



Covid 19 Health & Safety Risk Assessment

This risk assessment is designed so that everything practical is done to ensure the safety of children, parents/carers, staff and the wider community. The head teacher and governing body of Columbia Market Nursery School are responsible for following national and local health and safety guidance and carrying out relevant risk assessments to ensure they create a safe working environment, however, they are not responsible for Government policy or accountable for an outbreak of COVID-19 within the school community providing procedures are followed.

Legal liability and insurance

The school is not currently covered by insurance for legal liability related to coronavirus.

Guidance

All up to date documentation and guidance was used in the compiling of this risk assessment.

Any subsequent documentation will be considered and this assessment will be altered if necessary.

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

Check List to complete before safely increasing numbers

Reviewed Fire Evacuation, Assembly Points and Fire Drill Procedures Ensured sufficient number of fire marshal.

Ensured a deep clean around the school including the kitchen area – during half term week

Completed a thorough review of cleaning supplies and materials

Removed unnecessary furniture from classrooms and offices

Removed unnecessary equipment that will be difficult to keep clean i.e. soft toys, cushions, rugs

Ensured that all staff know how to risk assess a nursery activity

Ensure staff and parents are familiar with the Main Symptoms of Coronavirus: – high temperature, a new, persistent cough, loss of (or change to) your sense of smell or taste

Description of Activity	Opening the school more fully following a national lockdown due to coronavirus.		
Location	Columbia Market Nursery School		
Completed by	Lynn Cottle Headteacher Tonje Pettersen Chair of Governors		
Reported to Governors	8 th June 2020		
Persons at risk	Children, staff, agency workers, kitchen staff, cleaning staff, students, volunteers, parents and visitors		
Consequences of the identified hazards:	Loss of health, loss of life		
Methods of communication regarding limiting risks and control measures to be taken.	Sharing of RA with all staff and Governors by email and through on line meetings. Sharing of an adapted version with parents and visitors and with children verbally		
Date of Assessment	1 st June 2020	Review Date	On-going*

PREPARING SCHOOL BUILDING

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Coronavirus (COVID-19) (CV19) related schools/areas of schools shut due to pandemic An employee / visitor injured due to lack of building safety, statutory compliance checks, health and safety checks prior to opening	Person injured due to lack of building safety, statutory compliance prepare to open fully / lack of h and s compliance	1 All maintenance and statutory checks have been completed. 2 The school site and every room are cleaned as part of the schools cleaning regime 3 Local statutory compliance and local health and safety inspections have been reviewed and completed with the premises team as per normal standards 4 Cleaning stock and Cleaning regime has been increased as part of the key control. School has had a deep clean	LOW	Cleaning to be carried out during the school day to ensure touch points are clean.	Headteacher Premises Manager	5 th June 2020 ongoing
Coronavirus (COVID-19) (CV19) Physical arrangements Lack of social distancing	An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Signage to be posted in entrance to remind people. 2 Plans produced for one way flow where possible 3 Staff will maintain social distancing with each other.	Med	Staff and children will wash their hands as soon as they enter the building.		5 th June 2020 ongoing
Coronavirus (COVID-19) (CV19)	Employees, agency, pupils,	1. Display signage within and outside corridors 2. Markings to show 2 meters to be placed outside of the building				

