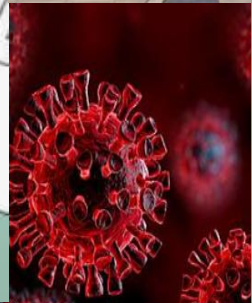
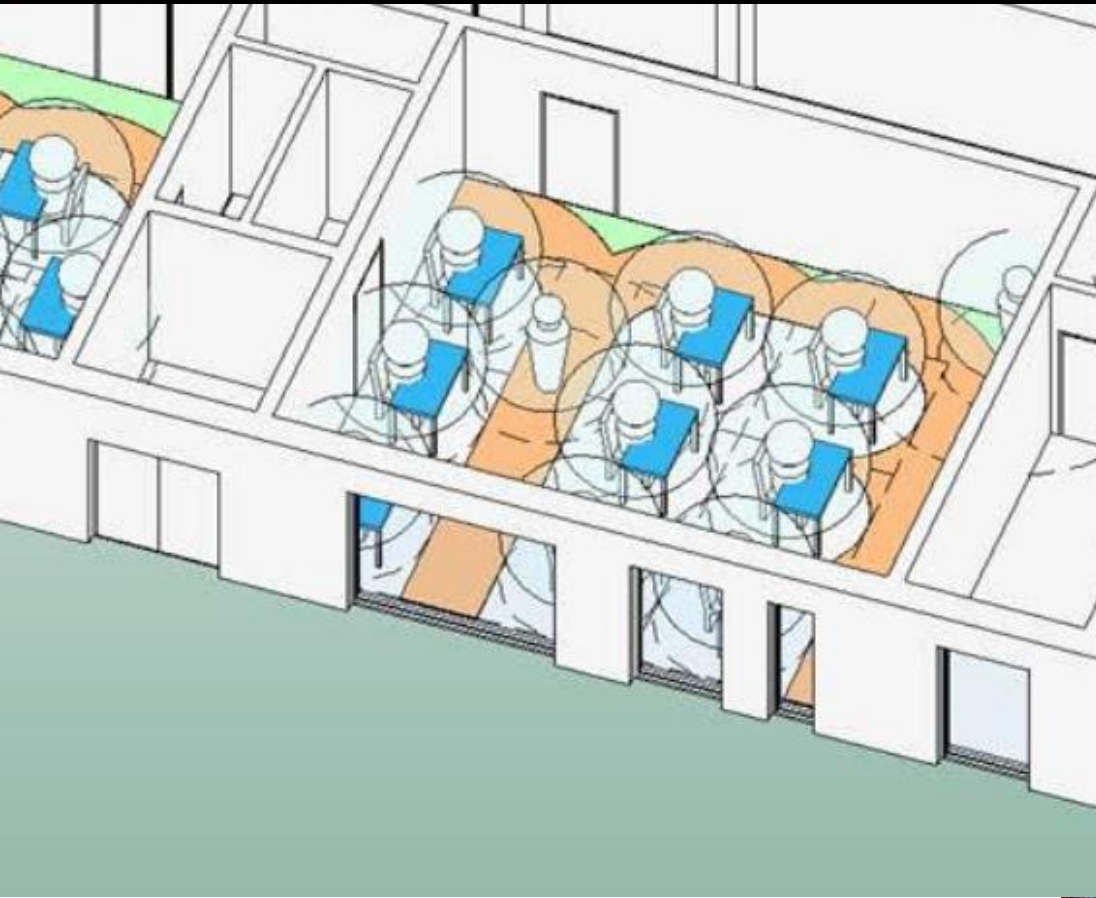




Bexley LA-Schools' Risk Assessment Based upon Guidance-January 2022 Danson Primary School



January 2022

Corporate Health & Safety reviewed this risk assessment on: 6th January 2022 ([Next Review Date by 26th January 2022](#))
 Directorate: Children's Services
 Service: Education (LBB-run schools)
 Manager Completing Form:

Department: Education, Partnership, Schools and Colleges
 Location: All schools
 Date Completed: 6th January 2022

Overall risk rating: 6.2 (LOW)

Instructions:

1. This applies to all work activities that fall under this particular task.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at 'Other risks (please detail)' and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the 'Additional controls to reduce risk' column and a revised lower score given.
4. Please communicate this risk assessment to all your staff e.g., via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

Terminology:

- **Activity**- The type of work being undertaken e.g., use of a piece of electrical equipment or machinery.
- **Hazard**- Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures**- Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating**- Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being No Injury and 5 being a fatality.

