

## Appendix C (COVID 19 – School's Risk Assessment)

<b>Names of Assessors:</b>	Hazel Souter	<b>Date Completed:</b>	6.1.21
<b>Activity Being Assessed:</b>	COVID 19 risks associated with employees and relevant others accessing and working from school premises (This supersedes previous school COVID-19 risk assessments).		

Risk Matrix Table					
	Likelihood of harm				
Severity	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
<b>1 – Extremely Low</b> (Trivial injury)	1	2	3	4	5
<b>2 - Low</b> (Minor injury)	2	4	6	8	10
<b>3- Medium</b> (Lost Time injury)	3	6	9	12	15
<b>4 - High</b> (Specified injury)	4	8	12	16	20
<b>5 - Extremely High</b> (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
<b>(1- 5) Low Risk</b>	Maintain existing control measures.
<b>(6 - 12) Medium Risk</b>	Review existing control measures and where possible add additional control measures to further reduce the risk.
<b>(15 - 16) High Risk</b>	Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.
<b>(20 – 25) Extremely High Risk</b>	Stop activity until additional control measures are implemented to reduce risk to an acceptable level.

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of COVID 19 infection or transmission when carrying out activities in Council premises including contact with members of the public	E, VP, C, P	Due to an increased rise in infections, hospital admissions and case rates across the country, the government has announced a national lockdown and instructed people to stay at home to control the virus, protect the NHS and save lives.	3	5	15
			Primary (reception onwards), secondary schools and special schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.			
			Due to the nature of our students there are very few that are able to understand the necessity to maintain a safe distance. As a school we have had to reduce the number of students and staff in learning spaces to ensure that there are fewer 'contacts'.			
			We have recognised that the key element of our risk assessment has been based on creating as safe an environment as we possibly can for both students and staff whilst operating an 'open' school. This supports the aims of the national lockdown (3) to reduce the rate of the transmission of the new covid variant and fulfils our legal duty to adhere to the request of the government for people to work from home where possible.			
			Staff and management to confirm if symptoms of coronavirus (COVID-19) are recent onset of any of the following: - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell (anosmia)			
			All staff and relevant others must comply with the advice set out below: <ul style="list-style-type: none"> <li>Wash hands frequently using soap and water or alcohol gel (&gt;70% proof) if available.</li> <li>Avoid touching eyes nose and mouth</li> <li>Avoid handshakes</li> </ul>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<ul style="list-style-type: none"> <li>• Maintain social distancing</li> <li>• Good hygiene practices implemented in communal areas such as kitchens and high touch areas.</li> <li>• Self-isolate if symptoms present and notify your manager ASAP arrange COVID-19 testing ASAP (Ref 23).</li> </ul> <p>Managers to implement arrangements to minimise members of the public accessing buildings where possible.</p> <p>Staff to refuse entry to members of the public showing signs (fever or cough) of COVID 19.</p> <p>When members of the public have to access buildings, arrangements are in place to ensure entry is by appointment only. In order to manage social distancing requirements and all members of the public will be asked to wear face masks and be vigilant with regards to social distancing.</p> <p>Signage to be produced and displayed at entrances informing members of the public rules around COVID 19 arrangements. (Contact digital and communications team)</p> <p>Staff to avoid cash handling where possible, if not possible PPE is to be used</p> <p>.....</p> <p>The office will be manned by a maximum of two people on a daily basis across the two office spaces. A rota has been put in place for staff rotation.</p> <p>2 m social distancing has been advocated within this work area, should this not be possible staff will ensure that they wear the appropriate PPE.</p> <p>There is currently restricted access to the office and it is only accessible to office staff and members of SLT should they need to access it.</p> <p>The FLO will work from home for the time being.</p> <p><b>Reception Area</b></p> <p>Automatic doors reduce the necessity to physically open doors</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>Hand sanitiser is provided within the reception area.</p> <p>Signing in is via an electronic system and notices will inform visitors to use the hand gel before and after using this facility</p> <p>Safeguarding measure will have visitors using adhesive badges for the foreseeable future (visitors take these from the dispensing machine independently) and for COVID19 safeguarding measures school will not use the colour coded visitor badges as yet.</p> <p>When members of the public have to access buildings, arrangements to be put in place to ensure entry is by appointment only in order to manage social distancing requirements (2 metres).</p> <p>Members of the public will be asked to wait in the reception area and adhere to the social distancing measures as demarked by the floor taped areas (2m apart) and to wear a mask.</p> <p>Seating is cordoned off so that anyone visiting reception would be unable to sit down. They will be taped off and labelled requesting that people do not sit on them.</p> <p>Window hatches will be fractionally partially open to allow audibility of visitor's queries. Office staff MUST ensure that they maintain social distance in addition to visitors remaining within taped areas.</p> <p>Televised messages advising of hand hygiene, maintaining social distancing and not to be in the building if anyone is displaying symptoms of COVID19 will be on the screen.</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>Parents/carers have been allocated drop off and collection times for their child and have specified points so the risk is reduced for them needing to enter the school building.</p> <p>Transport have agreed protocols with school for dropping off and collecting students – staff will collect students from their buses on a morning and take them to the buses at the end of a school day to ensure congestion is reduced in entrances.</p> <p>Physical meetings with external agencies, in person, will be held remotely wherever possible for the foreseeable future.</p>			
2.	Risk of COVID 19 infection or transmission when staff are categorised as clinically vulnerable.	E, VP, C	<p>A report by Public Health England has found that individuals could be at an increased risk from COVID-19 if they are:</p> <ul style="list-style-type: none"> <li>• Male</li> <li>• From a Black, Asian or minority ethnic background (BAME)</li> <li>• Born outside of the UK or Ireland</li> <li>• Over 60</li> </ul> <p>If a member of staff falls under one of the above categories they should discuss concerns with management as required.</p> <p>Staff to inform managers of any pre-existing medical conditions which could increase their risk of exposure.</p> <p>Managers have considered the risks posed by the activities undertaken and the hierarchy of control measures when making a decision on individuals returning to work:</p> <ul style="list-style-type: none"> <li>- Working from home</li> <li>- Alternative role (from home)</li> <li>- Workplace must be COVID Secure</li> </ul>	3	5	15

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>A separate individual risk assessment must be carried out by management for all individuals categorised as clinically vulnerable (at moderate risk of developing complications from coronavirus (COVID-19)) in the following categories:</p> <ul style="list-style-type: none"> <li>• aged 70 or over (regardless of medical conditions)</li> <li>• under 70 with an underlying health condition listed below (for adults this is</li> <li>• under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):</li> <li>• chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• chronic heart disease, such as heart failure</li> <li>• chronic kidney disease</li> <li>• chronic liver disease, such as hepatitis</li> <li>• chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy</li> <li>• diabetes</li> <li>• problems with the spleen</li> <li>• a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)</li> <li>• being seriously overweight (a body mass index (BMI) of 40 or above)</li> <li>• pregnant</li> </ul>			
3.	Risk of COVID 19 infection or transmission when staff are categorised clinically extremely vulnerable.	E, VP, C, P, ES	During the third lock down those who are clinically extremely vulnerable should not attend work, school, college or university, and limit the time you spend outside the home.	4	5	20
			Staff to inform managers of any pre-existing medical conditions which could increase their risk of exposure.			
			<p>Managers to consider the risks posed by the activities undertaken and the hierarchy of control measures when making a decision on individuals returning to work:</p> <ul style="list-style-type: none"> <li>- Working from home</li> <li>- Alternative role (from home)</li> </ul>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			A separate individual risk assessment must be carried out by management for all individuals categorised as clinically extremely vulnerable.			
			<p><b>Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place some people at greatest risk of severe illness from COVID-19. Disease severity, medical history or treatment levels will also affect who is in this group.</b></p> <p>Clinically extremely vulnerable people include:</p> <ul style="list-style-type: none"> <li>• solid organ transplant recipients</li> <li>• those with specific cancers: <ul style="list-style-type: none"> <li>• people with cancer who are undergoing active chemotherapy</li> <li>• people with lung cancer who are undergoing radical radiotherapy</li> <li>• people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</li> <li>• people having immunotherapy or other continuing antibody treatments for cancer</li> <li>• people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> <li>• people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs</li> </ul> </li> <li>• those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)</li> <li>• those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)</li> <li>• those on immunosuppression therapies sufficient to significantly increase risk of infection</li> <li>• adults with Down's syndrome</li> <li>• adults on dialysis or with chronic kidney disease (stage 5)</li> <li>• pregnant women with significant heart disease, congenital or acquired</li> </ul>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<ul style="list-style-type: none"> <li>other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions</li> </ul>			
4.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public and pupils.	E, VP, C, P, ES	<p>Arrange for relevant office and teaching areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions for cleaning workstations.</p> <p>Staff to clean work stations prior to and post use with approved cleaning agents in accordance with manufacturer's instructions, or as detailed below:</p> <ul style="list-style-type: none"> <li>either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or;</li> <li>a household detergent followed by disinfection (1000 ppm av.cl.) or;</li> <li>or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</li> </ul>	2	5	10
5.	Risk of exposure to COVID 19 when staff or relevant others working in a school building are confirmed cases of COVID 19	E, VP, C, P, ES	<p>Teachers and teaching assistants to log all instances of staff and pupils self-isolating as a result of suspected or confirmed COVID 19 and forward to the Head Teacher, Janis, who will inform the LA. <b>(HR central database).</b></p> <p>Staff and relevant others displaying symptoms need to self-isolate as per government advice.</p> <p>Arrange for relevant office areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions or as detailed in ref 3:</p> <ul style="list-style-type: none"> <li>- Desk and workstation of confirmed cases (2 metre radius)</li> <li>- Common contact points within building, e.g. Banisters, door handles, chairs, etc.</li> <li>- Communal areas. E.g. Kitchens, toilets, meeting rooms, etc.</li> </ul> <p>Stairs and thoroughfares</p>	2	5	10



Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>No passing on the stairs; give way/priority is given to those coming up stairs and all personnel will walk to the left.</p> <p>Keep to the left, Staff to follow students and wipe the handrail as they walk up the stairs with hand gel/disinfectant/medicated wipes</p> <p>Staff and students advised to give way to people walking on the upper floor to ensure that they maintain social distancing.</p> <p>Specialist equipment to be cleared from the corridors where possible; where this isn't possible care to be taken when walking in corridors.</p> <p>Staff room can be used in a socially distance manner. Fabric chairs have been removed and have been replaced with chairs and tables that can be easily cleaned. Staff will not share food and only consume food that they have brought in or make drinks for anybody else.</p> <p>Staff will ensure that they sit side-by-side, are socially distanced and ensure that they wipe any seats and coffee tables used prior to eating and once they have finished using the space/seat.</p> <p>The staff room maybe also be accessed to use the toilets and the photocopier (following hygiene rules to wipe down prior to and after use). Staff will ensure that they are vigilant when accessing this provision and all staff will ensure that they do not congest in the entrance to the room.</p> <p>Toilets maybe accessed but staff must ensure that there is only one person in the toilet and also take care to negotiate access to the toilet without passing anyone using the photocopier. It may be necessary to wait for access, ensuring at least a 1m/1m plus or 2m distance where possible.</p> <p>Paper towels to be used throughout school NOT hand dryers</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>Single access only to the photocopier in the PPA room, hygiene measures to be adopted for the photocopier (disinfectant wipes and hand gel available). Vision panels and windows will be used to ensure the photocopier isn't busy.</p> <p>The PPA room can be used for staff to work at the PCs ensuring social distancing, working side by side or back to back. A maximum of 4 personnel to be in there, ensuring that the door remains open into the corridor</p> <p>IT suite – staff can access PCs in this room and must adhere to social distancing and also ensure that they use the wipes in the room to wipe PCs prior to and after use. Staff may also use this space for break and lunchtimes as an adopted staffroom.</p> <p>Staff can access the staff room for breaks and may also use the library area &amp; Thrive room as an adapted staff room for break/lunch, assuming that there is sufficient space and social distancing is maintained in addition to ensuring that food and drink matter is disposed of appropriately and removed. All areas used must be wiped prior to being seated and afterwards.</p> <p>Lower school kitchen, P16 kitchen (large area and that will be taped off to enable two people to use hot water dispenser at one end and a kettle at the other end, within social distancing measures) – single access only, stringent hygiene measures to be adopted when accessing hot water for refreshments if staff have not brought their flasks. You</p> <p><b>Shared teaching areas – all areas will be timetabled to reduce risk and congestion</b></p> <p><b><i>School has purchased a 'Fogger' to use in the shared spaces to sanitise throughout the working day as and when necessary for areas of shared use.</i></b></p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p><b><i>In addition to this we have additional cleaning hours mid-morning early afternoon for high touch areas, rebound, sensory, soft play, the dance studio, staff room, Thrive room, library and toilets.</i></b></p> <p>The HE room – the HE room will be used on a timetable and sessions will be shorter than usual to factoring additional time for hand washing and maintaining sanitised hygienic conditions.</p> <p>A group will use the room in the morning and one in the afternoon. Students will have individual access to their work area, food supplies and cooking utensils to avoid potential of cross contamination. All utensils used will be washed in hot soapy water and also in the dishwasher, which is usual practice.</p> <p>The Common room - this will be used by one cohort of mixed p16 students and is consequently risk reduced.</p> <p>Rebound room – windows and/or door will be open (depending upon the cohort of students regarding safety) when in use during the school day. Sessions will be shorter to enable built-in time for cleaning prior to use and after use for every group using the room.</p> <p>Sensory room - the door will be open, where possible bearing in mind the nature of the needs of students, whilst the session takes place. The air conditioning unit may be used given the small area and lack of windows in the room. All surfaces will be wiped prior to the session and after the session ends. Social distancing will be adhered to where possible to do so.</p> <p>Soft Play - the door will be open, where possible bearing in mind the nature of the needs of students, windows will be open whilst the session takes place. All surfaces</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>will be wiped prior to the session and after the session ends. Social distancing will be adhered to where possible to do so.</p> <p>Drama room – the door will be open, whilst in use. The curtains will be drawn back and windows will be opened. All surfaces will be wiped prior to use and after use. Social distancing will be adhered to where possible to do so.</p> <p>Dance studio – Windows will be open and students will work in a socially distanced manner (areas are taped off for their use)</p> <p>Sports Hall - the door will be open, where possible bearing in mind the nature of the needs of students and all possible windows will be opened whilst the session takes place. All surfaces will be wiped prior to the session and after the session ends. Social distancing will be adhered to where possible to do so.</p> <p>The Bungalow - maybe be used with smaller groups of students and vigilant hygiene routines will be implemented when students are working in the area. Soft furnishing will be removed.</p> <p>The Lift – only students and staff working in the same class bubble will use the lift at any given time. Staff will ensure that the lift button is cleaned prior to pressing and after. Staff will also ensure the internal buttons are cleaned prior to and after use. Staff will clean any walls/lift surfaces if they are touched by students. Cleaning equipment will be left beside the lift on the ground and upper floor.</p> <p>Forest schools – outdoor area so safer than indoors but any tools used will be cleaned prior to and after use and set aside for 72 hours and tools will be rotated for use.</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>The upper school dining room – will be used as an area for upper school students to eat their lunch. All students will sit at an angle on opposite sides of the table so as not to be directly facing each other and all equipment will be wiped down prior to use and afterwards. Students will wash/sanitise their hands prior to eating and afterwards.</p> <p>Bike track - outdoor area, so safer than indoors but any equipment used will be cleaned prior to and after use . Students will wash/sanitise their hands prior to and after use.</p> <p>Outdoor swings and play equipment - outdoor area, so safer than indoors but any equipment used will be cleaned prior to and after use and any manipulative mobile resources. Students will wash/sanitise their hands prior to and after use.</p> <p>Nurses' room – students will visit the nurses' room for meds and a strict hygiene regime will be conducted prior to their visits and afterwards by the nurse on duty. The nurse will wear PPE as specified by the NHS guidelines. The Nurse may have to visit classrooms to attend to any student medical emergencies.</p> <p>Physiotherapy room – students may well visit the physiotherapy room for treatment and a strict hygiene regime will be conducted prior to their visits and afterwards. The physiotherapist will wear PPE as specified by the NHS. The physiotherapist may also conduct work with students in the corridors ie. assessing movement in walkers etc.</p> <p>OT. May also work in corridors to assess student wheelchairs etc.</p> <p>School staff have been advised not to car share with any personnel not from their household/bubble and to use common sense with regards to this guidance.</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Very few staff travel by public transport but those that do will be advised to use face masks when travelling and to explore alternative transport methods such as walking, receiving lifts from their household members, or cycling. If staff must use public transport they will be advised to wear a mask and ensure that they maintain hand hygiene.			
6.	Risk of exposure to COVID 19 when staff or relevant others working in a school building with confirmed cases of COVID 19	E, VP, C, P, ES	<p>Follow Public Health England (PHE) Guidance on the cleaning of non-clinical areas: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Minimum PPE to be worn is:</p> <ul style="list-style-type: none"> <li>- Disposable washing up gloves</li> <li>- Disposable Apron</li> </ul> <p>If area has been heavily contaminated such as with visible body fluids then the following additional PPE can be considered:</p> <ul style="list-style-type: none"> <li>- Disposable surgical mask</li> <li>- Goggles or visor if available – Must be sanitised after use.</li> </ul> <p>Nominated staff to carry out deep clean of potentially contaminated areas within the school and follow risk assessment guidance associated with cleaning materials used.</p> <p>Head teacher to ensure relevant areas are kept clear until areas have been deep cleaned with disinfectant.</p> <p>Workstation of confirmed case to be deep cleaned as above and quarantined for 72 hours, so far as is reasonably practicable.</p> <p>On completion of cleaning tasks remove PPE in this order:</p> <ol style="list-style-type: none"> <li>1. Remove gloves and sanitise hands.</li> <li>2. Remove apron &amp; eye protection and sanitise hands</li> <li>3. Remove mask and sanitise hands</li> </ol>	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Dispose of PPE into bin bag and tie, then double bag and tie again. Dispose of after 72 hours. Wash hands using soap and water or alcohol gel (70%)			
7.	Teacher, staff to pupil ratios for COVID-19 under PHE guidance.	E, VP, C, P, ES	<p>We are providing education for some of our vulnerable children and children of critical workers. For our school we have further reduced the sizes of our bubble into smaller groups and reduced the number of staff supporting each bubble to the minimum that is safe to do so. This is to limit the number of physical interactions where social distancing is difficult or impossible. It is recognised that to access learning, many pupils with SLD/PMLD require physical contact; others require it to keep them safe. Many pupils have sensory seeking behaviours which mean they may contaminate areas and equipment through touch, mouthing and bodily fluids. All of these factors present a risk to those around them and the aim to prevent transmission of the virus. This is especially significant during the national lockdown when the R level is high both nationally and locally, the number of deaths is increasing. This is a key element in the 'Five Steps to Safer Working Together'</p> <p>We have a total of 77 students in school</p> <p>Lower school – 5 students max; 3 staff max Upper school – 5 students maximum; 3 staff max Post 16 - 5 students max; 3 staff max</p> <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p><b>Change for COVID-19:</b> We will use "reasonable endeavours" to ensure that at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002.</p>	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
8.	Planning and Organisation controls implemented prior to school reopening to prevent possible spread of COVID-19	E, VP, C, P, ES	The Head teacher in conjunction with the board of governors will review the R number and regional transmission rate of COVID-19 prior to making any decision on reopening the school. <b>NOTE: the transmission rate will impact upon the overall risk rating of this assessment and must be reviewed on a daily basis. This risk assessment must be reviewed and additional control measures implemented as required if the transmission rate increases to a level which impacts upon the safety of staff and relevant others.</b>	3	5	15
			Head teacher has organised smaller class bubbles that are smaller and this 'class or group' complies with the <a href="#">PHE advice</a> ,			
			Lower school – 5 students max; 3 staff max Upper school - Post 16 - 5 students max; 3 staff max			
			Where applicable, the Head teacher has organised that classrooms and other learning environments such as the music room and dance studio accommodate those groups, maintaining space between seats, desks, work areas where possible and appropriate for our students.			



Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>The Head teacher has considered the timetables for bubbles and these have been refreshed to reflect the current lockdown (3). The head has:</p> <ul style="list-style-type: none"> <li>Decided which lessons or activities will be delivered.</li> <li>Considered which lessons or classroom activities could take place outdoors.</li> <li>Used the timetable and selection of classroom or other learning environments to reduce movement around the school or building.</li> <li>Virtual meetings and assemblies will be held when they are required.</li> <li>Staggered break times (including lunch), so that all children are not moving around the school at the same time.</li> <li>Students arrive on transport and have assigned entry doors to school. Parents' drop-off and pick-up protocols minimise adult to adult contact. Any parents transporting their child have staggered drop off and collection times and points.</li> <li>School has considered how best to support remote education with resource packs, online learning and lessons delivered via Teams, where appropriate, including specific advice and guidance to families from teaching staff.</li> </ul>			
			<p>Childcare settings or early years groups in school should:</p> <ul style="list-style-type: none"> <li>Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.</li> <li>Consider how play equipment is used ensuring it is appropriately disinfected between groups of children using it, and that multiple groups do not use it simultaneously.</li> </ul>			
			<p>Unnecessary items/resources from classrooms and other learning environments have been removed where there is space to store it elsewhere.</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed			
9	Risk of transmission and spread of COVID-19 associated with inadequate arrangements for keeping groups of pupils together.	E, VP, C, P, ES	The Head teacher will ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	3	5	15
			The Head teacher has ensured that where staffing numbers allow, the same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days, recognising for our school that there will be some rotation of staff.			
			The Head teacher has ensured that the children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning and disinfecting of the rooms at the end of the day.			
			Rooms such as rebound, soft play and sensory are also fogged during the day inbetween uses by bubbles.			
			The Head teacher has given direction for seating of pupils at the same desk each day if they attend on consecutive days.			
			The Head teacher has ensured that alcohol gel or hand washing facilities are provided upon entry to classrooms and at strategic locations within schools.			
			Staff and pupils must wash their hands or use alcohol gel upon entering the premises.			
			Robust signing in procedures are implemented within school to enable contact tracing of those in contact with confirmed COVID 19 cases.			
			An electronic signing in process is in place. This is cleaned prior to use by visitors and after use by reception staff.			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>Literature racks at reception and other areas within the building have been removed to avoid cross contamination.</p> <p>Visitors to be escorted by host (maintain social distancing) for duration of visit.</p> <p>Visitor passes to be provided to visitors for this purpose where possible and returned to reception on completion of visit to be sanitised.</p>			
10	Risk of transmission and spread of COVID-19 associated with poor cleaning and hygiene standards.	E, VP, C, P, ES	<p>Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser has been provided in classrooms, main corridor and other learning environments.</p> <p>Surfaces are sanitised that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>School have ensured that all adults and children:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>Are encouraged not to touch their mouth, eyes and nose.</li> <li>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> </ul> <p>Children/young people are encouraged to do this through the method most appropriate for them, be it through games songs and repetition. Verbal reminders are also given throughout the day with teacher modelling of the action.</p> <p>Adult help is available for children and young people who have trouble cleaning their hands independently.</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation. Doorguards are used for fire doors which can be linked to the fire alarm system.</p> <p>Staff are aware to wash their clothes following a day in education setting.</p>	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Bins for tissues are emptied at the end of the day.			
11.	Risk of exposure to COVID 19 when staff or pupils or relevant others use staircases	E, VP, C, P, ES	One way system is followed on stairwells where possible. Signage to indicate the direction of travel is provided on each stairwell entry point. Signage to be provided to detail arrangements and all staff have been briefed to ensure that they are aware of these controls. All staff know that they do not stop to converse with other members of staff on stairwells. All high touch areas (bannisters etc) are part of the disinfectant regime for the building, hand washing facilities or alcohol gel provided on each floor and staff follow good hygiene measures accordingly to prevent potential spread.	2	5	10
12.	Risk of COVID 19 exposure or transmission when staff or relevant others do not wear face coverings.	E, VP, C, P, ES	Schools have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed if they believe that it is right in their particular circumstances. Our school has gone a step further and have followed union advice (NEU) and WHO advice that wearing masks and social distancing reduces risk and transmission, therefore we have stipulated that staff will wear facemasks in classrooms when working with colleagues and students, especially given that we cannot maintain social distancing from the majority of our students. Union guidance and section 44 submissions have illustrated that some staff do not feel safe in the workplace. It has been decided by SLT that if we request staff to wear face masks within learning spaces in addition to corridors and communal areas, that this is providing further protection to staff in addition to following union advice to acknowledge the submission of Section 44 by some staff.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>This is recognised as being contrary to government advice (the advice is to wear masks for secondary students in communal areas) and we recognise that we cannot enforce this but the act has been driven in order to reduce and further promote the safety of staff and students.</p> <p>In primary schools where social distancing is not possible in indoor areas, outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering.</p> <p>We have tried to ensure that any visitors to school are kept to the minimum and any visiting professionals are expected to wear a mask and maintain social distance.</p> <p>Staff are also strongly encouraged to wear a face covering in any other enclosed public space where there are people they do not normally meet. Guidance can be found at <a href="#">guidance on face coverings</a>.</p>			
13.	Risk of exposure to COVID 19 when staff, Pupils or relevant use corridors within school	E, VP, C, P, ES	<p>Doors are kept open where possible to avoid contact with high touch areas.</p> <p><b>NOTE:</b> This does not apply to fire doors unless approved safety mechanisms are used such as dorguards or other hold open devices which release on alarm activation.</p> <p>Fire doors are appropriately signed to enable staff to identify fire doors easily.</p> <p>Staff have been advised to use elbow for opening door release mechanisms where possible.</p> <p>Staff are aware that Fire doors are not to be wedged open.</p> <p>Staff are aware that Vision screens in doors are to be kept clear at all times</p> <p>One-way systems to be implemented where possible.</p> <p>Floor markings/graphics to be provided to provide social distance guidance.</p> <p>Use of photocopiers: Photocopiers to be limited to one person per time. Staff are aware to clean prior to and after use with the cleaning disinfectant/wipes made</p>	1	5	5

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			available at each photocopier. Staff have been advised to limit use of the photocopier and to wash their hands after use or use hand sanitiser. A Cleaning regime is in place for high touch areas on photocopier.			
14.	Risk of exposure to COVID 19 when staff or relevant others use toilets	E, VP, C, P, ES	Restrictions have been stipulated for the number of people using the toilets at any one time. Maximum occupancies (1 person every 2 metres) identified on the door (Staffroom) Student multiple toilet facilities – a maximum of one student and one adult (where required to supervise) at any one time Other staff and student toilets in school are single occupancy. Bubbles have been allocated toilets that they are to use, solely for that bubble. Toilets are screened from each other. It must be ensured capacity of toilets is not exceeded. Plans have been put in place by SLT to ensure social distancing.  Windows opened to allow for natural ventilation where possible. A cleaning regime has been put in place to ensure high contact points are regularly sanitised. Soap is provided for hand washing and paper towels for drying	2	5	10
15.	Risk of exposure to COVID 19 due to mixing within education or childcare setting.	E, VP, C, P, ES	Where possible/feasible rooms are accessed directly from outside. A one-way circulation is in place to keep groups apart as they move through the setting where spaces are accessed by corridors. Staggered breaks are in place to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Staggered lunch breaks - children and young people clean their hands beforehand.  Some students are to eat their lunch in their class bubbles and Red/Pink eat theirs in the dining hall; Upper school will eat theirs in the dining hall, socially distanced and using screens to divide the areas. Upper school are also having staggered lunches so at the most there would only ever be two bubbles in the dining hall. As such, the	4	5	20

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			groups will be kept apart as much as possible and tables/chairs will be cleaned between each group.			
			Toilets will not become overcrowded as staff will be limiting the number of children or young people who use the toilet facilities at one time.			
			Where appropriate staff will support students in understanding how to follow the guidance.			
			Arrangements are in place to ensure that areas are regularly cleaned and sanitised after use including high touch points.			
			Outside space is used: <ul style="list-style-type: none"> <li>• For exercise and breaks.</li> <li>• For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</li> <li>• School bubbles using outdoor equipment ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. <a href="#">COVID-19: cleaning of non-healthcare settings</a>.</li> </ul>			
			For shared rooms: <ul style="list-style-type: none"> <li>• Any use halls, dining areas and internal and external sports facilities for lunch and exercise are used at half capacity. Bubbles take staggered breaks between lessons, these areas may be shared but different bubbles will not mix (and especially will not play sports or games together) and adequate cleaning between bubbles is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• The use of staff rooms and shared spaces is staggered to limit occupancy.</li> </ul>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>The use of shared resources is reduced:</p> <ul style="list-style-type: none"> <li>The amount of shared resources that are taken home is limited, and any exchange of take-home resources between children, young people and staff is limited</li> <li>School have ensured that they have eradicated the need to share stationery by allocating resources to each child/student to use that it solely theirs. Where sharing of any resources is required, materials and surfaces will be cleaned and disinfected more frequently.</li> </ul>			
			School, parents and where appropriate/feasible, children and young people will follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel.			
			If required, school will ensure that transport arrangements cater for any changes to start and finish times.			
			School have requested that ACT ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.			
			School have requested that ACT ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.			
			School have requested that ACT take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.			
			It is recognised that students do not travel on transport in their bubbles, therefore further increasing 'contacts'.			



Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>local authorities or transport providers will be required to consider the following:</p> <ul style="list-style-type: none"> <li>• guidance or training for school transport colleagues</li> <li>• substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li> <li>• cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</li> </ul> <p>Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</p>			
17.	Risk of exposure to COVID 19 when staff or relevant others use welfare facilities including; Kitchen facilities and rest areas.	E, VP, C,	<p>Breaks are staggered to reduce the number using the facilities in order to achieve social distancing (2 metres).</p> <p>The number of people using kitchens and rest areas at any one time has been stipulated and reduced.</p> <p>Additional rest areas have been identified and made available for staff to use; library area and the Thrive room.</p> <p>Maximum occupancies are identified on the door of such areas.</p> <p>Vision panels (windows) in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door.</p> <p>Staff are encouraged to bring in a flask rather than using a tea point or if using a hot water dispenser, they ensure that there is only one person in the area and they ensure that they wipe the tap to the boiler prior to and after use.</p> <p>Any food stored in fridges is sealed and any handles/access points are wiped prior to opening and afterwards. Microwaves are wiped prior to and after use; where possible, staff will try not to use them to reduce the potential spread of virus through high touch areas. Once again, should microwaves be used they will be sanitised prior to and after use.</p> <p>Disposable paper towels are provided in school, should fabric towels be used they are used once and are washed afterwards, there are no multi use towels to be used.</p>	1	5	5

