 4 document: <p><i>"Cleaning</i></p> <p><i>We would recommend that the enhanced cleaning regimes implemented during the pandemic should be maintained for both equipment, changing and seating areas.</i></p> <p><i>Pool users should be encouraged to bring their own equipment where possible.</i></p> <p><i>We would recommend equipment is not shared unless cleaned in between use. Swimming pool water, which has been shown to inactivate the virus , can be used for this purpose."</i></p>	
20	Exams		<ul style="list-style-type: none"> Government COVID-19 Guidance updated on 02/12/2021 includes practical information including room set and the school considers this guidance if it is planning exams. The controls the school uses focus on include: No-one attending if they have symptoms of COVID-19 or have been told 	

			<p>to isolate by Test and Trace;</p> <ul style="list-style-type: none"> ● Ventilation - windows and doors are kept open (no propping open of fire doors); ● Hand hygiene; ● Cleaning regimes for areas and equipment (typically cleaning twice a day) and focussing on high touch points; ● The school ensures it is first aid prepared (e.g. for events such as asthma attack, onset of COVID symptoms, etc.) ● There are arrangements in place if a pupil is unable to attend due to having symptoms. 	
21	Educational Visits	Staff, pupils	<p>Continue to undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <ul style="list-style-type: none"> ● The school also makes use of outdoor spaces in the local area to support delivery of the curriculum. ● When planning either day trips or residential trips, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what COVID-19 control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues. ● The school requests the COVID-19 risk assessment of the venue. ● The school will continue to monitor the situation and be advised by Action HR's Educational Visits Adviser. ● The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school. 	

22	<p>Provision of first aid</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> ● First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. ● Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). ● First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. ● A disposable plastic apron is recommended. ● Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. ● Where possible a window is kept open in the first aid room to help ensure good ventilation. ● Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. ● See also the section on 'Someone develops COVID-19 symptoms whilst at school' ● Excerpt from Government Guidance: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (updated December 2020): <p><i>"When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</i></p> <p><i>Face masks must:</i></p> <ul style="list-style-type: none"> ● <i>cover both nose and mouth</i> ● <i>not be allowed to dangle around the neck</i> ● <i>not be touched once put on, except when carefully removed before disposal</i> 	
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			<ul style="list-style-type: none">● <i>be changed when they become moist or damaged</i>● <i>be worn once and then discarded - hands must be cleaned after disposal"</i>	
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23	<p>Administering Cardiopulmonary Resuscitation (CPR)</p>	<p>Schools - please read all the advice and excerpts provided in this section on CPR.</p> <ul style="list-style-type: none"> • Link: HSE Guidance on CPR for adults (last reviewed on 19/7/2021) <p>The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used if there is one available. However, for children, the advice is that rescue breaths should be provided. The following excerpt should be read in relation to adults. (Further down in this row, important information about CPR for children is also provided.)</p> <p>Excerpt: Preserve life: CPR for ADULTS</p> <p><i>“Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</i></p> <p><i>Ask for help. If a portable defibrillator is available, ask for it</i></p> <p><i>Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation</i></p> <p><i>If available, use:</i></p> <ul style="list-style-type: none"> ○ <i>a fluid-repellent surgical mask</i> ○ <i>disposable gloves</i> ○ <i>eye protection</i> 	
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		<ul style="list-style-type: none"> ○ apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p> <ul style="list-style-type: none"> ● Government Advice to First Aiders including Resuscitation reviewed on 19/7/2021 <p><i>Excerpt:</i></p> <p>“Cardiopulmonary resuscitation</p> <p>If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the police service this would be a dynamic risk assessment) to assess appropriate infection control precautions.</p> <p>In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes where cardiac arrest has not occurred due to lack of oxygen (asphyxial arrest).</p> <p>In children, cardiac arrest is more likely to be caused by a respiratory problem or lack of oxygen. Therefore, chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield, if one is available.</p> <p>If you perform mouth to mouth ventilation on someone with COVID-19 you should stay at home and complete 10 full days self-isolation.</p> <p>If you perform mouth-to-mouth ventilation on someone who does not</p>	
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		<p><i>have COVID-19, no additional actions need to be taken other than monitoring yourself for symptoms of COVID-19 over the following 14 days.</i></p> <p><i>However, if they are subsequently diagnosed with COVID-19 you may be contacted by NHS Test and Trace and asked to self-isolate.</i></p> <p><i>If you develop symptoms of COVID-19, however mild, or receive a positive test result, inform your employer and follow the stay at home guidance.”</i></p> <ul style="list-style-type: none"> • Resuscitation Council Advice - for CHILDREN - see also the excerpt above which includes important advice about use of resuscitation face shields for mouth-to-mouth resuscitation for children <p>Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. It has been updated and this update is included in the following excerpt:</p> <p>CPR FOR CHILDREN</p> <p><i>“We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.</i></p> <p><i>For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.</i></p> <p><i>Therefore, if there is any doubt about what to do, this statement should be used.</i></p>	
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			<p><i>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child."</i></p> <p>If schools do not already have resuscitation shields in their first aid kits, then it is advisable for them to purchase these. Here are some examples. Link: <u>Examples of Resuscitation Shields</u></p> <ul style="list-style-type: none"> • The following link provides information on donning masks: • <u>Advice on donning surgical masks and other PPE.</u> • The following link provides information on how to safely remove the masks and other PPE: • <u>Advice on removing surgical masks and other PPE.</u> 	
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24	Administering medication		<p>Medication</p> <ul style="list-style-type: none"> • The school has a medication policy in place that is followed • Staff dispensing medication to students should minimise contact. • Wash hands before and after dispensing the medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • If required, gloves will be worn by staff when giving medication. • Surgical masks are worn for situations in which a distance of 2m from the child cannot be maintained. • If there is a risk of contamination with splashes, droplets of blood or body fluids, a visor or goggles are also worn, in addition to the surgical mask. 	
25	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	<ul style="list-style-type: none"> • If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance updated 02/12/2021 and arrange to be tested to confirm if they have COVID-19. • If a pupil is awaiting collection, they are moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. • Where possible, a window is opened for ventilation. • If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • The school will call 999 if they are seriously ill or injured or their life is at risk. 	