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<p>Corridors and stairs</p> <p>Someone entering the workplace with CV19</p>	<p>visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>where the children are to enter.</p> <p>3.Sanitise and wipe all the surfaces that staff may come in contact with i.e. buttons, doors, hand rails etc. install sanitiser mobile units within/around lifts/lobbies</p> <p>4 Regulating use of corridors, premises managers completing floor checks, areas safety checks and recording/reporting any concerns to management</p> <p>5 Leave any internal doors open where possible, openers are installed in high use high contact doors, Premises to have regular check on all of the doors to ensure closing operation is tested and replacement of batteries when required</p> <p>6 Ensure touch points are wiped regularly throughout the day</p> <p>7 Introduce one way flow system in office and corridors throughout the building where reasonable possible.</p>	MED			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Counter/ reception staff exposure</p> <p>Someone entering the workplace/reception with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Leave reception area screen closed and physical barriers at all reception areas</p> <p>2 Only one visitor will be allowed into the reception area at a time.</p> <p>3 Ensure there is social distancing in the reception</p> <p>4.Rotate the time spent in the reception/contact facing roles to reduce time where possible</p> <p>5. Staff who need to talk to office staff must do so through the reception/at the office door.</p> <p>6. Hand sanitiser made available at entrance and reception areas</p> <p>7. Staff in reception to use separate phones/ equipment reception</p>	MED			
<p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<p>1 Keep ventilation systems maintained regularly and adjusting systems where necessary.</p> <p>2 Premises maintain/monitor ventilation systems</p> <p>3 Doors to be left open where possible</p> <p>4 Opening windows and doors frequently to encourage ventilation</p>	MED			

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<p>Circulation of fresh air</p> <p>Someone entering the workplace with CV19, staff fear and concerns of becoming infected by air circulation</p>	<p>Causing severe infection/disease</p>	<p>where possible</p> <p>5 Keep the systems operating continuously during the school day.</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Office layout and space</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Review the office layouts to ensure the standard that achieves 2 metre social distancing</p> <p>3 For areas where regular meetings take place, using floor signage's to help people maintain social distancing</p> <p>4 Do not have staff sitting facing each other</p> <p>5 Having seat plan and knowing who is sitting at each location</p>	MED			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 An increased formal cleaning regime, employees are cleaning equipment more often and key areas and touch points are identified and form part of the specified cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.)</p> <p>2 Hand sanitisers have been placed in the workplace</p> <p>3 Extra hygiene requirements (handwashing etc.) enforced</p> <p>4 Multi-use handtowels are not used to dry hands</p> <p>5 This information has been passed onto employees</p> <p>6 Confirmed cases of work-related CV-19 will be reported to CHSS via usual accident procedure (AIR form). Potential for RIDDOR report to HSE; if necessary.</p> <p>7 Review any further cleaning regime in light of potential outbreaks, and have this as a contingency plan</p> <p>8 Ensure the correct cleaning products are being used for infection control covid-19</p> <p>(refer to infection control section for more details)</p>	MED			

PREPARING SCHOOL BUILDING

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<p>Coronavirus (COVID-19) (CV-19)</p> <p>Gatherings, emergency evacuation</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<ol style="list-style-type: none"> 1. Social distancing standards will be preserved by the adults marked out clearly around the buildings to keep staff at least 2 metres apart at all times 2. Parents and children will line up two meters apart so that children can enter the school safely. Children will be collected via the same process. 3. We will remove any unnecessary furniture/ equipment in the classrooms to create more space. 4. We will create bubbles of groups with 2/3 members of staff in each. The children will remain in the same bubbles. <p>PEEPS 'personal emergency evacuation plans have been reviewed. Packs have been made to include surgical face masks for all parties involved in personal evacuation procedure</p> <ol style="list-style-type: none"> 5. Children will be gathered close to the building. 	MED			
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Provision of first aid in buildings</p> <p>Someone entering the workplace with CV19, giving first aid to staff/others</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it on, applying first aid to staff/pupils in close contact</p> <p>Causing severe infection/disease onto others</p>	<ol style="list-style-type: none"> 1. Review existing first aid needs analysis in line with Health and Safety Executive (HSE) Guidance on First Aid cover and qualifications during COVID-19 e.g.: <ul style="list-style-type: none"> ▪ All first aid certificates are in date ▪ Physical contact will be kept to a minimum e.g. children apply cold pack, wipe, plaster where able to do so. 2. Those administering first aid should wear PPE appropriate to the circumstances, surgical face masks in working in close contact. Wash hands and ensure the affected area is cleaned upon completion. 3. First aid is available in each classroom. 	MED			
<p>Coronavirus (COVID-19) (CV-19)</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and</p>	<ol style="list-style-type: none"> 1 Social distancing in place with signage 2 Kettles to be cleaned before and after use with appropriate cleaning material/wipes 				

