

**COVID-19 Risk Assessment**  
**Critical Worker & Vulnerable Student Hub,**  
**With Year 10 & 12 Student Provision**

Description of Activity / Person / Area / Equipment being assessed	Provision of childcare/education during the Covid-19 pandemic, in order to provide <b>Critical Worker &amp; Vulnerable Student Hubs</b> (referred to as 'Critical Worker Hubs') and <b>Year 10 &amp; 12 Student Provision</b> .
Section(s) / Team(s) covered	Girls' Learning Trust
Location(s) covered	Carshalton High School for Girls Nonsuch High School for Girls Wallington High School for Girls
Date of Original Assessment	Tuesday 26 May 2020 (in the format issued by Action HR on 21 May 2020)

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	w/c Monday 1 June 2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	<del>No</del>

Has action been taken	<del>YES / NO / ONGOING / NONE REQUIRED</del>
Confirmed by Line Manager?	YES / <del>NO</del>
Lead Assessors name (print)	Director of Finance & Operations (DFO)
Lead Assessor's signature	
Date:	Monday 8 June

Has action been taken	<del>YES / NO / ONGOING / NONE REQUIRED</del>
Manager's name (print)	
Manager's signature	
Date:	

**This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at [healthandsafety@kingston.gov.uk](mailto:healthandsafety@kingston.gov.uk).**

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**Review Dates**

<b>Future Review Date (depends on Action Plan findings)</b>	<b>Review Date - Actual</b>	<b>Were Changes Made?</b>	<b>Name of Lead Reviewer</b>	<b>Date Staff updated about change</b>
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Originally published for schools on 14/5/2020. (versions 1 and 2)  Version 3 published on 21/5/2020  Version 4 = 26/5/2020			
Updated by GLT	1 June 2020	Yes, to focus on Critical Worker & Vulnerable Student Hubs	DFO	w/c 1 June 2020
Update by GLT	8 June 2020	Yes, to add arrangements for Year 10 & 12 Student Provision	DFO	w/c 8 June 2020

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1	<b>Some staff or students may be more vulnerable to complications associated with COVID-19</b>	Staff Students	<ul style="list-style-type: none"> <li>Staff / parents of students have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. <a href="#">Link: NHS list of high risk and moderate risk conditions</a></li> <li>For those with 'high risk' medical conditions, they must stay at home (working from home where technology allows) and shield.</li> <li>Where staff have 'moderate risk' medical conditions they should work from home where they can. If they can't work from home, but are usually fit and well, they can come to work - but they should not do particular activities including provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do.</li> <li>Where possible, those with 'moderate risk' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. Schools may wish to organise parking on site for them if there are any problems with parking on the nearby streets.</li> <li>Government Guidance for schools provides specific advice in relation to those moderate risk , as follows:  <i>"Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> have been advised to take extra care in observing social distancing and should work from home where possible.</i>  <i>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (<b>but not clinically extremely vulnerable</b>) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk."</i> </li> <li>Link: <a href="#">Government Guidance for Schools - shielding children and adults</a></li> </ul>	<p>GLT operates secondary schools.</p> <p>The Critical Worker Hubs are operated with the support of volunteer teaching &amp; support staff. Teaching staff are also being asked to volunteer for mentoring sessions with Year 10 &amp; 12 students. Support staff may be asked to undertake duties in school where functions/tasks need to be done in school.</p> <p>Staff guidelines are incorporated into the GLT COVID Protocols. Staff must raise any issues and/or should not volunteer if they fall within these categories.</p>
2	<b>People with symptoms of COVID-19 creating potential</b>	Staff Students Visitors	<ul style="list-style-type: none"> <li>Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19.</li> </ul>	Communication Plan, as described in the GLT COVID Protocols. Including posters.

