



# RISK ASSESSMENT

**A. Outline of activity or task to be assessed:** Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.  
May 2020

Group/Service Area: Lakelands Academy Work Activity: Working in the Schools during Covid19 Pandemic

Workplace/Team: Whole Staff

Date of Assessment: 5<sup>th</sup> November 2020 & 5<sup>th</sup> January 2021 Date for Re-assessment: Ongoing

Name of Assessors: Sarah Davies/Craig Simmons Signature: SD/CS  
Manager: Sophy Bellis Signature: Sophy Bellis

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

## 5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

## PRIORITY OF ACTION

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment

### C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
							Who	When
1	<b>Catching or spreading Coronavirus – General considerations</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>• Ensure suitable levels of staff are maintained</li> <li>• Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</li> <li>• Ensure people who are unwell stay at home – ensure that pupils, staff and other adults do not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days, or who have someone in their household who does.</li> <li>• If anyone in the school becomes unwell with a new, continuous cough, develops a high temperature or has a loss or change to sense of smell or taste, they must be sent home and advised to follow  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• Reduce the amount of people you come into contact with and maintain social distancing (wherever possible) in line with current guidance. This can be done by: <ul style="list-style-type: none"> <li>○ Grouping children together into 'bubbles'</li> <li>○ Avoiding contact between 'bubbles'</li> <li>○ Arranging classrooms with forward facing desks</li> <li>○ Staff maintaining distance from pupils and other staff as much as possible – ideally 2 metres, whilst</li> </ul> </li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>• Staff increased to provide extra cleaning and to cover increased duty demand. First aiders' availability and coverage has been checked to ensure it will meet need. List of pre-approved cover staff who are familiar with school protocols used in the first instance. Thereafter other cover staff introduced must be trained in protocols before taking up post and escorted from lesson to lesson.</li> <li>• Protocol established and training provided for staff making calls to parents/carers when their child is suspected of showing signs of Covid-19. Protocol shared with all staff: <ul style="list-style-type: none"> <li>○ Where staff have concerns they should contact reception who will collect the pupil taking them to the Lakelands Suite.</li> <li>○ Reception will call on a first aider.</li> <li>○ The first aider will use the Covid-19 first aid grab bag The first aider will join the pupil in the Lakelands Suite to provide support and keep them updated (PPE protection should be used if the first aider cannot maintain 2m distance)</li> <li>○ All first aiders must read and accept the Covid 19 first aid instructions before attending.</li> <li>○ The Eglantyne Suite and First Aid Room will be allocated for others needing isolation at the same time. Rooms with windows to the outside are preferred and windows opened to encourage fresh air where possible.</li> <li>○ Reception will contact parents / carers, refer to the protocol and request that they collect their son/daughter immediately and that they can return to</li> </ul> </li> </ul>	Low (1 x 5 = 5)	All staff, first aiders, pupils	At all times

			<p>recognising that this is not always possible</p> <ul style="list-style-type: none"> <li>• Cleaning hands thoroughly more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered - risk assess children who may not be able to perform this action independently <ul style="list-style-type: none"> <li>○ Ensure there are enough handwashing or sanitiser stations available</li> <li>○ Supervise hand sanitiser use given risks around ingestion</li> <li>○ Skin friendly skin cleaning wipes can be used as an alternative</li> <li>○ Support younger children and those with complex needs in following routines</li> </ul> </li> <li>• Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – provide adequate tissues, use lidded bins and double bagging of waste</li> <li>• Additional support will need to be considered for some pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers</li> </ul>		<p>school following a confirmed negative test or after 14 days' self-isolation.</p> <ul style="list-style-type: none"> <li>○ Teachers should instruct pupils to sanitise/wash their hands after any possible contamination eg a sneeze, or accidentally picking up others' equipment etc.</li> </ul> <ul style="list-style-type: none"> <li>• Pupils have been separated into year group bubbles with dedicated areas allocated inside and outside for use at the start of the day, between lesson changeover, break and lunch times and the end of the day.</li> <li>• A site map details the one way system to be used by all staff who will escort pupils between lessons and for duty staff and others supporting bubbles at other times.</li> <li>• Timetables and accommodation have been assessed and alterations made to minimise the potential for cross contamination.</li> <li>• Staff have been advised to re-arrange desks so that children face forwards where possible. Room layouts and staff will reinforce the 2m social distancing guidance.</li> <li>• Risk assessments and further discussion has taken place with vulnerable staff / pupils to establish specific arrangements which modify arrangements to minimise risk.</li> <li>• MS Teams can be used by staff to attend briefings / meetings remotely.</li> <li>• A visor will be provided for all staff at the start of the autumn term. PPE training will be delivered on PD day and on another day for those not attending on this day.</li> <li>• Staff, Visitors, Governors are to wear face coverings in communal areas.</li> <li>• Pupils must wear face coverings in their inside bases when they are not eating or seated 2m apart.</li> <li>• Pupils must wear a face covering when they go to the toilet during lessons.</li> <li>• Pupils should wear face coverings in lessons. These should only be removed when instructed to do so by the teacher.</li> <li>• Staff should make pupils aware that the face covering they use in school should be different to the one used on their home to school transport.</li> </ul>			
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			<ul style="list-style-type: none"><li>• Ensure enhanced cleaning arrangements are in place – use standard cleaning products, such as detergents and bleach. Ensure products have a COSHH risk assessment<ul style="list-style-type: none"><li>○ Clean frequently touched surfaces more often than usual</li><li>○ More frequent cleaning of rooms / shared areas</li><li>○ Different groups do not need to be allocated their own toilet blocks – clean toilets regularly</li></ul></li></ul>		<ul style="list-style-type: none"><li>• Year 8 will be instructed to wear face coverings from Monday 9<sup>th</sup> November up to Wednesday 2<sup>nd</sup> December when walking from the top yard to their inside area at break and lunchtimes.</li><li>• An emergency stock of face masks will be kept by the school and provided for staff and pupils who on occasions do not have their own to wear.</li><li>• Where used face masks/face coverings have been discarded and need picking up and disposed of safely, gloves or similar should be worn and hands thoroughly sanitised afterwards.</li><li>• Additional handwashing stations have been installed to provide increased capacity for frequent handwashing throughout the day.</li><li>• Staff using classrooms with basins will ask pupils to wash their hands during their lesson. Classrooms without basins will be provided with hand sanitiser for pupils to use at the start and end of each lesson.</li><li>• In cases where pupils are reluctant to use one of the sanitisation products provided, staff should advise reception so that this can be noted on SIMS and alternative arrangements established or products provided.</li><li>• Bacterial wipes, spray cleaner and cloths will be provided so that each pupil can wipe their desk area, workstation and equipment at the start and end of each lesson. Bins with foot pedals will be provided for each room for the safe disposal of all waste.</li><li>• A non-alcohol hand sanitiser will be provided in science labs.</li><li>• Additional cleaning hours have been agreed to provide follow round cleaning in high traffic areas throughout the school day and to increase time for thorough cleaning of all areas before the next day.</li><li>• Cleaning staff will be responsible for checking adequate sanitisation supplies are in place for every classroom.</li><li>• Site staff will check classrooms on a daily rota to ensure supplies remain adequate. Staff should email the site team if they feel</li></ul>				
			<ul style="list-style-type: none"><li>• Ensure active engagement is made</li></ul>						

