

6 - Hygiene / Cleanliness and Health & Safety												
Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>EXISTING</u> controls or mitigations are in place today?	Considering existing controls / mitigations, please assess <u>CURRENT</u> Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate <u>EXPECTED</u> risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Maintaining regular levels of hand washing/hygiene	All	Catching/ Transmitting virus	General H&S advice to students and staff PLUS Posters encouraging hand washing since March 2020. Duty staff deployed to monitor students' handwashing on arrival and on departure from school. Dedicated handwashing facilities are available for allocated year groups.	4 - High	4 - High	HIGH	• Students will continue to be instructed to wash their hands when they arrive on site. Students continue to apply anti-bacterial hand gel as they enter classrooms. Students will continue to be instructed to wash their hands before they leave school at the end of the day. Cleaning team will check sanitiser in each classroom at the end of the day and top up where necessary.	3 - Medium	4 - High	MEDIUM	GW to ensure that all sinks are cleaned, soap dispensers and paper towels are restocked and sanitiser restocked in all classrooms	04/03/2021
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	All	Catching/ Transmitting virus	Promotion of 'catch it, bin it, kill it' approach. Use of face-coverings in communal areas inside the school building, unless staff or students are exempt. Students should not come to school if they have any of the three main symptoms of Covid-19 or are ill in any way.	3 - Medium	4 - High	MEDIUM	Recommend that students and staff wear a face covering at all times when inside the building, where a social distance of 2m cannot be maintained. Refresh students understanding about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds.	2 - Low	4 - High	MEDIUM	Form Tutors to pass on advice to students MG/ JG to remind students of hygiene procedures on return to school MG to inform students and parents of new guidance on face coverings	08/03/2021
Students/ Staff do not have access to face coverings/ have forgotten/ damaged or lost their mask. Removal of face coverings	All	Virus transmission	School has a limited supply of face coverings to give to students where necessary. Guidance on safe wearing and removal of face coverings has been shared with students and parents.	3 - Medium	4 - High	4 - High	School to supply face coverings for staff members. Increase supplies for students to give out where necessary. Remind students of correct procedure for safe wearing and removal of face coverings. Staff may remove masks to teach effectively, if at a distance of 2m+ from students.	2 - Low	4 - High	3- Medium	MG to re-share information re wearing of face coverings, and update on recommendations re face coverings	05/03/2021
Keeping the school clean to a higher level of cleanliness	All	Catching/ Transmitting virus	• Cleaners act upon upgraded guidance as part of their daily procedures (ie a focus on door handles, toilets etc) INCREASED frequency of cleaning - provide additional cleaning of Toilets, Door Handles, and Hand Rails - AFTER BREAK and again AFTER LUNCH. • Pupils to clean IT equipment (esp keyboards, mice) with anti-bacterial wipes after use and specialist equipment in PE and Music. Students wipe down desk areas after use if the room is to be used later by a different Year group bubble.	2 - Low	4 - High	MEDIUM	Maintain enhanced cleaning, advise on keeping use of shared equipment in PE and Performing Arts to a minimum, where possible. Continue to ensure that desks in specialist practical rooms are wiped down after use.	2 - Low	4 - High	MEDIUM	PC to liaise with GW & JB re day time cleaning schedule and cleaning of drama and music spaces.	05/03/2021
What if there are a shortage of cleaners due to self-isolation or illness?	All	Increased pressure on other cleaning staff. Possibility rooms are NOT cleaned.	Current staffing model allows us to flex the work hours of cleaners subject to their agreement	2 - Low	4 - High	MEDIUM	• Leaders to identify if this is the case in advance of re-opening so they are pre warned • Individual cleaners may be able to extend their hours or work more flexibly if other cleaners are absent (eg working before and after school operating hours) •	1 - Very low	4 - High	LOW	GW / JB / PC to ensure staffing is maintained.	Ongoing
Staff moving between classrooms and 'hot desking' - using a desk previously used by another member of staff	Teaching staff	Virus transmission	Staff have supplies of Dettol wipes to clean shared desk space and network cables, remote controls before and after use.	2 - Low	4 - High	3 Medium	Ensure that supplies of Dettol wipes are replenished and that staff are able to access these as necessary	2 - Low	4 - High	3-Medium	PC to source stocks of wipes	05/03/2021

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Airborne transmission of virus: how can we keep rooms well-ventilated?	All	Virus transmission	Classroom windows and doors, where doors are not fire doors, are kept open to allow air to circulate.	2 - Low	4 - High	3- Medium	Staff and students to ensure that windows and internal doors (or alternate windows depending on the size of the room) are open to at least a minimum to ensure adequate ventilation. Fire doors should not be opened, however external doors in Acorn and Languages block can be opened where necessary. It is important to balance room temperature and ventilation. Where necessary staff will be issued with a thermometer (available from PC) to check the temperature in the classrooms to gauge when to close windows and doors to warm the room. Windows must then be reopened at break and lunchtime to ensure that air can circulate. Rooms should not be kept too cold. Students and staff permitted to wear coats, and or warm sweatshirts with school uniform in order to keep warm. Heating to be checked in all classrooms before re-opening. Staff to see PC if heater required for staff work rooms.	2 - Low	4 - High	3-Medium	GW to check heating. PC to purchase thermometers for staff. MG to remind staff of guidelines re ventilation	05/03/2021
How can schools limit the 'surfaces' that are shared between home and school?	All	Transmitting virus between locations	<ul style="list-style-type: none">• Correspondence limited to web / emails / phone - NOT paper• All monetary transactions will be cashless. No ability to top-up dinner money in school. No necessity for students to bring money in to school. Students to only hand in written work on paper for feedback. Textbooks only to be shared between students in year group, students to be issued textbooks where possible and to use their own copy each lesson, students to come to school with all necessary equipment for the day. Parents nformed of requirements.	3 - Medium	4 - High	MEDIUM	Continue with previous arrangements in place from September 2020	1 - Very low	4 - High	LOW	SLT / HODS	Ongoing
Water Fountain Hygiene	All	Transmitting virus via bottle necks touching fountain	Water fountains continue to be out of use. Students encouraged to bring sufficient water to school from home for the day. Bottled water will be available to students to purchase or will be provided if dehydration seems possible.	4 - High	4 - High	HIGH	Continue with previous arrangements in place from September 2020	1 - Very low	1 - Very low	LOW	GW to ensure all water fountains are still out of use	05/03/2021
Sharing of makeup / Sun tan lotion / personal hand sanitiser	All Students	Transmission of virus via touch	Students have been advised that sharing of toiletries is not permitted. Students instructed to obey all social distancing rules. No sharing of any personal items, or applying sun tan lotion on each other.	3 - Medium	4 - High	MEDIUM	Remind students of need to maintain social distance and to avoid sharing personal items.	2 - Low	3 - Medium	MEDIUM	SLT / Form Teachers to remind students	05/03/2021