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	<b>for transmission from person to person</b>	Contractors	<ul style="list-style-type: none"> <li>• If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</a></li> <li>• The arrangements for this are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - number 12 in this risk assessment (numbers are given in the far left column).</li> <li>• Further Update: new posters have been produced to include the symptom of loss of sense of taste/smell and so these replace any previously circulated posters.</li> </ul>	<p>Staff are provided with updated First Aid information (see GLT COVID Protocols).</p> <p>All suspected and/or confirmed cases must be reported to the Headteacher and/or DFO.</p>
3	<b>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</b>	Staff	<ul style="list-style-type: none"> <li>• Return to work based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in the row above this one, and in line with Public Health guidance. Link: <a href="#">NHS list of high risk and moderate risk conditions</a></li> <li>• Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation.</li> <li>• Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed.</li> <li>• School regularly receives updates from Council affiliated teams such as the H&amp;S Team, Education Teams and AfC (Kington/Richmond).</li> <li>• If the school buys into a scheme, staff are reminded of the availability of their Employee Assistance Programme.</li> <li>• Staff and school have access to official guidance from DfE and Public Health England.</li> </ul>	<p>Guidance for staff is set out in the GLT COVID Protocols.</p> <p>The Trust is seeking teaching &amp; support staff volunteers wherever possible .</p> <p>Copies of this Risk Assessment &amp; GLT COVID Protocols will be shared with all staff.</p>
4	<b>Testing</b>		<p>The government has <b>widened the eligibility criteria for COVID-19 testing to include anyone with symptoms</b>. This includes children aged 5 years and above.</p> <ul style="list-style-type: none"> <li>• Link: Guidance on testing for essential workers (e.g. teachers) <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#contents">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#contents</a></li> <li>• Link: <a href="#">Guidance on Testing for Non-essential workers, e.g. parents and students</a></li> <li>• Link: Symptoms: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms</a></li> <li>• Link: <a href="#">Essential Workers</a></li> </ul>	<p>The self-referral and employer referral test booking routes for essential workers are available.</p> <p>In the first instance, staff should use the <b>self referral route</b>.</p>

5	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face</b></p> <p>Handwashing</p>	<p>Staff Students Visitors Contractors</p>	<ul style="list-style-type: none"> <li>● On arriving at school, all staff and students are required to wash their hands or apply hand sanitiser. Students are well versed in the arrangements and handwashing methods, plus their role in infection control.</li> <li>● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors.</li> <li>● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising.</li> <li>● Prior to visits by contractors, discussions about school requirements and contractor requirements relating to relevant controls, including hand washing, take place.</li> <li>● All staff and students are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes.</li> <li>● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments</li> <li>● Soap, paper towels (where used) and hand sanitiser are regularly replenished.</li> <li>● Action HR has consulted London Coronavirus Response Cell and received confirmation that Public Health England has no concerns regarding the use of hand dryers.</li> <li>● Handwashing posters</li> <li>● Link: Guidelines on hand hygiene: <a href="https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf">https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf</a></li> <li>● Link: <a href="#">Wash your hands poster</a></li> </ul>	<p>GLT COVID Protocols detail arrangements for handwashing on arrival.</p> <p>Hand sanitiser is available in Reception.</p> <p>Signage in Reception &amp; Posters in Toilets</p> <p>Premises Managers &amp; IT Staff email contractors in advance.</p> <p>Posters on display</p> <p>Designated staff &amp; student toilets are available nearby.</p> <p>Cleaning checklist in place to ensure consumables are replenished.</p> <p>Posters are displayed in line with GLT COVID Protocols.</p>