**Likelihood (L) × Severity (S)
= Risk Rating (RR):**

	L = 1	L = 2	L = 3	L = 4	L = 5
S = 1	1	2	3	4	5
S = 2	2	4	6	8	10
S = 3	3	6	9	12	15
S = 4	4	8	12	16	20
S = 5	5	10	15	20	25

**Possible
Likelihood**

5 Highly likely
 4 Likely
 3 Possible
 2 Unlikely
 1 Highly unlikely

**Possible
Severity**

5 Fatality
 4 Major injury
 3 Hospital treatment
 2 First aid required

1 No injury

Rating	Action
15-25 Very High	Work should not be undertaken without reducing risk
10-12 High	As above
8-9 Moderate	Work fine to continue. Additional controls should be considered
4-6 Low	Work fine to continue with existing controls
1-3 Very Low	As above

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
General: Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils	Staff and pupil concerns not taken into account. Concerned about return to work and school	Staff and pupils	<p>This advice on www.gov.uk for education settings is a summary of the key control measures required: The Operational guidance dated January 2022 should be read in conjunction with this risk assessment and the DfE has created a bespoke page on gov.uk which lists all current schools guidance. Where this guidance refers to schools, that does not include maintained nursery schools or pre-reception classes. Separate guidance is available for: early years and childcare settings (Dec 2021 Update) and further education colleges and providers (Jan 2022 Update). Additional operational guidance is also available for SEND and specialist settings: additional COVID-19 operational guidance (Jan 2022 Update).</p> <p>This risk assessment is for dissemination within schools by the school's own internal consultation and training methods. Control measures must be adopted where reasonably practicable to do so. It is a legal requirement that schools update their risk assessments to ensure all current government restrictions are adhered to and consult and share findings with staff. The school must be prepared to review their risk assessments quickly should Public Health or the government advise changes.</p>	1	3	3	<p>Risk assessment circulated to all staff and ratified by Governors.</p> <p>Communication with staff on INSET day to ensure all staff are aware of any measures in place; encourage to co-operate with the government staff testing programme for all schools.</p> <p>Parents contacted with PH Bexley and UK Health Security Agency (UKHSA) updates and changes coming into effect 11.1.2022.</p>			
	Risk of Covid-19 transmission	Staff and pupils	To minimise risk, all elements of the system of control measures detailed below must be put in place. School Leaders must ensure systems are implemented, staff and pupil behaviour	1	4	4	School continues to follow PH Bexley, DfE and UK Health security Agency			

			supervised and that control measures are followed and any breaches recorded. 'Near miss' incidents and positive cases among staff must be recorded on an accident/incident form and communicated on My View to Corporate Health and Safety' so that control measures are continually reviewed. See health and safety advice for schools .				threshold guidance. Leaders will ensure systems are implemented, staff and pupil behaviour supervised and that control measures are followed Near miss' incidents and positive cases among staff will be recorded and shared with PH Bexley and communicated to Corporate Health and Safety' so that control measures are continually reviewed.			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils	Risk of Covid-19 transmission	Staff and pupils	It is best practice to share the risk assessment also with parents and the HSE requires that for schools who employ more than 50 people, that it is published on the external website. Where a suitable and sufficient risk assessment is in place, LBB Insurance will cover Covid-19 related incidents for Community Schools. Schools and trusts should work closely with parents and carers (future references to parents				Risk assessment circulated, staff consulted. Leaders will ensure they remain updated. -The school subscribes to the Carefirst EAP counselling and advice service			

(continued)			<p>should be read as including carers), staff and unions when agreeing the best approaches for their circumstances. But those considerations must ensure that best practice, guidance and statutory compliance is followed.</p> <p>A General Covid-19 risk assessment CF 015 010 is in place for LBB staff and communicated within each school's own cascade system. Staff are informed of safety measures and consulted for any concerns.</p> <p>LBB consults with the Unions weekly as well as in meetings with the Local Consultative Group (LCG) to ensure a corporate approach to risk controls, which includes maintained schools. Other schools should ensure that any appropriate steps have been undertaken consistent with procedures for their own school. Staff have access to a 24-hour Carefirst Employee Assistance Program (EAP) counselling and advice service where schools have subscribed.</p> <p>School Heads encourage active communication between staff on concerns and ensure staff read all communications and this includes senior leaders and governing bodies.</p> <p>Senior leaders implement working practices promoting a good work-life balance. Staff surveys encouraged</p>				<p>and staff have access and have been made aware.</p> <p>Regular staff meetings with updates are provided to staff.</p> <p>Staff are regularly reminded to share any concerns or worries that they have with school leaders.</p>			
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				L	S	RR		L	S	RR

Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission	Staff and pupils	locally at each school on aspects of working during Covid-19. LBB Senior management 'Restore Group' in place for high level corporate decision-making during pandemic.				School leaders to attend PH Bexley updates and link for updates with LESLs.			
	Risk of Covid-19 transmission through concerns not being taken into account	Staff and pupils	<p>School Governing Bodies must be involved in overseeing this risk assessment and its implementation at local level.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Staff can support pupils using this advice: promoting and supporting mental health and wellbeing in schools.</p> <p>Safeguarding: Where remote learning is occurring due to self-isolation or school bubble closures, the school should encourage parents to have regular conversations with their child about risks online such as sexual imagery, grooming, cyberbullying, suicide content and radicalisation and how to speak to someone if they have concerns. Schools encourage parents to set age filter controls on online content. Microsoft advises all software updates are carried out on home computers to avoid hackers and viruses after a recent incident.</p> <p>Guidance for schools: The following control measures must all be met, which are incorporated throughout the risk assessment below: 1) Ensure good hygiene for everyone 2) Maintain appropriate cleaning regimes 3) Keep indoor spaces well ventilated</p>	1	4	4	<p>The RA is circulated to governors in addition to staff. The H&S Lead and SENCO provide resources and support for staff and signpost staff to available services.</p> <p>E Safety Lessons continue to be taught across all year groups. #wakeupwednesday posters are shared with parents.</p> <p>Regular e-safety updates provided for parents in newsletters. Conversations carried out with parents following identified issues.</p> <p>Teaching staff have completed online safety training annual update.</p> <p>Online safety agreements have been</p>			

			4) Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19				<p>created and signed by all classes. Handwashing to be continually encouraged and built into the school day for example at the end of play and lunch time. –</p> <p>Staff promote the ‘catch it, bin it, kill it’ approach with pupils; posters are displayed across the school and in toilets.</p> <p>Enhanced cleaning with RAG rating system remains in place as per previous lockdown expectations.</p> <p>External fogging is also actioned when necessary.</p> <p>-Classroom and /or corridor windows to be opened to allow air flow/air conditioning units to be used. Classrooms to be vacated periodically to allow complete change of air</p>			
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							<p>External ventilation audit was completed.</p> <p>Outbreak Management expectations are regularly reviewed and updated based on updates and advice from PH Bexley, LCRC and UK Health Security Agency.</p> <p>Leaders will follow local PH Bexley/UKHSA and LCRC advice as required.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Social distancing. and persons clinically extremely vulnerable	Risk of Covid-19 transmission	Staff and pupils	<p>All Clinically Extremely Vulnerable children can attend their setting unless advised not to by a medical professional. Further information is at supporting pupils at school with medical conditions.</p> <p>Social distancing measures for school staff have now ended however Clinically Extremely Vulnerable staff are advised to seek their GP or medical professional's advice on whether their condition should still be shielded. The HSE</p>	2	4	8	Additional steps taken as required for more vulnerable staff and pupils in line with PH Bexley and DfE Guidance.			

			advice on protecting vulnerable workers , must be followed.							
Face Coverings	PPE to prevent risk of transmission	Staff, Pupils & Public	<p>Updated guidance on the use of face coverings in education settings</p> <p>From today, Sunday 2 January, it is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all settings. We are updating our guidance to reflect this.</p> <p><u>Review</u> The advice on face coverings in classrooms will be in place until Wednesday 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed.</p> <p>It is therefore recommended that all settings have a small contingency stock of face coverings available if an individual has forgotten or damaged their own.</p>	1	4	4	<p>Leaders to follow advice from DfE Guidance/PH Bexley/LCRC/DfE and UKHSA.</p> <p>RA carried out; face visors or shields can be worn by those exempt from wearing a face covering if appropriate.</p> <p>Face coverings will remain and aspect of the school's outbreak management protocol.</p>			

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Face Coverings (continued)	PPE to prevent risk of transmission	Staff, Pupils & Public	To support this, the Department of Health and Social Care (DHSC) has begun delivering face coverings to settings.							