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<p>Kitchen/staff areas</p> <p>Someone entering the workplace with CV19</p>	<p>passes it onto others</p> <p>Causing severe infection/disease</p> <p>Causing severe infection/disease</p>	<p>3. Boxes provided for staff to keep their own crockery and cutlery</p> <p>4 Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum</p> <p>5 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds</p> <p>6 Staff to dispose of their food waste into the bins provided, and clean their cutlery and put away</p> <p>7. These areas to have an increased cleaning regime in place managed and monitored.</p>	MED			
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Contracted Services</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<ol style="list-style-type: none"> 1. One person only allowed in the kitchen. 2. Review contractor covid working risk assessment and shared risk communication to ensure control measures known and achieved 				
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Toilet areas</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<ol style="list-style-type: none"> 1.Social distancing in place with signage 2.Each adult toilet is individual with one sink. 3.There will be an increased cleaning regime in these areas 4 Control system in place for pupil toilet area, numbers allowed, areas restricted 	MED			
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Meeting rooms</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<ol style="list-style-type: none"> 1 Meetings will only be held when able to socially distance 2 During the summer consider holding meetings outside in the open and keeping to the social distancing of 2 metres 3 Keep meeting room doors open and maintain the allotted numbers allowed 				

PREPARING SCHOOL BUILDING

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Someone entering the workplace with CV19	Causing severe infection/disease	4 Room will be well ventilated 5 Pens will not be shared 6 Hand sanitiser will be provided 7 Establish meeting etiquette while entering and leaving to ensure distancing	MED			
Coronavirus (COVID-19) (CV19) Security Someone entering the workplace	Employees, agency, pupils, visitors An employee / visitor enters the workplace and attacks staff/children Causing severe infection/disease	1 Review the security risk assessment due to the changes of having more doors open and potential access control areas open 2 Review site security, external gate that may be used now in addition to normal entrance and exit gate 3 Ensure all external doors are locked during the school day.	LOW			
Coronavirus (COVID-19) (CV19) Accidents, Security incident, emergency Someone entering the workplace/ with CV19	Employees, agency, pupils, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 In the event of any emergency situation, staff do not have to stay 2 metres apart if it the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate 2 Staff involved in emergency situations that may bring them into close contact to ensure that you pay particular attention to sanitation measures immediately afterwards including washing of hands	MED			
Coronavirus (COVID-19) (CV19) Snack/water Spread of CV19	Employees, agency, pupils visitors An employee / visitor enters the workplace with CV19 and passes it onto others	1 All cups washed at high temperature in the dish washer. 2 Snack to be closely supervised	LOW			

INFECTION CONTROL

Hazard Awareness - People can catch the virus from others who are infected in the following ways:

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- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Close contact in classrooms</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others Transmission of the virus between staff and children, and into the wider community.</p>	<p><u>Classroom and outside area</u></p> <ol style="list-style-type: none"> 1.All groups will start with low numbers and build up 2. The nursery children will be grouped according to staff:child ratios. 3.We will create bubbles with 2-3 members of staff in each bubble. These staff will remain consistently with the same bubble. 4.Ensure children and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups. 5 We will remove any unnecessary furniture/equipment where possible to create more space. 6 We will remove soft furnishings, 7. Children will be supervised when they wash their hands at regular intervals 8 Rooms will be kept as well ventilated as possible (opening windows) or via ventilation units. 9 The outside area will be used as much as possible for learning. 10. We will plan learning opportunities to avoid shared resources. <p><u>Social distancing between adults</u></p> <ol style="list-style-type: none"> 1. Staff to use the allocated staffroom areas 	Med			