			<p>with the NHS Test and Trace process</p> <ul style="list-style-type: none"> <li>○ Schools must ensure they understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u> and how to book a test</li> <li>○ Keep contact details of all visitors, staff and pupils</li> <li>○ By autumn term, all schools will be provided with a small number of home testing kits to give to symptomatic staff and pupils if they display symptoms at school</li> <li>○ If someone tests positive, (even if they are asymptomatic) they should stay at home and follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'</li> </ul> <p><a href="https://www.shropshire.gov.uk/local_outbreak_plan">https://www.shropshire.gov.uk/local_outbreak_plan</a></p> <p>Guidance on shielding and protecting people who are <u>clinically extremely vulnerable</u> is available</p> <p>Guidance for those who are <u>clinically-vulnerable, including pregnant women</u> is available</p> <p>Pregnant members of Staff</p> <p>A separate pregnant member of staff risk assessment should be completed for all these staff.</p> <ul style="list-style-type: none"> <li>• Members of staff that are pregnant fall into the clinically vulnerable group identified by the NHS and schools should endeavour to support staff to work from home. Those who are pregnant are strongly advised to follow the social distancing guidance.</li> </ul>		<p>that their classroom has been missed and they will visit and top up.</p> <ul style="list-style-type: none"> <li>• Track and trace guidance is updated as notified by GOV.UK in their daily bulletins</li> <li>• Guidance when a case is suspected or confirmed to be shared with all staff.</li> <li>• Reception to use agreed protocol for contacting parents if a pupil case is suspected supported by Covid first aid risk assessment.</li> <li>• The protocol in the event of a suspected case in member of staff is managed by the Head Teacher who can delegate responsibility to other members of the SLT.</li> <li>• All visitors are recorded on the electronic visitor management system. This records a person's name. Their contact telephone number is recorded in the company information section. Visitors and contractors will be kept to a minimum with other methods of communication and out of school hours attendance considered in the first instance.</li> <li>• Supply staff will be drawn from a pre-approved list of cover staff. All new cover staff must be pre-screened and pre-briefed before attending school.</li> <li>• All staff record their attendance on the electronic visitor management system and contract details are recorded on the academy SIMS system. Use of their maglock badge is preferred to keep use of finger recognition to a minimum.</li> <li>• Vulnerable staff who would prefer not to sign in at reception should notify their Faculty Leader on arrival and departure and the FL will register their arrival / departure on the electronic system.</li> <li>• Following completion of a questionnaire by all staff, those identified as vulnerable have completed a vulnerable staff risk assessment. Vulnerable risk assessments have been re-assessed ahead of the 2nd lockdown to ensure effective measures are in place for those who are identified as vulnerable in the current guidance.</li> <li>• Measures to mitigate risks for vulnerable</li> </ul>			
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			<ul style="list-style-type: none"> <li>• However, if pregnant members of staff cannot work from home, they should be offered the safest available on-site roles and practise social distancing. Schools will need to undertake a specific risk assessment for pregnant staff and decide whether or not such staff can safely return to the workplace.</li> <li>• The Royal College of Obstetricians &amp; Gynaecologists have produced <a href="#">guidance</a> which includes specific guidance for public facing roles. This advises that pregnant women who can work from home should do so. If they can't and work in a public-facing role it should be modified appropriately to minimise exposure. In particular, it places emphasis on employers undertaking a risk assessment, to determine whether women who are pregnant can continue working in public facing roles. <ul style="list-style-type: none"> <li>• The NHS have also provided guidance for pregnant women: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/</a> and <a href="https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/">https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/</a></li> </ul> </li> <li>• Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable.</li> </ul>		<p>individuals have been put in place with regular reviews to ensure effective.</p> <p>Individual risk assessments for pregnant staff will be undertaken by line managers and copied to Head Teacher. Support can be provided by the Business Manager or Assistant Manager if needed.</p> <ul style="list-style-type: none"> <li>• Existing FRA arrangements have been reviewed and can continue without revision. Staff to keep pupil bubbles separated on their way to the Top Yard. Pupils in year 9 should all line up on the same side of the dividing fence as Year 10 and 11.</li> <li>• To avoid confusion for pupils who need to be familiar with COVID return to school protocols, autumn term fire evacuation drills will be suspended. As incoming Year 7s will not be familiar with fire drill procedures, a drill will be carried out on their 2<sup>nd</sup> day.</li> </ul> <p>The following adjustments to this RA are considered necessary in light of the</p>			
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					<p>announcement by the government (Prime Minister) last night (4.1.21) for a 3<sup>rd</sup> National lockdown commencing on 6 January 2021:</p> <ul style="list-style-type: none"> <li>• A rota has been put in place which enables staff to work remotely from home when they are not teaching/supporting the vulnerable students and children of critical workers in school.</li> <li>• Staff who fall into the category of vulnerable or critically vulnerable worker will not be automatically included on the rota to teach/support in school.</li> <li>• Each year group will be kept in bubbles and have been allocated their own classroom. These are; Year 7 Room 10, Year 8 4B, Year 9 DT/IT, Year 10 S5, Year 11 Wellbeing. The number of students attending in each year group will continue to be monitored and additional classrooms will be added if numbers exceed safe capacity. Each bubble classroom will be marked with yellow tape on the floor to indicate a safe 2 metre distance between students and staff.</li> <li>• Existing outside bubble areas will remain available for use by students at social times with duty staff supporting.</li> <li>• Teaching and support staff will ensure that students continue to make use of hand sanitiser and cleaning products provided in each classroom bubble and maintain the arrangements in place for using the toilet and washbays.</li> <li>• Staff using the allocated classrooms must sanitise the teachers desk and surfaces around the whiteboard before they commence teaching in the room and before they leave the room for use by another member of staff.</li> <li>• As a minimum all windows in all classrooms should be left on vent and the classroom door to the corridor propped open during teaching. During breaks in use windows and all doors (internal and external) should be left</li> </ul>			
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					<p>open to allow fresh air to circulate.</p> <ul style="list-style-type: none"> <li>• Windows on the long corridor, staff room, dining room will be opened by site staff in the morning and closed at the end of the school day. These windows should remain open on vent at a minimum throughout each day.</li> <li>• A one-way system for staff movement into and when passing through the staffroom is to be followed from 6th January 2021 for all staff who are working in school. Access into the staffroom will be from the door in the corridor by the dining room and exit using the door by the SLT corridor. Signs on each door will indicate the maximum number of staff who should use the staffroom at any one time.</li> <li>• Face coverings are to be worn consistently by students in all lessons and anywhere inside school apart from times when they are eating and drinking.</li> <li>• Following introduction of the new C-19 variant and its increased transmissibility there will be zero tolerance allowed from students for compliance with the school's policies/procedures. Any student failing to comply will face sanctions, up to and including fixed term exclusion.</li> <li>• All students and staff must follow the latest guidance which stresses the importance of regular hand washing/sanitisation, wearing a face covering, maintaining a safe distance of 2 metres and providing ventilation.</li> </ul>			
2	<b>Maintaining Social Distancing at School</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>• Minimise contacts and mixing between people by reducing the number of contacts between children and staff</li> <li>• Organise groups of children in 'bubbles', as described in <u>How to group children</u> and maintain distance between individuals or groups where possible and in line with the current guidance</li> <li>• Consider how mixing into wider groups may be organised to accommodate specialist teaching, wraparound care,</li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>• Pupils have been separated into year group bubbles with dedicated areas allocated inside and outside for use at the start of the day, between lesson changeover, break and lunch and the end of the day.</li> <li>• A site map details the one way system to be used by all staff who will escort pupils between lessons and for duty staff and others supporting bubbles at other times.</li> <li>• Timetables and accommodation have been assessed and alterations made to minimise</li> </ul>	Low (1 x 5 = 5)	All staff, pupils, visitors	At all times



