

## Schools - COVID 19 Risk Assessment – Latchmere Academy Trust - Operating During Pandemic,

Provision of education during the Covid-19 situation - operating during the pandemic		
Latchmere Academy Trust	Nelson Primary School	
Date of Original Assessment	August 2021	
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	<b>March 2022</b>	
Are staff covered by this risk assessment aware of the controls noted and understand them?	<b>Yes</b>	<b>No</b>
Has action been taken	<b>YES / NO / ONGOING / NONE REQUIRED</b>	
Confirmed by Line Manager?	<b>YES / NO</b>	
Lead Assessors name (print)	<b>Anna Steels</b>	
Lead Assessor's signature		
Date:	10 <sup>th</sup> March 2022	

This risk assessment template focuses on education during the COVID-19 pandemic. If there are any queries, please contact us at [office@latchmereschool.org](mailto:office@latchmereschool.org).

Direct quotes from Government guidance are highlighted with the blue highlighter pen effect.

***“On 21<sup>st</sup> February the Prime Minister set out the next phase of the Government’s COVID-19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains.”***

Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Schools updated
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government’s policy and advice on Covid 19.			
4 <sup>th</sup> March 2022	Document created to reflect the latest changes and updates to the Government Guidance.	H&S Team Anna Steels	10 <sup>th</sup> March 22 10 <sup>th</sup> March 22

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No.	Issue/hazard and what can go wrong	People at risk	Control measures / mitigations to reduce the risk levels as low as practicably possible	In place? Comments?
1	<b>Overall Approach to Infection Control in School</b>	Staff, pupils, visitors and contractors	<p><b>Overall Approach to Infection Control in School</b>            During the past 2 years, the school has followed the Government Guidance associated controls in relation to the COVID-19 pandemic. This has included:</p> <ul style="list-style-type: none"> <li>• increased emphasis and systems for hand and respiratory hygiene;</li> <li>• enhancing cleaning of high touchpoints;</li> <li>• control in use and cleaning of resources;</li> <li>• increased understanding of the role and use of ventilation in reducing transmission</li> </ul> <p><b>Moving forward, the school will be focussing on the following controls, as identified in the current (February 2022) Schools Operational Guidance:</b></p> <ul style="list-style-type: none"> <li>• ventilation;</li> <li>• hand and respiratory hygiene;</li> <li>• enhanced cleaning arrangements;</li> </ul> <p>The school will have an Outbreak Management Plan in place which will include the reintroduction of additional controls including face coverings and bubbles, in the event of a local outbreak and following discussions with their local Public Health.</p> <p><i>Link: <a href="#">Schools Operational Guidelines:</a></i></p>	<p><b>In place</b>            An increased cleaning regime is ongoing. This includes the regular cleaning of toilets, door handles and high-volume areas.</p> <p>Classroom doors and/or windows are kept open to ensure ventilation is increased.</p> <p>Regular opportunities for children to wash or sanitise their hands in class are provided throughout the day.</p>
2	<b>Outbreak Management Plan</b>	Staff and pupils	<p>The school will have an Outbreak Management Plan in place based on the information and advice provided in the Government's <a href="#">Contingency Framework</a> document. This will include the potential reintroduction of key controls:</p> <ul style="list-style-type: none"> <li>• face coverings</li> <li>• bubbles</li> </ul> <p><b>Other measures</b>            The school is including in its Outbreak Management Plan the possibility it may be advised to limit:</p> <ul style="list-style-type: none"> <li>• residential educational visits</li> <li>• open days</li> <li>• parental attendance settings</li> </ul>	<p><b>In place</b></p>