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		<p>2. Non class based staff should be working in spaces that enable them to maintain social distancing at all times.</p> <p>3. Staff will avoid face to face positioning where possible.</p> <p>4. Staff are encouraged to go home after the end of the school day and continue work there if possible.</p> <p>5. Staff will be asked to come into work if the work they need to do can't be done at home. Otherwise homeworking will be arranged.</p> <p>6. Some staff will need to travel on public transport, where SD will be more difficult we will enable staff to leave early.</p> <p>7. Parents will be unable to enter the school building unless this has been pre-arranged. Parents will be encouraged to phone.</p> <p>8. Visitors and outside agencies/workers/contractors are only admitted to the building if essential.</p> <p>9. Unannounced visits are not allowed.</p> <p>10. All visitors must be reminded that we expect social distancing.</p> <p>11. All staff, children, parents and visitors are reminded that they must not enter the building if they have symptoms of CV19.</p> <p>12. For contractors we will have normal RA and methods statement, considering our own COVID-19 risk assessment to review if the works will comprise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements.</p> <p><u>Social distancing during drop off at the start of the day</u></p> <p>1. One member of staff will be at the entrance while</p>				

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		<p>another member of staff supervises the outside area.</p> <ol style="list-style-type: none"> 2. Each child will wash their hands and have their temperature taken. 3. The children will then enter the classroom in a staggered manner. <p><u>Social distancing during drop off at the end of the day</u></p> <ol style="list-style-type: none"> 1. One parent only will be asked to pick up their child at the end of the day. 2. The child will be handed over to their parent at the shutter. 3. Parents will move away from the entrance straight away to enable others to collect their children. <p><u>Social distancing around the building</u></p> <ol style="list-style-type: none"> 1. Children will remain in their bubbles. 2. Children will be supervised going to the toilet 3. Movement around the building by adults will remain socially distanced. <p><u>Social distancing during emergencies</u></p> <ol style="list-style-type: none"> 1. PEEPS 'personal emergency evacuation plans have been reviewed. 2. Packs have been made to include surgical face masks for all parties involved in personal evacuation procedure 3. Children will be along the fence. 4. In the event of any emergency situation, staff do not have to stay 2 meters apart eg in the event of an unsafe "event" such as a terrorist attack, fire, explosion, risk where large numbers may 				

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		<p>have to move fast to evacuate.</p> <p>5. Staff involved in emergency situations that may bring them into close contact to ensure that you pay particular attention to sanitation measures immediately afterwards including washing of hands.</p> <p>6. PEEPS 'personal emergency evacuation plans have been reviewed. Packs have been made to include surgical face masks for all parties involved in personal evacuation procedure</p> <p>7. Children will be gathered close to the tree.</p> <p><u>In general</u></p> <ol style="list-style-type: none"> 1. Staff are encouraged to report any breaches of SD arrangements to senior leaders, so additional control measures can be considered and implemented if needed. 2. A member of the SLT will be on-site at all times. 3. We will not operate breakfast or after school clubs. 				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Infection control</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes</p>	<ol style="list-style-type: none"> 1 We plan in order to keep children and staff in the same small groups at all times each day 2 Staff may work with more than one group but not on the same day. 3 Children will use the same room and outside area throughout the day 6 The children will have access to rooms directly from outside where possible 7. Children and staff will clean their hands before eating and 				

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	<p>it onto others</p> <p>Causing severe infection/disease</p>	<p>enter in the groups they are already in.</p> <p>8. We will remove all soft toys, and furnishings, that are difficult to clean.</p> <p>8.No sharing of musical instruments and no instruments to have contact with the mouth.</p> <p>10.No adult sharing of equipment and stationary.</p> <p>Mark making resources cleaned and wiped regularly.</p> <p>11. We will manage and monitor, control the toilets numbers to keep numbers acceptable</p> <p>12. Hand cleaning breaks will take place. We will have soap and water available in more areas, or sanitising areas</p> <p>13. We will ensure individual support to follow these measures (for example, one to one support to guide, and social stories to support them in understanding).</p> <p>14. Children will be encouraged to learn outside. Minimal shared equipment in the garden.</p> <p>15. Outside play equipment will be cleaned prior to each use.</p> <p>16. Stagger the use of staff rooms, and other rooms/offices to ensure there is a limit on the numbers, keeping the social distancing, potentially reviewing other rooms as staff rooms/rest rooms if cannot stagger staff break times within allocated staffroom COVID-19: cleaning of non-healthcare settings guidance</p> <p>14 A complete review of all potential shared resources to prevent the potential spread of contact, hand contact. Items, areas or materials that are shared will be cleaned and disinfected more frequently</p> <p>18 We have reviewed the start and finish times re transport/journey issues.</p>				