			<p>transport or boarding in residential schools.</p> <ul style="list-style-type: none"> <li>Alternative Provisions may wish to consider smaller size 'bubbles' or whole school 'bubbles' as part of their system of control and to best meet the needs of their pupils</li> <li>Ensure staff who need to move between classes and year groups, practise social distancing as much as possible, although this may not always be practical</li> <li>Organise classrooms and other learning environments such as workshops and science labs, to maintain space between seats and desks where possible to support distancing</li> <li>Seat pupils side by side and facing forwards. Follow current guidance for <u>Measures within the classroom</u></li> <li>Seek further advice from CLEAPSS for practical lessons and guidance documents. <ul style="list-style-type: none"> <li>GL344 for advice on D&amp;T (including food tech)</li> <li>GL345 for advice on Science</li> </ul> </li> <li>Office space - try to minimise or prevent hot desking – designate separate spaces where practicable.</li> <li>Refresh the timetable to decide which lessons or activities will be delivered</li> </ul> <ul style="list-style-type: none"> <li><b>Music</b> – consider additional risk of infection in environments where others are singing, chanting, playing wind/brass instruments or shouting</li> <li>Consider physical distancing / playing outside where possible</li> <li>Cap group sizes at 15 maximum</li> <li>Position pupils back to back</li> <li>Avoid sharing instruments</li> <li>Ensure good ventilation</li> <li>Singing, wind and brass playing should not take place in larger groups eg. assemblies / choirs</li> <li><b>Physical activity in schools</b> –</li> </ul>	<p>the potential for cross contamination.</p> <ul style="list-style-type: none"> <li>Staff have been advised to ensure social distancing between groups of pupils in different bubbles during lesson changover, arrival and departure and break and lunchtimes.</li> <li>Teaching Assistants have been allocated to year groups and will work solely within one bubble.</li> <li>The academy has referred to transport guidance issued by Shropshire Council / GOV.UK to establish a Covid Transport protocol to meet this guidance. This protocol has been shared with parents / carers and staff. Staggered arrangements overseen by staff at the start and end of each day have been established to safely manage pupils arriving and leaving on their designated transport.</li> <li>Staff have been advised to re-arrange desks so that children face forwards where possible. Room layouts and staff will reinforce the 2 metre social distancing guidance.</li> <li>Risk assessments and further discussion has taken place with vulnerable staff to put specific arrangements in place to modify working arrangements to minimise risk</li> <li>MS Teams can be used by staff to attend briefings / meetings remotely.</li> <li>Where practical, all rooms should be kept well ventilated. Use of air conditioning systems and portable desk fans may be used however this must be done alongside opening doors and windows to provide circulation of fresh air.</li> </ul> <p>Air conditioning guidance from Shropshire H&amp;S team</p> <ul style="list-style-type: none"> <li>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.</li> <li>You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air</li> </ul>		
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			<ul style="list-style-type: none"> <li>○ Keep pupils in consistent 'bubbles'</li> <li>○ Sports equipment thoroughly cleaned between use by different 'bubbles'</li> <li>○ Avoid contact sports</li> <li>○ Prioritise outdoor sports</li> <li>○ Where large indoor spaces are used, maximise distance between pupils and prioritise hygiene and cleaning</li> </ul> <p><i><a href="#">Guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></i></p> <ul style="list-style-type: none"> <li>● Refresh the timetable to reduce movement around the school: <ul style="list-style-type: none"> <li>○ Consider which lessons or classroom activities could take place outdoors</li> <li>○ Use the timetable and selection of classrooms or other learning environments to reduce movement around the school or building</li> <li>○ Stagger lessons to avoid creating busy corridors</li> <li>○ Stagger assembly groups</li> <li>○ Stagger break times (including lunch), so that all children are not moving around the school at the same time. Follow current guidance for <a href="#">Measures elsewhere</a></li> <li>○ Stagger drop-off and collection times</li> <li>○ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul> </li> </ul>		<p>to different rooms it is recommended that you turn off recirculation and use a fresh air supply. <b>Therefore in World Studies, air conditioning can only be turned on at any time in one of W3 and W4.</b></p> <ul style="list-style-type: none"> <li>○ You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate.</li> <li>○ Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.</li> <li>○ If you're unsure, speak to the Site Team who will take the advice of a heating ventilation and air conditioning (HVAC) engineer or adviser.</li> </ul> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <ul style="list-style-type: none"> <li>● Teaching spaces have been re-organised so that staff and pupils can maintain a safe 2m working distance.</li> <li>● Where staff / pupils are using multi use printers and devices and/or sharing phones, safe use notices will be displayed and wipes provided for wiping before and after use.</li> <li>● Unless timetabled in a shared classroom, staff going into each other's classrooms will be discouraged.</li> <li>● Staff other than Reception/Admin staff will be asked <b>NOT</b> to go behind reception. Where photocopying needs to be done this should be passed to Reception staff to do or local faculty copiers should be used.</li> <li>● A central point or desk placed at a safe distance will be used for staff handing out resources. The resources for each pupil will be placed on the desk and the pupil called up to collect, each person maintaining safe distancing.</li> <li>● Individual mini whiteboards will be issued to all pupils and where possible used instead</li> </ul>		
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			<ul style="list-style-type: none"> <li>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> </ul>		<p>of exercise books. Some staff have been issued with visualisers to assist with remote display of pupils work during lessons.</p> <ul style="list-style-type: none"> <li>The lending of school uniform i.e. jumpers and ties will not be permitted.</li> <li>School trips / visits along with use of the school mini bus are not recommended. Where a trip/visit is considered essential for pupils' education, prior approval must be granted by the Head Teacher.</li> <li>All parents evenings using the traditional format will be postponed. Proposals for alternative arrangements will be discussed and agreement reached with staff in advance, and communicated to parents/carers.</li> <li>Individual risk assessments written for Music, Science, Design Technology and PE will be shared with all staff involved in teaching/supporting these subjects</li> <li>During the 2<sup>nd</sup> lockdown Government guidance indicates that all non-curriculum activity should cease including extracurricular music/drama lessons and after school clubs. This will be reviewed again once the 2<sup>nd</sup> lockdown comes to an end or when further guidance is issued.</li> <li>Assemblies will be kept to a minimum and where needed will be delivered in year group bubbles.</li> <li>Lesson timetabling has been changed to allow time for groups to be walked between lessons and between break and lunchtimes by staff. Staff and pupils will follow the same external route maintaining a safe distance between bubbles.</li> <li>Drop off and collection times along with transport arrangements have been scheduled to keep pupils in bubbles.</li> <li>A duty rota has been constructed to manage the movement of pupils when they are not in lessons or moving from one lesson to another.</li> <li>The Transport protocol directs parents / carers not to come onto site on foot or in vehicles and to park a short distance from school and for their child to walk in.</li> <li>Arrangements have been put in place for</li> </ul>			
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					<p>staff not to gather in the staffroom if they prefer not to. Participation at briefings and meetings can be done via Microsoft Teams</p> <ul style="list-style-type: none"> <li>• Communal areas will be wiped down hourly</li> <li>• The academy has referred to transport guidance issued by Shropshire Council / GOV.UK to establish a Covid Transport protocol to meet this guidance. This protocol has been shared with parents/carers and staff. Staggered arrangements overseen by staff at the start and end of each day have been established to safely manage the pupils arriving and leaving on their designated transport.</li> <li>• Kettlemere pupils will be dropped off and picked up outside the door of the KM Centre. Pupils will stay inside the taxi until collected by a member of staff and escorted to the taxi when they leave.</li> </ul> <p>In light of 3<sup>rd</sup> National lockdown commencing on 6<sup>th</sup> January 2021 the following adjustment to this RA is considered necessary:</p> <ul style="list-style-type: none"> <li>• A one-way system for staff movement into and when passing through the staffroom is to be followed from 6<sup>th</sup> January 2021 for all staff who are working in school. Access into the staffroom will be from the door in the corridor by the dining room and exit using the door by the SLT corridor. Signs on each door will indicate the maximum number of staff who should use the staffroom at any one time.</li> </ul>			
3	<b>Reduce mixing within education or childcare setting by: (including supply teachers, peripatetic teachers and / or other temporary staff</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</li> <li>• Supply teachers, peripatetic teachers and other temporary staff, who move between schools, should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>• Access rooms directly from outside where possible</li> <li>• Consider one-way circulation, or place a divider down the middle of the</li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>• External support staff will visit school and see pupils on an appointment only basis to provide interventions. Only rooms included on the hourly cleaning cycle will be used.</li> <li>• The academy will only use external staff from a pre-approved list. These staff have received a copy of this risk assessment and briefed in relation to keeping themselves and the rest of the school community safe.</li> <li>• Visiting staff will be advised to keep movement around the school to a minimum, not to use the staffroom and to use external</li> </ul>	Low (1 x 5 = 5)	Staff and pupils	At all times



