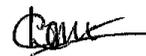


Hope View School Coronavirus (COVID 19) Risk Assessment

Educational Setting		Hope View School (Upper) Station Approach Chilham CT4 8EG 01227 738000	Hope View School (Lower) Perry Court Garlinge Green Chartham – CT4 5RU 01227 738163
Assessor:	Mr. A Stokes	Date Assessment Originally created	
		25 May 2020 – Following external audit	
Adults and Children at both Sites	Upper School	23 Adults (Max) 46 Pupils	24 Adults (Max) 40 Pupils

Date of Amendment	10 March 2021	Date of Review	Bi Weekly, New Guidelines Issued or new practise established		
Distribution	Stored on staff shared area, all staff have access whilst in school – Not to be printed.	Signed by Assessor		Signed by Headteacher	

Risk Rating		Likelihood of Occurrence		
		Probable	Possible	Remote
High (H), Medium (M), Low (L)				
Likely Impact	Major: Cause major illness, hospitalization, Death	H	H	H
	Severe: Causes major illness, and hospitalisation	H	M	L
	Minor: Causes illness leading to isolation	M	L	L

This Risk Assessment has been completed with the relevant and up to date guidance considered. This Risk assessment will be reviewed bi-weekly or as and when new guidelines are issued, or when new practices are established. It is the responsibility of all staff to ensure the actions/routines in this risk assessment are actions every day.

In relation to face coverings the following applies: This is guidance, not mandatory activity, and any legal exemptions that apply to the wearing of face coverings in shops and on public transport also apply to this advice. Where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’. Where there is a legal requirement, we have made that clear. This guidance does not create any new legal obligations. Department for Education, Face Coverings in Education. March 21.

A separate risk assessment has been produced for home testing and is available in the staff shared area/COVID 19 Home Testing

Updated on the 15/03/2021. This is in relation to home testing and positive tests and testing over half term breaks. Please note, latest updates will be highlighted in yellow

Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Staff spread Coronavirus to other staff and pupils	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> All staff to be made aware of this document and that it is their duty to implement and monitor for updates. (any update will be advised by e mail. Individual risk assessments for staff who are deemed to be high risk have been completed and guidelines for returning to work after lockdown and current guidelines implemented. All staff are briefed on current guidelines and what to look out for, i.e. High temperature, (38) continuous new cough and of loss of taste/smell. Staff to follow sickness reporting policy. Those who have COVID 19 symptoms at work will be sent home with a PCR test. Staff can also book a test locally; this will produce a quicker result. The result of which is to be communicated to Mr. James as soon as it is known. Testing, all staff as of the 01 March will have the ability to take lateral flow tests at home, it has been requested that two test per week are carried out, Monday and Thursday. Results are recorded as per national guidelines (NHS) and given to Mr. Daaim (Upper school) and Miss Tina (Lower School. 	<p>Any staff member who has been in contact with a confirmed case will be sent home to self-isolate.</p> <p>Headteacher/Assistant Head Teacher are responsible for ensuring that all staff who report with symptoms, from home or at work are advised of the current self-isolation period and what to do about obtaining a test.</p> <p>All staff will be advised if they have come into contact with another member of staff/Student who has tested positive (not Named)</p> <p>Staff car sharing are strongly advised to follow current guidelines with the addition of wearing a face covering.</p> <p>All staff responsible for teaching are to ensure that a bank of lessons is available should they not be able to deliver from home (Teams).</p>	Med	All Staff