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>All toilets and kitchens that school are responsible for, provided with hand washing facilities with soap, disposable towels and hot running water.</p> <p>Posters displayed in toilets and kitchens asking staff to wash their hands for twenty seconds using soap and water.</p> <p>Government advice is to Catch Coughs and Sneezes in tissues – Tissues are available throughout the workplace.</p> <p>Seating arrangements within staff respite areas are arranged so that social distancing can be maintained</p> <p>Staff will bring their own food and eat at their chosen respite area, ensuring that they wipe surfaces prior to sitting and afterwards</p> <p>Cutlery, plates and cups are to be provided by staff and are not shared.</p> <p>Shared water fountains are not to be used in school.</p>			
18	Communicating the risk of exposure to COVID 19	E, VP, C, P, ES	<p>The head teacher has ensured that we have a documented system to communicate the requirements of COVID 19 premises risk assessments in the premises where their staff are working or visiting.</p> <p>The head teacher has ensured that the information includes the control measures which have been implemented and premises specific instructions in order to help protect staff and others whilst in school premises</p> <p>The head teacher has ensured that she has informed all children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</p> <p>The head teacher has informed all parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>The head teacher has informed those parents some transporting their child/young people where their allocated drop off and collection point is and at what times, in addition to the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p>	3	5	15

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>The head teacher has made it clear to parents that they cannot gather at any entrance points, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Signs and notices relating to COVID 19 risks and required precautions are provided at strategic locations throughout the building.</p> <p>The head teacher has ensured that ACT make parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>.</p> <p>The head teacher has engaged with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing extra training requirements.</p> <p>The head teacher has communicated in a timely manner with contractors and suppliers that are required to support school's plans for opening such as cleaning, catering, food supplies and hygiene suppliers.</p> <p>Discussions have taken place with cleaning contractors with regards to the additional cleaning requirements and agreements have been reached with regards to the additional hours required to allow for this.</p> <p>School will ensure that it will use emails, morning meetings/briefings, phase meetings for to cascade information as and when required in addition to risk assessment sign off sheets.</p>			
19.	Risk of COVID 19 exposure or transmission as a result of inadequate fire safety and other emergency arrangements.	E, VP, C, P, ES	<p>School has reviewed emergency evacuation procedure to ensure that arrangements remain valid for:</p> <ul style="list-style-type: none"> <li>Means of escape</li> <li>Muster points</li> <li>PEEPS</li> <li>Number of trained fire wardens</li> </ul> <p>Social distancing measure (2 metres) to be maintained for above situations where possible.</p>	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>Updated fire evacuation plan to be communicated to all persons working within the premises or visiting the premises.</p> <p>Updated fire evacuation plan to be maintained for audit and inspection purposes.</p> <p>Consideration given to PEEPS and precautions required to minimise risks associated with COVID 19 when responding to a fire or alarm activation situation.</p> <p>Fire log book to be maintained for all occupied buildings.</p> <p>Fire risk assessment to be reviewed by the relevant Head Teacher as and when required and updated accordingly subject to risk.</p>			
20.	Risk of COVID 19 exposure or transmission as a result of inadequate first aid arrangements.	E, VP, C, P, ES	<p>Head teacher is to review current first aid risk assessment and COVID 19 first aid risk assessment and understand the risk and control measures required for provision of first aid.</p> <p>The written first aid risk assessment takes into account all relevant factors with the aim of enabling the setting to ensure that we can provide the safe care needed by children of critical workers and vulnerable children during COVID-19 outbreak, including:</p> <ul style="list-style-type: none"> <li>• The number of children on the premises.</li> <li>• The staff to child ratios.</li> <li>• The types of activities undertaken with the children on the premises.</li> <li>• The likely need for first aid based on the needs of the children attending the premises.</li> <li>• First aider knowledge among staff on the premises; and</li> <li>• The mitigations available to reduce the risk of such an incident.</li> </ul> <p>Arrangements are monitored for first aid provision on a regular basis and school have ensured that an adequate number of trained first aiders are in place in accordance with relevant risk assessments and government guidance.</p> <p>First aid kits have been updated to include surgical masks, eye protection, disposable gloves, disposable aprons and hand sanitisers.</p>	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>The COVID 19 First Aid risk assessment has been communicated to all staff and First Aiders within the premises and that current government advice is followed when carrying out first aid treatment.</p> <p>Staff are aware that any contaminated PPE should be double bagged and disposed of in general waste after 72 hours.</p> <p>Managers and first aiders are aware to refer to government guidance regarding expired first aid qualifications and the action to take.</p>			
21. 22. 23.	Risk of exposure to COVID 19 due to ventilation	E, VP, C, P, ES	<p>Ventilation systems cannot be kept running at night &amp; weekends due to the nature of the system installed in school build nor set to nominal speeds prior to the building opening and closing day but on a lower speed.</p> <p>Staff are to ensure good use of natural ventilation and open windows to allow for natural air changes where possible.</p> <p>Ventilation in toilets as an extractor fan runs only when staff entering the toilet to trigger the lies. Doors will be left open when not in use where the where this is safer possible to do so.</p> <p>It is not possible to switch air handling units with recirculation to 100% outdoor air due to the nature of the ventilation system installed in school. Doors (not fire doors) and Windows will be open to allow the circulation of air throughout the building, School do not use heat recovery equipment.</p> <p>Staff are aware that the use of air conditioning unit within the building is permitted in <b>extreme temperature conditions to ensure physical comfort of students and staff.</b></p> <p>Fire evacuation plans and fire risk assessment to be updated accordingly.</p> <p>Staff know that they must leave doors open where possible (not fire doors) to ensure a flow of fresh air throughout the building</p>	2	4	8
	Risk of exposure to COVID 19 when staff dispose of PPE, cleaning materials	E, VP, C, P, ES	<p>Internal bin system to be set up to deal with disposal of PPE and cleaning materials.</p> <ul style="list-style-type: none"> <li>PPE and contaminated materials to be double bagged and tied.</li> <li>4 bins provided to cover 4 x 24 hour periods.</li> <li>Each of the 4 bins to be labelled (Date order).</li> </ul>	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	and other contaminated waste.		<ul style="list-style-type: none"> <li>Bins to be kept in secure location away from children where required.</li> <li>Contents of bins to be disposed of via general waste, once 72 hours have elapsed.</li> <li>Bins to be sanitised once emptied.</li> <li>Wash hands using soap and water or alcohol gel (70%) after handling bins.</li> </ul>			
	Mental health and wellbeing may be affected due to isolation; workload; lack of exercise; caring responsibilities etc.	E	<p>Management to promote mental health &amp; wellbeing awareness to staff during the COVID 19 pandemic and school will offer whatever support they can to support staff and relevant others.</p> <ul style="list-style-type: none"> <li>Regular welfare checks by management and staff.</li> <li>Information available from school mental wellbeing first aiders.</li> <li>Support available through the school insurance scheme counselling services</li> </ul>	2	5	10
24.	Risks of COVID 19 outbreak associated with inadequate testing arrangements for COVID 19 within occupied buildings.	E, SU, VP, P, C	Arrangements are in place for testing in accordance with most up to date government guidance and advice.			
			Guidance on testing can be sought from the HR Team. Further information on testing arrangements can be found on the COVID 19 page. <a href="https://intranet.middlesbrough.gov.uk/coronavirus-covid-19-staff-updates">https://intranet.middlesbrough.gov.uk/coronavirus-covid-19-staff-updates</a>			
			<p>Arrangements are in place for appropriate track and trace of confirmed COVID 19 cases as required, depending on stage of pandemic.</p> <p>.....</p> <p>Any staff that been contacted by track and trace methods will abstain the work setting for 10 days since they last saw the affected person.</p> <p>In such circumstances it may be necessary for an additional adult in school to be redeployed to provide support within effective teaching group or a supply member of staff.</p>			
25.	Risk of COVID 19 infection and transmission when reopening a council building after lockdown.	E, SU, VP, P, C	<p>Management will display a "Staying COVID 19 secure in 2020" poster (<b>Appendix A</b>) in a prominent location at the building entrance with up to date contact details.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf</a></p>	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Management to complete COVID secure checklist on a regular basis and maintain for audit purposes.			

## Action Register

This action register should be used to document any additional control measures which are required to eliminate or adequately control the risks identified within the assessment.

- Any risks which require additional control measures which cannot be implemented in a timely manner, must be documented within the action register.
- Consideration should be given to the hierarchy of controls when implementing control measures.
- Actions must be assigned to an action owner who is responsible for implementing the required action within the timescales indicated.
- Service Area Managers must escalate any significant risks which cannot be resolved locally to their Head of Service for resolution.
- Heads of Service must escalate any risks which cannot be resolved at Head of Service level to their Director for resolution.
- The action register must be updated once the actions have been completed and the control measures incorporated into the risk assessment.

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed



## Risk Assessment Authorisation & Review

<b>Name of Assessor(s):</b>		<b>Signature of Assessor(s):</b>		<b>Date:</b>	
<b>Name of Authorising Manager:</b>		<b>Signature of Authorising Manager:</b>		<b>Date:</b>	

- This risk assessment is a living document and must be reviewed regularly (at least annually) by the manager responsible for the activity being assessed. It should also be reviewed:
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or other significant incident which could impact upon the safety of employees or relevant others.
  - Following significant changes to the task, process, procedure, personnel or line management.
  - Following the introduction of vulnerable personnel.
- A copy of the updated risk assessment should be maintained and made available for inspection and audit purposes

<b>Review</b>	<b>Name of Manager</b>	<b>Date</b>	<b>Comments</b>
Review 1			
Review 2			
Review 3			
Review 4			
Review 5			
Review 6			
Review 7			
Review 8			



## APPENDICES

### Appendix 1

#### Priory Woods Face Mask protocols

You can use disposable face masks and eye protection continuously until you need to take a break (it needs to be disposed of when you take it off to drink or eat) or until the item needs replacing.

The face mask needs to be replaced if you have been:

- coughed on
- Sneezed on
- Or anybodily fluids make contact with the mask
- Or if condensation has built up in the mask

It is okay to use the same disposable mask for sessional work ie. your work day unless you've taken a drink/eaten, or have experienced any of the above then it requires changing.

You can use the same mask and/or eye protection:

- for caring for more than one person
- until you need to take a break e.g. to drink, eat or break or end duties
- when moving/travelling between individuals if safe to do so

Use PPE safely:

COVID 19 – Schools Risk Assessment V4 05.01.2021

- make sure you clean your hands appropriately before putting on and after removing your PPE
- you should not touch your face mask or eye protection unless it is to put it on or remove it
- make sure that your face mask always covers your mouth and nose
- do not dangle your face mask or eye protection around your neck or place on the top of your head

Put on and take off PPE items according to this video [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

Public Health England advice for health settings but it gives advice for putting on and taking off (donning and doffing) face masks.

