

Brine Leas School Risk Assessment (during lockdown 3)

Assessment Completed by	Headteacher	Date	14 th January 2021
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Probability	5	Very Likely	4	Likely	3	Quite possible	2	Possible	1	Unlikely
Severity	5	Catastrophic	4	Major	3	Moderate	2	Minor	1	Insignificant

Overall risk rating

0-8	Low risk. No action required	9-15	Medium risk. Ensure adequate controls are in use	16-25	High risk. Stop and implement adequate control measures
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General Principles

Competence, approval, consultation, review and compliance

- This risk assessment has been undertaken by the Headteacher who is a competent person, holding the General Certificate in Occupational Health and Safety (NEBOSH).
- The risk assessment will be approved by the Local Governing Board. It will be shared with every member of the school community via the school website (and email for staff). It will be sent to Trade Unions for consultation.
- The risk assessment shall be reviewed if there is reason to suspect that it is no longer valid; or there has been a significant change in the matters to which it relates; and in any case of a period not to exceed one calendar month
- Appropriate monitoring and supervision will take place to ensure compliance.

Cleaning

- An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.
- Working hours for cleaning staff have been increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day.
- Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space; this reflects increased demand
- Surfaces that are frequently touched have been identified and are subject to an enhanced cleaning regime (door handles, push plates, handrails).
- ICT equipment can be used if cleaned, daily and/or between bubbles. Personal equipment must not be shared but can be used in the classroom with the permission of the teacher.

General Principles

- Shared equipment may be used within a bubble, without cleaning, but wherever possible will be cleaned daily. If shared equipment is used between bubbles, it will either be cleaned sufficiently or quarantined for 72 hours.
- Areas that need to be used by different groups have been identified (canteen, social spaces etc.) and will be cleaned between uses.
- The Facilities Manager will ensure that the cleaning team know of all rooms that have been used each day by the school. This will allow for these rooms to receive an enhanced clean.
- Additional staff have been employed to support the cleaning of the school.
- The site team will organise the cleaning team throughout the day and at the end of the school day to ensure that all areas used by the school during the school day are cleaned.
- Sufficient cleaning material/consumables will be maintained onsite by the Facilities Manager
- Staff must clear everything from classroom desks, teacher desks and floors to allow for cleaning.
- All Admin desks need to be cleared every night.
- The Facilities Manager and SLT will inspect cleaning standards daily to ensure that a good standard of cleaning is maintained across the school.
- The school's cleaning team have been briefed to ensure that they know that they must pay particular attention to fixtures, fixings and surfaces that students/staff will touch throughout the day.
- In the event of a room being closed due to illness, the room will be kept closed/locked for a minimum of 72hrs.
- The cleaning team will then undertake a deep clean of the room
- The Facilities Manager will ensure that the cleaning team have access to the appropriate PPE that may be required to complete their work safely.
- In the event of there not been enough cleaning staff to cover all areas of the site, site services staff may have to take on additional cleaning duties.
- The Facilities Manager will ensure all the cleaning staff understand the risk assessment.
- The cleaning team will be informed that only one member of the team will be allowed in each cleaning storeroom or kitchenette area at any one time.
- Cleaners will be briefed/informed that they must only ever use their own cleaning equipment, no matter where they are cleaning in school.
- Cleaners will be briefed/informed that they must follow social distancing guidance when carrying out their cleaning duties.

Hygiene and Handwashing

- Handwashing is one of the most important ways of controlling the spread of infection. It is best done with soap and warm water and regularly, although the use of hand sanitisers is a suitable alternative. This is particularly important:
 - on arrival to school and each teaching space
 - before eating
 - before and after using the toilet

General Principles

- Follow the catch-it, bin-it, kill-it approach as per the guidance.
- Spitting and coughing at people is strictly not allowed would be recorded as a 'near-miss' reportable incident.
- Staff training includes the need to remind students of the need to wash their hands regularly and frequently.
- Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.
- School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.
- Staff and students will receive documentation and reminders throughout their time in school.
- All students will be expected to use the hand sanitising facility in every classroom before they take their seat.