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			<ul style="list-style-type: none"> <li>performance in settings</li> </ul> <p>Local authorities, directors of public health (DsPH) and PHE health protection teams (HTPs) may recommend these precautions in one setting, a cluster of settings or across an entire area.</p> <p><b>Local Outbreaks</b></p> <p>In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority/Academy Trust.</p>	
3	<b>Those formerly considered as clinically vulnerable</b>	Staff and pupils	<p>Those formally considered as clinically vulnerable should attend work/ school as normal and follow the same <a href="#">COVID-19 Guidance</a> as the rest of the population.  <b>Link:</b> <a href="#">Guidance for those previously considered CEV</a>  <b>Link:</b> <a href="#">Guidance for those with weakened immune systems</a></p> <p>Pregnant Women:</p> <p><b>Link:</b> <a href="#">Advice for pregnant employees</a> was updated on 14/2/2022.</p> <ul style="list-style-type: none"> <li>The information provided by the Royal College of Obstetrics and Gynaecology (RCOG)</li> <li><b>Link:</b> <a href="#">RCOG Guidelines and Videos</a>. The Guidelines include detailed information for employers and pregnant employees. They are useful for sharing with pregnant staff.</li> <li><a href="#">NHS Information on Pregnancy and COVID-19</a></li> <li>The school encourages all staff including those who are pregnant to get the COVID-19 vaccine - as per the Government's vaccine strategy.</li> <li>Schools are advised to request advice from their occupational health provider if they have queries in relation to anything discussed in this row.</li> </ul>	<b>In place</b>
4	<b>Face Coverings</b>	Staff and pupils	<p><b>Excerpt from <a href="#">Schools Operational Guidelines</a>:</b>  <i>"Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider <a href="#">advice on face coverings</a> outside of school, including on transport to and from school."</i></p> <p>The school remains ready to temporarily reinstate the requirement of face masks in the event of a local outbreak after careful consideration with the local Public Health Advisers. This is reflected in the school's Outbreak Management Plan.</p>	<b>In place</b>
5	<b>Ventilation</b>	Pupils, staff and visitors	<ul style="list-style-type: none"> <li><b>The school gives consideration as to whether there are any poorly ventilated areas.</b> <a href="#">HSE Information on identifying poorly ventilated areas.</a></li> </ul>	<b>In place</b>

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<p><i>Classrooms, offices, lunch halls and other areas in the school</i></p>		<ul style="list-style-type: none"> <li>● <b>Classroom and office window(s)</b> are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately.</li> <li>● During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. Furniture is organised where possible to avoid people sitting in draughts.</li> <li>● <b>Hall exit doors/windows</b> are kept open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. In colder weather, if it is too cold in the dining area, windows are adjusted just enough to provide constant background ventilation, and opened more fully during times of non-occupation to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air.</li> </ul> <p><b>Note:</b> <i>If you have windows in classrooms, offices or halls that can be opened, you do not need to keep your final exit classroom/office door open if the area is too cold. Internal doors would only need to be kept open if there were concerns there was insufficient throughput of air in an area (in those cases, if they were fire doors they would need to be held open with automatic door release mechanisms).</i></p> <ul style="list-style-type: none"> <li>● <b>Mechanical ventilation systems</b> – These are present in Innovation House. When rooms reach a certain temperature, the mechanical ventilation will provide each room with fresh air from outside. The system is only operational during the warmer months.</li> <li>● The school ensures that heating and ventilation systems are well maintained.</li> </ul> <p><b>Link:</b> <a href="#"><i>REHVA Guidance updated 15/4/2021</i></a> (<i>Federation of European Heating, Ventilation and Air Conditioning Associations</i>)</p> <p><i>The HSE advice includes the following sections:</i></p> <ul style="list-style-type: none"> <li>● <i>Events and assemblies are held in well ventilated areas.</i></li> <li>● <i>The school gives consideration as to whether there are any poorly ventilated areas as detailed above in this row, and avoids the use of these for large gatherings.</i></li> <li>● <i>The Schools Operational Guidance does not currently link to other guidance such as the <a href="#"><b>Working at Events and Attractions</b></a> or refer to specific controls</i></li> </ul>	<p>Windows and doors are kept open in all areas that it is safe to do so. This ensures areas are well ventilated throughout the school.</p>
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			<i>other than ventilation. The school and H&amp;S will therefore monitor this area and consider a risk assessment approach for events.</i>	
6	<b>Testing – people who do not have any of the symptoms of COVID-19</b>		<p>LFD are only for use by people who do not have symptoms of COVID-19. These should only be used by people who:</p> <ul style="list-style-type: none"> <li>• Are eligible for new <a href="#">COVID-19 treatments</a></li> <li>• Are visiting someone who is at higher risk of getting seriously ill from COVID-19</li> <li>• Tested positive for COVID-19 and want to check if they are still infectious after 5 days</li> <li>• Work, volunteer or visit somewhere that is high risk</li> </ul> <p><b>Link:</b> <a href="#">LFD Video Animation</a> (no sound but with explanatory text)</p> <p><b>Link:</b> <a href="#">Video on how to use home test kit</a> (with sound)</p> <p><b>Link:</b> <a href="#">Report a rapid lateral flow test result</a></p> <p>Routine testing has now ended in schools and universities, except for departments with SEND students.</p>	<b>In place</b>
7	<b>Testing – people with symptoms of COVID-19</b>		<p>Anyone with symptoms of COVID-19 should get a PCR as soon as possible. They should limit their contact with others.</p>	
8	<b>People with symptoms of COVID-19 – potential for transmission from person to person</b>	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> <li>• If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss or change in the sense of taste and/or smell, they are sent home/ their parents or carer are contacted to collect them and they are advised to arrange a PCR test to identify whether they have COVID-19.</li> <li>• The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school'.</li> <li>• Posters describing symptoms were circulated to schools in May 2020 by the Health and Safety Team and these have been displayed in school.</li> </ul>	<b>In place</b> Regular reminders go in the school newsletter advising children not to attend school if they are displaying symptoms of COVID-19. All staff are aware and advise any parents