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		19 An assessment of the timetable and 'safest movement' around the school buildings will be shared with all staff, to be reviewed and developed as a dynamic risk management control				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Hygiene</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p><u>Cleaning and touchpoints</u></p> <p>1., We will review any further cleaning regime in the light of potential outbreaks and have this as a contingency plan.</p> <p>2.Implement a thorough cleaning of the rooms at the end of the day, this being supported by enhanced cleaning during the school day</p> <p>3 All internal doors will be kept open where deemed safe, to limit touch points.</p> <p>4.Doors must be opened by staff only.</p> <p>5. We will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser will be provided in classrooms and other learning environments</p> <p>6 Surfaces that children are touching, such as toys, books, chairs, doors, sinks, toilets, will be cleaned more regularly than normal.</p> <p>7 Normal detergents will remove traces of the Covid-19 virus, it must be insured that there are sufficient supplies and cleaning staff are available to maintain good infection control.</p> <p>8 <u>We will ensure that all adults and children:</u></p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing 				

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		<ul style="list-style-type: none"> • Are encouraged not to touch their mouth, eyes, and nose, this may be a repeat reminder needed for many of the younger pupils • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Promoting the 'catch it, bin it, kill it' control in group discussion, internet videos, posters • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Encourage young children to learn and practise these habits through games, songs, and repetition <p>9 We will ensure that bins for tissues are emptied throughout the day, non-hand touch closed lid bins are preferred</p> <p>10 Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>8 We will ensure there are sufficient supplies of soap, anti-bacterial gel and cleaning products if needed before the school opens to a wider population.</p> <p>9. Cleaning products require, coshh safety data sheet, coshh risk assessment, secure storage of substances away from pupils, staff training/knowledge of substances being used,</p> <p>10. Where staff are cleaning areas in addition to the cleaning team, we will use easy wipes that clean and throw away 10 11.</p> <p>We will ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</p> <p>11 Soap and hand towels will be regularly topped up at all</p>				

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		washing stations. 12 Suitable and sufficient rubbish bins are provided for hand towels with regular removal and disposal 13 Site staff to regularly clean the hand washing facilities. 14 Hand-sanitiser will be provided at reception / entrance/exit and should be used by all persons when entering/leaving. 15 Tissues will be provided for classrooms. Staff to replenish as needed. 16 Bins are provided for tissues in every classroom.				
Coronavirus (COVID-19) (CV19) Inadequate cleaning Someone entering the workplace with CV19	<p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	1 There is a cleaning schedule throughout the school building, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly 2 A thorough cleaning of rooms at the end of the day is managed and monitored 3 Hard surfaces are cleaned using standard cleaning products and disposable cloths / paper towels throughout day, this can be completed by school staff, non-cleaning staff. 4 For a deep clean / disinfection (e.g. following a suspected/confirmed case) cleaning staff will use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the COVID-19: cleaning of non-healthcare settings guidance 5 Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants will be				

INFECTION CONTROL

Hazard Awareness - People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		<p>followed.</p> <p>6 Hand towels and hand wash will be checked and replaced as needed by site / cleaning staff.</p> <p>7 The cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush will be Enhanced.</p> <p>8 Only cleaning products supplied by the school / contract cleaners will be used.</p> <p>9 School has obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p> <p>When cleaning a contaminated area <u>Cleaning staff (trained cleaning staff) to:</u> Wear disposable gloves and apron Wash their hands with soap and water once they remove their gloves and apron Fluid resistant surgical mask if splashing likely Any cloths and mop heads used must be disposed of as single use items. Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. PPE to be double-bagged then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p>				
Coronavirus (COVID-19) (CV19) Exposure due to close	Employees, agency, pupils visitors	1 The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:		<u>Suspected case of COVID 19 in school</u> <ul style="list-style-type: none"> • Move child into a separate area 		