Personal Protective Equipment

- School will ensure a sufficient supply of PPE to meet staff and student needs.
- Face coverings are not mandatory in classroom zones, but they are in corridors and other circulation areas inside buildings. They are optional at all other times.
- Public Health England advise that face coverings should not be worn in schools and that routine temperature checks should not be taken as they are both intrusive and ineffective.
- Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.
- Staff are reminded that wearing of gloves is not a substitute for good handwashing.
- PPE supplies have been purchased by the school (face masks, gloves, aprons for use following government guidance).
- School will ensure that a good stock of PPE is readily available (for use following government guidance).
- Site staff/cleaning staff/kitchen staff will wear their uniforms/PPE when working onsite.
- Staff to inform school if they require additional PPE i.e. first aid requirements.

Visitors

- Visitors must only come to school with an appointment.
- All visitors will be accompanied whilst in school and will operate in the same way as staff regarding distancing. In the case of contractors working within a designated compound will be subject to their own risk assessment which will be approved by the school. While transferring to the compound they will be treated as visitors. In all other cases, contractors will be treated as visitors.

Fire Procedures and Evacuation

- Fire procedures have been reviewed and revised where required, due to social distancing rules during evacuation and at muster points.
- Possible need for additional muster point(s) to enable social distancing where possible.
- Staff and students have been briefed on any new evacuation procedures.
- Incident controller and fire marshals have been trained and briefed appropriately.

General Principles

- Plans for fire evacuation drills are in place which are in line with social distancing measures.
- An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.
- School emergency evacuation plans have been updated to ensure that social distancing between bubbles can be met at the emergency assembly point.
- Different areas will be used by different groups.
- Guidance will be reviewed if issued by the government.
- A fire drill has been carried out this academic year.
- School emergency evacuation plans have been readied for this phase.
- School will ensure that registers are readily available for evacuation purposes.

Mental health concerns

- Staff are encouraged to focus on their wellbeing.
- Line managers will be proactive in discussing wellbeing with the staff that they manage, including their workload.
- Staff briefings and training have included content on wellbeing.
- Staff have been signposted to useful websites and resources.
- The school has trained two Mental Health First Aiders (MHFA).
- Workload is being monitored line managers.
- Risk assessments are shared with staff.

Existing Policies and Procedures

- All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.
- Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support.
- Staff, students, parents and governors have been briefed accordingly.
- The Board of Trustees, local governing bodies and Trust committees have approved revisions.
- Policies have been updated and have been published.
- Children that require a personal evacuation plan and are attending school will require a review after the current lockdown, January 2021.
- Following the review and sharing of the safeguarding policy, all staff have completed a quiz to ensure they understand revised safeguarding protocol.

General Principles

- Strategies will be in place for disengaged students and intervention will be used along with parent/carer and Governor support to ensure all are able to learn.

Governance

- LGB and Trust continue to meet regularly via online platforms.
- Agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.
- The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.
- Regular dialogue with the LGB and Trust is in place.
- Minutes of meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.
- The budget setting process is continuing to meet financial and audit requirements and will be approved by Trustees as appropriate.
- Recruitment is continuing to meet staffing requirements and structures will be approved by Trustees as appropriate.
- Social distancing requirements are being adhered to in recruitment processes and vetting checks are being undertaken in accordance with amended COVID guidance in line with KCSIE.
- Any new member of staff/volunteer must undergo relevant safeguarding induction.
- Admission appeal processes can continue in line with DfE guidance and revised regulations.
- COVID 19 risk is scrutinised termly by the appropriate risk group.
- LGB and Trust are overseeing the risk assessment process.
- Every 2-3 weeks the Headteacher speaks to the LGB Chair to update them on the planning and the current state of play.

Bereavement

- The school has access to trained staff who can deliver bereavement counselling and support.
- Support is requested from other organisations when necessary.
- The SENCO and Safeguarding leads have training in trauma.
- We have support from a counsellor who is also trained in bereavement support.