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Mixing and 'bubbles' and detecting transmission	Risk of Covid-19 transmission	Staff and pupils	<p>It is no longer necessary to keep children in consistent groups (bubbles) and assemblies can resume, as well as mixing of groups at meal times.</p> <p>For transmission, outbreak management plans in place ready to reintroduce bubbles if required and a review made of hygiene, improving ventilation without impacting thermal comfort, and other controls including encouraging testing and using outdoor space where possible. Schools can seek advice from the Dfe Helpline (0800 046 8687, option 1).</p> <p>Public Health guidance - Thresholds for detecting transmission in the setting are described as:</p> <ul style="list-style-type: none"> • 5 cases of students or staff who are likely to have mixed closely test positive in a 10 day period OR 10% of students or staff who are likely to have mixed closely test positive within a 10 day period (either by PCR testing or LFD testing with a follow-up PCR) • OR Dates should be calculated based on illness onset, or test date if asymptomatic. OR • Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID 19 infection (PCR or LFD test with follow up PCR). • For special schools, residential settings with 20 or fewer students and staff – 2 students 	2	4	8	<p>Outbreak management protocols to remain in place for first two weeks following Christmas break and then reviewed.</p> <p>Information on self isolation, LFD and PCR updates/testing has been shared with parents. 5.1.2022+7.1.2022.</p> <p>Leaders to continue to follow the LAs Outbreak Control Plan, Public Health and government advice and guidance.</p> <p>Parents are regularly signposted to the specified school Covid email inbox- C-19queries@dans on.bexley.sch.uk</p>			

			<p>and staff who are likely to have mixed closely, test positive within a 10 day period.</p> <p>The most important changes in Outbreak Control Plan (OCP) are:</p> <ul style="list-style-type: none"> • Self-isolation - Identified close contacts of a positive case, including household contacts, no longer need 								
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Mixing and 'bubbles' and Detecting transmission (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>to self-isolate, if they meet Gov.uk guidance and the conditions of this risk assessment</p> <ul style="list-style-type: none"> • Identification of close contacts - NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. • Schools will need to identify workplace (staff) contacts and provide details to the Self-Isolation Service Hub on 020 3743 6715. • Schools should seek public health advice if a student or staff member is admitted to hospital with COVID-19. They should do this by emailing the PH response cell at c19phresponsecell@bexley.gov.uk 							
Tracing contacts and actions for isolation	Risk of Covid-19 transmission	Staff and pupils	<p>Tracing close contacts and isolation: Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</p>	2	4	8	Leaders will continue to ensure that staff and parents are fully aware of any updates and new procedures and will support in			

			Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a				explaining what is deemed as a 'close contact'..			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR

Tracing contacts and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • Fully vaccinated adults – people who have had 2 doses of an approved vaccine • All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • People who are not able to get vaccinated for medical reasons • People taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>Stay at home guidance for households with possible confirmed coronavirus (COVID-19) infection.</p> <p>What has changed The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.</p> <p>Main messages COVID-19 infection rates are very high and the Omicron variant is spreading rapidly. It is important that we all take steps to reduce the spread of COVID-19 infection in the community to save lives and protect the NHS.</p>				<p>Leaders to work with health protection teams in case of a local outbreak.</p> <p>Leaders will share information from the Director of PH Bexley to staff and parent community.</p>			
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			If you have COVID-19 symptoms you should stay at home and self-isolate immediately. You should							
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Tracing contacts and actions for isolation	Risk of Covid-19 transmission	Staff and pupils	arrange to have a PCR test as soon as possible. If this PCR test result is positive, you must continue to self-isolate.							

			most likely to pass on infection to others, even if you do not have symptoms.							
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Tracing contacts and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>Who this guidance is for</p> <p>This guidance is for:</p> <ul style="list-style-type: none"> people with symptoms that may be caused by COVID-19, including those who are waiting for a test people who have received a positive COVID-19 test result (whether or not they have symptoms) people who currently live in the same household as someone with COVID-19 symptoms, or with someone who has tested positive for COVID-19 <p>In this guidance a household means:</p> <ul style="list-style-type: none"> one person living alone a group of people (who may or may not be related) living at the same address and who share cooking facilities, bathrooms or toilets, or living areas. This may include students in boarding schools or halls of residence who share such facilities a group of people who share a nomadic way of life for example those who live on Traveller sites, in vehicles or on canal boats 							

			<p>participation and reduce transmission after a period of social mixing during the holidays. Students should then be strongly encouraged to continue testing twice weekly at home and to report all results to NHS Test and Trace and to their setting.</p> <p>Further education and higher education students, and staff in all education and childcare settings, should take one self-test at home either the evening or morning before they return in January, then continue to test twice weekly at home. Colleges should continue to make LFD tests available to students and staff who need them to enable them to test prior to, and at, the start of term.</p>				UKHSA/DfE and PH Bexley guidance.			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Testing and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.</p> <p>To support on-site testing on return, schools can use the bulk upload service to register test kits and report results for up to 100 tests at a time. Positive results should be reported within 24 hours after the test, negative results must be reported within 7 days. Further guidance on bulk uploads can be found on the secondary schools and colleges document sharing platform.</p> <p>NB Temporary Guidance: From 11 January 2022 in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.</p> <p>This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high,</p>							