Remember to;

- disinfect your eye protection before and after use. Ensure your hands are clean when putting them on

Put on and remove PPE at least 2m away from the people you are caring for

Do not re-use PPE items unless they are clearly marked as re-usable:

- gloves and aprons are always single use and must be disposed of and replaced after use
- re-usable items e.g. eye protection must be cleaned according to manufacturer's instructions or according to local infection prevention and control

RE - usable fabric face masks

Ensure that if you're using a re-usable face mask that it is stored in a sealed bag when not in use and that you wash it after every use.

It is advisable to have a spare re-usable fabric face mask to rotate for the washing cycle. Wash on a 60 degree wash.

As with a disposable mask, once you've put it on, do not touch it with your hands until it comes to the time that you need to remove it.

Masks should be worn when feeding students, whilst facing them and also when attending to any peg sites, flushes etc or NG tubes.

## Appendix 2



### **FIRE SAFETY POLICY**

**COVID 19 - November 2020**

## **Fire Safety Policy**

### **1. Purpose**

Priory Woods School recognises and accepts its responsibilities as an employer and a service provider for ensuring the health, safety and welfare of its employees, service users and members of the public whilst on the premises from the effects of fire.

Our responsibilities have been reviewed due to the impact of COVID19 and as such we have undertaken a fire risk assessment and implemented any identified actions and recommendations that have been made.

Employees, service users and members of the public also have responsibilities to take reasonable care of themselves and other people and to cooperate with Priory Woods School in meeting their obligations as an employer by ensuring that:

All fire exit routes and fire prevention equipment are not obstructed and as far as practicable kept in good working order and that fire safety equipment in general is not tampered with or abused.

### **2. Organisation and Responsibilities**

Priory Woods School will so far as is reasonably practicable:

- Provide and maintain adequate control of the fire safety risks arising from our work activities
- Consult with our employees and where appropriate members of the public regarding matters affecting their health and safety from fire
- Maintain a work place and equipment that is safe from the risks of fire
- Use competent people to assess the risk from fire
- Provide adequate and appropriate training for all staff in general fire awareness and the action to take in the event of a fire
- Provide suitable and sufficient personal evacuation plans for people who have disabilities
- Provide a general evacuation plan for casual visitors as necessary and at regular intervals
- Provide safe arrangements for the use, handling and storage of dangerous substances.

### **3. Responsibilities**

- Responsibility for fire safety in Priory Woods School is the Head Teacher - Janis French
- Day to day responsibility for ensuring this policy is put into practice is delegated to the Fire Safety Manager - Janis French
- To ensure fire safety standards are maintained/improved, the following people have responsibility in the following areas:

Person Responsible	Role / Subject	Area of Responsibility
<b>Fire Evacuation</b>		
Fire Safety Manager	Evacuation Coordinator	Coordinate the premises fire evacuation. Ensure the Fire Brigade (FB) has been called. Collect information on persons accounted for/missing and report to FB on their arrival.
Fire Marshal	Sweeping of the Building.	Ensure that areas of the building are swept in the event of alarm activation.
Teaching staff/Classroom Assistants	Evacuation of children	Responsible for their own class or tutor group.
Care Assistants	Evacuation of children	Responsible for assisting with the evacuation of all children.
Front Office staff	Documentation and visitors	Collect and distribute fire pack, class lists and absent pupils. Ensure visitors are accounted for. Ensure Pods are contacted.
<b>General Premises Fire Safety</b>		
Head Teacher / Fire Safety Manager	Fire awareness training	Ensure <u>all</u> staff receive fire awareness training on induction and annually.
Fire Safety Manager	Audit	Responsible for quarterly auditing of fire safety records.
Fire Safety Manager	Fire evacuation	Organise and implement a fire drill per term.
Site Managers	Fire evacuation	Weekly testing of fire alarm system as detailed in the Fire logbook.
Site Managers	Fire evacuation	Monthly testing of emergency lighting system as detailed in the Fire logbook.

Site Managers	General fire safety	Responsible for monthly "walk around" fire safety check and recording logbook.
---------------	---------------------	--------------------------------------------------------------------------------

Practice during the COVID19 pandemic means that each teacher within a teaching pod will assume the responsibility of being the Fire Marshal. They will ensure that all students and staff follow the normal evacuation procedures and that they sweep any hygiene rooms and toilets to confirm that all students and staff from their pod have evacuated safely. Staff are aware of their nearest fire exit and also of the assigned congregation point, as per pre COVID19.

In the eventuality of a fire evacuation Janis French, Fire Safety Manager, will ensure that all students and staff are present and accounted for in the main building. In post 16 building this responsibility lies with Emma Fox or Kendra Hatcher, depending upon who is in school on the staffing rota.

#### 4. Employees

Employees are required by the Regulatory Reform (Fire Safety) Order 2005 and by Priory Woods School to:

- Cooperate on all fire safety matters
- Not to interfere with anything provided to safe guard their fire safety
- Take reasonable care of their own fire safety
- Report all fire safety concerns to their supervisor, manager or the responsible person
- Ensure they are familiar with the emergency plan for Priory Woods School and cooperate by participating in fire evacuation/drill procedures and observing practical fire safety arrangements
- Identify and cooperate with the responsible person at Priory Woods School
- Be familiar with all escape routes
- Not wedge fire doors open or obstruct them
- Be aware of the action to take in the event of a fire, i.e. raising the alarm and the actions to take if you hear the alarm, including calling the Fire & Rescue Service
- Promptly evacuate the building in accordance with the emergency plan, to the designated assembly point without putting themselves at risk.

## **Consultation**

It is recognised that staff participation in keeping the work environment safe is required. Consultation on fire safety matters will be undertaken through the recognised channels and the active participation and support of each employee is sought in maintaining good communication.

### **5. Training**

Employees will receive fire safety training and periodic refresher training sufficient for them to be competent in so far as preventing fires and the actions to be taken should one occur.

### **6. General**

All Legislation, Codes of Practice and Guidance governing fire safety of persons at work and for protecting others against the risk of fire shall be considered when undertaking the fire risk assessment. The fire risk assessment and the emergency plan for Priory Woods School shall be readily available to all staff, visitors and contractors for information. Fire Safety procedures will also be made available to members of the public, visitors and contractors as required.

### **7. Fire Safety Policy Statement**

A copy of this statement will be brought to the notice of all employees. It will be reviewed and amended periodically.



## Appendix 3



### COVID 19

#### WHAT TO DO IN THE EVENT OF HEARING THE FIRE ALARM:-

ON HEARING THE FIRE ALARM THE FOLLOWING STEPS SHOULD BE TAKEN:-

- REGARDLESS OF WHETHER THE FIRE ALARM IS A CONTINUOUS OR A PULSATING TONE YOU SHOULD EVACUATE THE BUILDING.

EVACUATION:-

- TO EVACUATE THE BUILDING PLEASE EXIT BY THE NEAREST AVAILABLE ROUTE. THERE IS A VISUAL DIAGRAM IN EACH ROOM DETAILING THE MAIN AND ALTERNATIVE EXIT POINTS.
- TO OPEN THE MAIN 3 DOORS ON THE FRONT CORRIDOR THE GREEN RELEASE BUTTON SHOULD BE PRESSED.
- GATE KEYS FOR THE LOWER SCHOOL PLAYGROUND GATE ARE HELD IN RED CLASS AND IN EACH OF THE KEY STAGES.
- A SPARE KEY IS ALSO KEPT IN THE MAIN RECEPTION OFFICE AND IN THE SCHOOL OFFICE
- GROUPS SHOULD ASSEMBLE AT ONE OF THE 2 ASSEMBLY POINTS AT THE FRONT OF SCHOOL.
- THE LOCATIONS OF THE ASSEMBLY POINTS ARE NOTED IN EACH OF THE CLASSROOMS.
- THE ASSEMBLY POINTS ARE IN THE THE CAR PARK FOR LOWER SCHOOL AND THE MUGA FENCE FOR UPPER SCHOOL AND POST 16.
- PLEASE GO THE APPROPRIATE ASSEMBLY POINT. FOR LOWER SCHOOL CLASS ASSEMBLY POINTS ARE SIGN POSTED ALONG THE FENCE OF THE CYCLE TRACK.
- FOR UPPER SCHOOL ASSEMBLY POINTS ARE SIGNPOSTED ON THE MUGA FENCE AND ARE NOTED AS 1,2,3,4,5,6,7. IF YOU ARE IN A TUTOR GROUP S1 GOES TO 1, S2 TO 2, S3 TO 3, S4 TO 4, S5 TO 5, S6 TO 6. IF YOU ARE IN A G GROUP G1 GOES TO 1, G2 TO 2, G3 TO 3, G4 TO 4, G5 TO 5, G6 TO 6, AND G7 TO 7.
- POST 16 ASSEMBLY POINTS ARE ALSO AT THE MUGA AND ARE LABELLED AS P16 1, P16 2, P16 3, AND P16 4.

THE POOL IS NOT BEING USED DURING THE PANDEMIC:-

### **EVACUATION FROM FLOOR 1 IN D BLOCK:-**

- ON HEARING A CONTINUOUS TONE ALL PUPILS IN WHEEL CHAIRS SHOULD BE PUSHED INTO THE REFUGE AREA AT THE TOP OF THE STAIRS AND THE DOORS SHOULD BE CLOSED BEHIND THEM.
- ALL PUPILS THAT ARE ABLE SHOULD BE ESCORTED DOWN THE NEAREST STAIRS AND TAKEN OUT TO THE ASSEMBLY POINT AT THE MUGA GATE.
- A MEMBER OF STAFF NEEDS TO COME DOWN THE STAIRS AND PUT THE KEY WHICH IS KEPT HUNG IN THE ASSISTANT HEADS OFFICE INTO THE LIFT TO PUT THE LIFT IN FIRE MODE.
- AN ADDITIONAL KEY IS HELD IN PRIORY WOODS RECEPTION OFFICE
- THE LIFT WILL AUTOMATICALLY DROP TO THE GROUND FLOOR. THE MEMBER OF STAFF SHOULD THEN GO INTO THE LIFT AND START BRINGING THE PUPILS FROM THE FIRST FLOOR DOWN TO THE REFUGE POINT AT THE BOTTOM OF THE STAIRS IN FRONT OF THE LIFT.
- IN ORDER TO OPEN THE LIFT DOORS YOU MUST HOLD THE BUTTON DOWN CONTINUALLY – OR THE DOORS WILL ONLY PARTLY OPEN.
- PUPILS WILL THEN BE TAKEN OUT FROM THE REFUGE POINT TO THE MUGA ASSEMBLY POINT.