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	<p>Use of equipment including pens, keyboards</p> <p>Cleaning</p>		<ul style="list-style-type: none"> <li>• Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. <b>Link: Catch it, Kill it, Bin it poster:</b> <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></li> <li>• Where toilets have lids, students and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.)</li> <li>• First aiders have access to local handwashing facilities/hand sanitiser.</li> <li>• Staff, students and contractors use their own pens and stationery where possible, not sharing items with others.</li> <li>• Touch screen sign in equipment in reception has been taken out of use.</li> <li>• Increased cleaning of frequently touched surfaces using standard cleaning products.</li> </ul>	<p>Posters are displayed in line with GLT COVID Protocols.</p> <p>First Aid rooms all have access to local handwashing &amp; hand sanitiser.</p> <p>See Communication Plan in GLT COVID Protocols</p> <p>GLT does not have touchscreen equipment in Reception. Touchscreens in classrooms are out of use</p> <p>Cleaning checklist in place.</p>
6	<p><b>Social distancing in the Classroom</b></p> <p>Classrooms</p>	<p>Staff Students Visitors</p>	<ul style="list-style-type: none"> <li>• Visitors to the school have been greatly reduced to only those people who need to undertake essential work.</li> <li>• The number of staff entering the school including offices has been reviewed - for example, where staff can undertake their work at home -they are working from home.</li> <li>• Currently, only students who fall into specific categories are attending school – the <b>majority of students are not coming into school.</b></li> <li>• From 15<sup>th</sup> June, the number of students attending will rise to include some face to face support to students in years 10 and 12 who are due to take Critical exams next year, alongside the full time provision being offered to Critical Worker &amp; Vulnerable Student Hubs.</li> <li>• Seating is organised in the Critical Worker Hub classrooms so there are gaps of 2 metres between students and staff.</li> <li>• Critical Worker Hub class sizes are limited to a maximum of 15 per classroom so that</li> </ul>	<p>See GLT COVID Protocols for detailed implementation in each school.</p>

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		<p>social distancing can be maintained.</p> <ul style="list-style-type: none"> <li>• Where possible and appropriate, outside space is utilised for lessons or activities for the students in the Critical Worker Hubs.</li> <li>• <b>Quote from Government Guidance:</b> <i>“For primary schools, classes should normally be split in half, with <b>no more</b> than 15 students per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. <u>Desks should be spaced as far apart as possible.</u>”</i></li> <li>• <b>Quote from Government Guidance (primary schools):</b> <i>“It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.”</i></li> <li>• <b>Quote from Government Guidance:</b> <i>“For secondary schools and colleges, the same principle of halving classes will normally apply. <u>It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart.</u> Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.”</i></li> <li>• <b>Quote from Government Guidance for secondary schools:</b> <i>“minimising contact and mixing, as far as possible, by keeping pupils in small groups for face-to-face support and keeping those groups as consistent as possible whilst in school (e.g. for arrival, lunchtime, breaks and departure) and altering the school environment (e.g. changing classroom layouts so desks are further apart or dividing groups into different classrooms)</i>  <i>As well as the measures above, secondary schools should ensure that only a quarter of pupils in year 10 and year 12 are in school at any one time, including vulnerable children and children of critical workers in those year groups who are still encouraged to attend full-time. This is in addition to vulnerable pupils and children of critical workers who might be in full-time attendance from other year groups.”</i></li> </ul>	
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			<p><i>distancing can be maintained and mixing is minimised)</i></p> <ul style="list-style-type: none"> <li>• <i>Mixing between different groups of pupils should be kept to a minimum. The range of subjects taught in secondary schools means that some mixing may be unavoidable to provide pupils with face-to-face support from subject teachers. We would expect that these groups are still smaller than normal. We would also expect schools to minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</i></li> <li>• <i>Given we (the Government) is asking secondary schools not to have whole year groups in school at the same time, some secondary schools may plan to use rotas. Where rotas are used, secondary schools should avoid split day rotas within the same day and ensure that only a quarter of children are ever in the school on any one day (e.g. morning and afternoon rotas should not be applied). Schools should ensure wider adherence to the approaches set out in the implementing protective measures guidance, to minimise transmission risks. If rotas are used, vulnerable children and children of critical workers in all year groups should still be encouraged to attend full-time and appropriate risk assessments should consider how this could be managed."</i></li> </ul> <p>Link: <a href="#">Guidance for Secondary Schools</a> - note that this guidance also refers secondary schools to the 'implementing protective measures in education and childcare settings' guidance.</p>	
7	<b>Social Distancing - Travelling to and from school</b>	Staff Students Contractors	<ul style="list-style-type: none"> <li>• Unnecessary travel on coaches, buses, trains, trams or public transport is to be avoided where possible.</li> <li>• Drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times.</li> </ul> <p><b>Secondary schools</b> are advised by DfE to consider how pupils travel to and from school. Pupils are encouraged to walk or cycle where possible. In preparing for wider opening, secondary schools carefully consider</p>	<p>Parents/carers and students to be reminded to walk, cycle or drive to school. Car sharing should be avoided. Face masks must be worn on public transport. See Communication Plan.</p> <p>Small numbers currently envisaged to be attending. Mentoring slots will have staggered times throughout the day. Queuing system in</p>