			<p><a href="#">19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p> <p><b>For shared rooms:</b></p> <ul style="list-style-type: none"> <li>• Use halls, dining areas and internal and external sports facilities for lunch and exercise.</li> <li>• If 'bubbles' take staggered breaks between lessons, these areas can be shared as long as different 'bubbles' do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Stagger the use of staff rooms and offices to limit occupancy: <ul style="list-style-type: none"> <li>○ Consider how the management of breaks and lunchtimes for staff who are allocated to a group, will not mix with other groups</li> <li>○ Organise how measures will be put in place in the staff room to allow for social distancing – access to facilities, safe space to relax and take time out</li> </ul> </li> </ul> <p><b>Reduce the use of shared resources:</b></p> <p>By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Children could be asked to bring in own stationery (or have packs of stationery labelled with their name on)</p> <p>Classroom based resources, such as books and games, can be used and shared within</p>	<p>allocated for each year group. Routes which keep each year group separate have been established to allow pupils to move between their inside designated area (i.e. dining) and their external designated area during social times.</p> <ul style="list-style-type: none"> <li>• The academy does not have any play equipment.</li> <li>• Pupils playing in bubbles will be <b>NOT</b> be permitted to play football during social times.</li> <li>• The programme for pupils to sanitise / wash hands as the end of break / lunch is essential to minimise the risk of cross contamination</li> <li>• Pupils will have access to every classroom dependent on their timetable. Bacterial wipes, spray cleaner and cloths will be provided so that each pupil can wipe their desk area, workstation and equipment at the start and end of each lesson. Bins with foot pedals will be provided for each room for the safe disposal of all waste.</li> <li>• Pupils will be taught in year group bubbles split into smaller teaching groups. Bubbles will not mix.</li> <li>• Additional cleaning will be provided during the school day to clean teachers' areas where different teachers share the same classroom and to provide a deeper clean outside school hours.</li> <li>• Arrangements have been put in place for staff not to gather in the staffroom if they prefer not to. Participation at briefings and meetings can be done via Microsoft Teams</li> <li>• Communal areas will be wiped down hourly.</li> </ul> <ul style="list-style-type: none"> <li>• A central point or desk placed at a safe distance will be used for staff handing out resources. The resources for each pupil will be placed on the desk and the pupil called up to collect, each person maintaining safe distancing.</li> <li>• It is the individual teacher's responsibility to</li> </ul>			
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			<p>the 'bubble': these should be cleaned regularly along with all frequently touched surfaces. Resources that are shared between classes or 'bubbles', such as sports, art and science equipment, should be cleaned frequently or rotated to allow them to be left unused or out of reach for a period of 48 hours (72 hours for plastics) between use by different 'bubbles'</p> <p>N.B. Seek further advice from CLEAPSS for practical lessons, guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</p>		<p>ensure that there is no crossing of resources between bubbles. If there is crossing of resources between bubbles then they need to be sanitised and left for 48 hours (72 hours if plastic) before reusing with another bubble. Resources can be shared between classes within the same bubble/year group. Teachers need to speak to their Head of Faculty if they need additional resources to make this possible.</p> <ul style="list-style-type: none"> <li>Assessments/exam questions should be done on paper and left for 72 hours before marking to avoid the need for teachers to be collecting in ex books.</li> <li>Pupils should have their own equipment including their own whiteboard which has been provided by the school. No pupil should be lending equipment to or borrowing from another pupil.</li> <li>Some staff have been issued with visualisers to assist with remote display of pupils' work during lessons.</li> <li>A dishwasher has been purchased for Science to allow for the sanitising of equipment between lessons.</li> </ul>			
4	<b>Managing Customers, Contractors and visitors</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>Encouraging visits via remote connection / working where this is an option.</li> <li>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>Limiting the number of visitors at any one time.</li> <li>Limiting visitor times to a specific time window and restricting access to required visitors only.</li> <li>No visitors or contractors during drop off and pick up times</li> <li>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</li> <li>Maintaining a record of all visitors, if this is practical.</li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>Before arranging visits to site, contractors will be asked to provide their Covid-19 risk assessment for approval.</li> <li>In parallel and where necessary, Lakelands Academy Site Team will develop personalised risk assessments to work in tandem with the contractors' own Covid-19 risk assessment to ensure that safe working practice operates between the contractor and school.</li> <li>The site team will monitor and oversee the contractors to ensure that measures are being correctly implemented.</li> <li>No visitors or contractors will be allowed to enter the site during pupil arrival and departure times</li> <li>Reception must be notified in advance of all visitor appointments Reception will send an advance email to the visitor explaining arrangements and expectations</li> <li>Reception and other staff will be provided with training in visitor management</li> </ul>	Low (1 x 5 = 5)	Staff and visitors	At all times

			<ul style="list-style-type: none"> <li>Maintain a record of all visitors (including contact details) to support the NHS Test and Trace process.</li> <li>Revise visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</li> </ul> <p><b>Customers and Visitors-</b></p> <ul style="list-style-type: none"> <li>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</li> <li>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</li> <li>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</li> </ul>		<p>procedures. To assist track and trace, all visitors signing in on reception will be required to give their contact details.</p> <ul style="list-style-type: none"> <li>Signage on reception will instruct those signing in to use wipes and hand sanitiser provided to wipe screen and sanitise hands. Signs and notices will be displayed indicating the academy expectations for contractors / visitors coming onto the school site.</li> <li>All visitors and contractors will use the reception entrance to ensure their safety and the safety of others can be effectively managed on arrival and departure.</li> <li>Anyone without good reason found to be in breach will be asked to leave site immediately.</li> </ul>			
5	<b>Workplace and furniture contamination</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> <li>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</li> </ul> <p><b>Hygiene: handwashing, sanitation facilities and toilets</b></p> <ul style="list-style-type: none"> <li>Using signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency</li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>A central point or desk placed at a safe distance will be used for staff handing out resources. The resources for each pupil will be placed on the desk and the pupil called up to collect, each person maintaining safe distancing.</li> <li>Individual mini whiteboards will be issued to all pupils and where possible used instead of exercise books. Some staff have been issued with visualisers to assist with remote display of pupils' work during lessons.</li> <li>Sanitiser stations will be placed next to each photocopier and signs displayed requesting staff to wipe down touch points before and after use.</li> <li>Soft furnishings have been removed or covered with plastic where feasible to do so.</li> </ul> <ul style="list-style-type: none"> <li>Additional handwashing stations have been installed to provide increased capacity for frequent handwashing throughout the day.</li> <li>Staff using classrooms with basins will ask</li> </ul>	Low (1 x 5 = 5)	<p>SLT and Site staff</p> <p>Staff and pupils</p> <p>Site staff / cleaners</p>	<p>Before hand</p> <p>At all times</p> <p>Before use of rooms</p>