### **PORTACABINS**

- THE PORTA CABINS ARE NOT LINKED TO THE MAIN BUILDING. IF AN ALARM GOES OFF IN THE MAIN BUILDING IT WILL NOT SOUND IN THE PORTA CABINS
- THE OFFICE STAFF ARE RESPONSIBLE FOR ENSURING THAT A PHONE CALL IS MADE TO THE PORTACABINS TO INFORM THEM THAT THE ALARM IN THE MAIN BUILDING IS GOING OFF.
- PUPILS SHOULD NOT ENTER THE BUILDING AND MAKE THEIR WAY TO THE ASSEMBLY POINTS EITHER IN THE MAIN CAR PARK OR AT THE MUGA
- IF THE ALARM GOES OFF IN THE PORTACABIN STAFF SHOULD EVACUATE PUPILS BACK INTO THE MAIN BUILDING AND CONTACT THE OFFICE IMMEDIATELY.

### **STAFF RESPONSIBILITIES**

- THE SBM / WARDENS ARE RESPONSIBLE FOR ASSESSING THE LOCATION AND NATURE OF THE ACTIVATION
- STAFF WITHIN CLASSES ARE RESPONSIBLE FOR ENSURING THAT ALL PUPILS IN THEIR LESSONS HAVE BEEN EVACUATED FROM THE BUILDING.
- OFFICE STAFF WILL TAKE OUT DETAILS OF WHICH PUPILS ARE ABSENT THAT DAY. HOWEVER EACH CLASS TEACHER IS RESPONSIBLE FOR HAVING A CLASS REGISTER FOR PUPILS IN EACH SESSION.
- JENNY REED IS RESPONSIBLE FOR ENSURING THAT ALL PRIORY WOODS VISITORS ARE ACCOUNTED FOR AND FOR LIAISON WITH ORMESBY SCHOOL.
- JENNY REED /OFFICE ARE RESPONSIBLE FOR ENSURING THE PODS ARE NOTIFIED AND EVACUATED.
- JANIS FRENCH / HAZEL SOUTER ARE RESPONSIBLE FOR ENSURING THAT THE FIRE BRIGADE ARE CONTACTED IF REQUIRED AND GIVING THE ALL CLEAR TO GO BACK INTO THE BUILDING.
- NOMINATED FIRE WARDENS ARE RESPONSIBLE FOR SWEEPING THEIR DELEGATED AREAS OF THE BUILDING

## **FIRE WARDENS**

ALLOCATED FIRE WARDENS IN SCHOOL ARE:-

JANISD FRENCH – FIRE SAFETY MANAGER

GROUND FLOOR D BLOCK – JENNIFER REED/ DEPUTY GILLIAN SMITH

FIRST FLOOR D BLOCK – EMMA FOX/ DEPUTY MELISSA GROOM

E BLOCK – DAWN JASINEK/SHARON HUTCHINSON

F BLOCK – HAZEL SOUTER / DEPUTY DIANE VASEY/HELEN MASSINGHAM


POD 1 & POD 2 – HANNAH RICKARDS/ADAM FEATHERSTONE

FIRE CO-ORDINATORS – JANIS FRENCH/HAZEL SOUTER

Teaching staff are responsible for their for their teaching pod to ensure that all students have evacuated with staff and that they sweep the hygiene rooms, learning spaces and toilets to confirm that they are empty of people.

PRIORY 16 – MAUREEN MEDD / JULIE WINWARD EMMA FOX/KENDRA HATCHER

IN THE ABSENCE OF THE MAIN FIRE WARDEN NOT BEING IN SCHOOL THE DEPUTIES WILL ASSUME RESPONSIBILITY. ALL STAFF ARE AWARE OF THE STAFF AND STUDENT ROTAS FOR LOCKDOWN 3

		<h2 style="text-align: center;">Risk Assessment and Management Record</h2> <h3 style="text-align: center;">Meeting the hygiene needs of students during a Coronavirus outbreak</h3>		
Establishment	Priory Woods School & Arts College	Students attending school requiring Intimate Care	Location/Purpose – Maintaining safety of students and staff when attending to intimate care in school	Date(s) 1.9.20 onwards
Leader N/A	Other staff School staff teams	Group Size Individual students	Ratio 10 students with 2- 5 staff depending upon individual needs of students	
<b>Identifying significant hazards – assessing the risk</b> <ul style="list-style-type: none"> <li>Children or staff becoming unwell</li> <li>Children interfering with pads and having unhygienic matter on their person</li> <li>Cross contamination</li> </ul>			<b>Control measures – reducing the risk</b> <ol style="list-style-type: none"> <li>No staff or students with a temperature and/or a persistent cough will attend school- Temperatures of students and staff will be checked when they arrive to school. Anyone with a temperature will be sent home immediately.</li> <li>Bathrooms will be used for Lower school, upper school and post 16 students to reduce the risk of cross contamination.</li> <li><b>Two staff members will attend to the hygiene needs of students</b></li> <li>One Staff member will prepare in advance for the pending visit to the bathroom;             <ul style="list-style-type: none"> <li>Hands will be washed for 20 seconds prior to preparing the changing the bed</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• The changing bed will be wiped down with sanitiser</li> <li>• Paper roll will be placed on the changing bed</li> <li>• Pads will be prepared</li> <li>• <b>Staff MUST put disposable gloves and an apron on at this point</b></li> </ul> <ol style="list-style-type: none"> <li>5. One staff member retrieves their colleague and the student requiring changing. Staff to maintain social distancing for as long as is feasibly possible</li> <li>6. Dignity, privacy and respect for the student must be demonstrated at all times when changing</li> <li>7. The staff member with the apron and gloves on assists the student and applies either gel to the student's hands or asks them to wash their hands whilst their colleague prepares with hand washing, apron and gloves.</li> <li>8. The student then is asked to alight the bed</li> <li>9. Staff to ensure that children are instructed and supervised to ensure that they are calm and can comply to instructions as much as they are able to do so</li> <li>10. Change the student's pad</li> <li>11. If the student acquires any insanitary material on their hands alcohol gel will be applied to their hands or the body part immediately to ensure that they are not susceptible to any cross infection</li> <li>12. Dispose of the pad in the appropriate waste bin</li> <li>13. Dispose of roll</li> <li>14. One staff member removes apron and gloves and washes their hands for 20 seconds and disposes of their protective wear then they remove themselves with the student and use hand gel as they leave – they return to activity in the setting .</li> <li>15. The area will be treated and cleaned appropriately to ensure there is no cross contamination as the one remaining staff member will wipe the bed down with sanitiser in addition to wiping down door handles and the external area of hygiene bin with foam cleanser/antiseptic wipes</li> <li>16. The last staff member removes their apron and gloves and washes their hands for 20 seconds and then they leave the hygiene room and use hand gel after closing the door</li> </ol>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>Reducing risk</p> <p><b>Adults in school will actively attempt to reduce the potential for using the following types of acceptable physical contact:</b></p> <ul style="list-style-type: none"> <li>• Physical prompting</li> <li>• A small hug for comfort and reassurance when a pupil is distressed</li> <li>• Co-active feeding</li> <li>• Removing objects from a pupil's mouth other than for safety first means</li> <li>• Choking – removal of an obstruction or putting a pupil in a head- down position over a knee and slapping them on a back (first aid procedures)</li> <li>• Wiping or cleaning a pupil when they have finished (or during) a meal</li> <li>• Personal care <ul style="list-style-type: none"> <li>i. Wiping noses</li> <li>ii. Washing faces</li> </ul> </li> </ul>		
<p><b><u>Site and its environment</u></b></p> <p>Ensure that children are a specified distance from each other and staff members for as long as is feasible/possible and that students are supervised appropriately</p> <p>Handles and surfaces are wiped regularly</p>	<p><b><u>Risk</u></b></p> <p>Children not staying a specified distance from the staff and grabbing them.</p> <p>Cross contamination</p>	<p>Reminders about appropriate distance where feasible and possible and offer reassurance</p> <p>Regular wiping down of surfaces throughout the work day including equipment, door handles, tables, chairs etc</p> <p>Staff and students to regularly wash their hands throughout the day</p>	<p><b><u>Outcome</u></b></p> <p>safe</p>	<p><b><u>Communicate with:</u></b></p> <p>Children, staff and parents</p>

Hygiene bins emptied daily	Cross contamination	Staff to wear gloves and aprons when emptying the bins and to ensure that they wash their hands afterwards		Staff
Soiled clothes	Cross contamination	Staff to wear gloves and aprons when bagging soiled clothes in the yellow bags		Staff
<b>Group</b> 1) whole group	Inappropriate behaviour and attitude to one another, frightened	Reminders about appropriate behaviour, supervision, and reassurance from staff to pupils	Safe and appropriate behaviour	Children
<b>Staffing and activity arrangements</b> 1) Staff to ensure supervision levels and reassure and maintain constant monitoring of pupils whilst on site and when changing 2) Discussion with the student about expectations, children's presentations and fears etc. will be monitored ie. Hand dryers, sensory etc	Children excitable, possibly fearful. Students potentially becoming physical	Apply Team Teach training – de-escalation, THRIVE - reassurance	Children and adults are safe and know what to do	Children, staff
<b>Transport</b>	N/A			
<b>Completed by</b>  Hazel Souter  July 13 <sup>th</sup> 2020		<b>Signed</b>		



## Appendix 5

### Risk Assessment for Lower School consuming lunches in classrooms

**Premises:** Priory Woods School and Art College

**Department:** Education

**Section:** CESC



<b>Task/Activity:</b>	<b>Supporting: safe transfer and consumption of lunches in the classrooms in lower school</b>	<b>Date:</b>	<b>7.9.20</b>
-----------------------	-----------------------------------------------------------------------------------------------	--------------	---------------

<b>Step 1 - What is the hazard?</b>	<b>Step 2 - Who might be harmed &amp; how?</b>	<i>Step 3 - Existing Controls</i>	<i>Step 4 - Any further controls required?</i>	<i>Person Responsible / Completion date</i>
Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the catering team.	School and catering Staff contracting Covid.	<p>Advice given to all staff to conduct a dynamic risk assessment consistently throughout the lunchtime period within the lower school educational setting.</p> <p>All staff to maintain hygienic hand hygiene levels i.e. washing their hands/sanitising before collecting food and after collecting food, similarly when</p>	All school staff to maintain vigilance with regards to safety, movement, and COVID19 related hygiene with regards to the consumption of food in class.	SLT, Catering staff Lower school staff