			<ul style="list-style-type: none"> • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. • Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. • Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. • Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. • Link: guidance on cleaning in non-healthcare settings. • Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by AfC (for Kingston and Richmond Schools) or Sutton's Head of Pupil Based Commissioning (for Sutton Schools). 	
26	Staff changing nappies	Staff	<ul style="list-style-type: none"> • Staff wear disposable gloves, fluid resistant IIR surgical masks and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. • Following the task, staff wash their hands and dispose of the used equipment appropriately. • Areas / changing mats / beds in use are cleaned before and after use. • Link: Guidelines on hand hygiene 	
27	Supervised toothbrushing for Early Years and Schools		<ul style="list-style-type: none"> • The Government has published a guidance document - Government advice on supervised toothbrushing (updated in August 2020). It includes COVID-19 control measures needed if a school is carrying out this activity. <p>Excerpt:</p> <p><i>“Toothbrushing programme models</i></p> <p><i>Until now 2 main models have been used for supervised toothbrushing. These are:</i></p> <ul style="list-style-type: none"> • <i>dry brushing models where children brush their teeth without the use of</i> 	

			<p>water or sinks. This can take place with children seated or standing</p> <ul style="list-style-type: none"> wet brushing models where children brush their teeth using water, usually stood at sinks. <p>The wet brushing model is no longer recommended during the COVID-19 recovery phase as it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral health over dry brushing.”</p> <ul style="list-style-type: none"> In light of this advice, if the school is participating in this project, it will follow the advice included in the Government guidance which includes following the dry brushing model only and using the associated COVID-19 controls detailed in that guidance. 	
28	Laundry		<ul style="list-style-type: none"> Public Health advises items should be washed in accordance with the manufacturer's instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry. The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble. 	
29	Uniforms	Staff, pupils	<ul style="list-style-type: none"> Government advice notes that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. During the cooler months, the school encourages pupils (and parents) to ensure pupils bring in additional clothing including gloves and hats in case they become cold during the school day due to the increased ventilation. The school is flexible in its approach and accepts these items may need to be 'home' clothes rather than strict uniform. 	
30	Routine cleaning of	Staff/	For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:	