			<ul style="list-style-type: none"> <li>ensure that all adults and children: <ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>are encouraged not to touch their mouth, eyes and nose</li> <li>use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>Enhancing cleaning for busy areas.</li> <li>Providing more waste facilities and more frequent rubbish collection.</li> <li>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.</li> <li>follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>consider how to encourage young children to learn and practice these habits through games, songs and repetition</li> <li>Ensure that lidded / pedal bins for tissues are emptied throughout the day. Ensure regular cleaning of lids</li> <li>Where possible, all spaces should be</li> </ul>	<p>pupils to wash their hands during their lesson. Classrooms without basins will be provided with hand sanitiser for pupils to use at the start and end of each lesson.</p> <ul style="list-style-type: none"> <li>A handwashing programme has been put in place to ensure that pupils wash their hands regularly during the school day.</li> <li>Signage is displayed across the site and the importance of regular handwashing shared with adults and children</li> <li>Bacterial wipes, spray cleaner and cloths will be provided so that each pupil can wipe their desk area, workstation and equipment at the start and end of each lesson. Bins with foot pedals will be provided for each room for the safe disposal of all waste.</li> <li>Site and cleaning staff will be made aware of the timetable of activities for all groups on site so that cleaning can be scheduled appropriately.</li> <li>A programme for additional cleaning will be put in place where areas are in use by multiple groups i.e. toilets, staffroom, lifts.</li> <li>Additional cleaning hours have been scheduled to provide a more thorough clean outside school hours.</li> <li>The Lakelands Covid-19 precautionary cleaning risk assessment will be used until further notice by site/cleaning staff.</li> <li>Bins which can be opened using a foot pedal and which have lids will be provided for the disposal of wipes, tissues etc. Notices on the bins will say 'Use foot pedal do not touch the bin'. These bins will be placed in high need areas and emptied by site/cleaning staff daily.</li> <li>A visor will be issued to all staff at the start of the autumn term and PPE will be made available for staff who require it.</li> <li>A Covid-19 first aid grab bag will be placed in reception and every subject area and therefore readily available for on call staff providing first aid support.</li> </ul> <p>Bins will be checked throughout the day and emptied where needed. All bins will be</p>	<p>Site, cleaning , other staff and pupils</p>	<p>At all times</p>
					<p>First aiders</p>	<p>At all times</p>
					<p>All staff</p>	<p>At all times</p>

			<p>well ventilated using natural ventilation, air conditioning units and fans. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</p> <ul style="list-style-type: none"> <li>• Prop doors open, where safeguarding and fire regulations allow</li> <li>• Use your local suppliers for proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</li> <li>• Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal</li> </ul> <p><b>Changing rooms and showers</b></p> <ul style="list-style-type: none"> <li>• Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible.</li> <li>• Introducing enhanced cleaning of all facilities regularly during the day and before the start of the following.</li> </ul> <p><b>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</b></p> <ul style="list-style-type: none"> <li>• Cleaning procedures for goods and merchandise entering the school site.</li> <li>• Cleaning procedures for vehicles if appropriate e.g. Minibuses, lawn mowers.</li> </ul> <p>Social distancing will be a problem in vehicles. Only one person to use at a time and vehicle cleaned thoroughly before and after each use.</p>	<p>emptied at the end of each day.</p> <ul style="list-style-type: none"> <li>• Where practical, all rooms should be kept well ventilated. Use of air conditioning systems and portable desk fans may be used however opening doors and windows to provide fresh air is preferred. There are limitations to the use of air conditioning systems in World Studies as they share systems. Only airco units in W3 and W4 can be used.</li> <li>• Door should be propped open where possible to avoid the need for groups of staff or pupils to repeatedly touch door surfaces.</li> </ul> <ul style="list-style-type: none"> <li>• Activities will be limited to those where showering is not needed.</li> <li>• Pupils will be told to attend school on the days when they have PE. They will stay in their PE kit throughout the day. Changing /shower rooms will not be used.</li> </ul> <ul style="list-style-type: none"> <li>• Where cleaning equipment / machines are in multi use between staff, they must be thoroughly cleaned before and after use.</li> <li>• All deliveries to site must be cleaned with antibacterial wipes before distribution in school. Where antibacterial wipes are not available, these will be provided by the site team on request.</li> <li>• Staff should either open all post whilst wearing gloves, dispose of the packaging and pass contents on to the named person or leave handling post for 72 hours after which the science informs us that the virus</li> </ul>			<p>Site &amp; cleaning team</p> <p>All staff</p> <p>All staff</p>	<p>At all times</p> <p>At all times</p> <p>Before use</p>
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					<p>no longer poses a risk.</p> <ul style="list-style-type: none"> <li>A Separate Use of Vehicles risk assessment must be prepared before school vehicles / minibus is used.</li> </ul>			
6	<p><b>Use of personal protective equipment (PPE) and face coverings in school settings against COVID -19</b></p>	<p>Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable</p>	<ul style="list-style-type: none"> <li>Children and staff may arrive at school wearing a face covering especially if they have arrived via public transport. Schools should therefore have a process for removing face coverings when pupils and staff arrive at school. Guidance on this can be found in section 5               <ul style="list-style-type: none"> <li>Instruct pupils / staff not to touch the front of their face covering during use or removal</li> <li>Wash hands immediately on arrival (as is always the case)</li> <li>Dispose of temporary face coverings in a covered (lidded) bin or place reusable coverings in a plastic bag, they can take home with them</li> <li>Wash hands again</li> </ul> </li> </ul> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <ul style="list-style-type: none"> <li>The latest guidance for pupils on the wearing of face masks / covering can be found in the link below; Wearing a face covering or face mask in schools or other education settings is not mandatory</li> </ul> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <ul style="list-style-type: none"> <li>An extract from the guidance states:               <ul style="list-style-type: none"> <li>“children aged 12 and over should wear a mask under the same conditions as adults, in particular</li> </ul> </li> </ul>	<p>Med (2 x 5 = 10)</p>	<ul style="list-style-type: none"> <li>Staff have been given instructions to follow to ensure that they and any children arriving at school wearing a face covering (mask) understand how it should be removed safely and either disposed of or stored safely for re-use.</li> <li>PPE training will be delivered to staff on PD day and on another days for those not attending on this day.</li> <li>Staff will be provided with a link to the public health guidance on wearing of face masks and instructed to share this with pupils at the start of term and when needed to reinforce instructions</li> <li>A regular programme is in place to ensure pupils wash their hands throughout the day and to sanitise their hands at the start and end of each lesson.</li> </ul>	<p>Low (1 x 5 = 5)</p>	<p>All staff</p>	<p>At all times</p>