Communication to parents and stakeholders

- As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.
- Parent newsletters are created to keep all informed.
- All stakeholders will be provided with guidance regarding the proposed mass testing system.

General Principles

- Any policies were reviewed for the opening of the school have been be sent to all the relevant parties/staff.
- Reporting accidents and other incidents will be reported in line with RIDDOR regulations 2013.
- Staff and parents will be informed of positive cases.

Guidance and Legislation

- All relevant guidance and legislation have been considered in the production of this risk assessment and some of the major documents are listed below:
 - <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
 - [Actions for schools during the coronavirus outbreak](#)
 - [Use of the NHS COVID-19 app in education and childcare settings](#)
 - [Face coverings in education](#)
 - [Coronavirus \(COVID-19\): test kits for schools and FE providers](#)
 - [Mass asymptomatic testing: schools and colleges](#)
 - [Safe working in education, childcare and children's social care](#)

Schedule	Initial			Hazard/Operation Existing Control Measures	Deployment of Staff	Residual			Further Controls
	Sev	Prob	Risk			Sev	Prob	Risk	
1.1	4	4	16		Working from home, rotation of staff	4	2	8	No

- Clinically extremely vulnerable and vulnerable staff are working from home
- Teachers, teaching assistants, education support staff, administration staff and site staff are being deployed as part of the school's response to vulnerable children provision and the children of critical worker provision
- Staff who are deployed in 'face to face' provision are deployed on a rota basis to reduce exposure (days and time in school)
- Staff who want to work in school for their own wellbeing will be supported to do so, but will only be deployed for VC and CCW as per the rota described above and must adhere to the restrictions in place to reduce transmission

Schedule	Initial			Hazard/Operation Existing Control Measures	Symptomatic staff/students/visitors (not in school)	Residual			Further Controls
	Sev	Prob	Risk			Sev	Prob	Risk	
1.2	4	4	16		Advice, guidance, communication, checking, enforcement	4	2	8	No

- Parents will be instructed not to make their child attend school if they are symptomatic or have been instructed to isolate.
- Staff and visitors are instructed not to attend school if they are symptomatic or have been instructed to isolate.
- Parents and staff are advised to follow the advice of the NHS and 111.
- We will actively engage in the NHS Test and Trace program as per the guidance.

Schedule	Initial			Hazard/Operation	Symptomatic staff/students/visitors (in school)	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
1.3	4	4	16		Communication and instruction given to parents and students	4	2	8	No

- The Headteacher and/or SLT will need to be notified immediately.
- Symptomatic staff, students and visitors will be isolated and then sent home at the earliest possible opportunity.
- Cleaning and personal hygiene measures will be undertaken for people and areas that may have been contaminated by the person.
- A 'suspected coronavirus' letter will be sent home for parents.
- Parents have been instructed not to make their child attend school if they are symptomatic.
- Staff are instructed not to attend school if they are symptomatic.
- Parents are advised to follow the advice of the NHS and 111 and should isolate themselves as per the guidance from the NHS. We will actively engage in the NHS Test and Trace program as per the guidance.
- The school has a medical room and isolation room for the purpose of dealing with COVID-19 symptomatic staff and students in school.

Schedule	Initial			Hazard/Operation	Contractors	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
1.4	4	4	16		Risk assessments, visitors and contractors procedures	4	2	8	No

- Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. These will be organised outside of school hours wherever reasonably practicable.
- An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe.
- Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart.
- Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.
- In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).
- Site Team will ensure that all statutory servicing will continue as normal but visits to site will be scheduled where possible before school, after school or during a school holiday.
- Where possible, service visits or repair visits will be scheduled for before school, after school or during a school holiday.
- All contractors' names and telephone numbers will be taken down for test and trace purposes.
- During the school day contractors will only be allowed onsite if safe social distancing can be met.
- Contractors working onsite will have to provide their own hand sanitisers and PPE.
- Facilities Manager to ensure our staff have necessary PPE, materials and their own hand sanitiser.
- Facilities Manager will ensure that their contractors are informed that they are not to work in any area where staff or children are working.
- Contractors arriving to complete work will contact site team or go to the main reception and wait to be directed to appropriate area.