INFECTION CONTROL

Hazard Awareness - People can catch the virus from others who are infected in the following ways:

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- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>contact/PPE concerns</p> <p>Someone entering the workplace with CV19</p>	<p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>2 Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way,</p> <p>3 Or a child becomes unwell with symptoms of coronavirus while in the school setting and need direct personal care until collected from home and you cannot keep more than 2 metres apart.Guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> • Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained • Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary • Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) <p>4. Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>		<p>whilst waiting for collection</p> <ul style="list-style-type: none"> • Staff member to wear PPE if a distance of 2meters cannot be maintained with the affected child. • Phone parents • Contact relevant services areas and report :i.e. LBTH CHSS team and Public Health England • Deep clean areas that might have been in contact <p><u>Confirmed case of COVID-19</u></p> <ul style="list-style-type: none"> • Close all or part of the school building. • Risk assess before opening • Deep clean areas that might have been in contact. 		

INFECTION CONTROL

Hazard Awareness - People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
				<ul style="list-style-type: none"> • Inform and increase level of staff communication with regular updates. • Update parents • Continue to follow government guidelines 		

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>Individual existing conditions</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe</p>	<p>We have identified all staff and students who are either clinically vulnerable, clinically extremely vulnerable/shielded or have household members who are shielded, prior to them entering the school, and assessing if they are expected or not to come into school following the following principles:-</p> <p><u>Not expected to attend work/school</u></p> <ul style="list-style-type: none"> • Those who are 'clinically extremely vulnerable'/shielded should not attend. • Clinically vulnerable' children and staff should follow the advice of their doctor. 	MED			

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
	infection/disease	<ul style="list-style-type: none"> Identify those staff and children who are, or who live with someone who is symptomatic or who live with someone who is symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Self isolation guidance <u>Expected to attend work only if social distancing can be maintained:</u> Those who live within someone 'clinically extremely vulnerable'/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply. <u>Expected to attend work/school</u> Those with a 'clinically vulnerable' household member can attend. <ol style="list-style-type: none"> 1.Explore barriers to attendance with parents/ carers where there are concerns 2.Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. 3. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and Headteacher. 4.Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home. 5.Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. 6.Take attendance registers and continuing to complete any online educational setting status form to provide daily updates on how many children and staff are in school and record, 				

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		monitor. 7. Review of pupils that present stress and anxiety due to the covid-19 fears and adjust the curriculum to provide good and pastoral care and learning.				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Staffing levels</p> <p>Not being able to supervise and manage the school/pupils</p>	<p>Employees, agency, pupils visitors</p> <p>Accident, incidents due to lack of staffing levels</p>	<p>1 There must always be:-</p> <ul style="list-style-type: none"> • A member of the SLT • 1 first aider • Adequate cleaners • 2 members of staff per bubble • Adequate level of SEND support <p>2. Consider options if necessary staffing levels can't be maintained :-</p> <ul style="list-style-type: none"> • Ask others to step in • Close bubble • Ask individual children not to attend • Attendance on a rota <p>3. Agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times).</p>	MED			
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace</p>	<p>Employees, Pupils, agency Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</p> <p>2 School must follow the COVID-19: cleaning of non-healthcare settings guidance Decontamination in-non-healthcare-settings</p> <p>3 If a child or staff member tests negative, they can return to the</p>	MED			

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		<p>school and the fellow household members can end their self-isolation.</p> <p>4 Where the child or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>				
<p>Coronavirus (COVID-19) (CV19) temporary change to work environment</p> <p>Staff working at home</p>	<p>Employees, Pupils, agency, visitors</p> <p>Staff working at home that are not set up for homeworking, DSE, posture, MSD, stress, anxiety</p> <p>Causing severe</p>	<p>1 Staff to follow the working from home CHSS guidance</p> <p>2 Manager to complete working at home risk assessment</p> <p>3 Manager to review current DSE guidance</p> <p>4 Manager and staff to ensure communication is in place for any concerns with DSE, wellbeing</p> <p>5 Display Screen Equipment self-assessment forms to be completed and enables user to report concerns, staff encouraged to complete their DSE self-assessments as a change to their normal working arrangements</p> <p>6 Individual user tries to mimic the set-up of the working arrangement,</p> <p>7 Communication between individuals / teams and Managers is clear:</p>	MED			