			<p>the vast majority of people with positive LFD results can be confident that they have COVID-19.</p> <p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test</p>									
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Testing and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>themselves at home. Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. Further information on Daily Rapid Testing can be found in the Tracing close contacts and isolation section. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</p> <p>Settings were invited to order tests before Christmas and will have received these in advance of pupils returning. If you run out of test kits, you can order more through the online ordering platform for education settings. Please call 119 if you require further advice or support.</p> <p>We continue to work closely with UKHSA to ensure education settings are able to receive adequate supplies of test kits. Please only order the test kits your setting requires. There is</p>							

		<p>currently huge demand for LFD tests, and we need to ensure that there are sufficient supplies for critical workers.</p> <p>Updated guidance to support you with asymptomatic testing is available on the secondary schools and colleges document sharing platform.</p> <p>Information on the changes to the self-isolation period for individuals who test positive for COVID-19</p> <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p>								
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Testing and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.							

			<p>Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit COVID-19: management of staff and exposed patients or residents in health and social care settings.</p> <p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p> <p>Daily testing for close contacts of COVID-19 People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</p>									
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Testing and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at							

			higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection.							
Hand hygiene	Risk of Covid-19 transmission	All site users	<p>Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Posters are encouraged and schools ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. It is advised, where reasonably practicable, for electric hand dryers to be switched off and paper towels used, to avoid spread of microbes.</p> <p>Toilet seats should be closed when flushing, to avoid spread of microbes into the air.</p> <p>Follow the NHS guidance on hand hygiene. Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing. Supervise use of hand sanitisers in young children in case of ingestion. Ensure that help is available for children who have trouble cleaning their hands independently. Use of posters on hand hygiene. Small children with complex needs may need support so skin-friendly wipes may be an alternative. Children must be encouraged not to touch</p>	2	4	8	<p>Hand washing to be continually encouraged and built into the school day for example at the end of play and lunch time.</p> <p>Classroom sinks used for hand washing in addition to WCs; sanitisers also supplied.</p> <p>Children continue to be permitted to have their own hand sanitizer and know that this must be for individual use only.</p> <p>Hand dryers continue not to be used and will be switched off. - Staff advised to close any toilet lids if included on the seats before flushing.</p> <p>(Pupil toilets and newly installed toilets do not have seat lids.)</p>			

							<p>- Notices displayed in wash areas, show instructions for effective hand washing.</p> <p>PowerPoints provided for all classes to watch and discuss with their class teachers.</p> <p>Posters around school to remind children to wash their hands. NHS guidance will continue to be followed</p>			
Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Hand hygiene (continued)	Risk of Covid-19 transmission	All site users	their mouth, eyes and nose (or face covering where required by Public Health to be worn).							
Respiratory hygiene	Risk of Covid-19 transmission	All site users	<p>Microbes will travel 3 feet away from an individual during speech but will travel significantly further with coughing and sneezing. Persons should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure that covered bins for tissues are emptied throughout the day to avoid being over-filled.</p> <p>The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p>	2	4	8	<p>Staff promote the 'catch it, bin it, kill it' approach with pupils; posters are displayed.</p> <p>Specific bins continue to be used in every classroom and shared spaces in the school.</p> <p>PPs shown to children to promote good</p>			

							respiratory hygiene.			
Use of PPE	Risk of Covid-19 transmission through incorrect use of PPE	Staff and pupils	Most staff in schools will not require PPE beyond what they would normally need for their work (for example if working closely with children with special medical needs or intimate care). The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19. Please note these videos on putting on and taking off PPE and the poster guide . Putting on – https://youtu.be/ozY50PPmsvE Taking off – https://youtu.be/ozY50PPmsvE	1	4	4	Staff to continue to follow procedures and guidance on the wearing of PPE when dealing with suspected positive cases. Enhanced cleaning of common touch points maintained. RAG rated document for enhanced cleaning has been made available to all staff.			
Enhanced Cleaning	Risk of Covid-19 spread on surfaces through insufficient cleaning	All site users	Schools maintain enhanced cleaning, particularly around common touch points such as door handles and taps and surfaces. This includes regular cleaning of areas and equipment twice per day, and play equipment after every session. PHE has published guidance on the cleaning of non-healthcare settings . School to ensure sufficient supplies are kept in locked cleaner's cupboards. Any staff asked to clean must be provided with training, PPE and skin-friendly products.	2	4	8	RAG rated system will continue to be reviewed on a weekly basis. Staff regularly reminded of expectations for enhanced cleaning.			

