

**RISK ASSESSMENT FOR:
School activities during COVID 19
outbreak.**



Establishment: Goffs Academy	Assessment by: Ian Denchfield	Date: 01/09/2021
Risk assessment number/ref: <i>Covid 19</i>	Manager Approval: Alison Garner	Date: 01/09/2021
Next Review Date: Weekly after the first week of term and Bi weekly thereafter / as new guidance is issued whichever is earlier.	Staff referred to below: TBa – Tracey Backman, HR Manager PPe – Peter Petrou, Vice Principal MEI – Mark Ellis, Principal KYa – Kevin Yardley, Director of Income Generation SLT – Senior Leadership Team MHo – Mark Holding, Acting Assistant Principal TCA – Tom Cahill, Acting Vice Principal KLA – Acting Assistant Principal RAS – Richard Ashdown, Head of PE NTA – Nigel Taken, Head of Music FGR – Françoise Grote, Attendance and Parent Support Officer IDE – Chief Financial Officer LTH – Exams Officer	

Rev 1: Updated to reflect latest guidance on face coverings

Rev 2: Updated to reflect changes in entrance points and end to the school day

Rev 3: Updated to reflect changes in provision for social distancing and for staff providing direct support

Rev 4: Updated to reflect guidance on the use of face coverings

Rev 5: Updated to reflect arrangements for use of lockers for exams and new guidance on face coverings

Rev 6: Updated to remove historical elements and minor adjustments

Rev 7: Updated to reflect further lockdown measures

Rev 8: Updated to reflect changes to contact testing requirements

Rev 9: Updated to reflect changes in testing requirements

Rev 10: Updated to reflect changes to guidance on confirmatory PCR tests

Rev 11: Updated to reflect arrangements for assemblies to take place

Rev 12: Updated to reflect changes as a result of changed guidance on students wearing of face coverings in school

Rev 13: Updated to reflect changes in school operations

Rev 14: Updated to reflect changes in Guidance & School operations from 19th July

Rev 15: Updated to reflect new operating protocols from 1 September 2021

General Approach

The aim of this document is to outline measures being undertaken, to ensure the Trust complies with advice and guidance as issued by the UK government and other statutory bodies in reducing the risk to students, staff, visitors and the general population of contracting the virus and / or transmitting it to others.

This risk assessment has been completed by the Trust with responsibilities clearly outlined. The Principals of each school have overall responsibility for ensuring that the identified measures are implemented and adhered to, with the aim of protecting the wellbeing of staff, students, visitors to the schools and the general population by reducing transmission of the virus whilst providing educational support to key groups of students.

In drafting this assessment we have consulted the following guidance:

Government Guidance
https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance
https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#clinically-vulnerable-people
https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
https://www.gov.uk/coronavirus/education-and-childcare
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/face-coverings-in-education/face-coverings-in-education
https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools
https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges
HSE Guidance
https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf
https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm
https://www.hse.gov.uk/news/work-equipment-coronavirus.htm
https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm
https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm
https://www.hse.gov.uk/toolbox/workers/home.htm
https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm
https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf
Other Guidance
https://www.sportengland.org/how-we-can-help/coronavirus

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

<https://www.youthsporttrust.org/coronavirus-support-schools>

Risk Matrix

Risk Rating High (H) Medium (M) Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely Impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
Individual risk factors	Staff, Students / wider contacts Spread of COVID 19 / Contraction of the Virus	M	<p>Staff</p> <p>Clinically extremely vulnerable people are advised to follow the same guidance as everyone else. However, as someone who is at a higher risk of becoming seriously ill if they were to catch COVID-19, they should think particularly carefully about precautions they can take. The link below will provide further guidance.</p> <p>https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#easy-read</p> <p>Staff returning from abroad must follow government advice on periods of self isolation for the country visited. Where this means that they are unable to attend school during term time, they will be expected to work from home, in line with their contracted hours, including teaching remotely/undertaking as much of their role remotely as is viable, plus attending after school meetings remotely. If they are unable to work from home then they will be granted authorised unpaid leave.</p> <p>Carry out regular wellbeing checks on staff including vulnerable staff, use DfE additional support services</p>		TBA/MEL Relevant Staff / TBA TBA	Yes Yes Yes	L