				<p>External staff Counselors and music teacher will be requested to take the home test and record as normal including updating the school with the result. The music teacher will be issued the home testing kit, other external staff do have access to test kits.</p> <ul style="list-style-type: none"> As of the 09/03 if a Lateral flow test conducted at home returns a positive test then this must be confirmed by way of PCR which can be booked by calling 119. Whilst waiting for the confirmatory PCR you must self-isolate along with you close contacts and inform the school as normal, Mr. James and Miss Tina. If not available a member of the SLT must be advised as soon as possible following the positive lateral flow test. A Negative PCR will override the Lateral Flow positive and staff/student can return to school. This must be confirmed with Mr. James before returning. No change for a positive result obtained at school, self-isolate along with others in the household and close contacts. Staff and pupils are required to continue test over half term breaks. Reporting of results as already briefed. Teaching staff will continue to be paid if they are able to work from 	<p>Staff to ensure that PPE is worn when disinfecting tables/classrooms and when dealing with food (Breakfast).</p> <p>Upper school staff and pupils should wear face coverings when moving around the school</p> <p>Extract from D of E updated 09/03/2021</p> <p>All positive results from rapid tests undertaken at home do need to be confirmed with a standard PCR test. This is because these tests are not conducted in a controlled environment and will not have trained staff on hand. Following positive LFD test at home, a confirmatory PCR test should be booked online or by calling 119. Whilst awaiting the PCR result, the pupil or student and their close contacts should self-isolate. If the PCR test is negative, it overrides the self-test LFD test (at home only) and a child can return to school.</p>		
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				<p>home. The extent of this work will be decided/agreed with/by the Headteacher.</p> <ul style="list-style-type: none"> All staff are to ensure that social distancing is applied. Staff are also responsible to ensure that bubbles are always maintained. Staff are always also expected to lead by example. 			
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Pupils spreading Coronavirus to other pupils and staff	Serious respiratory illness which could lead to death.	All staff, pupils, staff, and pupil families.	High	<ul style="list-style-type: none"> All pupils briefed and updated on the guidelines associated with the Coronavirus. All pupils on arrival will depart taxis/transport one at a time. Staff are to monitor the wearing face coverings in taxis. Phones/devices placed into a box with individual compartments. Pupils will then sanitise hands. Those pupils wearing face coverings are to keep them on until in the classroom, staff are to ensure that face coverings are correctly removed and disposed or stored correctly, Those wearing reusable face coverings are to ensure a new face covering is worn for the journey home. Pupil will then be served breakfast (Where required by staff wearing PPE). 	<p>Upper school pupils returning on the 08th March will take three Lateral flow tests at the upper school testing facility. (Mon, Thurs and Mon) They will then use the home test kits as of the 18th March.</p> <p>Pupils will not join their class until the negative result has been confirmed. These pupils will be engaged outside, with social distancing maintained. The school testing facility will remain in situ until further notice.</p> <p>Any pupil who has been in contact with a confirmed Positive will be sent home to self-isolate.</p>	Med	All Staff