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR

Ventilation and Co2 levels	Risk of Covid-19 transmission through poor ventilation	All site users	<p>Doors and windows opened to encourage ventilation and poorly ventilated spaces identified to improve fresh air flow, giving particular consideration when holding events where visitors such as parents are on site, such as school plays. Doors can be propped open but only if on a magnetic release or a system in place to unprop them in a fire evacuation. Fire doors should not be propped.</p> <p>Mechanical ventilation is adjusted to increase the ventilation rate and full fresh air wherever possible and checked to confirm that normal operation meets current guidance and that the air is not on 're-circulate'. This is balanced with providing thermal comfort to avoid extremes of temperature and children may wear warmer clothing accordingly. The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides information and EMG: Simple summary of ventilation actions to mitigate the risk of COVID-19, 1 October 2020 - GOV.UK (www.gov.uk).</p> <p>Schools are encouraged to follow Dfe advice to measure Co2 levels in classrooms with the installation of Co2 monitors, which will be distributed by the government from the end of August along with guidance on how to use them. If using school transport, this should be well ventilated.</p> <p>Funded air cleaning units for education and childcare settings</p>	2	4	8	<p>The building is kept well ventilated, with consideration given to events.</p> <p>Fire regulations strictly adhered to.</p> <p>External ventilation adult completed of new build.</p> <p>Pupils to be encouraged to wear warmer clothing to allow for additional ventilation.</p> <p>Leaders follow DfE advice with regards to Co2 measurement</p>			
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			The Department for Education (DfE) will make up to 7,000 more air cleaning units available for poorly ventilated teaching spaces in state funded education settings, where quick fixes to improve ventilation are not							
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Ventilation and Co2 levels (continued)	Risk of Covid-19 transmission through poor ventilation	All site users	<p>possible. This is in addition to the 1,000 DfE funded air cleaning units previously announced for SEND and alternative provision settings, and the 350,000 CO2 monitors already delivered to settings.</p> <p>All state funded primary and secondary schools, further education colleges and early years settings can apply for a funded air cleaning unit if they meet strict eligibility criteria. Special and alternative provision settings, including SEND units attached to mainstream units, that were not successful or did not apply during the first round are also eligible to apply during this round.</p> <p>Further details, including the eligibility criteria, can be found in the guidance on applying for an air cleaning unit. Applications for all settings will close at 9am on Monday 17 January.</p> <p>If your setting is not eligible for a funded unit, the air cleaning marketplace remains open, enabling you to purchase units at a suitable specification and competitive price.</p>							

Emergency situations & Emergency First Aid	Risk of Covid-19 transmission	All site users	<p>Schools must update their First Aid Needs risk assessment (available on BSN in First aid for schools in the Resources section). First Aiders issued with PPE (goggles, gloves, mask and apron). Avoid mouth to mouth resuscitation, chest compressions only.</p> <p>See guidance from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>All emergency personnel must practice good sanitation measures afterwards including washing hands.</p>	2	4	8	<p>First Aid Needs risk assessment reviewed and updated.</p> <p>Fire Drill assembly points have been shared and discussed with all staff. Drill will be completed with children. Social distancing will continue between year groups (as school site allows) when completing these drills.</p>			

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Emergency situations & Emergency First Aid Cont'd			<p>There is guidance for first responders.</p> <p>Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks.</p> <p>Evacuations</p> <p>Schools no longer need to socially distance at assembly points and can revert back to pre-pandemic arrangements.</p>							
Managing confirmed	Risk of Covid-19 transmission	Staff and pupils	When an individual develops Covid-19 or has a positive test, pupils, staff and other adults follow public health advice on when to self-	2	4	8	Procedures in place in case of confirmed cases; school to follow			

cases of Covid-19			<p>isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>Symptoms include: A high temperature, a new continuous cough, loss of taste or sense of smell (anosmia). For everyone with symptoms, they must avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. If the child needs the toilet, there should be a separate toilet if possible. Appropriate PPE should also be used if close contact is necessary.</p>				<p>decontamination advice.</p> <p>Full information will be provided to parents from DfE.</p> <p>-Full, clear procedure in place with designated isolation area, communicated to parents.</p> <p>Rooms will be cleaned and fogged, with decontamination advice strictly adhered to.</p> <p>Staff and parents informed of the procedures regarding symptoms and testing and actions they should take as a result of the test outcomes.</p> <p>Staff to follow current guidance on self-isolation following a positive test.</p> <p>Leaders ensure that staff are aware of the procedures and follow them rigorously</p>			
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							<p>Parents and carers are asked not to bring their child to school if they are unwell or have a temperature and to inform the school.</p> <p>Leaders will take action as required, if a parent or carer insists on a pupil with symptoms attending, if in the leader's reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Managing confirmed cases of Covid-19 (continued)	Risk of Covid-19 transmission	Staff and pupils	Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they leave using decontamination cleaning advice and staff must wash their hands after contact with the unwell person. The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection . In most cases, parents and carers will agree that a pupil with symptoms should not attend the school. If a parent or carer insists on a pupil attending, the school can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.							
Encouraging vaccine take-up	Risk of serious illness upon catching Covid-19 for those who are not vaccinated	All persons	LBB encourages vaccine take up for all who are eligible to have it. Further information is available in the guidance on supporting pupils at school with medical conditions . Key contractors are encouraged to take up the vaccine too.	1	4	4	Leaders will continue to share information from PH Bexley, UKHSA and DfE.			
Travel and quarantine	Risk of Covid-19 transmission	Pupils	Changes to rules for fully vaccinated travel to England – January 2022 From 4am Friday 7 January	2	4	8	Office staff made aware of changes to rules. School to liaise with parents when applicable.			

			<p>If you qualify as fully vaccinated for travel to England, and you will arrive in England after 4am, Friday 7 January, you do not need to:</p> <ul style="list-style-type: none"> take a COVID-19 test before you travel to England quarantine when you arrive in England 								
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Travel and quarantine (continued)	Risk of Covid-19 transmission	Pupils	<p>From 4am Sunday 9 January</p> <p>If you qualify as fully vaccinated for travel to England, and you will arrive in England after 4am, Sunday 9 January, you can choose to take a lateral flow test instead of a PCR test after you arrive in England.</p> <p>If you take a lateral flow test and test positive, you will need to self-isolate and take a free PCR test. (See Temporary Guidance)</p> <p>You must book the test before you travel to England. You can book lateral flow tests from 4am Friday 7 January.</p> <p>You cannot use a lateral flow test until after 4am, Sunday 9 January. Before 4am Sunday 9 January, you must use a PCR test after arrival.</p> <p>The fully vaccinated rules also apply to children aged 17 and under, people taking part in an approved vaccine trial, and people who are</p>							

		<p>unable to have a vaccination due to medical reasons.</p> <p>Read more about who qualifies as fully vaccinated.</p> <p>If you arrive in England before 4am, 7 January, you must follow the current rules for fully vaccinated people.</p> <p>The rules for people who do not qualify as fully vaccinated for travel to England will remain the same.</p> <p>More information is provided in the government's quarantine and testing guidance (Jan 2022 Update).</p>									
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Risk assessment for pregnant employees	Risk of Covid-19 transmission	Pregnant employees	<p>Working from home</p> <p>Office workers who can work from home should do so from Monday 13 December.</p> <p>The risks to female employees of childbearing age and, in particular, risks to new and expectant mothers must be assessed and pregnant staff are in the clinically vulnerable group. If a school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, it should check the risk assessment to see if any new risks have arisen. There is Guidance for pregnant employees. Pregnant staff should only attend a workplace if the risk assessment states it is safe to do so. Women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. It should be noted that heart disease (congenital or acquired) during pregnancy, is classed as clinically extremely vulnerable and will have been notified by Public Health England. The DfE recommends that schools follow the same principles for pregnant pupils. Guidance is available from the Royal College of Gynaecologists. Advice on COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding is also available.</p>	2	4	8	<p>Risk assessments are carried out as soon as leaders are aware that a staff member is pregnant.</p> <p>Pregnant staff members are advised to work from home from 28 weeks gestation</p>			

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Wraparound provision and extra-curricular activity	Risk of Covid-19 transmission	Pupils and staff	The following gov.uk guidance should be followed for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children .	1	4	4	DfE Guidance followed.			
Visitors and contractors	Risk of Covid-19 transmission	All site users	Visitors should be by appointment only and asked to follow hygiene measures in place. Contractor visits should be planned ideally to take place out of hours. Visitor passes cleaned between visitors. Contractors RA's should cover provisions for the prevention of the transmission of COVID-19 and suitable and sufficient controls.	2	4	8	<p>Outbreak management plan protocols to remain in place for the first few weeks of the new term and will then be reviewed.</p> <p>Phased return of visitors is included in additional phase recovery document.</p> <p>Reception tell visitors and contractors to socially distance upon entry to building, or use of notices to remind visitors.</p> <p>Visitors and contractors are by appointment only, and only allowed into the building for essential services.</p>			