<p>Staff tripping, slipping, falling when collecting and moving food around lower school.</p> <p>Handling hot food and risks of burns.</p>	<p>Staff sustaining injuries from any trips and falls or burns.</p> <p>The risk of burns when handling food.</p>	<p>returning plates and cutlery et cetera to the catering staff.</p> <p>Staff to maintain social distancing measures when collecting and returning food items and wear masks if the 2m social distancing measures are breached.</p> <p>Staff submit a pre-chosen meal selection for their class, catering staff prepare this for the students. Catering staff plate the food up and cover it to ensure that it is safe to transport. Catering ensure that the food is of a temperature that it will not cause burns as transported and is also covered appropriately with clingfilm to ensure that the likelihood of spills etc is minimal. The use of clingfilm also aids the ability to identify which meal is for which students</p> <p>A nominated member of staff from each bubble collects the bubbles' lunches at known and agreed allocated times. Safe movement is adhered to when travelling with the food trolley from the Lower</p>		
--------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

<p>The risk is potentially <b>Low.</b></p>	<p>Students/staff potentially slipping on food debris</p>	<p>School Dining Hall to the classroom bubble.</p> <p>Staff ensure that all tables and chairs are cleaned prior to lunch consumption and afterwards.</p> <p>Staff ensure that the floor is swept of any food debris and any liquid spills are cleared immediately.</p> <p>Students are seated at tables and supervised by staff in their bubble when eating their lunch.</p> <p>Students have their own drinks bottles, sent from home for them to drink from.</p> <p>All plates, cutlery and uneaten food are removed from class and returned to the kitchen by the nominated member of staff on the trolley provided.</p> <p>Lower school staff must inform SLT if they are experiencing any difficulties.</p>		
--------------------------------------------	-----------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

--	--	--	--	--

**Step 5 - Keep the assessment under review:**

For a new procedure, review in the first 6 weeks.

If satisfactory review again at least annually, or sooner if there are any changes.

**Briefing Notes**

Review 1	By:	Date:	Any Action Necessary:
Review 2	By:	Date:	Any Action Necessary:
Review 3	By:	Date:	Any Action Necessary:

## Appendix 6

As per government guidance and document;

### **<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>Where local restrictions apply**

Consistent with WHO's new advice, schools and colleges should take additional precautionary measures in areas where the transmission of the virus is high. These areas are defined as [areas of national government intervention](#). Information on areas with a status of 'intervention' can be found in the [National coronavirus \(COVID-19\) surveillance report](#), which is updated every week.

In these intervention areas, in education settings where Year 7 and above are educated, **face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain**. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.

In the event of new local restrictions being imposed, schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances. This updated guidance on face coverings for areas of national government intervention will come into effect on 1 September. Separate guidance will be issued on this.

## Exemptions

Some individuals are [exempt from wearing face coverings](#). For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

## Appendix 7 (COVID 19 – School's First Aid Risk Assessment)

<b>Names of Assessors:</b>	Hazel Souter	<b>Date Completed:</b>	29.5.20
<b>Activity Being Assessed:</b>	First aid administration during COVID 19 risks associated with employees and relevant others accessing and working from school premises (This supersedes previous school COVID-19 risk assessments).		

Risk Matrix Table					
	Likelihood of harm				
Severity	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
<b>1 – Extremely Low</b> (Trivial injury)	1	2	3	4	5
<b>2 - Low</b> (Minor injury)	2	4	6	8	10
<b>3- Medium</b> (Lost Time injury)	3	6	9	12	15
<b>4 - High</b> (Specified injury)	4	8	12	16	20
<b>5 - Extremely High</b> (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
<b>(1- 5) Low Risk</b>	Maintain existing control measures.
<b>(6 - 12) Medium Risk</b>	Review existing control measures and where possible add additional control measures to further reduce the risk.
<b>(15 - 16) High Risk</b>	Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.
<b>(20 – 25) Extremely High Risk</b>	Stop activity until additional control measures are implemented to reduce risk to an acceptable level.

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of exposure to COVID 19 when addressing any person's first aid needs in School premises including contact with members of the public	E, VP, C	<p>Staff and management will have already confirmed with any person attending the building if symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> <li>- a new continuous cough</li> <li>- a high temperature</li> <li>- a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>For most people Coronavirus will be a mild illness. However, if you have any of the symptoms above you should self isolate at home, seek medical advice and notify a member of SLT and follow the Attendance Management Policy Procedures.</p>	1	5	5
			<p>SLT has considered the individual vulnerability of staff and relevant others who are at moderate risk and to prioritise staff with the following conditions for self-isolation:</p> <ul style="list-style-type: none"> <li>• Pregnant women</li> <li>• People over the age of 70</li> <li>• People who would normally be advised to have the Flu vaccine</li> <li>• People suffering from the following: <ul style="list-style-type: none"> <li>- Chronic respiratory diseases - Asthma, COPD, bronchitis &amp; emphysema;</li> <li>- Chronic heart diseases such as heart failure;</li> <li>- Chronic kidney disease; diabetes;</li> <li>- Chronic liver disease such as hepatitis;</li> <li>- Chronic neurological conditions such as Parkinson's disease, motor neurone disease, multiple sclerosis, a learning disability or cerebral palsy;</li> <li>- Problems with the spleen e.g sickle cell or removal of spleen;</li> <li>- A weakened immune system as a result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy; and</li> <li>- Clinically obese (a BMI of 40 or above).</li> </ul> </li> </ul>			



Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>SLT have referred to the most up to date government guidance on pre-existing medical conditions which increase risk.</p> <p>In addition to this guidance school have requested that any member of staff that has been advised to refrain from attending the work environment by a medical professional do so due to a condition and/or for which they require medication that they notify SLT and that they work from home for the foreseeable future. People receiving a flu injection annually have also been advised to seek their medical professionals advice about whether they should be working in the school setting or from home.</p>			
			<p>Staff to inform managers of any pre-existing medical conditions above which could increase their risk of exposure and it is their responsibility to inform SLT of any changes to this.</p> <p>Parents have agreed to adhere to school's strict guidelines of when not to send students into school, staff will screen temperature of students upon arrival and observe and monitor any symptoms at the door.</p> <p>Thus, measures are precautionary to guard against students or staff with asymptomatic infection as anybody with symptoms wouldn't be in school.</p> <p>An identified room for any suspected cases of COVID-19 will be used – The room behind Janis' office.</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	Administering first aid in COVID19 pandemic		<p>Each day there are SLT on site to take charge of first-aid arrangements should the need arise. The appointed will call the emergency services when required. The appointed person can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances. An appointed person is not required to have any formal training.</p> <p>A first-aid needs assessment has been considered and first aid provision has been addressed to reflect need.</p> <p>Any first aid, where possible, will be carried out without direct face to face contact eg administrator first aid kneeling to a seated casualty with Lower limb injury, or 'side on' where possible for an upper body injury. Staff will be wearing PPE as provided when administering first aid.</p> <p>Any travelling, remote and lone working ensures that communication systems are in place to safeguard workers (see Lone Working Policy).</p> <p>.....</p> <p>During COVID-19 with staff working in bubbles the Accident Book will be completed by the DHT, Hazel Souter for the main building and for the P16 building by the Head of Post 16, Kendra Hatcher/colleagues. Staff will call or email the details of an incident so that the DHT can report on any accidents within school. Staff will still assume the responsibility for reporting accidents to parents</p> <p><b>Guidance for first aiders</b></p> <p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p>	1	5	5
	Recording of accidents – COVID 19 measures					

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	CPR procedures		<p>If CPR has to be carried out there is some risk of cross infection, associated particularly when giving rescue breaths. Normally, the risk is very small and is set against the inevitability that a person in cardiac arrest will die if no assistance is given. Please follow hygiene guidance during COVID19.</p> <p>If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p>Preserve life: CPR</p> <ul style="list-style-type: none"> <li>• Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</li> <li>• Ask for help. Locate the portable defibrillator (on the wall by the nurses room)</li> <li>• 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</li> <li>• Request that someone accessed the first aid box and use: <ul style="list-style-type: none"> <li>○ a fluid-repellent surgical mask</li> <li>○ disposable gloves</li> <li>○ eye protection</li> <li>○ apron or other suitable covering</li> </ul> </li> <li>• Only deliver CPR by chest compressions and use a defibrillator (if available) – <b>don't</b> do rescue breaths</li> </ul> <p><b>Prevent worsening, promote recovery: all other injuries or illnesses</b></p> <ul style="list-style-type: none"> <li>• If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</li> </ul>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	<p>Sufficient provision of first aiders on the school site</p> <p>Sufficient first aid boxes</p>		<ul style="list-style-type: none"> <li>• If giving first aid to someone, use the recommended equipment listed above if it is available</li> <li>• Minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible</li> </ul> <p><b>After delivering any first aid</b></p> <ul style="list-style-type: none"> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</li> <li>• Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</li> </ul> <p>First aid trained staff are in attendance each day. It is hoped that it is not necessary for any first aiders to breach a bubble and that first aid will be given by staff adopting a common sense approach to insect bites, grazes, head injuries etc and that they communicate to the first aider within another bubble via telecommunication methods and only in severe situations would the first aider breach the bubble of another group.</p> <p>The school nurse is on site to administer medication to students and this will be done so in an agreed COVID-19 manner, so as not to breach the bubble. The nurse will be wearing the appropriate PPE.</p> <p>Each bubble has access to a first aid box</p> <p>A crib sheet is available to give advice for minor injuries such as bites, cuts, grazes in the first aid box assigned to each bubble. (SEE APPENDIX 1)</p>			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>In each first aid box there has been additional PPE added;</p> <p>Goggles</p> <p>Hand sanitiser</p> <p>Apron</p> <p>Face mask</p> <p>Once they have been used disposable items will be disposed of as per requirement re. double bagging etc and goggles will be disinfected and reused. Staff using the first aid box will ensure that they inform SLT of any stock requiring replacing and all disposable stock will be replenished without breaching the bubble (items will be left outside the bubble door for staff to replenish the first aid box.</p>			
	Mental wellbeing of staff, ill health and first aid		<p>School has an emotional wellbeing lead in school, Kat Hughes. She is able to offer support to staff who maybe experiencing a mental health issue and is able to signpost to relevant agencies, including our school insurance scheme, counselling service</p> <p>SLT are aware of recognising potential warning signs of mental ill health and have the skills and confidence to approach and support someone, while keeping themselves safe.</p> <p>We appreciate that one in four people in the UK will have a mental health problem at some point. While mental health problems are common, most are mild, tend to be short-term and are normally successfully treated, with medication, by a GP.</p>	3	3	9