				<ul style="list-style-type: none"> • Pupils are aware that they are not to mix with pupils from other bubbles. • Pupils always keep their bags and coats with them. Lunch boxes are to remain in bags until required. • Pupils are not to share any items of food or drink. • Pupils have been briefed on the one-way system in use. This ensures that pupils changing classes do not mix. Staff are to ensure that one-way systems are adhered to. • Pupils should wear face coverings when moving around the school and between lessons. (Upper School only). • Face coverings are not required to be worn outside (Social distancing to be adhered to) 	<p>If pupils are using their own hand sanitizer, staff are to ensure that it meets the required standards. If in doubt, ask.</p> <p>Staff are to ensure that students comply with all instructions re the removal and disposal of face coverings. Staff are to also ensure that hand sanitizer is available in the classroom (over and above what is on the outside of the room) Preventing unnecessary movement.</p>		
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Spread of Coronavirus due to poor routine (Staff and Pupils)	Serious respiratory illness which could lead to death.	All staff, pupils, staff, and pupil families.	High	<ul style="list-style-type: none"> • All staff and pupils are briefed on the daily routine, arrival, lessons, and departure. • As of the 01 March (Upper school) Classes will resume a normal timetable and will be expected to move around the school to attend those lessons. Lower school no change to routine • The playground has been split so bubbles can play without mixing. This is a Rota system, ensure pupils 	<p>Staff to ensure that bubbles are not mixed. (For any reason)</p> <p>If pupils must leave the class due to poor behavior, then they are to be sent to the hall and a member of the SLT informed.</p> <p>Caretaker can be used to assist with disinfecting</p>	Med	All Staff
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				<p>do not become board of one area. Bubbles can use other bubble areas but only when that area is not in use. Equipment is not to be shared.</p> <ul style="list-style-type: none"> • Pupils will sanitize their hands-on arrival and departure of lessons. • Staff are responsible for ensuring that the classroom/rooms are purged with fresh air at the end of each period. This can be done by opening external fire door for 5mins. Insufficient air will purge the room with internal doors and windows. Staff to ensure that all doors are closed when the room is not occupied. • Pupils and staff are to wash hands where facilities allow. • Staff are to ensure that hands are washed prior to any food being consumed. • Pupils are aware that only one person at a time can use the toilet. Whilst waiting to use the toilet pupils are to wait in the hall, not in the corridor. Use of toilets during any breaks are to be monitored by staff. Toilets in class 6 and the Science block are to be used where practical. (Upper School) (Pupils only) • Late Arrivals. Staff are to ensure that any pupils arriving late have completed their arrival routine. Any problems with this being completed 	<p>classes where there is a shortage of staff.</p> <p>The teacher is overall responsible for the cleanliness/disinfecting of the classroom. They will be times the teacher/member of staff will be alone. They are to ensure that a member of SLT is aware so the caretaker can assist in the disinfecting routine.</p> <p>A system of checks has been introduced to ensure all aspects of this risk assessment are being adhered to. This are random checks conducted at both sites by a member of SLT. All findings are recorded on the weekly H & S checklist (Staff Shared). Any issues are to be addressed at the point they are identified. The SLT H & S rep will also be informed at the earliest opportunity.</p> <p>All staff have a responsibility under the Health and Safety at Work Act to report and concerns. Staff are to ensure that any concerns</p>		
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				<p>are to be reported to a member of the SLT.</p> <ul style="list-style-type: none"> Pupils are to be allocated a desk. This seating arrangement will not be changed unless agreed with the class teacher. Upper school PE will resume outside of school (Local Area) as of Monday 08th March. Pupils will remain in their bubbles to, from and during PE. Transport is not to be used. Any pupils staying behind will be allocated work to complete, bubbles will be maintained. 	are addressed and reported to the SLT H & S rep.		
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Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Lack of PPE and disinfectant/sanitizer will spread Coronavirus to Staff and Pupils	Serious respiratory illness which could lead to death.	All staff, pupils, staff, and pupil families.	High	<ul style="list-style-type: none"> The caretaker is responsible for ensuring that there are adequate supplies of PPE. Any shortfalls will be reported by the Caretaker. (Upper school Evelyn to order, Lower School Mrs. Lorne to Order) The caretaker is responsible for ensuring that all hand sanitizer dispensers are topped up. Class staff also have a responsibility to ensure this are maintained and forms part of their recorded weekly checks. 	<p>SLT to monitor the correct wearing of PPE.</p> <p>All staff have a responsibility to ensure that any shortfalls are reported to the caretaker, ASAP.</p> <p>Staff and students are responsible for providing their own face coverings. The school has been issued with sufficient stock so no one should be without a facemask. Staff are also to ensure that all levels of cleaning equipment/disinfectant/sanitizer</p>	Med	All Staff

				<ul style="list-style-type: none"> • Staff are aware of when PPE is required, i.e. Breakfast, cooking lessons, cleaning, and disinfecting and when moving around the school. • Staff are also to ensure that pupils are wearing face coverings when school transport is used. See transport section for more details. 	are checked at the beginning of the week and issues reported on the weekly Health and Safety check sheet (Staff Shared)		
Practical cooking lessons and inadequate social distancing will spread Coronavirus.	Serious respiratory illness which could lead to death.	All staff, pupils, staff, and pupil families.	High	<ul style="list-style-type: none"> • Cooking lessons will take place under strict control of staff. (Upper and Lower Schools) • All involved in cooking lessons will where PPE, included, apron, gloves and face mask, staff are to ensure that these items are correctly removed disposed of at the end of the lesson. • Items are to be cleaned by way of the dishwasher. Any items that cannot be cleaned are to set aside and not used until the quarantine period has lapsed. See school quarantine measures for full details. • There is to be no sharing of food, staff are to ensure that this is always enforced. Any issues with pupil lunches 	<p>Pupils are encouraged to bring their own drinks container which can be refilled at school. Juice is not to be provided for the filling of bottles.</p> <p>Staff are permitted hot drinks/food. All staffed have been briefed on the hot drink/hot food policy.</p>	Med	All Staff and Pupils

				<p>should be reported to the SENCO.</p> <ul style="list-style-type: none"> • In exceptional circumstances, toast can be provided to a pupil, (Other than breakfast) SLT to be informed so that this can be arranged, and the reason agreed. The eating of all food at break time is not an adequate reason. • There is provision to provide one pupil with a packed lunch, this will be supplied by the school and put together by the same member of staff wearing PPE. • Staff can heat food, it must be in one container and take no more than two minutes to microwave, where possible the food will be consumed from the same container. Pupils are not allowed hot food, any food cooked during a cooking lesson will be sent home with the pupils. 			
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Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
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<p>Social distancing measures not followed, allowing bubbles to be mixed.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff, and pupil families.</p>	<p>High</p>	<p>Classes placed into bubbles, on arrival pupils go direct to Class/bubble. On departure one taxi is called at a time. Class staff are to ensure that students have had the opportunity to use the toilet before taxis are called. Staff are to check those wearing face coverings have them fitted correctly.</p> <p>Those on taxi duty to ensure that social distancing is followed when collecting phones and gadgets from the box. Taxi staff are also to monitor taxi drivers and escorts for the wearing of face masks, any concerns are to be reported to the SENCO.</p> <ul style="list-style-type: none"> • Students where possible are to be seated at least one meter apart, all desks are forward facing. Staff have been advised not to conduct activities where pupils must face each other. • Staff are responsible for ensuring that social distancing is maintained on the playground, irrelevant what activity is being played. Any pupils who fails to heed warnings and refuse to socially distance is to be sent into the hall with a member of staff and handed over to SLT. 	<p>Staff are to set the example and ensure that social distancing is maintained between staff. Staff are also expected to maintain social distancing when pupil are not onsite. This includes before and afterwork.</p> <p>All staff meetings are to take place via teams.</p> <p>Staff supervision is currently suspended or taking place via teams.</p> <p>Taxi drivers refusing to follow routine will be reported to the SENCO or SLT in his absence, this includes the wearing of face coverings.</p>	<p>Med</p>	<p>All Staff and Pupils</p>
<p>Hazard</p>	<p>Risk</p>	<p>Those at Risk</p>	<p>Risk Rating</p>	<p>Current Control Measures Doing now to reduce the risk</p>	<p>Additional Control Measures</p>	<p>Residual Risk</p>	<p>Action by who</p>