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			<ul style="list-style-type: none"> <li>Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus.</li> <li>People are no longer required by law to self-isolate if they test positive for Covid-19. It is however recommended that you stay home and avoid contact with other people.</li> </ul> <p><b>Link: <a href="#">NHS test result advice</a></b> The school advises anyone with symptoms to self-isolate and arrange a PCR test.</p>	<p>calling the school to get a PCR test. Any children who become unwell at school with COVID-19 symptoms are put in a separate, well ventilated room until they can be collected. Parents/carers are advised to get a PCR test as soon as possible.</p> <p>Staff responsible for coding of absences have received and read the updated guidance.</p>
9	<p><b><i>The potential for transmission of virus droplets from surfaces to the hands and then the face –</i></b></p> <p><i>Handwashing</i></p> <p><i>Respiratory Hygiene</i></p>	Staff, pupils, visitors and contractors	<p><b>Link: <a href="#">Schools Operational Guidelines:</a></b></p> <ul style="list-style-type: none"> <li>Over the past 2 years, the school reviewed the numbers of handwashing facilities in the school and considered whether these were sufficient. As a result, the school provided additional hand sanitiser dispensing units. The school is continuing to use these facilities to help ensure hand hygiene measures can be easily followed.</li> <li>The school reviewed whether it had sufficient numbers of bins to support respiratory and handwashing hygiene. As a result, pedal bins were purchased. These bins will continue to remain in use.</li> <li>On arriving at school, all staff and pupils are advised to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control.</li> <li>On arriving at school, visitors including contractors are advised either to apply hand sanitiser provided, use their own or use a very local sink allocated to visitors.</li> <li>Prominent signage is provided in the reception areas so all are clear what is expected of them in relation to hand washing/sanitising.</li> <li>All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating. They are reminded to avoid touching their nose, mouth or eyes.</li> </ul>	<p><b>In place</b></p>

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			<ul style="list-style-type: none"> <li>• Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments.</li> <li>• Soap, paper towels and hand supplies are regularly replenished.</li> <li>• Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels.</li> <li>• First aiders have access to local handwashing facilities/sanitiser.</li> </ul>	
10	<p><b><i>The potential for transmission of virus droplets from surfaces to the hands and then to the face-</i></b></p> <p><b><i>Cleaning high touch points and inc. toilets</i></b></p> <p><b><i>Signing in arrangements</i></b></p> <p><b><i>Use of equipment including pens and pencils</i></b></p> <p><b><i>Computer, telephone and IT equipment</i></b></p> <p><b><i>Playground equipment</i></b></p>		<ul style="list-style-type: none"> <li>• There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together))</li> <li>• Toilets are cleaned regularly</li> <li>• Signing in for visitors is followed with the following controls:             <ul style="list-style-type: none"> <li>➢ Hand sanitiser is provided next to the screen for visitors to use</li> <li>➢ The reception desk has a glazed window as part of its design and this remains in place.</li> </ul> </li> <li>• During the pandemic, the school installed Perspex sneeze screens at the reception areas and is keeping these in place as there would be storage issues if they were removed but needed to be stored in case they were required in the near future.</li> <li>• Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has been used because an individual doesn't have a pen and needs to sign in, a pen is provided which is then wiped clean afterwards.</li> <li>• Controls in relation to the use of learning resources have been relaxed with the July update to the Schools Operation Guidance. The school is mindful that, whilst strict controls are no longer advised, it will consider swiftly reinstating them in the event of a local outbreak.</li> <li>• Thorough handwashing takes places after anyone has been playing with these resources.</li> <li>• Where workstations (including computer workstations) are used by different people during the day, the desk, keyboard, mouse and phone are cleaned between different users.</li> <li>• Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice.</li> </ul>	<p><b>In place</b></p> <p>The school will reinstate cleaning controls in relation to resources in the event of a local outbreak and if advised by PHT</p>