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What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
	infection/disease	<ul style="list-style-type: none"> Agreed work activities Scheduled calls / contact time Access to LBTH resources e.g. Employee Assistance Programme (EAP) Wellbeing and Health on HR website (includes stress risk assessment) <p>8 Staff giving clear guidance on wellbeing and contact details for support</p> <p>9 Managers having clear council guidance on wellbeing strategies for them and their staff, including covid-19 stress risk assessment guidance/template</p> <p>10 Managers to review the extended working at home working arrangements and in particular the IT equipment provided for each staff member, especially if the pandemic is extended re shielded workers. Official 'homeworkers' at the very least should be provided with;</p> <ul style="list-style-type: none"> Laptop stand Separate keyboard Separate mouse 				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Visitors</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, staff, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Encourage visits via remote virtual meetings and not bringing visitors into the work place</p> <p>2 Any visitors that have to come into the work place should be informed of the social distancing requirements and told not to come if have any symptoms of COVID-19 to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place</p> <p>3 Limits on numbers of visitors, bringing in more people raises the risk to others/staff groups</p> <p>4 No unannounced visitors</p> <p>5 Reception areas altered including not having a shared pen in use or a system of cleaning in between usage</p>	MED			

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		6 No hand shaking and do not share personal items/property				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contractors</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, pupils visitors</p> <p>An employee / visitor enters the work Causing severe infection/disease place with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Only necessary contractors to be allowed on site, and approved/authorised by managers</p> <p>2 Agency staff and contractors to be inducted to the normal health and safety induction processes, including the current COVID-19 risk assessments and social distancing requirement, and promotion of hand cleaning and hygiene</p> <p>3 Pre-communicated to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place</p> <p>4 Normal risk assessment, method statements review, considering your own COVID-19 risk assessment to review if the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements</p> <p>5 Normal management and monitoring of contractor works, wellbeing on site</p> <p>6 Reception areas having clear guidance on social distancing, hygiene requirements for visitors coming in</p> <p>7 Reception and other host staff to be trained on the changes</p> <p>8 Review of entry and exit areas to consider social distancing, space requirements, further opening of reception areas as part of the risk review</p> <p>9 Consideration of changing times of contractor works, out of hours, during less busy times</p> <p>10 Working together with any shared sites, employers, landlords sharing risk assessment, COVID-19 social distancing management, and sharing information concerning visitors that may affect their own risk management and social distancing standards</p>	MED			
Coronavirus	Employees,	1 Evidence suggests that wearing a face mask doesn't protect				

INDIVIDUAL						
What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
(COVID-19) (CV19) Face Coverings Someone entering the workplace with CV19	pupils. agency, visitors An employee /agency staff commuting and using public transport Causing severe infection/disease	you but may protect others in the event you are infected, to note this is not PPE, it is not a legal workplace requirement 2 The risk is managed by minimising workers in work, contact time together, social distancing, increased hygiene and cleaning regime, and not reliant on face coverings 3 If staff choose to wear one the following guidance is applicable and should be followed; <ul style="list-style-type: none"> • Washing hands thoroughly with soap and water for 20 seconds or use of hand sanitiser before putting a face covering on and after removing it • Avoid touching your face or face covering as you can contaminate them with germs from your hands • Change face covering if becomes damp or if you have touched this • Continue to wash hands regularly • Change and wash face covering daily • If not washable dispose of carefully in usual waste • Practise social distancing wherever possible • You can make your own face covering following guidance on GOV.UK. 	MED			
Coronavirus (COVID-19) (CV19) Work related travel Being in close proximity of people infected with CV19 and/or increased time spent in this environment	Employees, agency, visitors An employee / agency catches the virus travelling Causing severe infection/disease	1 Minimise non-essential travel, enable staff to work at home where possible. 2 Stagger working times to avoid busier times <u>Advise staff of the following</u> <ul style="list-style-type: none"> • Minimise non-essential travel • Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face • Cleaning regime programme for cleaning of own vehicles before use, after use, recording the schedule of cleaning • Avoid public transport wherever possible and wear a 	MED			