	<p>communal areas of the school estate</p>	<p>Cleaning Contractors</p>	<ul style="list-style-type: none"> ● Disposable gloves are provided for staff/contractors (see next bullet point) ● Staff wear their usual washable uniform/clothing ● Mops are used for the tasks ● Staff wash their hands when they have finished their task and dispose of the gloves. ● Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. ● As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. ● The school checks that external cleaning contractors have their own COVID related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school. ● Jet washing can recommence if the school wishes to clean a particular area of the school estate (jet washing is not required as part of COVID cleaning arrangements). Only staff who have suitable experience in using jet washing equipment should do this work. A full risk assessment should be in place for the task and operators should wear: <ul style="list-style-type: none"> ○ Disposable IIR surgical masks (which are replaced if they become wet); ○ Eye Protection BS EN166-2: Full Face Shield for Chemical Splash Back and Medium-Energy Impact ○ Gloves BS EN374 ○ Ear Protection BS EN352 - Ear Defenders / Muffs / Plugs ○ Waterproofs / High Visibility jacket / Vest ○ Footwear BS EN 345 - Safety Wellingtons, Safety Boots/Shoes 	
<p>31</p>	<p>Storage and issuing of masks</p> <p>Putting on the masks</p>	<p>Staff</p>	<ul style="list-style-type: none"> ● Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for keeping the unused masks clean. ● The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE. 	

			<ul style="list-style-type: none"> The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE - Donning and Doffing PPE Video, United Kingdom Health Security Agency (UKHSA) 	
32	Fire Doors	All	<ul style="list-style-type: none"> The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation). <ul style="list-style-type: none"> <i>The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with.</i> <i>Consideration has been given as to whether the fitting of an automatic door release mechanism would make things easier - if opting for battery operated ones, the school always checks there is sufficient automatic smoke detection and sounders to support each one. The school has had these devices fitted to the fire doors causing concern.</i> 	
33	Food and drink Catering	All	<ul style="list-style-type: none"> Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the Government Guidance for Restaurants/Pubs/Bars... Pupils are not allowed to swap food from their lunch boxes/plates. <p>Controls for managing catering facilities include:</p> <ul style="list-style-type: none"> regular handwashing; those with symptoms to stay at home and get tested; prompt removal of anyone with symptoms; risk assessment in place for activities; limit unnecessary visits into the kitchen. 	

34	<p>Science and DT</p>	All	<ul style="list-style-type: none"> ● CLEAPSS Guidance for schools in relation to Covid-19 ● CLEAPSS has updated a number of its COVID-19 related documents to assist schools ● when planning the delivery of Science, Design and Technology and Primary school ● activities during the ongoing COVID-19 situation. They consider the practical elements ● whilst ensuring suitable controls are in place in relation to COVID-19. ● Visit the CLEAPSS websites to download the documents: ● http://primary.cleapss.org.uk/ ● http://science.cleapss.org.uk/ ● http://dt.cleapss.org.uk/ 	
35	<p>Safe storage of alcohol based hand sanitiser supplies - for all schools</p>  <p><small>Danger Highly Flammable/No Smoking/Naked Lights Signs</small></p>		<p>Storage of Supplies of alcohol based hand sanitiser</p> <ul style="list-style-type: none"> ● Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> ○ are not stored within fire escape routes including stairwells; ○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources; ○ there is a no smoking policy in place; ○ the containers are kept tightly closed; ○ are not stored in the same room as Oxygen cylinders; ○ are located in a room with a fire door; ○ where available they are kept in a fire resisting cabinet; ○ signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames); ○ the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following these bullet 	

			<p>points.</p> <p>Use of alcohol-containing hand sanitiser</p> <ul style="list-style-type: none"> Where a school has Oxygen cylinders on site and/or in use by pupils, before anyone uses, adjusts or checks the cylinders, they will wash and dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice: Excerpt from a BOC guide on Oxygen cylinders: <i>“You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment.” Source: The Home Oxygen Handbook by BOC .</i> The row below discusses hand sanitiser in science and D&T in relation to fire safety. 	
36	Fire Safety - alcohol containing hand sanitiser advice for Science and D&T	Staff, pupils	<ul style="list-style-type: none"> CLEAPSS science documents include reference to the fact that alcohol containing hand sanitiser is identified as a fire risk in labs. To address this, please ensure alcohol containing hand sanitiser is not used in labs or technician preparation rooms, science stores, etc.. Identify a sink in each lab and preparation room to be used for hand washing and provide soap and paper towels together with a handy bin. CLEAPSS guidance refers to the use of alcohol free sanitiser in labs and D&T rooms, however, the use of soap, water and paper towels would be most effective in relation to COVID-19 and provides a simpler solution than schools trying to source alcohol free sanitiser. 	

			<ul style="list-style-type: none"> If a school does need to buy hand sanitiser for its labs/D&T rooms rather than the soap and water option, check product details for the following phrase: <i>"99.99% effective against viruses and bacteria"</i> as this is a regulated term used in the UK to show that a product has been through a number of BS standard tests on this issue. 	
37	Hiring out premises	Hirers, staff, visitors	<ul style="list-style-type: none"> When hiring out school facilities, the school checks that the hirer has a COVID-19 risk assessment in place for their activity. <p>The COVID-19 Guidance for Grassroots Sports - Public and Sport Providers provides detailed information and advice on managing these facilities which includes cleaning arrangements, water fountain use, handwashing/ sanitising provisions, ventilation and so on.</p>	
38	Communicating with staff and parents	All	<ul style="list-style-type: none"> Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. Parents and carers have been updated with a summary of the main COVID controls and arrangements in place. Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important. Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures. Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. Share with parents the following guidance: Guidance for Parents and Carers 	
39	Relevant publications and posters - these are	-	<ul style="list-style-type: none"> Link: Schools Coronavirus Operational Guide Link: Schools Restricting Attendance During National Lockdown Link: People wearing face masks poster Link: LFD Video Animation 	

<p>documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.</p>	<ul style="list-style-type: none"> • Link: Video on how to use home test kit • Link: Google Drive Folder for ATS Testing Sites in Secondary Schools • Link: Link to Tessollo Training Login • Link: Action HR's Template risk assessment for COVID testing sites in schools • Link: Template Risk Assessment for Home Testing Kits • Link: Guidance for Full Opening of Special Schools and Specialist Settings • Link: How schools can order test kits • Link: Information about the NHS Covid App • Link: Guidance for Parents and Carers updated 19/7/2021 • Link: New HSE Guidance on CPR • Link: Performing Arts Handling Equipment Safely • Link: hygiene: handwashing, sanitation facilities and toilets • Link: working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities for medium alert areas • Link: Guidance on Transport to School and other Places of Education • Safe Working in Education, Child Care and Children's Social Care Settings including use of PPE • Government Advice - for Special Schools STEP 4 Additional Guidance • Actions for Schools During the Coronavirus • Guidelines on hand hygiene • Link: United Kingdom Health Security Agency (UKHSA) - washing your hands poster • Link: United Kingdom Health Security Agency (UKHSA) - using hand rub poster • Advice on donning surgical masks and other PPE. • Advice on removing surgical masks and other PPE. • Video: PPE - Donning and Doffing PPE Video, United Kingdom Health Security Agency (UKHSA) • School Premises - Managing Partially Opened Buildings 	
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