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			<p><b>Playground equipment</b></p> <ul style="list-style-type: none"> <li>• High touch point areas are cleaned regularly throughout the day</li> <li>• The school follows its usual safety protocol in terms of managing play on this equipment to reduce the potential for accidents and this is commonly different groups using the equipment at set times to limit numbers, equipment not being used in wet weather as it becomes slippery etc.</li> </ul> <p><b>Excerpt from the Schools Coronavirus Operational Guidance:</b></p> <p><i>“Maintain appropriate cleaning regimes, using standard products such as detergents</i></p> <p><i>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</i></p> <p><i>PHE has published guidance on the <a href="#">cleaning of non-healthcare settings.</a>”</i></p>	
11	<b>Provision of first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</li> <li>• Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons)</li> <li>• Where possible, a door is kept open in the first aid room to help ensure good ventilation</li> </ul> <p><b>Excerpt from <a href="#">Government Guidance</a>:</b></p> <p><i>“Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work.</i></p> <p><i>If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</i></p> <p><i>Additional PPE for COVID-19 is only required in a very limited number of scenarios.”</i></p>	<b>In place</b>



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			<ul style="list-style-type: none"> <li>• See also the section 'Someone develops COVID-19 symptoms whilst at school'</li> </ul>	
12	<b><i>Someone develops COVID-19 symptoms whilst at school</i></b>	Staff, pupils	<ul style="list-style-type: none"> <li>• If anyone is experiencing symptoms – a new continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to take a PCR.</li> <li>• Where possible, a window is opened for ventilation</li> <li>• If a pupil is waiting to be collected, they are moved to a room where they can be isolated, depending on the age of the child and with appropriate adult supervision.</li> <li>• If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The school will call 999 if they are seriously ill or their life is at risk.</li> <li>• If a member of staff has helped someone who was taken unwell with a new continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li> <li>• Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</li> <li>• Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.</li> <li>• Any waste items associated with an individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste.</li> </ul> <p>Link: <a href="#">Guidance on cleaning in non-healthcare settings</a></p>	In place
13	<b><i>Administering Medication</i></b>	Staff	<ul style="list-style-type: none"> <li>• The school has a medication policy that is followed</li> <li>• Wash hands before and after dispensing the medication</li> <li>• If required, staff will wear gloves when administering medication</li> </ul>	In place
14	<b><i>Staff changing nappies</i></b>	Staff	<ul style="list-style-type: none"> <li>• Staff wear disposable gloves, fluid resistant IIR surgical masks and disposable aprons to change nappies. If there are likely behaviour issues</li> </ul>	In place

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			<p>associated with a child whereby splashing of body fluids is likely, this would need to be reviewed.</p> <ul style="list-style-type: none"> <li>• Following the task, staff wash their hands and dispose of the used equipment appropriately.</li> <li>• Area/ changing mats / beds in use are cleaned before and after each use.</li> </ul> <p>Link: <a href="#">Guidelines on handwashing</a></p>	<p>This is in place in the nursery for those children who require nappy changes.</p>
<p align="center">15</p>	<p><b>Administering Cardiopulmonary Resuscitation CPR</b></p>		<ul style="list-style-type: none"> <li>• Schools – Please read all the advice and excerpts provided in this section on CPR</li> </ul> <p>Link: <a href="#">HSE Guidance on CPR for adults (last reviewed 28 February 2022)</a>  The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used if there is one available. However, for children, the advice is that rescue breaths should be provided. The following excerpt should be read in relation to adults. <i>(Further down in this row, important information about CPR for children is also provided.)</i></p> <p><i>“Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.  Ask for help. If a portable defibrillator is available, ask for it.  Before starting CPR, use a cloth or towel to cover the patient’s mouth and nose. This should minimise the risk of transmission while still permitting breathing to restart following successful resuscitation.  If available, you should use:</i></p> <ul style="list-style-type: none"> <li>▪ <i>a fluid-repellent surgical mask</i></li> <li>▪ <i>disposable gloves</i></li> <li>▪ <i>eye protection</i></li> <li>▪ <i>apron or other suitable covering</i></li> </ul> <p><i>Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths.  For CPR in paediatric settings see <a href="#">guidance from the Resuscitation Council UK.</a>”</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Government Advice to First Aiders including Resuscitation (last reviewed 8 March 2022)</a></li> </ul> <p>Excerpt:  <b><i>Cardiopulmonary Resuscitation</i></b></p>	