<p>Visitors to the school could spread the Coronavirus to staff and pupils.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff, and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> • Taxi drivers are not permitted to use the school's toilets (under any circumstances). • Taxi drivers and parents dropping off are expected to follow a well-established routine for arrival and drop off. This is overseen by a member of the SLT. • Visitors to the school will not generally be allowed. Anyone seeking a visit to the school will only be permitted with permission of the Headteacher. Permitted visitors will be expected to socially distance, wear a face covering and sanitize hands. • Any construction or repair work will only take place out of normal school hours. There will be exceptions to this but contact with staff and pupils will not be permitted. Where this is impractical a room with pupils in must be vacated and disinfected following any work. • There is a telecommunications mast in the upper school playground. Repair/maintenance staff are only permitted on site if they have booked to do so via the Headteacher and only outside of normal school hours. They get to the mast via a side gate and go directly to the mast, Mast staff are not permitted to go into the school 	<p>Weekly shopping is delivered by TESCO, driver remains outside, and caretaker brings in the shopping in boxes, where it is unpacked on the table in the kitchen. Where practical these items should be disinfected. Under no circumstances should pupils be allowed to assist in the unpacking of the shopping.</p>	<p>Med</p>	<p>All Staff</p>
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				<p>buildings, there is no reason they should need to.</p> <ul style="list-style-type: none"> • There could be an occasion under exceptional circumstances that visitors or outsiders will use the toilets, this must be agreed with SLT and then the area disinfected by the caretaker. • All visitors are to report to the reception where those expected will be directed and those not expected can be directed once the Headteacher/SLT has been contacted. 			
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
<p>Fire and other emergency plans and Risk Assessments</p>	<p>Staff will not know what is expected of them in an emergency.</p> <p>Fire/smoke could spread due to fire doors being used and or being left open.</p>	<p>All staff, pupils.</p>	<p>High</p>	<ul style="list-style-type: none"> • A real fire is a genuine risk to life, although all Corona Virus policies should be followed, it is more important to evacuate the school in a calm and timely manner. • Fire risk assessment has been updated considering the Coronavirus. • The school evacuation plan has been updated considering the coronavirus. • The schools fire alarms are tested weekly (Friday) any false alarms are counted as a test and the evacuation continues as normal. No member of staff is to call a false alarm, although they should report 	<p>Under the evacuation plans, those classes based outside of the main building would have to come into the hall, this would mean mixing of bubbles. All staff and pupils will be reminded on what action to take once alarm has been sounded (Air Horn).</p> <p>SLT will always know the whereabouts of pupils who has severe anxiety of the fire alarms. They must not be informed of any fire drill.</p>	<p>Med</p>	<p>All Staff</p>

				<p>a reason, they think it is a false activation i.e. burning the toast.</p> <ul style="list-style-type: none"> • There are two members of staff that require a PEEP. A PEEP Fire Marshall has been nominated and part of his duties is always to be aware of those individuals. The individuals concerned also know they have to let the PEEP Fire Marshall know if they are not going to be in their planned place of work. Both individuals have permission to retain their mobile phone (emergency use only). • Headteacher is responsible to ensure that there are sufficient fire wardens on site. • A fire at the school is very unlikely but the spread of Coronavirus due to poor cleaning and lack of fresh air is more likely. In agreement with the Headteacher external fire doors can be used to purge classrooms. This is to be done for approx. five minutes at the end of the lesson. All unoccupied classrooms/rooms will have all doors closed • Recent communication would indicate the use of air conditioning is low risk, however it also states that air conditioning that does not bring in fresh air can only be used if adequate ventilation is provided by other means, i.e., opening 	<p>Staff are to ensure that fire doors do not remain open, they can be used to purge the classroom.</p> <p>Where there is a requirement to use mobile heaters, staff are to ensure that there are turned off when not in use. Caretaker to check at the end of the day.</p> <p>The Health and Safety Policy, the Corona Virus risk assessment and class/activity risk assessments are all relevant.</p> <p>The air conditioning unit can be used in class 8, (Upper School) Lateral flow testing room but only to bring the room to operating temperature. This will then be switched off and radiators used to maintain the temperature. Windows will remain open when the room is in use.</p>		
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				<p>windows. At this time of year, the only reason to use the air conditioning would be to heat the room, little point with open windows.</p> <ul style="list-style-type: none"> • A separate risk assessment has been completed for classroom 8 (lateral flow testing) and the testing process. • Relevant risk assessments have been updated to take this risk assessment and the Corona Virus risk assessment into account. 			
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Shortage of staff and shortage of SLT	Safeguarding issues being missed. Lack of trained first aiders/fire wardens and staff to effectively run classes	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> • The Headteacher and the Assistant Headteacher are overall responsible for maintaining staff levels at both school sites. • All staff have been briefed of what action to take in the absence of DSL, reporting via IRIS. • Staff are to highlight to SLT if there aware of any shortfalls. • SLT will ensure that effective ratio of staff in classes is maintained, some classes for some lessons will only require one member of staff. Staff must flag up to SLT any concerns of being left with pupils. Team Teach restrictions must still apply. 	<p>Hope View School work within Team Teach, 95% or higher de-escalation, 5% or less intervention.</p> <p>Any staff member who is not team teach trained will not be left alone.</p>	Med	All Staff

Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Pupils medical needs are not addressed	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> Any pupils displaying or reporting Coronavirus systems will be sent to the designated room, where they will be monitored by staff. Temperature will be checked, and any symptoms confirmed. If Coronavirus related, pupils to remain in the room, monitored by staff and Assistant Headteacher informed. The likely outcome is that the pupil will be sent home. Contact with home to be made so that parent/carer can collect the pupil. In exceptional circumstances the Assistant Headteacher will nominate a member of staff to take the pupil home. In the absence of the Assistant Headteacher, the Headteacher must be contacted before sending any pupils' home. The same actions are applied to any pupils arriving at school reporting or displaying symptoms. Pupils who report feeling unwell and not Coronavirus related will be dealt with by the school's first aiders. Pupils are not to return to school until they have had a COVID 19 	<p>Staff to ensure that the room and any transport used is thoroughly disinfected.</p> <p>Staff to wear full PPE when dealing with sick pupils.</p> <p>Staff are to monitor pupils at all times for symptoms of the Coronavirus.</p> <p>Staff are to ensure that pupils catch sneezes and coughs in tissues and that tissue are disposed of correctly.</p> <p>Private cars are not to be used for taking pupils home. The best vehicle for this is the school minibus, as this allows for best distancing between staff and pupil. The Volvo can be used, if the pupil sits at the back. In both cases windows must be open and face coverings worn.</p> <p>The driver of the vehicle is responsible for ensuring</p>	Med	All Staff

				<p>test. They are not required to provide proof of a test.</p> <ul style="list-style-type: none"> • Staff who have dealt with a pupil's showing symptoms are not required to self-isolate. • If the pupil goes on to test positive, that member of staff will then isolate for the required period. • Staff who are in the high-risk category should not deal with a pupil's displaying symptoms; they should not be the ones taking pupils home. 	that the vehicle is fully disinfected. This can be done by the caretaker.		
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Unrestricted use of school transport will spread the Coronavirus.	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> • Currently the minibus/s are only to be used to transport class two to the farm. • Any other use outside of this is to be authorized by the SLT. • Face coverings to be provided by the school so not to impact on the pupils going home without a new mask. • The transport must be disinfected after use. • The vehicle transport log must be completed with all details but will also include what class the transport has been used for. • School transport should not be used outside of the school bubble (staff family). 	<p>Staff to ensure face coverings are available before going to the transport.</p> <p>The Coronavirus does not change the requirement for the driver to have the correct license to drive the relevant vehicle. The Volvo is only to be used by SLT, unless authorized by Head/Assistant Headteacher.</p> <p>Forrest school is currently suspended so transport not required.</p>	Med	All Staff

Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
<p>Inadequate cleaning will assist in the spreading of the Coronavirus.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> • As outlined, the class teachers are responsible for the disinfecting of desks and tables at the end of every period. • Staff are to ensure that equipment is not to be shared or mixed between bubbles. • The caretaker at both school sites is responsible for the cleaning of the remainder of the school, this includes all toilets, kitchen, halls, and the main hall. • Caretaker is responsible for ensuring that all surfaces are cleaned/disinfected. In the morning, after break, before and after lunch and at the end of the day. • To minimize surfaces touched, where possible doors are to remain open. • Only products used by the school are to be used to clean/disinfect. A residual safety data Sheet and its associated risk assessment are available in the staff shared area or in the Health and Safety folder at both sites. • The only classroom where facilities are shared is the ICT room. Workstations will be disinfected at the end of the lesson. Incoming 	<p>Staff to monitor for reactions to cleaning/disinfecting products. Any reaction must be reported directly to the caretaker so that the product can be taken out of use. The health and safety rep (AS) must also be informed at the earliest opportunity, he will ensure that the incident is investigated and recoded.</p> <p>Caretakers at both sites are to ensure the cleaning log in the communal areas and toilets are kept up to date.</p> <p>The Assistant Headteacher or SLT will nominate what actions to take in the absence of the caretaker.</p>	<p>Med</p>	<p>All Staff</p>

Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
<p>Shared work desk/facilities could spread the Coronavirus.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff, and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> • Staff should avoid using other staffs work areas. Where the space must be used it will be disinfected before and after use and the member of staff made aware that the area has been used. Disinfectant wipes are to be used to clean keyboards and mouse. • Staff should not share computers/desks, the only time this could be an issue is in the ICT room. A wireless keyboard and mouse linked to the teacher's PC is available at the front of the class. Only the ICT teacher should need to use the teachers desk/computer. • Due to the difficulty in disinfecting computer headphones, they will be removed. Pupils will be allowed to use their own headphones. • Pupils will have to share computers outside of their bubble. It is down to the class staff to ensure that the keyboard and mouse are also disinfected after use. • The school computers are not to be used by the pupils outside of lessons except for a wet break and 	<p>Wipes are to be used to clean keyboards and mouse</p>	<p>Med</p>	<p>All Staff And Mr. Alex</p>

				only when that bubble has a lesson before the break.			
Lack of ventilation in occupied rooms will spread the Coronavirus.	Serious respiratory illness which could lead to death.	All staff, pupils, staff, and pupil families.	High	<ul style="list-style-type: none"> • Staff are to ensure that occupied classes always have ventilation. • Fire doors will not be used to provide ventilation (except purging) • The air conditioning should not be used as it is not mixed with fresh air. As opening windows may not allow sufficient ventilation into the room. • Staff should purge classrooms with fresh air at the end of every period, last 5 minutes. This can be done by opening the windows wider or by use of the external door/fire door. The fire door MUST be closed at the end of purging. • Under no circumstances should a room be occupied without ventilation. 	Staff are to be mindful that staff and pupils will feel the cold/heat different to others and should allow students/staff to wear coats as appropriate. This could be particularly appropriate after a room has been purged.	Med	
Shouting and singing will increase the likelihood of droplets and aerosols being released into the air.	Serious respiratory illness which could lead to death.	All staff, pupils, staff, and pupil families.	High	<ul style="list-style-type: none"> • Recent research as shown that shouting and singing significantly releases Corona Virus Droplets and Aerosols into the air, with the aerosols hanging around in the air for a long period of time. • The school ethos does not allow for shouting, the only time staff should shout is in an emergency. • Pupils that tend to go around shouting in the playground must be challenged by staff. 	<ul style="list-style-type: none"> • Staff to continue to monitor and must be robust and not allow shouting or singing. 	Med	

				<ul style="list-style-type: none"> There is no requirement for singing in any of the classrooms. 			
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
<p>Poor classroom management increase the likelihood of droplets and aerosols being released into the air.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff, and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> Staff to consider if there is a need to conduct an activity in a classroom which will result in excitement and or raised voices. Any activities where voices could be raised, or voices raised should be conducted outside. 	<ul style="list-style-type: none"> If the activity cannot be completed outside (Inclement weather) and it has to take place, all those in the classroom are to wear face coverings and more ventilation allowed into the room. If any person is exempt from wearing a face covering, then the activity cannot take place indoors. 	<p>Med</p>	