Schedule	Initial			Hazard/Operation	Visitors	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
1.5	4	4	16		Risk assessment	4	2	8	No

- No visitors are allowed on the premises without a pre-arranged appointment.
- If a visit can be arranged out of school hours, it should be.
- A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures.
- Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit.
- Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor.
- Social distancing points are clearly set out, using floor markings, continuing outside where necessary.
- Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).
- Non-essential deliveries and visitors to school are minimised.
- Arrangements are in place for segregation of visitors.
- A hand sanitising station is available in the main students and visitor reception areas for all stakeholders to use on arrival.
- All chairs in the waiting areas have been removed.
- Social distancing signage/posters are displayed in the main student and visitor entrance foyer and on the entrance doors.
- Where possible the school will instruct that all their deliveries are delivered before or after school. A note will be put on orders stating this. If a delivery should arrive reception will notify the site team immediately.
- Pre-arranged visitors should be sent the visitors protocol and where possible contact the member of staff direct to let them know that they are arriving in school and should be met outside the entrance doors.
- Visitors wishing to make general enquires should do this by phoning or emailing the school – this will be put in all documentation and on the school website.
- Visitor signing in books will be removed from use.
- For evacuation purposes, office staff will be required to make a note of all visitors coming into school.
- For those students who arrive late to school or need to leave early with permission, ensure a system of signing in/out is available but ensure this is completed under safe social distancing.

Schedule	Initial			Hazard/Operation	Children of Critical Worker Provision (CCW)	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
2.1	4	4	16		Distancing, PPE, sanitiser, handwashing, ventilation, cleaning, bubbles	4	2	8	No

- CCW provision is based in our largest rooms within the school in the Diamond Block to enable maximum achievable distancing.
- Priority rooms are DG01-DG02, DF01-DF02 due to the availability of the ICT equipment. DG03-DG06 and DF03-DF06 are also to be utilised.
- Each room will be staffed by a teacher, with Teaching Assistant support depending on the needs of the students. In the unlikely event of behavioural support being necessary, this will be provided by the pastoral staff.
- In this phase and considering the current situation, all students will be distanced at 1m plus and where possible at 2m.
- Students will be allocated to rooms on arrival and the rooms will have consistent daily student populations so far as can be achieved to reduce inter group contact.
- Each room has been assessed as having a maximum capacity of 16 students, but initial allocation should ideally not exceed 12 to allow for excess distancing and easy access to the windows.
- Each room has a 70% alcohol hand sanitiser fitted to the wall by the door and staff and students should use on every entry/exit to the room.
- Each room has opening windows and the windows should be used to provide extra ventilation.
- Students and staff have as much PPE provided as they feel comfortable with. Students who do not have face coverings will be issued one on arrival.
- Staff can collect as much PPE from the PPE stations as they need.
- Classrooms have been arranged to allow distancing between staff and students.
- Students must remain consistently seated while in the rooms. The rooms will be cleaned at lunchtime and between each daily use, including any ICT equipment used.
- Staff must adhere to the guidance and risk assessment in place and ensure compliance from the students.
- Any issues or non-compliance should be reported to the Headteacher (or other senior member of staff) immediately.

Schedule	Initial			Hazard/Operation	Vulnerable Children Provision (VC)	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures	Distancing, PPE, sanitiser, hand-washing, ventilation, cleaning, bubbles	Sev	Prob	Risk	
2.2	4	4	16			4	2	8	No