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		face covering <ul style="list-style-type: none"> Follow government advice for face coverings 3. Advise staff wearing face masks of the following: <ul style="list-style-type: none"> Wash hands thoroughly with soap and water for 20 seconds or use of hand sanitiser before putting a face covering on and after removing it. Avoid touching your face or face covering as you can contaminate them with germs from your hands. Change and wash face covering daily If not washable dispose of carefully in usual waste. Practise social distancing wherever possible. You can make your own face covering following guidance on GOV.UK. 4. Only complete off site visits if you can safely walk to the location and it is outdoor activities keeping social distancing throughout				
Coronavirus (COVID-19) (CV19) Change management /communication/training Someone entering the workplace with CV19	Employees, pupils, agency, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing stress and anxiety	Signage <ol style="list-style-type: none"> Information posters and reminders displayed at key points and throughout the setting Information on website and newsletters. Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic Providing early information instruction before any changes to working practices 5 Keeping all risk assessments/changes in risk updated as government guidance seems to be updating daily, weekly 6. Full guidance to staff on changes to work environment and procedures in advance of any physical changes 7. Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and	MED			

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		local Council guidelines and resources: <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) 8 Additional consideration is given to those employees who may be deemed to be at increased risk in the planning of work activities 9 Advice on risks, symptoms and control measures implemented relevant to the specific service / team 10 Employees to adhere to the 2m rule at work sites at all times wherever possible and help train, change behaviour of pupils 11 Follow signage of egress and access to premises 12 Government/LA guidance on trace and track measures and clear guidance to managers and staff on actions required and support available				
Coronavirus (COVID-19) (CV19) Stress and anxiety concerning returning to work Someone entering the workplace with CV19	Employees, pupils, agency, visitors An employee / agency catches COVID-19 or concern of catching virus causing stress and anxiety affecting the body causing illness and sick ness	1 Staff will work in pairs and will relieve each other as necessary. <u>Pastoral care:</u> 2. Clear messages of available support for vulnerable staff 3. Work with staff to reassure them everything is being done to make work as safe as possible, without a promise it is possible to take away all risk 4. Additional consideration is given to those employees who may be deemed to be at increased risk in the planning of work activities 5. Carry out a RA where appropriate to establish what can be done to support the member of staff, using the CHSS guidance and template. 6. Ensure equality between staff to attend work where valid reasons for absences do not exist.	MED			

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		<p><u>Other support</u></p> <ol style="list-style-type: none"> 1. Referrals to OH where appropriate 2. Agree staff work load expectations. <p><u>Information sharing</u></p> <ol style="list-style-type: none"> 1. Provide clear consistent and regular communication 2. Provide early information instruction before any changes. <ol style="list-style-type: none"> 1. Managers to reassure staff that if they can work from home (Staff Shielding) then they continue to work from home, and any future changes will continue to be on a risk based approach 2 Managers to identify staff with stress or anxiety and complete a follow up stress risk assessment using the CHSS guidance and template 3 For staff who have returned into work whether to be communicated with by sharing risk assessments and control measures for covid-19 controls 4 Ongoing clear communication between individuals / teams /homeworkers and Managers is clear: <ul style="list-style-type: none"> • Agreed work activities • Scheduled calls / contact time • Access to resources e.g. Employee Assistance Programme (EAP) • Wellbeing and Health on HR website (includes stress risk assessment) 5 Individual or team stress risk assessments to be completed following CHSS guidance if significant risks being identified and evidence of work related stress 6 Review of pupils that present stress and anxiety due to the 				

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
		covid-19 fears				

Overall Residual Risk for Activity (L / M / H): MEDIUM

Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended