

# Woodlands Academy

# Covid Risk Assessment

*The purpose of this risk assessment is to help the school decide which actions to take. This risk assessment has been completed in consultation with staff and union representatives.*

*November update.*

*Update for reopening in March 2021.*

*April update*

This document is integral to the schools Covid-19 Covid\_19 Planning Framework. The content of this document was produced in consultation with partnering bodies and is now final. It will be kept under review and may change.  
*Updated 16/09/2020*

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## **Guidance for Ealing schools completing risk assessment**

Since the start of the academic year, the continuing efforts of leaders, teachers and staff across education and childcare have ensured that settings remain as safe and COVID-secure as possible.

Most people who become infected with SARS CoV2 (the virus causing coronavirus disease, COVID-19) will experience mild symptoms, such as fever and cough and are unlikely to become severely unwell. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.

Being in school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn. School is also a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

**On the 22<sup>nd</sup> February, the Prime Minister announced the full opening of schools as of the 8<sup>th</sup> March 2021.** Whilst coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.

Shielding advice is being paused nationally from 31<sup>st</sup> March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. Guidance for CEV staff can be found on [EGfL](#).

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission:

- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home, get [tested](#) and follow guidance on [household isolation](#), and ensuring that if staff or pupils are identified as a close contact of someone who has tested positive for COVID-19 by NHS Test and Trace, they stay at home and follow guidance for [people of contacts with confirmed coronavirus](#);
- Ensuring that face coverings are used in recommended circumstances;
- Keeping occupied spaces well ventilated;
- Promote and engage in lateral flow testing;
- Promote and engage with the NHS Test and Trace process;
- Promote and engage with the NHS Covid-19 vaccination programme;
- Minimising contact between individuals and maintaining social distancing wherever possible;
- Keeping 'bubble sizes' small to limit close contacts;

- [Washing hands](#) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- [Cleaning](#) and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Minimising contact between individuals and maintaining social distancing wherever possible;
- Following government advice and guidance [on actions for the full opening of schools](#)

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

**Further government guidance** can be found at: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> and on coronavirus information on [Ealing Grid for Learning](#)



If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

**For further government guidance** see Appendix 1.

**This Risk Assessment has been completed in conjunction with the Government guidance and with the Initial Planning Framework.**

*Upon future revision, author can seek further advice can be sought by contacting either [Raj Chowdhury](#) (Corporate Health and Safety) or [Steve Dunham](#) (Children's Services)*

<b>Likelihood:</b>						
Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
	<b>Impact:</b>	Negligible	Minor	Moderate	Major	Extreme

<b>School:</b> 		<b>School address:</b> Hathaway Gardens Ealing W13 0DH		<b>Review Date:</b> (This is a dynamic document and should be reviewed and updated if there are any changes)		 www.ealing.gov.uk	
<b>Assessment Date:</b> 14/07/2020 September 2020 November 2020 01/03/2021		<b>What/who is being assessed?</b> Biological hazard- COVID-19 within educational settings  (This risk assessment is specific for Woodlands Academy, with signposts to the relevant Government guidance.)					
<b>Name of Assessor:</b>		H Rana/C Hasker		<b>Responsible Person for Actions:</b>		Working Party to oversee actions/ impact/ review	
Number	Who might be harmed and how?	What are your controls?	Recommended Control Measures <i>Move recommended Controls into Existing Controls once they have been implemented:</i>	Action by who/when?	Likelihood of occurrence after recommended-controls added (L) 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed	Impact (I) 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme Impact = Estimate of harm based on specific activity being assessed	Overall Risk (L X I) + I?  <10 = Low 10-19 = Medium 20-30 = High
<b>Task / Activity Area Stated</b>				<b>Hazard</b>			

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
<b>Task / Activity Area</b> Entering the school		<b>Hazard</b> Biological hazard- COVID-19 Anti-social behaviour					
1	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Parents not to enter school grounds unless by prior appointment, arranged by phone or email.</i></p> <p><i>Staggered drop-off/pick up times, 10 minute buffer between year groups</i></p> <p><i>Entry into building should be through closest entrance to classrooms where possible.</i></p> <p><i>Parents to remain outside the school entrance where possible.</i></p> <p><i>Pupil to be accompanied by one parent only</i></p> <p><i>Visitors by appointment only</i></p> <p><i>Reminder posters visible at all entrance points.</i></p>	<p>Symptomatic individuals do not gain entry to site</p> <p>If any members of household present with symptoms, family to stay at home and access testing. School communicate regularly with parents to remind them of this.</p> <p>On entry to school, staff and pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Radio contact at all times. Phones in classroom only to be used by allocated staff and cleaned regularly between use.</p> <p>Report antisocial behaviour to police</p>	<p>SLT</p> <p>Caretaker</p> <p>Admin Team</p>	2	3	<p><b>Staff</b></p> <p><b>(3x3)+3</b></p> <p><b>=12</b></p> <p><b>(medium)</b></p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>Staff and pupils to wash their hands for at least 20 seconds on entrance to the school.</i></p> <p><i>Staff to wear masks while on gate and to collect children.</i></p> <p><i>Parents to wear masks if possible.</i></p>	<p>Direct communication with community on expectations to reinforce health and safety</p>				<p><b>Parents</b></p> <p><b>(4x3)+3</b></p> <p><b>=15</b></p> <p><b>(medium)</b></p> <hr/> <p><b>Pupils</b></p> <p><b>(2X3) +3</b></p> <p><b>=9</b></p> <p><b>(Low)</b></p>
<p><b>Task / Activity Area</b></p> <p>Leaving the school</p>		<p><b>Hazard</b></p> <p>Biological hazard- COVID-19</p> <p>Antisocial Behaviour</p>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
2	Sub-populations may become infected with COVID-19.	<i>Parents not to enter school grounds</i>	Staggered collection times of 10 minutes between groups to minimise overcrowding and crossover of groups	SLT	2	3	Staff <b>(3x3)+3 =12 (medium)</b>
	If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<i>Collection from designated exits ONLY</i>	1m+ markers across site to provide visual cue for social distancing	Caretaker			
	Staff – exposure to symptomatic pupils / colleagues within designated group.	<i>ONE parent to collect with no accompanying siblings/pupils</i>	Close monitoring of adherence	Admin			
	Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures	<i>Staggered collection times</i>	Continual reinforcement of procedures and expectations	Group Teacher			
	Pupils – exposed to wider groups of pupils/ staff	<i>Posters to inform on school expectations of tolerable behaviours post-lockdown</i>	Radio contact at all times				Parents <b>(4x3)+3 =15 (medium)</b>
		<i>Staff to wear masks on gate when dismissing children.</i>	Report antisocial behaviour to police				Pupils <b>(2X3) +3 =9 (Low)</b>
		<i>Parents to wear masks where possible.</i>	Direct communication with community on expectations to reinforce health and safety				
<b>Task / Activity Area</b>			<b>Hazard</b> Biological hazard- COVID-19				
Reducing exposure and transmission of Coronavirus ( <b>Early Years and Reception</b> )							
3	Sub-populations may become infected with COVID-19.	<i>Reception and Nursery pupil parents drop off at designated</i>	<a href="#">Government guidance</a> to be followed for high schools and	Group teacher	3	3	<b>(3X3) +3 =</b>



Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
<p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures</p> <p>EYFS Pupils – increased level of contact with other pupils and staff</p>	<p><i>gate, adhering to social distancing measures</i></p> <p><i>New nursery parents will be permitted to accompany their children into Nursery initially to support with transition.</i></p> <p><i>Handwashing and hand sanitiser will be made available to them.</i></p> <p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact between adults and pupils- avoid mixing groups</i></p> <p><i>Maximise on outdoor learning to ensure restricted movement and minimise contact</i></p> <p><i>Inside, Pupils and staff in same small groups each day, and different groups are not mixed during the day or on subsequent days</i></p> <p><i>Declutter teaching spaces</i></p> <p><i>1 adult per pupil/small group per demarcated areas at any</i></p>	<p>primary schools.</p> <p><a href="#">Government guidance</a> to be followed by early years settings. The early years foundation stage (EYFS) <a href="#">statutory framework</a> still applies.</p> <p><a href="#">Specific guidance for Special schools and other specialist settings</a> to be followed.</p> <p>Furniture to be laid out to ensure ease of movement and reduce contact between individuals where possible</p> <p>Pupil expectations and behaviours reinforced at age appropriate level</p> <p>The staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply</p> <p><b>Prevention:</b></p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their</p>	<p>SLT</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Caretaker</p> <p>All monitoring in place at all times</p>			<p><b>12</b></p> <p><b>(Medium)</b></p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>one time</i></p> <p><i>No soft toys/materials/toys with small parts or items which cannot be easily cleaned</i></p> <p><i>Wooden toys may be used and will be cleaned down between uses each day.</i></p> <p><i>Wash and disinfect resources at end of each day</i></p> <p><i>Cleaning of shared resources and surfaces regularly</i></p> <p><i>Resources will not be shared across bubbles. Children will have allocated resources available in the classroom.</i></p> <p><i>Increase ventilation by opening all windows.</i></p> <p><i>Doors will remain closed unless outdoor area is supervised to ensure safety of all children.</i></p> <p><i>Staff to remain within their own bubbles at all times, including after school.</i></p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>Communication between staff members can be carried out via email or internal phone.</i></p> <p><i>Shared areas have limitations. PPA room should only be used by 2 members of staff at each time. PPA may be taken off site currently.</i></p> <p><i>When in the school office, stay away from office staff. Use gloves to operate the photocopier and sanitise hands before entering.</i></p> <p><i>Wipe down all communal areas and shared resources (including chromebooks) after use.</i></p> <p><i>Music lessons, including singing, to take place in the hall where ceilings are high and the space is well ventilated.</i></p> <p><i>Ensure teaching areas are well ventilated with windows and external doors open wherever</i></p>	<p>kill it' approach</p> <ul style="list-style-type: none"> <li>➤ Ensure that sufficient number of tissues and bins are available</li> <li>➤ Ensure that younger children and those with complex needs are helped to get this right</li> <li>➤ Continue to embed this as part of the new school culture</li> </ul> <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> <li>➤ <a href="#">Government guidance followed</a></li> <li>➤ Put in place a cleaning schedule that includes: <ul style="list-style-type: none"> <li>➤ More frequent cleaning of rooms/shared areas that are used by different groups</li> <li>➤ Frequently touched surfaces being cleaned more than normal</li> <li>➤ Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils</li> </ul> </li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>possible.</i></p> <p><i>Lateral flow tests available to all staff twice a week (Sunday and Wednesday evenings). All staff have received training in the LFT process.</i></p> <p><i>Adults supervising in outdoor area to do additional check when coming back in to ensure:</i></p> <ul style="list-style-type: none"> <li>- <i>All children have come in to wash their hands</i></li> <li>- <i>All equipment is stored away safely</i></li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>distancing should be maintained where possible.</p> <ul style="list-style-type: none"> <li>➤ Make use of partition screens or similar as required</li> <li>➤ <a href="#">Government guidance on performing arts to be followed.</a></li> <li>➤ Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good <a href="#">ventilation</a>. Singing, wind and brass playing should not take place in larger groups <a href="#">unless significant space, natural airflow and strict social distancing and mitigation can be maintained.</a></li> <li>➤ <a href="#">Avoid sharing instruments and equipment wherever possible</a></li> </ul> <p>7) Always keeping occupied spaces</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>well ventilated</p> <ul style="list-style-type: none"> <li>• Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by using natural ventilation and mechanical ventilation systems. Further information on ventilation can be found on <a href="#">EGfL</a></li> </ul> <p>8) The majority of staff in early years settings will not require PPE beyond what they would normally need for their work. PPE is only needed for a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>➤ Where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained</li> <li>➤ Where a child already has</li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p> <p>➤ See use of PPE below also</p> <p>9) Promote and engage in asymptomatic (lateral flow) testing where available</p> <ul style="list-style-type: none"> <li>Primary schools will continue with home lateral flow tests twice a week for staff only. <a href="#">Government guidance</a> to be followed. Sharing platform can be found <a href="#">here</a>.</li> </ul> <p><b>Response to any infection</b></p> <p>10) Promote and engage with the NHS Test and Trace process</p> <p>Parents and carers of children who have been advised to self-isolate by their education setting or by NHS Test and Trace may be able to apply for a <a href="#">Self-Isolation Payment</a> of £500, if they meet the <a href="#">eligibility criteria</a>.</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>Schools to liaise with parents/carers as required.</p> <p>11) Manage confirmed cases of Covid-19 amongst the school community</p> <p>12) Contain any outbreak by following PHE local health protection team advice</p> <ul style="list-style-type: none"> <li>• Refer to Dealing with suspected and confirmed cases of Covid-19 section below.</li> <li>• Specific <a href="#">guidance available on EGfL</a></li> </ul> <p>13) LFTs are also available to families of Primary school children and staff: <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a></p>				
<p><b>Task / Activity Area</b></p> <p>Reducing exposure and transmission of Coronavirus (KS1 and KS2)</p>		<p><b>Hazard</b> Biological hazard- COVID-19</p>				



Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
<p>4</p> <p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Staggering of start and finish times.</i></p> <p><i>Minimising contact and mixing of groups- groups to remain in pre-determined areas of the school.</i></p> <p><i>Resources should not be shared between groups e.g. paintbrushes, unless they have been thoroughly cleaned in the transition or untouched for 72 hours.</i></p> <p><i>Desks should be spaced as far apart as possible and children should have access to their own resources</i></p> <p><i>Desks should be set up so children sit in pairs and face the front of the class.</i></p> <p><i>Pupils and staff are always in the same small groups each day, and different groups are not mixed during the day, or</i></p>	<p><a href="#">Government guidance</a> to be followed for high schools and primary schools.</p> <p><a href="#">Government guidance</a> to be followed by early years settings. The early years foundation stage (EYFS) <a href="#">statutory framework</a> still applies.</p> <p><a href="#">Specific guidance for Special schools and other specialist settings</a> to be followed.</p> <p><b>Prevention:</b></p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>➤ Refer to dealing with suspected and confirmed cases below</p> <p>2) <a href="#">Ensure face coverings are used</a></p>	<p>Group teacher</p> <p>SLT</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>Caretaker</p> <p>All monitoring in place at all times</p>	<p>3</p>	<p>3</p>	<p><b>(3X3)</b> <b>+3 =</b> <b>9</b> <b>(Medium)</b></p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>on subsequent days</i></p> <p><i>Staff to distance from pupils as much as possible and where possible, not physically interact with children.</i></p> <p><i>Appropriate supervision per group, considering needs of children with SEN or EHCPs.</i></p> <p><i>No mixing of groups</i></p> <p><i>No cross work of designated adults</i></p> <p><i>Lunchtimes will be staggered (see Harrisons documentation - Appendix 4)</i></p> <p><i>Toilet facilities during library works:</i></p> <p><i>Y1-6 use KS1 toilets during lesson time. Toilets to be allocated to specific bubbles- see posters for more information.</i></p> <p><i>KS2 to use KS2 block toilets during break and lunch times.</i></p> <p><i>Increased ventilation through</i></p>	<p><i>in recommended circumstances</i></p> <ul style="list-style-type: none"> <li>➤ Refer to PPE section below</li> </ul> <p>3) Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> <li>➤ Hand washing when arriving at school, when returning from breaks, when changing rooms, before and after eating. Small children and pupils with complex needs should be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative.</li> <li>➤ Continue to embed this as part of the new school culture</li> </ul> <p>4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> <li>➤ Ensure that sufficient number of tissues and bins are available</li> <li>➤ Ensure that younger children and those with complex needs are helped to get this right</li> <li>➤ Continue to embed this as part</li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>open windows in all classrooms, open classroom doors and external doors open. Classroom doors will close automatically in event of a fire or lockdown alarm.</i></p> <p><i>Staff to remain within their own bubbles at all times, including after school.</i></p> <p><i>Communication between staff members can be carried out via email or internal phone.</i></p> <p><i>Shared areas have limitations. PPA room should only be used by 2 members of staff at each time. PPA may be taken off site currently.</i></p> <p><i>When in the school office, stay away from office staff. Use gloves to operate the photocopier and sanitise hands before entering.</i></p> <p><i>Wipe down all communal areas and shared resources (including chromebooks) after use.</i></p>	<p>of the new school culture</p> <ul style="list-style-type: none"> <li>➤ Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or those who use saliva as a sensory stimulant. This should be considered in the pupil risk assessments.</li> </ul> <p>5) <b>Maintain</b> enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> <li>➤ <a href="#">Government guidance followed</a></li> <li>➤ Put in place a cleaning schedule that includes:               <ul style="list-style-type: none"> <li>➤ More frequent cleaning of rooms/shared areas that are used by different groups</li> <li>➤ Frequently touched surfaces being cleaned more than normal</li> <li>➤ Different groups do not need to be allocated their own toilet</li> </ul> </li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>Ensure teaching areas are well ventilated with windows and external doors open wherever possible.</i></p> <p><i>Lateral flow tests available to all staff twice a week (Sunday and Wednesday evenings). All staff have received training in the LFT process.</i></p>	<p>blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> <ul style="list-style-type: none"> <li>➤ Individual and frequently used equipment such as pens and pencils should not be shared. Classroom based resources such as books and games and be shared but these should be cleaned regularly.</li> <li>➤ Pupils to limit the amount of equipment they bring in each day to essentials such as; lunch boxes, hats, coats, books and mobile phones. These will be kept in cloak room areas specific to the bubble. Mobile phones will be collected from the classroom by TA and stored safely in separate bags. Bags are not currently required.</li> <li>➤ Books can be taken home if absolutely necessary, although unnecessary sharing should be avoided and virtual reading resources, such as Bug Club,</li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>used as first priority. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Trays will be used to store books which have come back into school for a minimum of 48 hours before they can be given to another pupil.</p> <ul style="list-style-type: none"> <li>➤ Children who struggle to access online homework due to additional needs will be provided with alternative arrangements following a discussion between their teacher, parent and the AHT for Inclusion. Evidence of homework and feedback will be communicated via email if necessary.</li> <li>➤ Devices will be provided to all families who do not have a device at home with which to access Google Classroom.</li> <li>➤ An assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy</li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>equipment and sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible (this must be properly considered and measures put in place by schools that suit their particular circumstances)</p> <p>➤ Use of staff room should be minimised, although staff must still have breaks during the day.</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>Shared equipment such as the kettle and microwave should be cleaned down after each use. Staff should continue to bring their own cutlery.</p> <ul style="list-style-type: none"> <li>➤ Maintaining consistent groups remains important but the 'bubble' sizes can be increased as of September 2020:</li> <li>➤ Woodlands will have class sized bubbles with each year group forming a separate bubble.</li> <li>➤ 'Bubbles' should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</li> <li>➤ Limit interaction, sharing of rooms and social spaces between groups as much as possible- music lessons will take place within classrooms.</li> <li>➤ Computer room will be timetabled and will be wiped down by support staff after use.</li> <li>➤ All teachers and other staff can operate across different classes</li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>year groups, and schools whilst maintaining social distancing (ideally 2m) as much as they can where possible. In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. If possible, vulnerable staff should wear masks.</p> <ul style="list-style-type: none"> <li>➤ Small adaptations to classrooms to be made to support social distancing where possible. This includes seating pupils side by side and facing forwards.</li> <li>➤ For children old enough, they should be supported and encouraged to maintain distance and not to touch staff or their peers where possible</li> <li>➤ Large gatherings such as assemblies or collective worship should be avoided</li> <li>➤ Groups should be kept apart and movement around the school kept to a minimum. Avoid creating busy areas such</li> </ul>				



Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>as corridors and stairs.</p> <ul style="list-style-type: none"> <li>➤ Breaks and lunchtimes will be staggered.</li> <li>➤ Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>➤ <a href="#">Government guidance on performing arts to be followed.</a></li> <li>➤ <a href="#">Avoid sharing instruments and equipment wherever possible.</a></li> <li>➤ Some pupils with SEND will need specific help and preparation for the changes to the old routine. This will involve planning and the use of social stories in some cases, for example.</li> <li>➤ Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</li> <li>➤ Where a pupil routinely attends more than one setting on a part time basis, for example they are registered at a mainstream school and an alternative provision for example, schools</li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>should work through the systems of controls collaboratively</p> <ul style="list-style-type: none"> <li>➤ Visitors should be limited and managed so that social distancing and personal hygiene expectations are explained on or before arrival. A record should be kept of all visitors.</li> </ul> <p>7) Always keeping occupied spaces well ventilated</p> <ul style="list-style-type: none"> <li>➤ Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by using natural ventilation and mechanical ventilation systems. Further information on ventilation can be found on <a href="#">EGfL</a></li> </ul> <p>8) Ensure individuals wear the</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>appropriate PPE where necessary.</p> <ul style="list-style-type: none"> <li>Refer to PPE section below</li> </ul> <p>9) Promote and engage in asymptomatic (lateral flow) testing where available</p> <ul style="list-style-type: none"> <li>Primary schools will continue with home lateral flow tests twice a week for staff only. <a href="#">Government guidance</a> to be followed. Sharing platform can be found <a href="#">here</a>.</li> </ul> <p><b>Response to any infection</b></p> <p>10) Promote and engage with the NHS Test and Trace process</p> <p>Parents and carers of children who have been advised to self-isolate by their education setting or by NHS Test and Trace may be able to apply for a <a href="#">Self-Isolation Payment</a> of £500, if they meet the <a href="#">eligibility criteria</a>. Schools to liaise with parents/carers as required.</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>11) Manage confirmed cases of Covid-19 amongst the school community</p> <p>12) Contain any outbreak by following PHE local health protection team advice</p> <ul style="list-style-type: none"> <li>• Refer to Dealing with suspected and confirmed cases of Covid-19 section below.</li> <li>• Specific <a href="#">guidance available on EGfL</a></li> </ul> <p>13) LFTs are also available to families of Primary school children and staff: <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a></p>				
<p><b>Task / Activity Area</b></p> <p>Reducing exposure and transmission of Coronavirus in Extra-Curricular provisions (breakfast and after-school clubs)</p>		<p><b>Hazard</b> Biological hazard- COVID-19</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
<p>5</p> <p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Provision was closed until July 2020</i></p> <p><i>Limited group sizes- where possible clubs only open to children who share same class bubble during the day.</i></p> <p><i>Where children from different bubbles are mixed (Breakfast and after-school club) numbers to be capped to ensure appropriate space for all attending.</i></p> <p><i>Breakfast and after school club to take place in the hall.</i></p> <p><i>Food preparation measure to be followed- staff to where gloves when handling food.</i></p> <p><i>Resources not to be shared where possible. Where resources are shared (e.g. sports equipment) wash hands before and after and clean resources before and after.</i></p>	<p>Limited numbers permitted in <b>Breakfast club</b>- 20 pupils. Children within these clubs should distance as much as possible. <b>Children will be organised on separate tables according to bubbles.</b></p> <p><b>After school club unavailable due to unavoidable mixing of bubbles and staffing limitations. This will be reviewed in Summer term.</b></p> <p>Regular washing of hands for at least 20 seconds with soap and water.</p> <p>Clean frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Resources to be more frequently cleaned.</p> <p>Minimise contact and mixing by altering, as much as possible, the environment</p> <p>Regular reinforcement and monitoring of expectations</p> <p>If a child is diagnosed with Covid-19, in addition to their bubble closing, the</p>	<p>Club leaders</p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>(3x3)+3 = 12</b></p> <p><b>(Medium)</b></p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>After school club to be closed for period of national lockdown.</i></p> <p><i>Breakfast club to continue with children sat at tables spaced out around the hall. Each table to be limited to children from same class or family bubble. No additional activities using shared resources to take place.</i></p> <p><i>After school club to reopen from Monday 26<sup>th</sup> April 2021.</i></p>	<p>after school or breakfast club they attend will also be closed.</p> <ul style="list-style-type: none"> <li>• From 29<sup>th</sup> March, all parents will also be able to access provision for one of these additional purposes:               <ul style="list-style-type: none"> <li>○ where the provision is taking place outdoors - all children may access outdoor provision regardless of circumstances</li> <li>○ their children are eligible for free school meals and are attending provision as part of the holiday activities and food programme</li> </ul> </li> <li>• If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try</li> </ul>			

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>to keep them in consistent groups of no more than 15 children and at least one staff member.</p> <ul style="list-style-type: none"> <li>From 29th March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</li> </ul> <p>From 26<sup>th</sup> April 2021, After School Club will offer outdoor opportunities where weather permits.</p> <p>The club will be run by one member of support staff with additional support available from a member of the safeguarding team.</p> <p>The maximum capacity of After School Club will be 15 pupils.</p>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>Parents are required to book places for After School Club in advance and must wear masks when onsite. Payment must also be made in advance.</p> <p>Priority will be given to parents who need additional child care due to work commitments.</p>				
<b>Task / Activity Area</b> Outdoor activities, including use of playgrounds			<b>Hazard</b> Biological hazard- COVID-19				
<b>6</b>	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p> <p>Pupils – exposure to others in group</p>	<p><i>Frequent hand cleaning and good respiratory hygiene practices</i></p> <p><i>Staggered break and lunch times with children accessing outdoor space as directed. See timetabling document for further details.</i></p> <p><i>Children to remain with their bubbles.</i></p> <p><i>Staff to remain with their bubbles where possible during playtimes.</i></p> <p><i>Outdoor areas to be used for</i></p>	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your <u>system of controls</u>.</p> <p>Outdoor playground equipment allocated to classes. Climbing frame not to be used in KS1 and 2 playground.</p> <p>Outdoor equipment may be used in Early Years if it can be cleaned down regularly.</p> <p>Outdoor activities to be prioritised</p>	<p>Carekaker</p> <p>Lakethorne</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>All monitoring in place at all times</p>	<b>3</b>	<b>3</b>	<p><b>All</b></p> <p><b>(3X3)</b></p> <p><b>+3 =</b></p> <p><b>9</b></p> <p><b>(Low)</b></p>



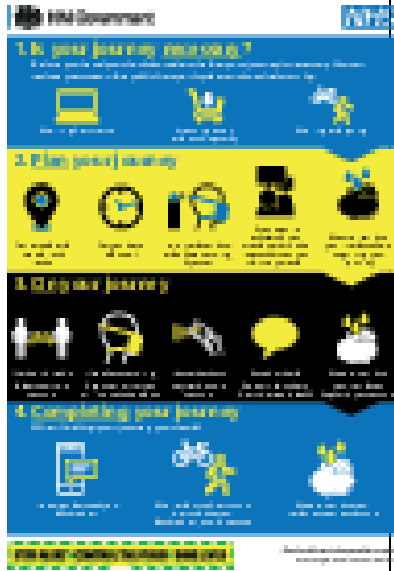
Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>where possible, with large indoor space (i.e. hall) to be used as alternative, maximising distance between pupils.</p> <p>External coaches, clubs and organisations may attend for curricular and extra-curricular activities where safe to do so (working outside with older groups of pupils).</p> <p>School should refer to advice from organisations such as the <a href="#">Association for Physical Education</a>, <a href="#">Sport England</a> and <a href="#">Youth Sport Trust</a></p> <p>Schools to follow <a href="#">specific Government advice on the phased return of sport and recreation</a>.</p> <p>Attendance records of staff, pupils and visitors to be kept.</p> <p>As of the 29th March, outdoor competition between different schools can take place.</p>				
<b>Task / Activity Area</b>		<b>Hazard</b> Biological hazard- COVID-19				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
<b>Educational visits</b>							
7	Sub-populations may become infected with COVID-19.	<i>No educational visits at this time.</i>	<ul style="list-style-type: none"> <li>Educational visits are <b>still</b> advised against during this time.</li> <li>In line with the Government roadmap, domestic residential educational visits may resume no earlier than 17<sup>th</sup> May (subject to change by Central Government).</li> </ul>	Teachers SLT TAs	3	3	Staff (3x3)+3 =12 (Medium)
	If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<i>Workshops may take place in school, provided a robust risk assessment is provided by the company and workshops meet the requirements of the school risk assessment.</i>					2
Staff – exposure to symptomatic colleagues							
Pupils – exposure to others in group							
Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
<b>Task / Activity Area</b> Lunch <i>(Read in conjunction with Appendix 4)</i>			<b>Hazard</b> Biological hazard- COVID-19				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
<p>8</p> <p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p> <p>Pupils – exposure to others in group</p>	<ul style="list-style-type: none"> <li>• <i>Staggered lunch times, so that all children are not moving around the school at the same time.</i></li> <li><i>Children to eat lunch with other children from their class bubble within their classrooms.</i></li> <li><i>Handwashing by all pupils with soap and water for at least 20 seconds and hands dried, reduce use of alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</i></li> <li><i>Pupils are encouraged not to touch their mouth, eyes and nose</i></li> <li><i>Zones for each group to use at playtimes marked out in the playground- children are not moving between groups at any time. See timetabling document.</i></li> <li><i>Tables to be cleaned down after eating and room well ventilated (windows and door open)</i></li> <li><i>Outdoor areas to be used for lunch where possible.</i></li> <li><i>No fruity tuck shop</i></li> <li><i>First aid available within bubbles over lunchtime. Ms Chamberlain is also available by phone/radio for additional support.</i></li> </ul>	<p>See Harrison modified service guidance for additional details.</p> <p>Lunch will be served to individual groups at staggered times.</p> <p>Lunch will be eaten either ‘picnic style’ outside (weather permitting) or in classrooms.</p> <p>The hall will not be used to eat lunch.</p> <p>One-way circulation and a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</p> <p>All spaces to be well ventilated using natural ventilation (opening windows) or ventilation units (AHT office and Nursery only, if not enough ventilation through door/[windows in Nursery]).</p> <p>Prop doors open, where safe to do so, using automatic locks (which close in the case of a fire alarm) in classrooms to limit use of door handles and aid</p>	<p>Caretaker</p> <p>Lakethorne</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>All monitoring in place at all times</p>	<p>3</p>	<p>3</p>	<p><b>(3X3) +3</b></p> <p><b>=</b></p> <p><b>12</b></p> <p><b>(Medium)</b></p>

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<i>At lunch time, staff room numbers are limited to 4. The community kitchen is open as an additional area for staff at this time. Both areas should be cleaned down by staff after use.</i>		ventilation. Fire wardens to be aware of any external doors which have been propped open and take responsibility for closing any of these doors within their zone in the event of the fire alarm or Lockdown warning sounding.			
<b>Task / Activity Area</b> Transport Arrangements			<b>Hazard</b> Biological hazard- COVID-19				
9	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group. Exposure to wider population out of school</p> <p>Parents – exposure to other parents/ adults outside of school</p>	<p><i>Staff parents and students encouraged to walk or cycle to school where possible, or use private vehicles</i></p> <p><i>Parents and staff to follow government guidance re: face coverings on public transport.</i></p> <p>Reminders to parents re: parking outside school gates- text reminders- have you considered parking a little further and walking down to ease congestion around the school?</p>	<p>Schools, parents and students should follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <p><b>Checklists for safer travel</b> <b>Plan your journey</b></p> <ul style="list-style-type: none"> <li>• can I walk or cycle to my destination?</li> <li>• have I checked the latest travel advice from my transport operator?</li> <li>• have I booked my travel ticket online, bought a pass or checked if contactless payment is possible?</li> <li>• have I planned my journey to minimise crowded areas and</li> </ul>	All stakeholders	2	3	<p><b>(2X3) +3 = 9 (Low)</b></p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
<p>perimeter</p> <p>Pupils –exposed to wider groups of pupils/ staff in school and general public out of school</p>		<p>allow for delays?</p> <ul style="list-style-type: none"> <li>• am I taking the most direct route to my destination?</li> </ul> <p><b>What to take with you</b></p> <ul style="list-style-type: none"> <li>• a plan for my journey</li> <li>• contactless payment card or pass</li> <li>• phone (if needed for travel updates, tickets, contactless payments)</li> <li>• tickets</li> <li>• hand sanitiser</li> <li>• essential medicines</li> <li>• tissues</li> <li>• a face covering (to be removed on entering school)</li> <li>• Refer Safer travel information sheet (Appendix 7)</li> </ul>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
								
<b>Task / Activity Area</b> Dealing with suspected and confirmed cases of COVID-19			<b>Hazard</b> Biological hazard- COVID-19					
10	Sub-populations may become infected with COVID-19.  If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<i>Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i>  <i>Testing for COVID in Ealing is available at Gurnell Leisure Centre</i> <a href="https://www.ealing.gov.uk/news/article/1988">https://www.ealing.gov.uk/news/article/1988</a>	<ul style="list-style-type: none"> <li>Refer to the flowchart on dealing with suspected and confirmed cases on <a href="#">EGfL</a></li> <li><a href="#">If a pupil develops symptoms and is awaiting collection, government guidance should be followed and the pupil</a></li> </ul>	First Aid staff  SLT	3	3	<b>(3X3) +3 = 12 (Medium)</b>	

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
<p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><a href="#">/ealing council supports covid-19 testing</a></p> <p>Ealing guidance to be followed. DfE and LA to be informed of any positive cases.</p> <p>Procedures for staff and/or children in contact with those who tested positive to be followed (i.e. 10 day isolation for anyone who has been in contact with someone who has tested positive.</p> <p>Where a bubble is closed, home learning will begin for all who do not have symptoms. Teachers and TAs who are also self isolating will support this.</p> <p>If multiple bubbles close, isolating staff may be deployed to support other bubbles if the teacher/TA cannot.</p> <p>Staff code of conduct will reflect current restrictions and staff are expected to follow government advice.</p>	<p><a href="#">moved to a ventilated isolation room.</a></p> <p><b>Suspected cases:</b></p> <p>If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and the <a href="#">stay at home guidance</a> followed. They should also get a <a href="#">test</a> as soon as possible. All schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>If a child is awaiting collection, they should be</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Additional actions include:</p> <ul style="list-style-type: none"> <li>• Follow guidance on cleaning</li> <li>• Inform Ealing Council (contact Steve Dunham:</li> </ul>			



Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>dunhams@ealing.gov.uk or 07940546263 and Raj Chowdhury; chowdhuryr@ealing.gov.uk or 07568130165 for advice)</p> <ul style="list-style-type: none"> <li>Consider informing parents of students in the relevant 'bubble' that a student or staff member has developed symptoms of COVID-19 (if was at school during the 'infectious period' 48 hours before and whilst symptomatic), but they are not required to self-isolate.</li> <li>Ensure stock of PPE in case further symptomatic cases on site</li> <li>Await test results (48-72 hours)</li> </ul> <p><b>Confirmed cases:</b> If a child, young person or staff member tests positive the school should:</p>			

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<ul style="list-style-type: none"> <li>Contact Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450</li> <li>Inform Steve Dunham DunhamS@ealing.gov.uk or 07940 546 263) or Raj Chowdhury (ChowdhuryR@ealing.gov.uk or 07568 130165) and the Council’s public health team (<a href="mailto:publichealth@ealing.gov.uk">publichealth@ealing.gov.uk</a>)</li> </ul> <p>Public Health England should work with the school to:</p> <ul style="list-style-type: none"> <li>Undertake a risk assessment</li> <li>Identify and notify close contacts (e.g. students and staff within the relevant ‘bubble’) of the need to follow guidance for contacts of people with possible or</li> </ul>			

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>confirmed coronavirus who do not live with the person including isolation for 14 days</p> <ul style="list-style-type: none"> <li>Identify any further actions needed</li> </ul> <p><b>Local outbreaks</b></p> <ul style="list-style-type: none"> <li>If a local area sees a spike in infection rates that is resulting in localised community spread, it will be decided which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</li> <li>Public Health England may advise a school or a number of schools to close temporarily to help</li> </ul>			

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.				
Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area			Hazard Biological hazard- COVID-19				
Use of PPE							
11	Sub-populations may become infected with COVID-19.  If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<i>Individual pupil risk assessment and/or behavioural support plan to be reviewed and updated.</i>  <i>Staff related risk assessments to be updated for those that are vulnerable, such as those who are pregnant</i>  <i>Clinically extremely vulnerable staff to work from home as per government guidance:</i>	Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible, such as in corridors and communal areas. Children in primary schools are not required to wear a face covering.  Face visors or shields should not be worn as an alternative to face coverings.  Safe wearing of face coverings requires the: <ul style="list-style-type: none"> <li>cleaning of hands before and after</li> </ul>	Medical supervisor  First Aiders  SLT	3	3	(3X3) +3 = 12 (Medium)

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
<p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</a></p> <p><i>Staff required to wear masks when on gate before and after school- parents have also been encouraged to wear masks and stay at least 2 metres from the gate.</i></p> <p><i>Staff encouraged to wear masks, visors and gloves while on site, particularly when working closely with pupils or when moving around the school.</i></p> <p><i>Staff training and meetings will be conducted virtually to minimise contact between staff.</i></p> <p><i>Staff members covering PPA should, where possible, wear a visor and/or gloves while in a bubble other than their own.</i></p>	<p>touching – including to remove or put them on</p> <ul style="list-style-type: none"> <li>safe storage of them in individual, sealable plastic bags between use</li> <li>Exemptions to wearing face coverings apply</li> </ul> <p>For staff looking after children with complex special educational needs and providing direct personal care (at a distance of less than 2 metres), the following PPE should be available for use by school staff:</p> <ul style="list-style-type: none"> <li>Disposable gloves;</li> <li>Disposable apron;</li> <li>Fluid resistant (type IIR) surgical mask;</li> <li>Eye protection where there is a risk of splashing of bodily fluids.</li> </ul> <p>PPE should also be provided in the following cases:</p> <ul style="list-style-type: none"> <li>Children whose care routinely already involves the use of PPE due to their intimate care needs.</li> <li>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, and a distance of 2m cannot be maintained.</li> <li>External providers of OT/ physiotherapy/ hydrotherapy sessions should provide their</li> </ul>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>own PPE. School staff will be provided with PPE as required.</p> <p>Spare clothing belonging to the school will no longer be available to Reception and Nursery children, should they get messy or wet, parents have been asked to send a change of clothes which can be left in school. Any soiled clothing will be sent home in a bag as per our personal care policy.</p> <p>The Family Information Service can arrange for this PPE to be delivered to schools via the Family Information Service –<a href="mailto:children@ealing.gov.uk">children@ealing.gov.uk</a> tel. 0208 825 5588</p> <p>The following Government <a href="#">video</a> shows how PPE should be put on and taken off, see Appendix 1 for link to guidance</p> <p>PPE should be disposed of in line with Government guidance on <a href="#">cleaning in non-healthcare settings</a>.</p> <p><a href="#">Government guidance on PPE</a> to be followed, see Appendix 1 for link to guidance</p>				

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
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Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
<b>Task / Activity Area</b> Administering First aid/Medication ( <i>refer to First Aid Policy and Supporting Pupils with Medical Conditions Policy, updated June 2020</i> )		<b>Hazard</b> Biological hazard- COVID-19					
<b>12</b>	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Schools has a suitable number of staff on duty</i></p> <p><i>Schools has a first aid risk assessment and medication policy in place</i></p> <p><i>Addendums added to First Aid and Supporting Pupils with Medical Conditions Policies, with a particular focus on COVID-19 pandemic and measures which may need to be taken.</i></p>	<p>Covid_19 updated First Aid training for all Support staff (June 2020)</p> <p>Covid_19 updated First Aid training for all Teaching staff (July 2020)</p> <ul style="list-style-type: none"> <li>• <u>HSE guidance on first aid</u> followed. This includes first aid cover and qualifications as well as guidance for first aiders (16/09/2020)</li> </ul> <p>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</p> <p>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> <p>Wear gloves or cover hands when dealing with open wounds</p> <ul style="list-style-type: none"> <li>• Cover cuts and grazes on your hands</li> </ul>	<p>Medical supervisor</p> <p>First Aiders</p> <p>SLT</p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>(3X3) +3</b>  <b>=</b>  <b>15</b>  <b>(Medium)</b></p>

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>with waterproof dressing</p> <ul style="list-style-type: none"> <li>• Dispose of all waste safely</li> <li>• Do not touch a wound with your bare hand</li> <li>• Do not touch any part of a dressing that will come in contact with a wound.</li> </ul> <p>See Appendix 2 for CPR guidance See Appendix 3 on the number of first aiders required</p> <p><i>See Administering first aid policy and Supporting pupils with medical needs policy (Updated June 2020)</i></p> <p><a href="#">Government PPE guidance</a> followed.</p>				

13 Appendices		
Appendix	Name	Focus
1	Links and Articles- <a href="#">all updates to links are within the RA</a>	All
2	HSE guidance on first aid (16.09.2020)	12
3	Key Roles in Schools during Covid-19 Pandemic	12
4	Harrisons Coronavirus Return to work	8
5	School Reopening Letter	1



6	Recovery Class Lists	3-7
7	Passenger guidance	9
<b>Supporting Documents</b>		
Behaviour Policy		
First Aid Policy		
Supporting Pupils with Medical Conditions		
Health and Safety Policy (including fire prevention procedures)		
Lockdown Policy and Procedures		
EYFS Risk Assessment		