			<p>when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area."</p> <ul style="list-style-type: none"> <li>○ Earlier guidance which stated that Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances. Has be revised ahead of the 2<sup>nd</sup> lockdown commencing the 5<sup>th</sup> of November</li> <li>○ Guidance issued effective from the 5<sup>th</sup> of November states that face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained"</li> </ul>		<p>Measures implemented by Lakelands which direct pupils in bubbles to leave classrooms by their nearest door to outside and move to their next lesson using outside routes accompanied by staff reduces the time pupils spend moving internally in school</p> <p>The following was implemented ahead of the 2<sup>nd</sup> lockdown commencing the 5<sup>th</sup> of November</p> <ul style="list-style-type: none"> <li>• Staff, Visitors, Governors are to wear face coverings in communal areas</li> <li>• Pupils must wear face coverings in their inside bases when they are not eating or seated 1m metre apart</li> <li>• Pupils should wear face coverings in lessons. These should only be removed when instructed to do so by the teacher.</li> <li>• Staff should make pupils aware that the face covering they use in school should be differernt to the one used on their home to school transport.</li> <li>• Year 8 will be instructed to wear face coverings from Monday 9<sup>th</sup> November up to Wednesday 2<sup>nd</sup> December when walking from the top yard to their inside area at break and lunchtimes.</li> <li>• An emergency stock of face masks will be kept by the school and provided for staff and pupils who on occasions do not have their own to wear.</li> </ul> <p>Control measures wil be monitored to ensure effectiveness and amended where needed.</p> <ul style="list-style-type: none"> <li>• PPE will be made available for staff who require it (i.e. first aiders, cleaners, TA carers). Should this be requested, these staff will be trained by a member of the first aid team in the safe use and disposal of PPE.</li> </ul> <ul style="list-style-type: none"> <li>• A First Aid Risk assessment during COVID-19 has been constructed, which has been shared with all first aiders. This risk assessment details the actions which need to taken if anyone becomes unwell with symptoms of coronavirus. Appended to this risk assessment is a list of first aiders, their</li> </ul>		<p>Staff, visitors, pupils and all others</p>	<p>All the time</p>
			<ul style="list-style-type: none"> <li>• Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. They can also impair normal breathing of children</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain social distancing. PPE is</li> </ul>				<p>First Aiders Finance staff</p>	<p>When require dd</p>

			<p>only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>Children, young people and 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</li> <li>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and 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. If contact with the child or young person 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>Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE.</li> </ul>		<p>scope of support along with a script to share with parents/carers explain what actions they need to take.</p> <ul style="list-style-type: none"> <li>A Covid-19 first aid grab bag will be placed in reception and every subject area and therefore readily available for on call staff providing first aid support.</li> <li>The finance team will be responsible for keeping an adequate supply of PPE and re-ordering when needed.</li> <li>Individual risk assessments have been created for pupils with intimate care needs and shared with affected staff</li> <li>Contacts have been established to maintain a supply of PPE</li> </ul>		SENDCO / K.Mere and TA's	When required
7	<b>Catering facilities</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>Consult with the catering company if separate from school staff to see what they are able to provide</li> <li>Consider the following: <ul style="list-style-type: none"> <li>Practicality of providing food for pupils and staff</li> <li>Achieving social distancing in the kitchen</li> <li>Separate sittings be for reduced numbers</li> <li>Additional time needed to clean areas between sittings</li> </ul> </li> <li>School kitchens can continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>Shire Catering are responsible for ensuring that only their staff use the kitchen. Deliveries are made direct to their outside door and notices put on the internal door prohibiting others from entering.</li> <li>Shire Catering have a risk assessment in place to support safe working in the kitchen which also limits potential for cross infection in the school.</li> <li>A lunchtime meal service will be provided for each year group bubble.</li> <li>Parents have been advised that they must apply funds to their child's meal account electronically using parent pay.</li> <li>Pupils and staff will not be permitted to handle cash. Machines around the school which take cash from pupils will be disabled</li> </ul>	Low (1 x 5 = 5)	Catering staff, pupils and all staff	During meal times

8	<b>First aid</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<p>In emergencies, social distancing should be observed if possible, but this may not always be possible. As a minimum, consider the following:</p> <ul style="list-style-type: none"> <li>Review the number of first aiders, fire marshals and Evac chair operators required if the building occupancy and use has changed. Additional measures may be required\implemented in view of staff shortages.</li> <li>Training will be required for any additional equipment used under the changing circumstances. First Aiders must be aware of the new protocols with regard to Covid19</li> <li>PEEPS (Personal Emergency Evacuation Plan) – may need reviewing for disabled people/people with assistance dogs/use of lifts due to changes in social distancing or evacuation routes.</li> <li>Ensure adequate first aid and associated provision is made at all times</li> <li>Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire</li> <li>Provide all necessary means of cleaning equipment following any type of emergency</li> <li>All occasions when CPR is required this will be carried out in accordance with current protocols</li> <li>Where there is a possible risk of infection all necessary precautions must be followed face, and eye protection and contact with the casualties airway must be avoided. Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care</li> <li>For a paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no</li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>Some vulnerable staff have offered reduced first aid duties. Sufficient staff remain to fulfil first aid and fire evacuation need. Absence will be monitored to ensure staffing remains adequate</li> <li>A Covid-19 first aid grab bag will be placed in reception and every subject area and therefore readily available for on call staff providing first aid support.</li> <li>The staff rota in operation will ensure that at least 1 trained first aider is on site every day.</li> <li>First aiders should read and confirm their acceptance of the First Aid Risk assessment during COVID-19 before being asked to provide first aid support</li> <li>Back up supplies are held by the finance team. Contacts have been established to maintain a satisfactory supply of PPE</li> <li>Day time and afterschool cleaners will be instructed to top up classroom sanitation supplies daily and will be provided with the equipment and chemicals needed to undertake a thorough clean.</li> </ul>	Low (1 x 5 = 5)	First Aider(s) / Reception and site staff	Before and during
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			<p>action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival</p> <ul style="list-style-type: none"> <li>First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19.</li> <li>Additional measures may be required\implemented in view of staff shortages.</li> </ul>		<ul style="list-style-type: none"> <li>The First Aid risk assessments has been updated to reflect the latest guidance on resuscitation</li> <li>The latest risk assessment has been shared with all first aiders</li> </ul>			
9	<b>Accidents\ incidents</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.</li> <li>Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE reporting)</li> <li>Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children\pupils</li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>Activities which are considered high risk will not take place</li> </ul>	Low (1 x 5 = 5)	H&S officer, staff, SLT	When required
10	<b>Emotional distress of the staff - including anxiety</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>At least one SLT member of staff on site every day for staff to share concerns with</li> <li>Open door policy</li> <li>Appoint mental health first aiders to support staff</li> <li>Staff to be included with the decision making, risk assessments</li> <li>Regular briefings to discuss phased returns and changes to processes. Consultation with staff to address concerns</li> <li>Review staff work and rest rooms to ensure social distancing can be adhered to</li> <li>Staff should be provided with an allocated space such as staff room or alternative rooms where they can go for break times. A safe space for staff to relax and rest between sessions should be made available.</li> <li>Staff break and lunchtimes must be</li> </ul>	Low (2 x 4 = 8)	<ul style="list-style-type: none"> <li>The Head Teacher has an open door policy and staff are aware that they can approach the Head Teacher, their Faculty Leader, NASUWT Rep or Manager to discuss concerns at any time</li> <li>The link below from a mental health and wellbeing charity focussed on education staff and mentioned by NASUWT provides useful support and information <a href="https://www.educationsupport.org.uk/corona-virus-support">https://www.educationsupport.org.uk/corona-virus-support</a></li> <li>All staff have completed the vulnerable employee checklist</li> <li>Vulnerable employee risk assessments have been completed for staff who have indicated that they are in an at risk category</li> <li>Following consultation, work place adaptations have been undertaken to address concerns and minimise risk</li> <li>Occupational Health assessments have been undertaken to seek additional guidance when needed and actions taken to</li> </ul>	V Low (1 x 4 = 4)	Staff. SLT  SENDCO all staff	At all times  before hand



	<b>Emotional distress of the pupils</b>		<p>rotated into the school day</p> <ul style="list-style-type: none"> <li>• Make details of counselling available to staff e.g. NOSS</li> <li>• Share other contacts/sources of information such as MIND</li> <li>• Referral to Occupational Health for clarity on circumstances someone in school should be working under depending on health</li> <li>• Staff to have access to a designated member of staff to address concerns with. Where possible work place adaptations should be considered to support staff member</li> <li>• Mental health, including anxiety is a recognised medical health need and should be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced</li> </ul> <ul style="list-style-type: none"> <li>• Pupils to be supported by staff</li> <li>• Look at ways of being able to support a child if in need of comfort.</li> <li>• SEN pupils - review assessments to be able to further assist pupils who will not understand the changes</li> <li>• <a href="#">Access a free webinar <u>Supporting pupil and pupil mental wellbeing</u></a></li> </ul>		<p>address recommendations made</p> <ul style="list-style-type: none"> <li>• Arrangements have been put in place for staff not to gather in the staffroom if they prefer not to. Participation at briefings and meetings can be done via Microsoft Teams</li> <li>• The library has also been made available as an alternative space for staff to use and where staff can join team briefings / meetings</li> <li>• Where vulnerable staff have requested local arrangements ( i.e. staying in close proximity to their faculty) these have been provided</li> <li>• Additional cleaning has been scheduled to clean all common areas (i.e. staffroom(s), toilets) regularly during the day.</li> <li>• Staff to be asked to be mindful of pupils concerns and emotions to provide support and ask for help from SLT when needed.</li> </ul> <ul style="list-style-type: none"> <li>• SENDCO to lead on the integration of SEN pupils back into school and the support measures needed. SENDCO to send the completed risk assessment to all staff before these pupils return to school</li> </ul>			
11	<b>Transport arrangements Wider public transport - Dedicated school transport, including statutory provision</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<p><b>Staff, parents and children:</b></p> <ul style="list-style-type: none"> <li>• encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>• making sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li>• Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>• Ensure transport providers, as far as possible, follow hygiene rules</li> <li>• Ensure that transport arrangements</li> </ul>	Med (2 x 5 = 10)	<ul style="list-style-type: none"> <li>• The academy has constructed a transport protocol using guidance issued by Shropshire Council's transport team and the latest government guidance.</li> <li>• Protocol shared with staff on PD day and on return to school if not in on PD day</li> <li>• Letters issued to parents / carers detailing measures</li> <li>• Preference that Lakeside Coaches is used to transport pupils to and from school.</li> <li>• Lakeside Coaches risk assessment reviewed by the academy</li> <li>• Lakelands to provide face masks for Lakeside Coaches to pass to any pupil who</li> </ul>	Low (1 x 5 = 5)	SLT, staff, pupils, visitors	Before hand and monitor compliance during



			<p>cater for any changes to start and finish times</p> <ul style="list-style-type: none"> <li>Consider how pupils are grouped together on transport, where possible, this should reflect the 'bubbles' that are adopted within school</li> <li>Consider the use of hand sanitiser upon boarding and / or disembarking</li> <li>Encourage additional cleaning of vehicles</li> <li>Organise queuing and boarding where possible</li> <li>Maintain social distancing within vehicles where possible</li> <li>Consider the use of face coverings for children over the age of 11, where appropriate, eg. if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> <li>Take appropriate actions to reduce risk if hygiene rules and social distancing are not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</li> <li>Social distancing will be a problem in vehicles. Consider only one person to use at a time and vehicle cleaned thoroughly before and after each use.</li> </ul> <p><b>local authorities or transport providers</b> could consider the following:</p> <ul style="list-style-type: none"> <li>➤ guidance or training for school transport colleagues</li> <li>➤ substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li> <li>➤ cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</li> </ul>		<p>does not have one. Pupils' names will be shared with the school and HOY's to contact parents explaining that they must provide thereafter.</p> <ul style="list-style-type: none"> <li>Shropshire Council, Lakeside Coaches and the school will work together to find a solution for pupils travelling on the Arriva 53 service to minimise the risk of cross contamination between Lakelands pupils, pupils from other schools and the general public who also travel on this service.</li> <li>In addition, parents to be offered the opportunity to transfer from the 53 service to a Lakeside Coach initially for the autumn term only where seat availability permits.</li> <li>Shropshire Council and the academy are working together to implement the transport protocol and minimise risk.</li> <li>The local contractor for coach transport used by the council and the academy is Lakeside Coaches. Lakeside Coaches is working actively with the council and academy to implement the transport protocol</li> <li>Shropshire Council take responsibility for briefing and implementing transport protocol with taxi companies.</li> <li>The academy including the Kettlemere Centre have management arrangements in place to ensure the safety of pupils arriving and departing in taxis.</li> <li>Unless they have been granted permission in advance by the Head Teacher, parents / carers will be expected to drop off and collect their children outside the school gates.</li> </ul>			
					<ul style="list-style-type: none"> <li>The academy has referred to transport</li> </ul>			

			<ul style="list-style-type: none"> <li>• <b>communicating</b> revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> <li>• Staff, parents and children:</li> <li>• Encourage parents, staff and children and young people to walk or cycle to their education setting where possible</li> <li>• Consider using 'walking buses'</li> <li>• Make sure schools, parents and young people are aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel</li> <li>• Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>• Ensure transport providers, as far as possible, follow hygiene rules</li> <li>• Ensure that transport arrangements cater for any changes to start and finish times</li> <li>• Consider how pupils are grouped together on transport, where possible, this should reflect the 'bubbles' that are adopted within school</li> <li>• Consider the use of hand sanitiser upon boarding and / or disembarking</li> <li>• Encourage additional cleaning of vehicles</li> <li>• Organise queuing and boarding where possible</li> <li>• Maintain social distancing within vehicles where possible</li> <li>• Consider the use of face coverings for children over the age of 11, where appropriate, eg. if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> <li>• Take appropriate actions to reduce risk if hygiene rules and social distancing are not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten</li> </ul>		<p>guidance issued by Shropshire Council / GOV.UK to establish a Covid Transport protocol to meet this guidance. This protocol has been shared with parents/carers and staff. Staggered arrangements overseen by staff at the start and end of each day have been established to safely manage pupils arriving and leaving on their designated transport.</p> <ul style="list-style-type: none"> <li>• With the exception of the Arriva 53 service, the local contractor for coach transport used by the council and the academy is Lakeside Coaches.</li> <li>• A 53 EL service to replace the Arriva 53 service will be operated by Lakeside Coaches and provided for use by children only to avoid the need for adults and school children to share the same public service transport.</li> <li>• Shropshire Council take responsibility for briefing and implementing transport protocol with taxi companies.</li> </ul>			
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			<p>seatbelts</p> <ul style="list-style-type: none"><li>• Social distancing will be a problem in vehicles. Consider only one person to use at a time and vehicle cleaned thoroughly before and after each use.</li><li>• Local authorities or transport providers could consider the following:</li><li>• Guidance or training for school transport colleagues</li><li>• Substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li><li>• Cordon off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</li><li>• Communicate revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li></ul> <p><b>Receiving deliveries of goods:</b></p> <ul style="list-style-type: none"><li>• Minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking</li><li>• Order larger quantities of inbound materials less often to reduce deliveries</li><li>• Where possible and safe, having single employees load or unload vehicles</li><li>• Where possible, using the same pairs of people for loads where more than one is needed</li><li>• Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways</li><li>• Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys</li></ul>					
				<ul style="list-style-type: none"><li>• Hand sanitiser stations are situated outside the front door in the foyer and at the reception desk with signage displayed requesting visitors to sanitise and place waste in the lidded bins provided.</li><li>• Visitors to the school will be by appointment and in advance only</li><li>• A bank of pre-screened, pre-briefed cover, therapy and peripetetic music staff will be used. Subject to current guidance permitting the activities to continue in school</li><li>• Where additional staff are needed and pre-briefing cannot take place, these staff will be accompanied between teaching bases until briefing has taken place.</li><li>• Delivery drivers will be asked to enter when no one else is moving through reception and to leave parcels inside the door and not approach the reception desk for signature. Reception will call the site team to collect</li></ul>				