							<p>-Visitors to school will be asked to confirm that they have no Covid symptoms; sanitiser is provided on entry; temperature may be taken. Social distancing and hygiene rules will be followed</p> <p>Contractor visits planned so they do not overlap with other contractors working in the same area.</p> <p>Also consider if work can be done out of hours when staff not in.</p> <p>Inclusion Manager to liaise with external support services (i.e EP, S&L) regarding visits.</p> <p>See visitors policy</p>			
Information for parents	Risk of Covid-19 transmission	Pupils and staff	<p>Schools continue to educate parents not to send their children in to school if they are showing symptoms of Covid-19 and encourage vaccination where relevant.</p> <p>Schools will update parents with the latest guidance changes and current revision of the Covid-19 Schools Risk assessment</p>	1	4	4	Information from PH Bexley/PH England/LCRC will be shared when received.			
Incident reporting	Risk of Covid-19 transmission from failing to review	Staff	Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during	1	4	4	All incidents reported to PH Bexley and England.			

	control measures following incidents		the course of undertaking their job, must be reported to HSE as a RIDDOR. The Corporate Health and Safety team can assist with RIDDOR-reporting and applying criteria on what is considered a work-related infection. For Community Schools and those in the H&S SLA, please report Covid-19 incidents on 'My View' so that Bexley Borough can investigate.				HSE/RIDDOR completed if deemed appropriate.			
Educational visits	Risk of Covid-19 transmission	Pupils and staff	Schools are advised to take out insurance to ensure trips are not cancelled due to Covid-19. International travel can resume in the autumn term of 2021 to those countries on the permitted list. A full risk assessment must be undertaken to include hygiene controls,	2	4	8	Full risk assessments carried out on the Evolve online system. Face coverings to be worn on transport.			

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Educational visits			ventilation at venues and first aid arrangements for all trips. Face coverings must be worn by all persons on a school bus or hired private coach, in the same way they do for public transport. Face coverings must be worn and indoor venues except those who are exempt from wearing a face covering. https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance				Spare/ sufficient PPE and hand hygiene products will be taken alongside medication and first aid supplies.			
Building checks	Risk of legionella or Covid-19 transmission, and risk of fire	All site users	If buildings have been closed or had reduced occupancy, water system stagnation must be prevented with legionella checks and flushing regimes. Review the fire risk assessment and ensure all fire doors are operational at all times. Continue emergency drills, emergency lighting checks and fire alarm checks. Where mechanical ventilation is	2	4	8	Checks continued to be completed in Autumn term and will continue to be carried out in the spring term as per the			

			present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to fresh air these should be switched off. Where possible, occupied room windows should be open. If school unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor. The HSE also has helpful advice on air conditioning and ventilation systems . More detailed information on maintenance arrangements can be found in good estate management for schools , in the section on maintenance checks and testing				premises schedule with the premises manager in liaison with the Office Manager.			
Use of radioactive teaching	Risk from radioactive	All site users	For secondary schools holding radionuclides for Physics lessons, they must continue to be an annual	1	4	4				

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
material in secondary schools	materials leaking or going missing		inspection and leak testing of radioactive sources as the Health and Safety Executive (HSE) have not relaxed this requirement whilst pupils have been home learning and teachers working from home. There must be someone trained to carry out the annual inspection and leak testing of the sources following the CLEAPSS guide L93 . It is also advised to carry out a monthly store check for security reasons.							
Other risks (please detail)										

Notes:

Follow the general principles of prevention for health and safety:

Can the risk be avoided or removed?

If not, what precautions can be taken to reduce the risk, so far as is reasonably practicable? Evaluate that risk in a risk assessment.

Can the risk be combated at source? i.e., can safer equipment be purchased?

Has the work been adapted to the individual? (work design and its potential effect on health)

Has advantage been made of technical safety improvements?

Can the dangerous be replaced by a less dangerous method or equipment, without creating any fresh hazards?

Is there an overall coherent prevention policy on technology, organisation of work, conditions, relationships and other work environmental factors?

Has priority been given to collective protection measures to all staff over individual measures?>

Has adequate information, instruction and training been given? Is there supervision?

Guidance

[Schools COVID-19 operational guidance](#)

[Coronavirus \(COVID-19\) Gov.UK](#)

[Health & Safety risk assessment Guidance](#)

[Health & Safety responsibilities for schools](#)

[NHS: When to self- isolate and what to do.](#)

[Coronavirus \(COVID-19\): Advice for pregnant employees](#)