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			<ul style="list-style-type: none"> <li>• how many pupils in year 10 and year 12 will be travelling at the same time</li> <li>• how those pupils are likely to travel</li> <li>• the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school</li> <li>• Where the use of public transport cannot be avoided, peak times are voided, for example by introducing staggered start and end times.</li> <li>• Clear messages are provided to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</li> <li>• Pupils are reminded about not socialising with each other in groups outside school</li> </ul>	place at each school.
8	<b>Social distancing - Lunch and school canteens</b>	Staff students	<ul style="list-style-type: none"> <li>• Review whether it would be practical to have some groups eating lunch outside in good weather.</li> <li>• Staggered lunch times to reduce the total numbers of people in the hall at any one time.</li> <li>• Queueing for lunch - social distancing rule of 2 m between people applied.</li> <li>• Entrance into smaller areas (e.g. food servery if this is discrete to the main hall) controlled with maximum number of people allowed in the space at any one time.</li> <li>• Tables and chairs set as per 2m social distancing rules.</li> <li>• Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall.</li> <li>• Link: <a href="#">Government Advice for Schools</a></li> </ul>	<p>School canteens will not be open. Critical Worker Hub students will have separate lunch areas if &gt; 15 students in attendance.</p> <p>Refer to GLT COVID Protocols.</p>
9	<b>Social distancing - staff room, staff toilet facilities &amp; meetings</b>	Staff	<ul style="list-style-type: none"> <li>• Protocols for the use of staff kitchen and toilet areas – staff are reminded to take personal responsibility for maintaining 2 m social distancing at all times in the staff room and staff toilet areas, as well as meeting rooms and any other locations in school.</li> <li>• Staff are encouraged to close toilet lids before flushing.</li> <li>• Staff make their own drinks and handle their own food.</li> <li>• Window(s) opened where possible.</li> </ul>	<p>Duty Rota comprises max. 25 staff per day.</p> <p>Arrangements to be reviewed if staff numbers increase significantly. Refer to GLT COVID Protocols.</p>
10	<b>Social distancing - movement around school buildings</b>	Staff Students	<ul style="list-style-type: none"> <li>• Break times and the movement of students around the school are staggered to reduce large groups of children gathering.</li> <li>• Some windows along corridors are opened to help with general ventilation where possible.</li> <li>• Where physically possible, movement around the building is via a one-way system with one set of stairs used for going up and one for going down.</li> <li>• To minimise close contact between users, lifts only to be used by those with disabilities</li> </ul>	<p>Critical Worker Hubs currently comprise small numbers of students.</p> <p>One-way systems have been designed in each school to keep Mentoring Zones (Years</p>

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			<p>or for staff moving heavy or large objects. If heavily used, lift will be subject to the increased cleaning regime in the building.</p> <ul style="list-style-type: none"> <li>Link: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes">Government advice on implementing social distancing measures in schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes</a></li> </ul>	<p>10 &amp; 12) and Critical Worker Hubs separate.</p> <p>Refer to GLT COVID Protocols.</p>
<b>11</b>	<b>Provision of first aid and medication</b>	Staff Students	<ul style="list-style-type: none"> <li>First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</li> <li>Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons).</li> <li>First aiders should wear a fluid-resistant (Type IIR) surgical mask, when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases.</li> <li>A disposable plastic apron is recommended.</li> <li>Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</li> <li>Where possible a window is kept open in the first aid room to help ensure ventilation.</li> <li>Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> </ul>	<p>Refer to GLT COVID Protocols – this documents the PPE to be supplied for first aid responders.</p>
	Personal Protective Equipment		<ul style="list-style-type: none"> <li>See the following link for PPE guidance for first responders: <a href="#">Recommended PPE for ambulance staff, paramedics and pharmacy staff</a></li> <li>The following link provides information on donning masks: <ul style="list-style-type: none"> <li><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</a></li> <li>The following link provides information on how to safely remove the masks and other PPE: <a href="#">Advice on removing surgical masks and other PPE.</a></li> </ul> </li> <li><a href="#">Government Advice to First Aiders including Resuscitation: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></li> <li><a href="#">Resuscitation Council Advice</a></li> </ul>	<p>Refer to GLT COVID Protocols – this documents the PPE and training for staff. Posters (x 2) to be displayed in First Aid rooms.</p>
	Resuscitation		<ul style="list-style-type: none"> <li>Staff dispensing medication to students should minimise contact.</li> </ul>	<p>Every school has a defibrillator &amp; these should be used whenever possible.</p> <p>Where necessary, students</p>

	Administering medication		<ul style="list-style-type: none"> <li>Wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication.</li> <li>Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul>	with complex medical needs should be separately risk assessed.
12	<b>Someone develops COVID-19 symptoms whilst at school</b>	Staff Students	<ul style="list-style-type: none"> <li>If anyone is experiencing a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <a href="#">staying at home guidance</a>.</li> <li>If a pupil is awaiting collection, they are moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Where possible, a window is opened for ventilation.</li> <li>If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>The school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li> <li>Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</li> <li>Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.</li> <li>Link: advice on cleaning in non-healthcare settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul> <p><b>If test positive</b></p> <ul style="list-style-type: none"> <li>Where a pupil or staff member tests positive for Coronavirus, the rest of their</li> </ul>	Refer to GLT COVID Protocols, including First Aid arrangements

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			<p>class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/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> <ul style="list-style-type: none"> <li>• Link: <a href="#">What happens if someone attending school then tests positive for coronavirus?</a></li> </ul>	
<b>13</b>	<b>Not used</b>			
<b>14</b>	<b>Routine cleaning of communal areas of the school estate</b>	Staff Cleaning Contractors	<p>For <b>routine</b> cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> <li>• Disposable gloves are provided for staff/contractors (see next bullet point)</li> <li>• Staff wear their usual washable uniform/clothing</li> <li>• Mops are used for the tasks</li> <li>• No jet washing takes place during the current COVID-19 - not under any circumstances</li> <li>• Staff wash their hands when they have finished their task and dispose of the gloves.</li> <li>• Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal.</li> <li>• As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.</li> </ul>	Cleaning contracts are in place with DB Services. A cleaning risk assessment is in place with DB Services.
<b>15</b>	<b>Cleaning Lifts</b>	Staff Cleaning contractors	<ul style="list-style-type: none"> <li>• The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed</li> <li>• Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product</li> <li>• Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process</li> <li>• Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed.</li> </ul>	Cleaning contracts are in place with DB Services. A cleaning risk assessment is in place with DB Services.
<b>16</b>	<b>Storage and issuing of face masks</b>	Staff	<ul style="list-style-type: none"> <li>• Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean.</li> <li>• The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE:</li> </ul>	Refer to GLT COVID Protocols & DB Services Cleaning Risk Assessments

			<p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></p> <ul style="list-style-type: none"> <li>The following link provides information on how to safely remove the masks and other PPE: Link: <a href="#">Advice on removing surgical masks and other PPE.</a> Video: <a href="#">PPE Donning and Doffing PPE: https://youtu.be/-GncQ_ed-9w</a></li> </ul>	
<b>17</b>	<b>Ventilation including mechanical ventilation</b>	All	<ul style="list-style-type: none"> <li>Reference has been made in this risk assessment to having windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation.</li> <li>Where schools have ventilation systems/air handling units/ air conditioning, refer to the following guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association):</li> <li>Link: Guidance on Ventilation by REHVA: <a href="https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf">https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</a></li> </ul> <p>HSE Advice:</p> <ul style="list-style-type: none"> <li>The risk of air conditioning spreading coronavirus is extremely low.</li> <li>If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply.</li> <li>You do not need to adjust other types of air conditioning systems.</li> </ul> <p>If unsure, speak to heating ventilation and air conditioning (HVAC) engineers or advisers.</p>	For the time being, mechanical ventilation & air handling systems will be switched off. This may need to be reviewed in hot weather.
<b>18</b>	<b>The potential for transmission of virus droplets from surfaces to the hands and then to the face</b>	All	<ul style="list-style-type: none"> <li>Touch screen sign in equipment in reception has been taken out of use.</li> <li>Staff, students and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards.</li> <li>Sharing of computers and ipads is avoided where possible.</li> <li>No hotdesking for staff takes place without additional controls in place, such cleaning in between users.</li> <li>Sanitising wipes are provided for areas where students or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session.</li> </ul>	GLT COVID Protocols sets out arrangements for the use of ICT equipment in the Critical Worker Hubs.