			<ul style="list-style-type: none"> <li>Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical</li> <li>Regular cleaning of reusable delivery boxes</li> </ul>		<p>and distribute parcels. Staff moving parcels will be asked to wear gloves.</p> <ul style="list-style-type: none"> <li>Post delivered by Royal Mail will be left on the reception desk for staff to handle after using wipes or wearing gloves. Opened post will be placed in staff pigeon holes for staff to collect with gloves to handle, as advised. Where staff would prefer alternative arrangements, these should be discussed with their Faculty Leader.</li> </ul>			
12	<b>Use of Car park for cars, and other forms of transport</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>Car parking/spacing of cars for staff</li> <li>staggered arrival times?</li> <li>Use of bikes revise the siting of bikes and again stagger times of arrival and maybe dedicate different area to secure bikes</li> </ul>	Low (2 x 4 =8)	<ul style="list-style-type: none"> <li>Staff arrive and depart at different times of the school day. Staff will be advised that the school gates will be closed at 8.45 and staff arriving after this time should park in the rear car park</li> <li>Parents / carers will be advised that they should drop off and collect their children from outside the school and park a safe distance away to avoid congestion outside the school gates.</li> <li>Parents/carers will be asked to talk to their children and make them aware of the 2 metre safe distancing rule. Pupils will only access and depart from the school using the front entrance. The rear entrance will remain closed. The arrival of pupils will be managed by duty staff to ensure safe distance compliance and bubble separation.</li> </ul>	V Low (1 x 4 = 4)	All	during
13	<b>When schools reopened other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.</b>	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<p>Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</p> <p>Fire Risk Assessment will need reviewing in light of the control measures implemented due to staff shortage, alterations of evacuation routes, different exits used to maintain social distancing.</p>	Low (2 x 4 =8)	<ul style="list-style-type: none"> <li>Premises have remained open throughout and regular checks and inspections maintained. This programme will continue.</li> <li>Drinking fountains to be taken out of use and pupils told to bring pre-filled own use water bottles.</li> <li>Additional cleaning is in place to provide enhanced cleaning throughout the school day and before and after school hours.</li> <li>The FRA has been reviewed and can remain unchanged. Staff will be reminded to keep bubbles separate on route to the Top Yard.</li> </ul>	V Low (1 x 4 = 4)	<p>Site staff, H&amp;S Officer, Site staff</p> <p>H&amp;S Officer, &amp; All</p>	Before and during

**If more hazards are identified please add more boxes**

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Communication to all parties is essential:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

### E. Circulation List - Working in the Schools during Covid19 Pandemic

Please list people who have been informed of the assessment. **I confirm that I have opened and read the links referenced in this risk assessment**

[illegible]

## Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
<b>Site:</b> <ul style="list-style-type: none"> <li>Perimeter fencing, hedges, gates etc.</li> <li>Trees</li> <li>Waste storage areas and waste bins</li> </ul>	<ul style="list-style-type: none"> <li>Boundary integrity</li> <li>Risk assessments up-to-date; no damage</li> <li>Secure – waste collection still occurring</li> </ul>		
<b>Building:</b> <ul style="list-style-type: none"> <li>Roof (inc. chimneys)</li> <li>Facias, gutters, downpipes</li> <li>Walls</li> <li>Windows</li> <li>Exterior doors</li> <li>Door canopies</li> <li>Paths</li> <li>Roads, car park, gates / barriers</li> </ul>	<ul style="list-style-type: none"> <li>Defects or damage</li> <li>Doors opening properly with no restrictions</li> <li>No defects or damage; in working order</li> <li>Slip or trip hazards (uneven, holes etc.)</li> <li></li> </ul>		
<b>Interior:</b> <ul style="list-style-type: none"> <li>Ceilings</li> <li>Walls</li> <li></li> <li>Doors – final exits open (fire, emergency)</li> <li>Fire doors (close and fit as intended)</li> <li>Stairs / steps / ramps</li> <li>Handrails</li> <li>Floors (floor coverings)</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>No defects or damage likely to affect building users</li> <li>Fire Doors checked for fit and opening</li> <li></li> <li>No slip or trip hazards</li> </ul>		
<b>Infrastructure:</b> <ul style="list-style-type: none"> <li>Gas (turned on, no leaks)</li> <li></li> <li>Electricity (CB / RCD checks, sockets)</li> <li></li> <li>Water system</li> <li></li> <li>Heating (boiler etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Gas supply confirmed; no smell of gas on entering building / room</li> <li></li> <li>Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li></li> <li>Ensure supply; check for leaks; legionella controls (see below)</li> <li></li> <li>Boiler operational (heating and hot water) –</li> </ul>		

<ul style="list-style-type: none"> <li>• Ventilation</li> <li>• Kitchens</li> <li>• Toilets / showers</li> <li>• Swimming pools / hydrotherapy pools</li> </ul>	<p>maintenance and servicing carried out according to schedule</p> <ul style="list-style-type: none"> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning</li> <li>• Enhanced cleaning; legionella controls</li> <li>• Cleaning regime</li> <li>• Follow <a href="#">PWTAG guidance</a></li> </ul>		
<p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>• Fire detection and alarm (see below)</li> <li>• Emergency lighting (see below)</li> <li>• Security</li> <li>• Communications - telephony</li> <li>• IT – WiFi</li> <li>• Pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>• All detectors, call points and detectors operational; weekly testing performed</li> <li>• Battery test to check e-lighting operational</li> <li>• Alarm system working</li> <li>• Phone lines operational</li> <li>• WiFi working</li> <li>• Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul>		
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>• IT – computers, monitors etc.</li> <li>• OHP / Whiteboards</li> <li>• Fire extinguishers</li> <li>• Access equipment / ladders</li> <li>• Kitchen equipment – kettles, microwaves etc.</li> <li>• Lifts (see below) / lifting equipment</li> </ul>	<ul style="list-style-type: none"> <li>• All IT equipment operational and without faults</li> <li>• Equipment in good working order</li> <li>• Serviced annually</li> <li>• Visual inspections for damage / defects</li> <li>• Visual inspections; PAT tests if required</li> <li>• Statutory examination, maintenance and testing completed according to schedule</li> </ul>		
<p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>• Gas safe certificate</li> <li>• EIRC (Fixed wiring) and PAT (electricity)</li> <li>• Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul>	<ul style="list-style-type: none"> <li>• Gas safe certificate within date</li> <li>• EIRC within date; PA tests completed according to schedule</li> </ul> <p>On returning to buildings that have been fully closed for more than a week, Shropshire Council's Asset Management Team advise:</p> <ul style="list-style-type: none"> <li>• <i>Thermal disinfection following plant shutdowns and holiday periods of over one weeks duration, by raising the temperature of</i></li> </ul>		



	<p><i>the distribution system to 60°C for more than one hour and running each outlet for five minutes, working back from the most remote outlet to the calorifier.</i></p> <ul style="list-style-type: none"> <li>• <i>Cold outlets shall be run with the respective hot outlet.</i></li> <li>• <i>Flushing of all WCs, with lids closed, following plant shutdowns and holiday periods of over one weeks duration.</i></li> <li>• Check with Tim Othen if further advise required.</li> </ul> <p><a href="#">Advice on this from the Health and safety Executive can also be found in the guidance Legionella risks during the coronavirus outbreak</a></p>		
<p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>• Science and D&amp;T departments need to be checked by experienced staff and follow CLEAPSS Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</li> </ul>		