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			<p>Mental health is about how we think, feel and behave. Anxiety and depression are the most common mental health problems. They are often a reaction to a difficult life event, such as bereavement, but can also be caused by work-related issues.</p> <p>As a school we are aware of the potential for work-related stress and have measures in place to recognise and address this but where such stress is prolonged we are aware that it can lead to both physical and psychological damage, including anxiety and depression.</p> <p>Work can also aggravate pre-existing conditions, and problems at work can bring on symptoms or make their effects worse.</p> <p>Whether work is causing the health issue or aggravating it, as employers we recognise our duty of care and our legal responsibility to help our employees. Work-related mental health issues will be assessed to measure the levels of risk to staff. Where a risk is identified, steps will be taken to remove it or reduce it as far as reasonably practicable.</p> <p>We recognise that some employees will have a pre-existing physical or mental health condition when they were recruited or that they may have developed one caused by factors that are not work-related factors.</p> <p>We are aware as employers that we may have further legal requirements, to make reasonable adjustments under equalities legislation.</p>			
.	Risk of exposure to COVID 19 when staff or relevant others working in a school building with	E, VP, C, P, ES	<p>Public Health England (PHE) Guidance will be followed on the cleaning of non-clinical areas:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> </p>	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	confirmed cases of COVID 19 and administering first aid		<p>Minimum PPE to be worn is:</p> <ul style="list-style-type: none"> <li>- Disposable washing up gloves</li> <li>- Disposable Apron</li> </ul> <p>If area has been heavily contaminated such as with visible body fluids then the following additional PPE can be considered:</p> <ul style="list-style-type: none"> <li>- Disposable surgical mask</li> <li>- Goggles or visor if available – Must be sanitised after use.</li> </ul> <p>Nominated staff to carry out deep clean of potentially contaminated areas within the school and follow risk assessment guidance associated with cleaning materials used.</p> <p>SLT will ensure that the relevant areas are kept clear/closed until areas have been deep cleaned with disinfectant.</p> <p>Workstation or learning space of confirmed case to be deep cleaned as above and quarantined for 72 hours, so far as is reasonably practicable.</p> <p>On completion of cleaning tasks remove PPE in this order:</p> <ol style="list-style-type: none"> <li>1. Remove gloves and sanitise hands.</li> <li>2. Remove apron &amp; eye protection and sanitise hands</li> <li>3. Remove mask and sanitise hands</li> </ol> <p>Dispose of PPE into bin bag and tie, then double bag and tie again. Dispose of after 72 hours.</p> <p>Wash hands using soap and water or alcohol gel (70%)</p>			

Ref	Date assigned	Action required	Action Owner	Action taken	Date completed

	Review/date of review	Identified issue	How addressed	Action owner	Action taken
Review 2	June 2020	Increased bubbles		Hazel Souter	therefore more first aid boxes supplied
Review 4	September 2020	Whole school return therefore first aid boxes had to be shared between two classes in some situations.			Staff aware to follow strict hand hygiene regimes
Review 5	January 2021	Lockdown 3			Revised first aid actions and staff aware to act with extreme care when addressing first aid care needs
Review 6					
Review 7					





# FIRST AID CPR GUIDANCE

COVID-19 / SARS-COV-2

COVID-19 is an infectious disease caused by a newly discovered coronavirus. The virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

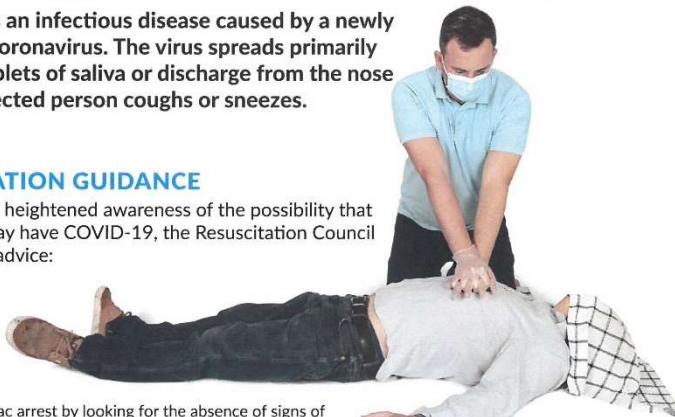
## RESUSCITATION GUIDANCE

Because of the heightened awareness of the possibility that the casualty may have COVID-19, the Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the casualty's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives
- Make sure an ambulance is on its way. If COVID-19 is suspected, tell them when you call 999
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the casualty's mouth and nose and attempt compression only CPR and early defibrillation, until the ambulance (or advanced care team) arrives.
- Early use of a defibrillator significantly increases the casualty's chances of survival and does not increase risk of infection
- If the rescuer has access to any form of personal protective equipment (PPE) this should be worn
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser

## PAEDIATRIC RESUSCITATION ADVICE

When providing CPR for paediatric patients it is essential that rescue breaths are provided, this does provide the First Aider with greater risk but rescue breaths are crucial to the survival of the child. The Resuscitation Council UK state '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. The importance of calling an ambulance and taking immediate action cannot be stressed highly enough.'



## FIRST AID CPR GUIDANCE | COVID-19 / SARS-COV-2

### GENERAL ADVICE FOR FIRST AIDERS

- Wear PPE to protect yourself and others around you
- Try to assist at a safe distance from the casualty as much as you can
- If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern
- Cover cuts and grazes with sterile waterproof dressings
- Wash your hands thoroughly with soap and water after treating a casualty (or use hand sanitiser gel if soap and water are not available)
- Dispose of all waste safely
- Speak to your employer about your role as a First Aider and how it may be affected
- Keep up-to-date with the latest Government and NHS clinical guidance

### WHAT TO DO IF YOU FEEL UNWELL

If you think you have symptoms of COVID-19 you can order a free NHS test to check if you have contracted the virus. You and anyone in your household must self-isolate until you get your result.

If you need medical advice about your symptoms you can get help at:

- England: NHS 111 online coronavirus service
- Scotland: NHS inform
- Wales: NHS 111 Wales
- Northern Ireland: get advice from a GP or GP out-of-hours service

**Call 999 if you feel very unwell or think there's something seriously wrong.**

### DURING TRAINING

If you start to feel unwell during training, notify the Trainer/Assessor immediately and follow the guidelines of the venue, i.e. complying with the Track and Trace programme.

**You should go home and self-isolate until you have had a test.**



## FIRST AID CPR GUIDANCE | COVID-19 / SARS-COV-2

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where it is not possible to maintain a 2 metre or more distance away from an individual, the following items of PPE are recommended:

- A fluid-repellent surgical mask
- Disposable gloves
- Apron
- Eye protection (if risk of contamination of eyes by splashes or droplets)

In addition to PPE, an increased frequency of cleaning and disinfecting surfaces and equipment, using standard household cleaning and disinfection products is also advised.

### TRAINING

Any decision on whether training should go ahead must be employer led and if they deem it a requirement during a lockdown period, then you are able to attend training.

When considering training, employers and learners must ensure the requirements in the Government's coronavirus restrictions are strictly adhered to.

### CERTIFICATE EXTENSIONS

The Health & Safety Executive (HSE) have provided an extension to first aid qualification expiry dates to help employers during this period. You can check if a learner is eligible for an extension by using our [calculator](#).

First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.



**First Aid Awards Ltd**  
Awards House  
10 Central Treviscoe, St Austell  
Cornwall PL26 7QW  
T 03458 333999  
E [enquiries@firstaidawards.com](mailto:enquiries@firstaidawards.com)  
[www.firstaidawards.com](http://www.firstaidawards.com)

### USEFUL LINKS

#### [Resuscitation Council UK](#)

Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings.



#### [Health and Safety Executive \(HSE\)](#)

Coronavirus (COVID-19): latest information and advice.



#### [NHS](#)

Information and advice about coronavirus (COVID-19).



#### [GOV.UK](#)

Guidance for first responders and others in close contact with symptomatic people.





## DEALING WITH A RESPONSIVE CHOKING CHILD



If your casualty is choking ...



Encourage them to cough.



If this doesn't work, give up to 5 back blows.

If successful, then reassure them and seek medical help if appropriate.



If this doesn't work, give up to 5 abdominal thrusts. If successful, then reassure them and seek medical help.



If this doesn't work, repeat the process of up to 5 back blows, followed by up to 5 abdominal thrusts.



If there is no improvement after the first cycle of back blows and abdominal thrusts, then you must call for an ambulance. Be prepared to start CPR if they become unresponsive.

MINOR CUTS AND GRAZES  
TREATMENT FOR BLEEDING

- Secure the dressing with a bandage large enough to cover the wound
- If further bleeding occurs, apply a second dressing on top of the first
- If blood seeps through this dressing, remove both dressings and apply a new one, making sure that pressure is applied accurately to the point of bleeding
- Support the injured limb with a sling or bandaging, providing the casualty allows you to do so



## DEPTH OF BURNS

## Superficial burn

- The outer layer of skin is burnt causing redness, tenderness and inflammation. Typical factors causing this would be sunburn or touching a hot iron. The skin is not broken or blistered

## Partial thickness burn

- The outer layer of the skin is burnt and broken causing blistering, swelling, pain and rawness

## Full thickness burn

- All the layers of skin have been damaged causing the skin to look pale, charred and waxy with fatty deposits. There may also be damage to the nerves



## TREATMENT OF BURNS

- Wear disposable gloves
- Remove the watch and any jewellery around the affected area

## Minor head injury

1. Help your casualty to sit down



2. Apply a cold compress to the injured area

- Treat any wounds

3. Monitor your casualty

- Watch for drowsiness and vomiting



4. Get help if necessary

- Make sure there is a responsible adult to stay with them





# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID19

## • FIVE STEPS TO SAFER WORKING TOGETHER •

Appendix 6 We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here



We have [cleaning, handwashing and hygiene procedures](#) in line with guidance



We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home



We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace



Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)



Signed on behalf of the employer: \_\_\_\_\_ Employer representative signature

Employer: \_\_\_\_\_ Employer name \_\_\_\_\_ Date: \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative \_\_\_\_\_  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)