- VC provision is based in our SEN and learning support rooms within the school in B Block.
- Each room will be used and spaced being used by teachers and teaching assistants. In the unlikely event of behavioural support being necessary, this will be provided by the pastoral staff.
- In this phase and considering the current situation, all students will be distanced at 1m plus and where possible at 2m.
- Students will be allocated to rooms on arrival and the rooms will have consistent daily student populations so far as can be achieved to reduce inter group contact.
- Each room has been assessed for maximum capacity.
- Each room has a 70% alcohol hand sanitiser fitted to the wall by the door and staff and students should use on every entry/exit to the room.
- Each room has opening windows and the windows should be used to provide extra ventilation.
- Students and staff have as much PPE provided as they feel comfortable with. Students who do not have face coverings will be issued one on arrival.
- Staff can collect as much PPE from the PPE stations as they need.
- Students must remain consistently seated while in the rooms. The rooms will be cleaned at lunchtime and between each daily use, including any ICT equipment used.
- Staff and students must not sit opposite each other and where 'close' support is being provided due to the needs of the students, then PPE must be worn at all times.
- Vulnerable pupils including those with an EHC Plan have been subject to a risk assessment under the LAs guidance for SEND (based on Government guidance)
- Children who need to develop early learning skills, are experiencing emotional withdrawal or anxiety are identified.
- Shielding advice is currently in place so all children deemed clinically extremely vulnerable are advised not to attend school.
- Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.
- Contact home by tutors, pastoral team, or SEND team, leading to identification of students needing to be in school.
- Scrutiny of lists held by key staff in safeguarding, SEN and other pastoral roles, to ensure that all students get the provision they need.
- Open dialogue with parents/carers of all students with regards to vulnerability status changing- the provision needs to be reactive as well as proactive.
- Efforts continue to improve the attendance of vulnerable pupils
- Lead staff to ensure that all students have access to fresh air and exercise at key points throughout the day.
- Plan for managing behaviour is clear- supervising staff then lead staff then SLT to intervene.
- No options for detention or isolation; all behaviour to be managed through consultation with parents/carers.

Schedule	Initial			Hazard/Operation	Vulnerable Children Provision (VC)	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures	Distancing, PPE, sanitiser, hand-washing, ventilation, cleaning, bubbles	Sev	Prob	Risk	
2.2	4	4	16			4	2	8	No

- Named senior member of SLT on site and in charge of the running the provision each day.
- Named safeguarding for each day- either on-site or available remotely, in line with LA safeguarding guidance.
- Named first aider for each day.
- Calls to be made by named staff regarding student nonattendance- attendance to be logged and followed up through use of Teams.
- Students will access all live lessons and all remote learning that has been set throughout the day; if none are available, supporting staff to ensure that appropriate work is set. Students who the school believed to be vulnerable learners have been contacted to attend in school provision and if this has not been taken up weekly contact is made.

Schedule	Initial			Hazard/Operation	Breaks and Lunchtimes	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
2.3	4	4	16		Distancing, furniture layouts, staggered timings, training, signage	4	2	8	No

- Students are supervised and monitored by educational support staff and the pastoral team.
- Students are reminded about social distancing as breaks and lunchtimes begin.
- Students wash their hands using the 20 second routine, before and after eating.
- Dining area layouts have been configured to ensure social distancing where practicable.
- Floor markings are used to manage queues and enable social distancing.
- Additional arrangements are in place, such as staggering lunch times, students eating in other appropriate spaces.
- Guidance has been issued to parents and students on packed lunches (e.g. the use of disposable bags instead of lunch boxes).
- Eating areas are cleaned in-between group usage and after lunch has ended.
- School staff will supervise toilet breaks, if needed, however students should not be allowed during lesson time unless they have a toilet pass. Faculties should continue the rule of not allowing as per before the pandemic. Only one person in a toilet at a time, with others outside on the 2m markings.
- Students will be reminded about social distancing rules.
- Staff will be issued whistles to help with enforcing social distancing.
- Outside areas/equipment will be marked as out of bounds.
- Outdoor benches can only be used if social distancing measures can be maintained.
- Students will be encouraged to wash/sanitise their hands after activities and before they re-enter their classroom.
- Staff cannot socialise in groups and must adhere to social distancing.
- Floor markings will be in strategic places around the school site.
- Face coverings will be worn by staff and students in social areas and during movement between classrooms but not in lesson times. Students can remove the face covering in class unless staff have been informed that they require to wear it in lesson.
- Students will have their access to a face covering checked at the start of the day by staff on duty and issued with a disposable face mask if they do not have one. This will again be checked at queuing times for lunch.
- Hand sanitising stations have been set up in every area.
- Kitchen staff will ensure that they follow social distancing measures when carrying out their duties in the kitchen/dining room.
- To allow for maximum ventilation in the kitchen, kitchen staff will ensure that their windows are fully open and that their extract system is on with the fan speeds set to full.
- To allow for maximum ventilation in the dining room, the kitchen staff will ensure that the windows are open in the dining room before, during and after each service.
- All staff/students using the bio readers will need to use the hand sanitiser that will be located next to the bio reader.

Schedule	Initial			Hazard/Operation	Breaks and Lunchtimes	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
2.3	4	4	16		Distancing, furniture layouts, staggered timings, training, signage	4	2	8	No

- Staff entering the kitchen will have to use the hand sanitiser before entering the kitchen area, Kitchen Lead should check this daily.
- All school staff will be informed that they are not to enter the kitchen area via the dining room.
- Staff must enter the kitchen via the external door and use the hand sanitising facilities on entrance.
- Only one member of staff will be allowed in the kitchen office at any one time.
- Only one member of staff will be allowed in the pantry area at any one time.
- Only one member of staff will be allowed in the kitchen welfare area at any one time.
- Social distancing notices will be displayed throughout the kitchen and dining room.
- A one way system is in place for staff and students.

Schedule	Initial			Hazard/Operation	Provision for all other students	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
2.4	4	4	16		These students are not currently attending school.	4	0	0	No

- Students are working from home and remote learning is being provided to facilitate this.
- Transmission is not possible in school because of this.

Schedule	Initial			Hazard/Operation	Workrooms, offices and other workspaces	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
2.5	4	4	16		Layouts, reduced staffing, distancing, hygiene ventilation and PPE	4	2	8	No

- In all other areas of school, a valid risk assessment that has assessed the occupancy and distancing of people has been undertaken.
- Face coverings are mandatory at all times, except for eating, drinking and washing. This will be reviewed weekly.
- Appropriate monitoring and supervision will take place to ensure compliance.
- Offices that have more than one member of staff using the office must be able to accommodate the social distancing rules. If the social distancing rules cannot be met, the office will be restricted to one user at one time.
- Wearing face coverings should be worn in offices that do not allow for this.
- Working spaces have been arranged to allow this.
- Offices should have no more than 3 members of staff working in at any one time.
- Staff should take regular breaks out of the office area ensuring they get fresh air within the school grounds, this will include collecting students from areas for senior staff, taking small jobs from reprographics to staff etc.
- Correct ventilation, following guidelines should be adhered to.
- Colleagues needing conversations with staff within the office should wear a face covering.
- Staff should have conversations from outside of the office where possible.
- Floor markings will be in strategic places around the school site.

Schedule	Initial			Hazard/Operation	Working from home	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures	N/A	Sev	Prob	Risk	
2.6	N/A	N/A	N/A			N/A	N/A	N/A	N/A

An employer led risk assessment of a workplace when working from home is not practical or safe for workstations to be inspected by managers, or in many cases, for additional equipment/furniture to be provided. There are ways in which you can protect your health during this time.

Our approach to this is to offer advice and guidance to colleagues to support them in undertaking these duties at home. Colleagues who have any issues should raise this with their line manager and/or the HR Manager for the school (Sharon Houghton), so that extra support and assessment may be undertaken. Widespread home-based working presents a variety of organisational and personal challenges, particularly because of the sudden change in circumstances requiring rapid adaptation.

Define your space – separate work from home

Setting up a dedicated working area, where possible, will help you to separate your work-life from your home-life. Having a dedicated workspace assists with consciously entering the mental zone for work.

Are you sitting comfortably?

Spending long hours at a poorly set up workstation could leave you with back, neck, hip and knee pain and muscle strains. Make sure you set your workstation up as well as you can in the circumstances and if you need any support then contact your line manager. Sit at a desk or table where possible. Sitting on a bed or sofa may seem relaxing but could lead to muscular-skeletal problems in the longer term. Try to ensure that you:

- have a chair that is supportive, stable and comfortable
- use a separate screen or laptop riser if you have one so you're not looking down whilst you're typing
- if it helps, use a separate keyboard and mouse if you can, and don't hunch over the keyboard
- use a document holder if you have one, positioned to minimise neck movement
- have good lighting above your workstation avoiding glare and reflections on the screen
- Place a laptop/tablet on a firm surface, not on your lap, at the right height for keying
- have extra back support if pregnant.

Working hours

You may be sharing your home space with other family members and this can, of course, impact on how you are able to work. If you have young children at home for whom you are caring, this may well impact on your working arrangements. If you are sharing childcare responsibilities, it is important to think about how to balance your work and childcare responsibilities. It is important to discuss your specific working arrangements and any restrictions during this period with your line manager.

Schedule	Initial			Hazard/Operation	Working from home	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures	N/A	Sev	Prob	Risk	
2.6	N/A	N/A	N/A			N/A	N/A	N/A	N/A

Take regular short breaks

Taking regular breaks is essential. Try following the 20-20-20 rule. Every 20 minutes take 20 seconds to look at something that's at least 20 feet away. Ideally you should get up and walk over to whatever it is you're looking at so you can stretch your legs and give your eyes a rest. Try to take a break of 5 – 10 minutes every 50 – 60 minutes. Make a cup of coffee, have a chat with a member of your household, or simply walk round your home.

Always make time for lunch away from your workstation

It is important to take a lunch break – get something to eat and drink and try to have time away from your desk. This may be a good time to have a social call with a colleague – compare notes about working from home or just talk about non-work issues. As and when Government guidance allows, take a walk if you can, or if you have one, at least go into your garden or on to your balcony.

Go out for some fresh air

Don't spend the whole day indoors hunched over your laptop working non-stop. Be sure to plan in some time to go outside each day, before, after or during your working day, as Government guidance allows. Go for a run or a walk if you are able to; or take the dog for a walk.

Look after your eyes

While a computer screen is not exceptionally bright, it does produce light that you are staring into, sometimes for hours on end. It can put a lot of strain on your eyes, which, over time, can contribute to vision problems, headaches, and other health problems. The good news is that there is a simple solution to avoid overtaxing your eyes. Every few minutes, take a second, close your eyes, and give them a break. Make sure that you also avoid staring at a computer screen, which is a common problem that most people don't even realize they have. Blinking is essential and doing so can help you to keep your vision sharp.

Email

Communicating via email is quick and easy but it means we lose interaction with people. Before you send an email, ask yourself whether you could have this conversation over the phone. You can always follow up with an email after, to get the best of both worlds.

Schedule	Initial			Hazard/Operation	Working from home	Residual			Further Controls
	Sev	Prob	Risk	Existing Control Measures		Sev	Prob	Risk	
2.6	N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A

Know when to stop

It may be tempting to continue working and telling yourself “just another ten minutes”. It could mean that you’re still sat at your workstation two hours later, and this is not good for your wellbeing or your effectiveness. There is no expectation that just because you are at home you are constantly available or that you will be able to respond within unrealistic deadlines, but there is an expectation that you regularly check your emails throughout the working day. It’s important as this will be the primary form of communication and support to you. You should not be expected to respond to emails at evenings and at the weekend. At the end of your working day it is good practice to put your phone away and switch off your computer.

Extract from 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-fulloopening-schools>

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Agree to be tested for 7 days in school following their last close contact with a positive case or self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Staff can get a weekly test on school site.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they

understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate or agree to be tested for 7 days following their last contact with a positive case.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious or agree to be tested for 7 days following their last contact with a positive case. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home/tested. To support them in doing so, we keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping students). This should be a proportionate recording process. Schools do not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on testing and tracing for coronavirus (COVID-19).