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			<p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers . Refer staff to the Educational Support Partnership for additional support where necessary. https://www.educationsupport.org.uk/</p> <p>Students and families</p> <p>Ensure extremely vulnerable students, follow their specific medical advice, and monitor on a regular basis. Where this means they should continue to remain at home, a full suite of remote teaching and learning will be provided.</p> <p>Existing individual Health Care Plans in place for students to be reviewed regularly and updated as required.</p> <p>Students returning from abroad must follow government advice on periods of self-isolation for the country visited. Where this means that they are unable to attend school during term time they will be expected to participate in remote teaching and learning activities provided by the school.</p> <p>Clear message sent to parents that students should not be sent into school if unwell, for both Covid-19 and any other illnesses / symptoms.</p> <p>Support for students and families - communicate to students and families to contact school if they need further support, for example from "Place to Be". Follow up with regular contact and use DfE support services. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>Provide support for disadvantaged students / child in need / child protection order, by identifying and RAG rating needs and providing individual briefings regarding arrangements in school.</p>		PPE PPE PPE MEL PPE PPE	Yes Yes Yes Yes Yes Yes	
Suspected case on site	Staff, Students / Wider Contacts	M	If a person displays symptoms of coronavirus: high temperature (37.8 or more) or a new continuous cough or a loss of, or change, in their normal sense of taste or smell:		All Staff	Yes	

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	Spread of COVID 19 / Contraction of the Virus		<p>Ensure Executive Principal, HR Manager and Principal are notified immediately.</p> <p>Student / staff member to be sent home immediately or isolated in a Covid isolation area.</p> <p>Students awaiting collection by their parent/carer to be isolated in Medical room B, with the window open.</p> <p>School staff supervising the child while they await collection to wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>If direct care is required, then staff giving care to wear PPE including a fluid resistant surgical mask, face visor, disposable apron and gloves and wash hands before and after care is given.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>Used PPE to be removed as per NHS guidance, double-bagged, then stored securely for 72 hours, then thrown away in the regular rubbish after treatment is given.</p> <p>Clear message to parents that if a student and any of their siblings are unwell with Covid-19 symptoms at school they are to be sent home or collected immediately and must isolate until Covid-19 test results are known.</p>		<p>SLT Link</p> <p>SLT Link</p> <p>First Aider on duty</p> <p>First Aider on duty</p> <p>First Aider on duty</p> <p>First Aider on duty</p> <p>First Aider on duty</p> <p>MEL</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

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			<p>All staff clearly briefed on a regular basis and provided with latest governmental advice.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected before re-use. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Anyone (students and staff) who have come into contact with someone who is unwell, MUST wash their hands with soap and water or use hand sanitiser.</p> <p>Sick students (without COVID 19 symptoms) should be sent to the Medical room as normal and the duty first aider called to attend students awaiting treatment to be seated outside the medical room. Students to collect medication from FGR office.</p> <p>All staff, students and parents/carers briefed on expectations and need to self-isolate and to get tested in event of symptoms / household member self-isolating etc. as per Government guidance.</p> <p>See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Where the following scenarios exist, the school may invoke the Trusts' Outbreak Management Plan and reintroduce further control measures as set out there in:</p> <ul style="list-style-type: none"> • Where there are 5 positive cases amongst students or staff who are likely to have mixed closely within a 10-day period (for example within a form group / subject class / friendship group / sports team / after school activity / faculty) • OR 10% of students or staff who are likely to have mixed closely test positive within a 10-day period • OR if COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission 		<p>MEL</p> <p>IDE / Evergreen</p> <p>Relevant people</p> <p>All staff</p> <p>MEL</p> <p>MEL</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

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			<ul style="list-style-type: none"> • OR as part of a package of measures responding to a 'variant of concern' (VoC) • OR to prevent unsustainable pressure on the NHS <p>Testing</p> <p>All staff and students who develop symptoms should be tested and results shared with the school. Tests can be booked on-line through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ or by calling NHS 119 if they do not have access to the internet.</p> <p>Students and staff will be provided with home testing kits and guidance on their use. Tests should be carried out at home twice weekly following the guidance provided. All test results MUST be logged with NHS Test and Trace and positive tests with the school.</p> <p>Students returning to school after holiday periods will be tested twice 3-5 days apart. In school provision will begin the day after the first negative test.</p> <p>Students / staff testing positive with an LFD test at home should self-isolate following the guidance (link above) and undertake a confirmatory PCR test at a test centre or by ordering one on-line. If the PCR test is positive, they MUST then self-isolate for at least 10 days from the onset of symptoms and return to school only if they do not have symptoms other than a cough or loss of sense of taste/smell. If the PCR test is negative, they can return to school.</p> <p>Where tests are positive, the individual concerned (staff, student or visitor) MUST also engage with NHS Test and Trace.</p> <p>All students and staff fully vaccinated and identified by NHS Test and Trace as a close contact of a positive test / case, do not need to immediately self-isolate but MUST take a PCR test these can be booked at https://www.gov.uk/get-coronavirus-test. Where this is positive, they must then self-isolate following advice from HNS Test and Trace, otherwise they can continue</p>		<p>Relevant Staff / Students</p> <p>All Staff & Students</p> <p>MEL</p> <p>Relevant Staff / Students</p> <p>Relevant People</p> <p>Relevant People</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

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			<p>to attend school. Staff not fully vaccinated and identified as a close contact by NHS Test and Trace MUST immediately self-isolate and book a PCR test as above. If the test is positive, they must then follow the guidance from NHS Test and Trace otherwise they can return to school.</p> <p>If any LFD test proves void, then the student / staff member will need to re-test either at home or at school.</p> <p>A small on-site testing centre will be maintained at Goffs-Churchgate Academy for any staff / students who require assistance with ongoing weekly testing.</p>		<p>Relevant People</p> <p>MEL</p>	<p>Yes</p> <p>Yes</p>	
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing & hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	M	<p>Social Distancing & hygiene protocols</p> <p>Where it does not impede quality delivery, teaching staff to teach from the front of the room and avoid moving about the room, limiting face to face contact closer than 2 metres as far as is practical</p> <p>All students to be briefed on behaviour expectations, specifically the importance of appropriate hygiene measures.</p> <p>Hiring and lettings to recommence only following government guidelines and subject to specific separate risk assessment, with no cross over with the school day and appropriate cleaning of spaces before, between and after use.</p> <p>Screens installed in reception and at student reception to provide physical barrier between staff and students / visitors.</p> <p>Sixth Form students will only attend school for their scheduled lessons. If in school and not in a timetabled lesson, students will attend a supervised study period.</p> <p>School trips will only take place following a detailed risk assessment of the activities to be undertaken. Overnight or overseas trips will only be undertaken following national guidance.</p>		<p>Teaching staff</p> <p>MEL</p> <p>KYA</p> <p>IDE</p> <p>TCA/KLA</p> <p>MEL</p> <p>MEL</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	L

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			<p>Breaks and Lunches to be staggered – KS3 students on first break/lunch, and KS4/5 students on second break/lunch.</p> <p>Playing of woodwind instruments or singing will only be permitted following guidance provided by the DfE. Instruments must not be shared and must be cleaned after each use.</p> <p>PE staff to review existing risk assessments for each activity to be undertaken and amend to include Covid 19 risks. Subject specific guidance will be monitored closely.</p> <p>PE equipment to be cleaned after each use.</p> <p>Students to clean hands on arrival, at each break and on departure, using sanitiser available from dispensers and / or by washing hands in designated toilets.</p> <p>Posters to be displayed in toilets regarding hand washing protocols as per HNS guidance.</p> <p>Hand sanitiser, sanitising wipes, tissues and bins to be provided in each space in use by students, at Reception and entry / exit points to facilitate the above, as well as “Catch it”, “Bin it”, Kill it” protocol for coughing / sneezing.</p> <p>Sanitiser wipes to be provided to enable staff and students to wipe down equipment/desks between groups / when changing rooms / workspaces.</p> <p>All persons to be reminded not to touch their eyes, nose or mouth if their hands are not clean.</p> <p>Rooms in use to be kept well ventilated, by opening windows where practicable whilst maintaining a suitable working environment.</p> <p>Face coverings:</p> <p>Staff, students, visitors and contractors may wear face coverings at any time if they choose to do so. If they choose to wear face coverings, they MUST also follow guidance on</p>		<p>NTA</p> <p>RAS</p> <p>RAS</p> <p>SLT on duty</p> <p>IDE</p> <p>IDE</p> <p>All teaching staff</p> <p>MEL</p> <p>All staff</p> <p>All staff visitors and contractors</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

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			<p>wearing, putting on, removing storage and disposal of face coverings. This includes:</p> <p>Ensuring the face covering:</p> <ul style="list-style-type: none"> • covers their nose and mouth while allowing them to breathe comfortably • fits comfortably but securely against the side of the face • is be secured to the head with ties or ear loops • is made of a material that they find to be comfortable and breathable, such as cotton • ideally include at least two layers of fabric (the World Health Organization recommends three depending on the fabric used) • unless disposable, is able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged <p>When wearing the face covering :</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid wearing on their neck or forehead • avoid touching the part of the face covering in contact with their mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched it • avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street) <p>When removing the face covering:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • do not give it to someone else to use 				

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			<ul style="list-style-type: none"> if single-use, place it in a zip lock or other sealable single use plastic bag and REMOVE it from the site (They MUST not be placed in the schools waste bins) if reusable, place it in a zip lock or other sealable single use plastic bag and REMOVE it from the site before washing it in line with manufacturer's instructions at the highest temperature appropriate for the fabric wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed 				
Access to & egress from site	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	M	<p>Students</p> <p>There will be staggered start and finish times and use of multiple entry points to reduce congestion and contact as follows:</p> <p>Main student entrance:</p> <ul style="list-style-type: none"> Year 7 – Arrive 8:27am. Go to form room. Depart 3.00pm. Year 11 – Arrive by 8:32am. Go to form room. Depart 3:05pm Year 12/13 – Arrive for first scheduled lesson. Go straight to first teaching room as per timetable on arrival <p>Side gate between school and caretaker's bungalow:</p> <ul style="list-style-type: none"> Year 9 – Arrive 8:27am. Go to form room. Depart 3:00pm Year 10 – Arrive 8:32am. Go to form room. Depart 3:05pm <p>Side gate past the kitchen:</p> <ul style="list-style-type: none"> Year 8 - Arrive by 8:27am. Go to form room. Depart 3.00pm 			Yes	L

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			<p>All students will exit via their designated entry point.</p> <p>Allocated times, other arrangements, and any changes to be communicated to parents / carers and staff.</p> <p>Students to be encouraged to walk / cycle to school where possible and to avoid using public transport. Where this is not possible, students must follow guidance on wearing face coverings above.</p> <p>Where students are provided with statutory home to school transport, the school will agree suitable protocols with the provider.</p>			<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Contact points Equipment use printers, workstations, apparatus, machinery etc.	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	M	<p>Entry point doors, doors on routes to designated rooms and exit gates will be propped open during arrival and departure periods, and entry / exit monitored by senior staff to reduce the need to touch doors and handles.</p> <p>Students, staff and visitors must use hand sanitiser / wash hands frequently throughout the day.</p> <p>Staff should use one workspace whilst at school, whenever possible.</p> <p>Sanitiser wipes will be provided in all areas to allow staff and students to clean surfaces / equipment.</p> <p>Entrance doors will be propped open during main periods of entry to the school, where they will be monitored by senior staff.</p>		<p>IDE / supervising staff</p> <p>All staff, students and visitors</p> <p>All staff</p> <p>All staff</p> <p>IDE/SLT</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	L
Restaurant Use / Breaktimes	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19 /</p>	M	<p>All students and staff to wash hands / use sanitiser prior to and after eating.</p> <p>Sneeze screens to be installed down the centre of tables to facilitate student sitting opposite each other, or, tables to be arranged with seating on one side only to ensure that sufficient seating capacity is available for all students.</p>		<p>MEL</p> <p>IDE</p>	<p>Yes</p> <p>Yes</p>	L

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	Contraction of the Virus		<p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Controlled queuing is in place for each eating area. Students and staff should only enter through this route during peak times.</p> <p>Restaurant staff will serve all meals and wear protective gloves whilst handling crockery / cutlery etc.</p> <p>All rubbish and waste to be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating to be thoroughly cleaned at the end of each period of use, including chairs, table tops clearing points serveries etc.</p>		<p>Chartwells</p> <p>Supervising staff</p> <p>Chartwells</p> <p>Supervising staff</p> <p>IDE / Evergreen / Chartwells</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Cleaning	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	M	<p>Continual cleaning of touch points (door handles, push plates, toilet locks, flush handles water fountains, Reception desks, automatic door touch pads etc.) to be undertaken during the hours of operation in areas in use.</p> <p>Continual cleaning of toilets in use to be undertaken during the hours of operation.</p> <p>Rooms in use to be cleaned at the end of each day using appropriate products and including the wipe down of all hand surfaces – table tops, chairs, keyboards, mice, computer equipment (screens etc.) where this is accessible and telephones.</p> <p>Bins to be emptied and cleaned at each time of cleaning.</p> <p>Canopy areas to be cleaned after use by each group, including the wipe down of hard surfaces: table-tops, benches and frames, canopy support pillars and bins.</p>		<p>IDE / Evergreen</p> <p>IDE / Evergreen</p> <p>IDE / Evergreen</p> <p>IDE / Evergreen</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	L

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
			<p>Cleaning protocol is as follows:</p> <p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day.</p> <p>For a deep clean/disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Follow manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear fluid resistant surgical mask if splashing likely • Wash hands with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be removed as per NHS guidance double-bagged, then stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash detergents are to be checked and replaced as needed by site/cleaning staff.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p>		IDE / Evergreen	Yes	

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
			School to obtain the risk assessment from contract cleaner for assurance on their methods for cleaning the school site each day, in relation in particular to the cleaning required for door handles and taps etc.				
Deliveries & Waste collection.	Staff, Students / wider contacts Spread of COVID 19 / Contraction of the Virus	M	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials, or glove to be worn. Waste collections made at designated times only, touch points on waste receptacles to be cleaned after collections by the Facilities team.		Reception staff on duty All staff IDE	Yes Yes Yes	L
Premises safety	Staff, Students / Visitors Injury / death due to other causes	M	All 'normal' tasks / compliance checks to be carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. as usual. Ensure all key services are operational. Continue to flush all water outlets as per legionella protocols. Ensure key fire doors are not being compromised, except during student access / egress where monitored by staff. Classroom doors may be wedged open to facilitate ventilation whilst the room is occupied but must be closed when unoccupied.		IDE IDE IDE IDE ALL Staff	Yes Yes Yes Yes Yes	L