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19	<b>Fire Evacuation &amp; Fire Doors</b>	All	<ul style="list-style-type: none"> <li>Review fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues.</li> <li>Review whether some fire doors, which are not currently held open with automatic door release mechanisms, are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation).</li> <li>Have in place procedures for regular cleaning of the areas of the door most frequently made contact with. You might like to consider whether the fitting of an automatic door release mechanism would make things easier - if opting for battery operated ones, always check there is sufficient automatic smoke detection and sounders to support each one.</li> </ul>	<p>Doors may be propped open during the day-time, if necessary &amp; agreed with the Premises Manager.</p> <p>Touch points are cleaned regularly throughout the daytime.</p>
20	<b>Food and drink</b>	All	<ul style="list-style-type: none"> <li>Staff to make their own drinks and not to share, foodstuffs, cutlery and cups, etc.</li> <li>Caterers to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc.</li> <li>Students are not allowed to swap food from their lunch boxes/plates.</li> </ul>	<p>Staff &amp; students to bring own packed lunch. No catering service available. Staffroom dishwashers will be in use.</p>
21	<b>Communicating with staff and parents</b>	All	<ul style="list-style-type: none"> <li>Arrangements for discussing in detail plans with all staff, including individually if appropriate, have been discussed elsewhere in this risk assessment.</li> <li>Keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important.</li> <li>Emphasise their role in terms of the national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures.</li> <li>Include reminders of parents' roles in social distancing in the school's weekly newsletter, for example in terms of the weekends if the newsletter goes out towards the end of the week.</li> <li>Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school.</li> </ul>	<p>Refer to GLT COVID Protocols and Communication Plans</p>
22	<b>COVID controls declaration poster</b>	-	<ul style="list-style-type: none"> <li>The Government has produced a declaration poster for employers to display which schools may like to display: Link: <a href="#">Covid Secure Poster</a></li> </ul>	<p>Displayed in each school.</p>
23	<b>Relevant publications and posters - these are documents we have considered in writing this RA and have provided links</b>	-	<ul style="list-style-type: none"> <li><a href="#">Government Advice on Implementing Social Distancing in Schools</a></li> <li><a href="#">Guidance for Secondary Schools</a>- note that this guidance also refers secondary schools to the 'implementing protective measures in education and childcare settings' guidance</li> <li><a href="#">Safe Working in Education, Child Care and Children's Social Care Settings</a></li> <li><a href="#">Reopening Schools and Other Settings - Information for Parents</a></li> </ul>	



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	<p><b>to throughout the document. We are including them here for ease of reference.</b></p>		<ul style="list-style-type: none"> <li>● <a href="#">Government Advice - Conducting a SEND Risk Assessment</a> (the SEND one states it will be updated before the 1st June 2020)</li> <li>● <a href="#">Government Guidance for Schools - shielding children and adults</a></li> <li>● <a href="#">Actions for Schools During the Coronavirus</a></li> <li>● <a href="#">Guidelines on hand hygiene</a></li> <li>● <a href="#">Advice on donning surgical masks and other PPE</a></li> <li>● <a href="#">Advice on removing surgical masks and other PPE</a></li> <li>● Video: <a href="#">PPE - Donning and Doffing PPE Video, Public Health England</a></li> <li>● <a href="#">School Premises - Managing Partially Opened Buildings</a></li> <li>● <a href="#">Guidance on Ventilation by REHVA</a></li> <li>● <a href="#">Guidance on cleaning in non-healthcare settings</a></li> <li>● <a href="#">DfE Summary of Government Advice Scientific Evidence Summary</a></li> <li>● <a href="#">Covid Secure Poster</a></li> <li>● <a href="#">Staying at home guidance</a></li> <li>● <a href="#">Catch it, Kill it, Bin it poster</a></li> </ul>	
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