



COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	3
Effective from	15 th May 2020	Approved on	27 th May 2020
Last updated	See version control at end of doc	Last updated by	AS BA HG
Contributors	Allison Shepherd Acting Head Teacher Barbara Ackerley Deputy Head Teacher Adrian Smith Site Manager Marc Berry Assistant Site Manager Dr H Grindulis Chair Of Governors Valerie Unsworth Nurse Consultant Public Health SMBC D Elkington Sandwell HSU		
Review date	This is a draft document and will be under further review following the wider re-opening of school after 1st June 2020.		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1st, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

Checklist & Risk Assessment

This SSG comes in two distinct parts;

Checklist

[Part 1](#) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

Template model risk assessment

[Part 2](#) is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

Further information

If you require any further information, please contact the health & safety unit via our shared email address: health_safety@sandwell.gov.uk.

Part 2: Template /Model RA

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: Orchard School

Assessment Date: **Updated 9.6.20**

Name of Assessor(s): **AS AS BA HG VU**

Assessment Ref No:

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Covid-19 virus transmission from person to person;	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> School operation as one whole school to ensure adequate and suitable provision for all pupils. However, additional mitigation methods will enable operation of 3 departments divided into individual class 		staff – daily	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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adult-adult Child-adult Adult-child	Illness ranging from mild to severe symptoms	<p>groups. Mixing between classes for staff and pupils is to be minimised across the daily routines.</p> <ul style="list-style-type: none"> Planned regular cover can continue Transport (PTU) will be operating as usual with their own protocols in place and will accommodate all pupils across all classes. This is beyond our control however vehicle naturally do arrive on a staggered basis. Staff collect pupils by announcement of vehicle arrival Drop-off/collection arrangements clearly communicated to parents and staff Follow PTU guidance for collection from transport and taking out at end of day Staff should follow formal DFE guidance for use of public transport All building users to use hand sanitiser and / or wash hands on arrival and also at regular points during the day this includes all pupils ABHR available throughout building and as personal supply Identified entrance and exit routes in place for pupil groups. 						

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		<ul style="list-style-type: none"> All pupils to return; Follow current guidance for special schools (2.7.20) 22nd October 2020 31st December 2020 additional operational guidance for special schools Feb '24 27.8.21 <p>updated 02.12.2021</p> <p>SEND and specialist settings: additional COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>updated 09.12.2021</p> <p>SEND and specialist settings: additional COVID-19 operational guidance (publishing.service.gov.uk)</p> <ul style="list-style-type: none"> Allocated play areas and timetabling of necessary rooms to minimise mixing of room use Pupils should not be taken unnecessarily to additional areas of school.. Shared areas such as soft play rainbow room and hall etc will be allocated on a timetable basis Where equipment is shared, it is cleaned between use by different pupils. . Bowls available for single-pupils use for water activity and handwashing 						

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		<ul style="list-style-type: none"> • External music providers fully risk assess planned activity and resource use • 2 staff rest areas. Staff must continue to follow good hand hygiene before and after eating plus clean surfaces after use. • No eating of lunch in classrooms or at a work station <u>for anyone</u> • Responsibility to ensure all building users understand the need to regularly wash hands throughout the day as per PHE guidance - reviewed and updated in line with changes to guidance and shared with all staff on return • Contractors to visit by arrangement only and to be asked to follow hand washing protocols on arrival and before leaving – information leaflet to be given on arrival • No pupil access to admin areas. • Continue to follow existing protocol for bed wiping, use of bed roll, disposal of waste with ALL nappies (wet and / or soiled) being bagged, use of identified PPE (gloves & apron) Where a dynamic risk assessment indicates a need for additional PPE due to a risk of bodily fluid (urine / faeces) splashing or a pupil deliberately 						

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		<p>spitting for example, a supply of IIR face masks and plastic re-useable personal face shields are available. The face shields will then become personal to and the responsibility of the owner for decontamination by thoroughly wiping with antibac wipes or washed in detergent and water, safe storage and subsequent use and not to be taken from the premises.</p> <ul style="list-style-type: none"> • Pupils who independently use toilet will be fully supervised to ensure good hand washing <p>For adults; Maintain good hand hygiene following use of toilet facilities- water and soap readily available and hand sanitiser also available across the building and as a personal supply Touch points will receive additional attention through revised cleaning schedule</p>	<p>reviewed and updated in line with changes to guidance and shared with all staff</p>					

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Poor hand and respiratory hygiene practices and/or facilities	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness ranging from mild to severe symptoms	<ul style="list-style-type: none"> alcohol-based hand rub (ABHR) dispensers available at main entry/ exit regular points across school and in all classrooms, pupil bathrooms, main toilets. The wearing of gloves for general work tasks is not suitable due to increased risk of cross contamination and risk of skin irritation / damage – follow hand hygiene and / or use of ABHR Classroom Staff and Midday Supervisors have a personal ABHR spray for ongoing access if they want it At least one sink with hot water, soap and paper towels in every toilet, classroom and rest area. Request for staff to follow guidance for washing hands on entry to building Regular monitoring of stocks of soap, ABHR and paper towels and ordering where necessary Soap supply is fit for purpose; mild foaming soap for frequent use' and is recommended for medical hand hygiene in health and care settings 	Refer to Government guidance on Health protection in schools and other childcare facilities for further information.	HT – Daily Site Manager	2	4	8	

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		<ul style="list-style-type: none"> • There is also a supply of medicated hand cream which complements the use of the supplied soap to support managing symptoms of dry hands • Hand washing guides are posted at every sink across school • Windows to be opened in all rooms to allow for a free flow of fresh air. • All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. Lidded, foot operated disposal bins are readily available for disposal of general tissue and hand towel waste where the person is not deemed to be symptomatic • Enhanced cleaning schedule in place that concentrates on common touch areas (e.g. door handles, light switches cubicle locks etc) • Supply of detergent wipes and/or soapy water available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. • Supply of detergent wipes for regular wiping of regularly used equipment – classroom resources, office equipment eg computer keyboards, phone handsets etc 						

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		<ul style="list-style-type: none"> • Provide additional cleaning materials for some shared equipment after each use; staff room equipment - kettles, toasters etc) • Use of soapy water to wash toys and surfaces such as tables after snack times • Washing after every use of pupil classroom cups and plates • Transition toys brought in from home are to be discouraged as far as possible. Where this is not in the best interest of the pupil, objects are to be, at an appropriate time, can be washed in hot soapy water if possible, or if a soft blanket for example or soft toy, is bagged and tied up to be sent back home. Such items should be single-child only and not shared between children. Follow hand washing protocol and a common sense approach. • Chewies that are used by children to be washed with hot soapy water and duplicates obtained if needed 						
New way of working (including prolonged)	Teaching, non-teaching staff, pupils.	<ul style="list-style-type: none"> • For staff who may continue to remain out of school; Keep in touch (KIT) calls regularly organised to ensure staff are supported. 	<ul style="list-style-type: none"> • Refer to Stress SSG for more information. 		3	3	9	

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working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> Ensure that all adults have identified breaks and are encouraged to pay regard to their work/life balance. Changes in new school protocols supported through briefings and info sharing Arrangements in place for employees to access a confidential counselling service. Virtual contact through Teams / telephone conferencing to support where appropriate 						
A pupil presenting with symptoms during the school day and later tests positive.	Staff and pupils in close contact Illness ranging from mild to severe symptoms	<ul style="list-style-type: none"> Notify SMT Contact family / carers for immediate collection If possible, pupil to isolate outdoors (if weather permits) as this enables better distancing and there is lower rate of transmission outdoors If outdoor isolation is not possible, remove pupil to identified ventilated isolation room by class 17 Supervise fully while parents are contacted immediately for collection 			2	4	8	

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		<ul style="list-style-type: none"> Wear appropriate PPE - gown, gloves mask (and visor if additional risk of splashing for coughing or spitting) Remain at safe distance as far as possible until parent arrives Person wearing PPE to wipe touch points and hard surfaces thoroughly before leaving room and dispose of resources in same bag as used PPE and tie tightly in bag before disposal in lidded bin DO NOT walk through school wearing PPE; Doff PPE appropriately when pupil has left and cleaning is complete and tie used PPE in bag for labelling and appropriate disposal (follow Doffing guide displayed in isolation room) Wash hands 						
Child is unwell with symptoms within school and requires personal care	Teaching, non-teaching staff, first aider, etc Illness ranging from mild to severe symptoms.	Guidance identifies that PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising 			2	4	8	

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		<p>adult if 2m distancing cannot be maintained and face to face working is required .</p> <ul style="list-style-type: none"> • If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • If a dynamic risk assessment determines that there is additional risk of splashing to the face, for example from coughing, spitting, or vomiting, then visor should also be worn • For additional reassurance, a supply of gowns will be in stock for this specific symptom-related scenario such as isolation linked to suspected symptoms in pupils 						
Increased in numbers of cases within school population.	Staff and Pupils	<p>Report cases to PH. Work with PH to determine if this meets definition for 'an outbreak'. (Currently for a special school, this is 2 linked cases).</p> <p>Follow Government /PHE advice.</p> <p>Communicate advice and restrictions needed to staff and appropriate stakeholders.</p>			2	4	8	
Inability to socially	Staff and pupils	<ul style="list-style-type: none"> • For bathroom hoisting for personal care tasks, follow normal hygiene protocols with 			2	4	8	

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distance within operational tasks such as hoisting / repositioning pupils	Illness ranging from mild to severe symptoms	<p>hand washing and follow the good routine for preparing resources for task completion</p> <ul style="list-style-type: none"> For classroom hoisting for non-personal care tasks; gloves are not required as this may compromise the ability to safely manage the sling. Follow hand washing procedure with hand washing before and after the task Consider IIR face mask where close quarter working for more prolonged periods involving changes of position Wipe hoist operating control and bar after use with detergent wipe Wash hands when task complete 						
An adult becomes symptomatic during the course of the day	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness ranging from mild to severe symptoms</p>	<p>Staff will be sent home</p> <p>Response to any suspected Covid infection:</p> <ol style="list-style-type: none"> Ensure staff engage with the NHS Test and Trace process as this is no longer a requirement of schools. Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community. Contain any outbreak by following local health protection team advice. <p>Numbers 1 to 3 must be followed in every case where they are relevant.</p>			2	4	8	

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		<ul style="list-style-type: none"> All must follow advice given regarding isolation / recovery Symptomatic employees must keep in touch with school – inform of situation as test and trace protocols will need to be adhered to 						
Ongoing monitoring of Covid-related symptoms	<p>Any building user Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness ranging from mild to severe symptoms</p>	<ul style="list-style-type: none"> It will be assumed that staff attending are to the best of their knowledge, symptom-free Temperature checking available if person (adult or pupil) is suspected as being symptomatic. Parents to be asked on arrival in cases where parent bring pupils themselves of pupils are well and symptom-free. Guidance does NOT identify the need to take temperatures on arrival Passenger Transport Unit (PTU) have protocol in place for this information to be gathered at point of collection before entering vehicle Taking of temperatures for pupils as general practice is not necessary, and is further supported by CCN 			2	4	8	
Pupils unable to maintain	Relevant pupils and supporting staff	<ul style="list-style-type: none"> Pupils who require an adult to support them to complete 20 seconds 	See PPE appendix		3	4	12	

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good hand hygiene	Illness ranging from mild to severe symptoms	<p>handwashing protocol will continue to need this – where this presents difficulty, the child’s risk assessment will reflect alternative means eg use of suitable antibacterial wipe .</p> <ul style="list-style-type: none"> Adult to practice good hand hygiene before and after the task 						
Virus transmission during - enteral feeding and administration of medication	<p>Relevant pupils and trained supporting staff</p> <p>Illness ranging from mild to severe symptoms</p>	<ul style="list-style-type: none"> For enteral feeding; this can often be completed from the side or from behind. Where face to face contact is needed, PPE will be required- gloves apron mask with visor used only where there is a risk of splashing or spitting PPE (gloves and apron as standard) to be changed between pupils and supplemented by handwashing for every pupil administered to 			2	4	8	
Lack of awareness and / or non-observance of school risk assessment	<p>All staff – classroom based and non-classroom based on return to work</p> <p>Illness ranging from mild to severe symptoms?</p>	<p>Delivery of information relating to;</p> <ul style="list-style-type: none"> hand and respiratory hygiene Use of PPE including putting on and taking off Cleaning and decontamination Waste disposal and laundry management Dealing with bodily fluids- spillages and sharps (if appropriate) 	<p>Managers will monitor employees understanding/adherence to specific control measures.</p> <p>The following procedures will be reviewed weekly to reflect any changes made to government/PHE and H&S guidance.</p>	Reviewed ongoing by HT	2	4	8	

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		<ul style="list-style-type: none"> Caring for someone in school who presents with as symptomatic Relevant aspects of IPC policy and responsibilities within it Info posters at sinks Verbal reminders and verbal / written briefings 						
Virus transmission via classroom resources, equipment and toys	All staff and pupils Illness ranging from mild to severe symptoms	<ul style="list-style-type: none"> Staff are responsible, as has always been the case, for maintaining cleanliness of all resources selected for use – this includes indoor and outdoor use Wash hands before and after the task 		Reviewed ongoing by HT	2	4	8	
Virus transmission due to Increased footfall from visiting services to support	All building users - Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness ranging from mild to severe symptoms	<ul style="list-style-type: none"> Follow visitor protocols and support good hand and respiratory hygiene. Follow DfE NHS and own employer guidance Follow school risk assessment Use additional PPE as per risk assessment if appropriate to the task and level of contact undertaken 		Reviewed ongoing by HT	2	4	8	

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EHCP provision								
Mis-use of PPE leading to increased risk of cross contamination	All staff and pupils - Teaching, non-teaching staff, pupils. Illness ranging from mild to severe symptoms	<ul style="list-style-type: none"> Continued wearing of gloves in general working practice greatly increases the risk of cross-contamination and can cause skin damage / irritation. Gloves are only to be worn for identified tasks as part of the PPE regime (toileting; feeding; first aid; cleaning; in circumstances when there is a suspected case) Gloves must be removed once the task is complete and disposed of as waste. Hands must be cleaned when gloves are removed, gloves do not replace hand hygiene. – Staff understand the correct procedures for donning and doffing gloves: https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf The key message to everyone from PHE NHS DFE and WHO is to maintain good hand hygiene through regular and thorough hand washing Continued wearing of visors is not recommended for general working. When 		Reviewed ongoing by HT and managers	2	4	8	

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		<p>used, visors should be worn appropriately and with IIR mask</p> <ul style="list-style-type: none"> Visors do not replace IIR masks and must only be worn in addition to a face mask if there is a risk of splashing to the eyes. <p>If IIR mask becomes soiled they will be removed, appropriately disposed of and replaced</p>						
Mis-use of face coverings	<p>All staff and pupils - Teaching, non-teaching staff, pupils.</p> <p>Illness ranging from mild to severe symptoms</p>	<ul style="list-style-type: none"> LA guidance supports this; <p>If staff wish to wear their own -face covering at school then they should be allowed to do so. Further guidance from the HSE on face masks and coverings can be found at HSE Face coverings and face masks during the coronavirus outbreak web page.</p> <p>NOTE: Face coverings are not classed as personal protective equipment (PPE) as they:</p> <ul style="list-style-type: none"> are generally not manufactured to a recognised standard and not CE marked do not provide a proven level of protection for work risks such as dust and spray <p>In the case of an outbreak of COVID in school, all staff and visitors to the school will be</p>		Reviewed ongoing by HT and managers	2	4	8	

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		<p>required to wear a face mask in communal areas of the school.</p> <ul style="list-style-type: none"> additional guidance must be followed for maintenance of face coverings - (see DfE link) 						
Transmission of virus through managing soiled pupils clothes and bibs	<p>Staff Teaching, non-teaching staff</p> <p>Illness ranging from mild to severe symptoms</p>	<ul style="list-style-type: none"> Staff to wear gloves and apron Regardless of the reason for the need for change of pupil clothes/ bib, these are to be bagged, tied securely and sent home. No manual sluicing of clothing or laundering Wash hands after removal of gloves 		Reviewed ongoing by HT and managers	2	4	8	
Risk of transmission through use of Air conditioning units	<p>Staff and pupils</p> <p>Illness ranging from mild to severe symptoms</p>	<p>Currently not in use</p>	<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>https://www.cibsejournal.com/technical/cleaning-the-air/</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities</p>	Site manager and assistant	0	0	0	

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Use of fans	Staff and pupils Illness ranging from mild to severe symptoms	<ul style="list-style-type: none"> Fans are not to be used in multiple occupancy rooms Fans can be used when a room is used by one person and room is to be ventilated 		Reviewed ongoing by HT and managers	3	1	3	
Use of air handling Units / Heat Recovery units	Staff and pupils	<ul style="list-style-type: none"> Air Handling Units <p>Pool supply and extract – Recirculation of supply air to supplement fresh air – Action recirculation damper to be fully shut Sertec initially (controls) with Dodds to check. This is an issue ; further investigation is needed via Sertec SMBC and could affect pool usage as room temperature in pool are will not be adequate. Has this been followed up? Further update needed prior to pool reopening</p> <p>Pool change areas male/female and corridor adjacent to site managers area – Recuperation of extract air to supplement supply air – No Action required supply and extract air are separated by exchanger</p> <p>Kitchen supply and extract are separate – No Action Required</p> <ul style="list-style-type: none"> Heat Recovery Units (HRU) <p>Zone A/B/C/D VAM HRU – linked to pupil bathroom area HRU systems; Recuperation of extract air to supplement</p>		Reviewed ongoing by HT and site managers	2	4	8	

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		supply air – No Action required supply and extract air are separated by exchanger						
Risk of transmission when Cleaning of bodily fluids by site team using mechanical equipment	Site team Illness ranging from mild to severe symptoms	<ul style="list-style-type: none"> Use of PPE - gloves apron and face mask and visor if dynamic risk assessment identifies increased risk of splashing Small PPE supply kit to be kept with Bissell machine (gloves Aprons Masks) and additional supplies will be available within class areas and bathroom areas 		Site manager and assistant	2	4	8	
Risk of Transmission of airborne microparticles during AGP for Routine tracheotomy management.	Staff and Pupils Illness ranging from mild to severe symptoms	<ul style="list-style-type: none"> A room is allocated as AGP room for sole use of identified pupils for tracheostomy-related procedures. See individual pupil risk assessment. Healthcare Assistants (Continuing Care) follow protocol for donning and doffing of PPE its disposal and cleaning of room and respirator. Room to be ventilated with open window, Room door to indicate what time the room was last used to ensure no entry within an hour by a different user Staff and pupils no enter room whilst procedure taking place unless wearing appropriate PPE 		Reviewed ongoing by HT and managers	2	4	8	

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		PPE to be bagged and sealed before leaving the room and placed in lidded bin.						
Transmission of covid-19 through sharing foods during school events and celebrations	All pupils and staff Mild to severe illness	There is to be NO sharing or distribution of food in any circumstances outside of the classroom/allocated pupil dining areas during the school day Food brought in for staff events is not allowed Organisation of celebratory events is strictly restricted and must follow all aspects of the school risk assessment and only with the permission of the head teacher			2	4	8	
Transmission of covid through asymptomatic staff and pupils	All staff and pupils Mild to severe symptoms	Lateral Flow testing (LFT) for all staff x2 per week is encouraged following NHS guidance from 28th January. Positive LFT results followed up with immediate booking of a PCR test (usual formal Covid testing route) and follow guidance for isolation while waiting for a result Inform school of LFT result (positive / negative) and complete formal NHS recording system.			2	4	8	
High levels of CO2	All pupils and staff and visitors	CO2 monitors are available and have been offered to all staff to request. A monitoring form has been shared with staff if there are any concerns over high levels of CO2			2	4	8	

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					L	S	R	
Transmission of COVID 19	Pupils, staff, visitors	<p>Anyone who has symptoms of COVID 19 must isolate and book a PCR test immediately.</p> <p>If they test positive they must inform NHS track and trace of their contacts. In addition they can advise school of contacts and school can use the information they have to advise contacts.</p> <p>Anyone identified as a contact of confirmed positive case of COVID 19 should book a PCR test and must determine whether they should isolate based on their vaccination status or advice from NHS.</p> <p>If someone is a contact of a case of the Omicron variant, they must follow up guidance on required action.</p> <p>If someone has had COVID in the last 90 days then they should seek guidance on whether a PCR test should be taken if identified as a contact.</p>			2	4	8	
Transmission of Omicron variant of COVID-19	Pupils, staff, visitors	<p>Follow updated guidance from government/DFE in response to the Omicron variant.</p> <p>Currently this will include:</p> <p>All adults (unless exempt) wearing face masks in communal areas of school</p>			2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>Encouraged LFT twice weekly</p> <p>Any member of staff deemed CEV, should discuss measures with senior leaders.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly by NHS Track and Trace and asked to book a PCR test. They will be given the most up to date guidance, which may include requirement for daily LFT and/or isolation.</p>						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
9.6.2020	A Shepherd B Ackerley	Additional points added Clarity added linked to Union feedback
10-6-20	A Shepherd B Ackerley	Amended re. site cleaning of bodily fluid spillages
10-6-20	H Grindulis	School walk-round to review implementation of Risk Assessment and the distributed LA Union Checklist for wider opening of school; Chair of Governors and Chair of H&S Committee Retired Consultant Paediatrician Dr Helen Grindulis & H&S Committee Member J Stirrup who also has Level 3 Award H&S in the Workplace
11.6.20	V Unsworth	Feedback given
12.6.20	A Shepherd	Update based on PHE V Unsworth feedback

	B Ackerley J Chorley R Edwards L Petrie	
15.6.20	H Grindulis	Final reading
12.8.20	A Shepherd	Update based on Sandwell Public Health updated feedback
11.9.20	A Shepherd B Ackerley	Updated AGP information Reflected Tier 1 information
25.9.20	A Shepherd B Ackerley	Review of wording for risk headings Review of risk ratings Clarity of information through re-wording
2.10.20	D Elkington	Sandwell H&S scrutiny at request of Unions and LA
16/10/20	A Shepherd B Ackerley	Review of wording for risk headings Review of risk ratings Clarity of information through re-wording following feedback form Sandwell H&S; D Elkington
29/10/20	V Unsworth	Sandwell Public Health; Final reading and checking for accuracy and suitability
24/11/20	A Shepherd B Ackerley	Update of AGP detail following release of updated guidance aerosol generating procedures (AGPs) in education and children's social care settings
12/20	H Grindulis	Monitoring walk-round as part of H&S Committee
4/1/2021	A Shepherd B Ackerley Amy Findlay	Updated to reflect new guidance 31 st December and plans for pupil's attendance.
5/1/21	A Shepherd B Ackerley Amy Findlay	Reflection of 4/1/21 Government announcement in relation to National lockdown
26/1/21	A Shepherd	Update to LFT information pg 38

	B Ackerley Amy Findlay K Fischer	Amendment to staff rest room allocation Pg11 Clarification of staff being directed to work in other classes/departments Pg 29 Reminder that pupils should not go to additional rooms unnecessarily, including the studio. Pg 9 Use of studio P16
3.3.21	Amy Findlay A Shepherd	Amendment to; Clarity regarding collection of pupils from vehicles Pg 7 Reflection on New Operational guidance for special schools Feb 21 Pg 8 Visitors in school Pg 12 Drop off and collection of pupils by parents pg 12 Update to CEV information Pg 24 25 Update to lockdown - Pg38
31.8.21	Amy Findlay Allison Shepherd Jayne Chorley Barbara Ackerley	Updated to reflect August 2021 guidance.
15.12.21.	Amy Findlay Allison Shepherd Jayne Chorley Barbara Ackerley	Updated to reflect guidance in response to Omicron Variant All staff given opportunity to give feedback. Meeting held and draft updated copy emailed out for staff to offer feedback.

FACE COVERING LINK <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

[The government guidance states that special schools should ensure:](#)

- As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak – Can we include this in the control measures please?

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- Can we include, employees understand not to go to work if they are symptomatic and request a free test as soon as possible, if positive they must self-isolate for 10 days. Staff understand not to attend work if someone in their household or social bubble is symptomatic.

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>