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			<p><i>If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the police service this would be a dynamic risk assessment) to assess appropriate infection control precautions.</i></p> <p><i><b>In adults,</b> it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes where cardiac arrest has not occurred due to lack of oxygen (asphyxia arrest).</i></p> <p><i><b>In children,</b> cardiac arrest is more likely to be caused by a respiratory problem or lack of oxygen. Therefore, chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield, if one is available.</i></p> <p><i>If you perform mouth to mouth ventilation on someone with COVID-19 you should follow the <a href="#">guidance for people with COVID-19 and their contacts</a>.</i></p> <p><i>If you perform mouth-to-mouth ventilation on someone who does not have COVID-19, no additional actions need to be taken other than monitoring yourself for symptoms of COVID-19 over the following 14 days.</i></p> <p><i>If you develop symptoms of COVID-19, you should <a href="#">arrange to have a PCR test</a> and follow the <a href="#">guidance for people with COVID-19 and their contacts</a>.</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Resuscitation Council Advice</a> – for CHILDREN – see also the excerpt above which includes important information about use of resuscitation face shields for mouth-to-mouth resuscitation for children.</li> </ul> <p>Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. It has been updated and this update is included in the following <b>excerpt</b>:</p> <p><i>“We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the</i></p>	
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			<p>child’s chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.</p> <p>For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.</p> <p>Therefore, if there is any doubt about what to do, this statement should be used. It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept 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 action as this will result in certain cardiac arrest and the death of the child. “</p> <p>If schools do not already have resuscitation shields in their first aid kits, then it is advisable for them to purchase these. Here are some examples:</p> <p><b>Link:</b> <a href="#">Examples of Resuscitation Shields</a></p> <ul style="list-style-type: none"> <li>• The following link provides information on donning masks:</li> <li>• <a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>• The following link provides information on how to safely remove the masks and other PPE:</li> </ul> <p><a href="#">Advice on removing surgical masks and other PPE.</a></p>	
16	<b>Education Visits</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Education visits will take places as normal, subject to risk assessments and the following of any public health advice or in-country advice of the international destination.</li> </ul>	<p><b>In place</b> International visits don’t take place</p>

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			<ul style="list-style-type: none"> <li>When planning either day trips or residential trips, the school undertakes a risk assessment in the usual way to ensure they can be done safely.</li> <li>The school continues to monitor the situation and be advised by Action HR's Educational Visits Adviser.</li> <li>The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school.</li> </ul>	
17	<b>After School Clubs, Breakfast Clubs, Community Activities, Scouts, Guides</b>		<ul style="list-style-type: none"> <li>The Government has provided guidance on the provision of these facilities <b>Link: <a href="#">Protective Measures for Out of School Settings</a></b> - this guidance was updated on 24/02/2022 and advises on the controls required of providers for these activities and settings.</li> <li>The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19.</li> <li>The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control.</li> </ul>	<b>In place</b>
18	<b>Audiences, Assemblies, School plays</b>	Staff, pupils and visitors	<ul style="list-style-type: none"> <li>Government guidelines state that assemblies and as such can resume as normal. When such events take place, the area must be well ventilated and any poorly ventilated spaces should be identified as part of the risk assessment. Steps will be taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site.</li> <li>Assemblies that take place are currently only for a maximum of 2-year groups at a time.</li> </ul>	<b>In place</b>
19	<b>Social distancing- Teaching, classrooms and bubbles/groups</b>	Staff and pupils	<ul style="list-style-type: none"> <li>There are no longer recommendations on keeping pupils and staff separated.</li> <li>The school has an Outbreak Management plan ready to utilise in the event of an outbreak which includes scope for re-introducing bubbles and social distancing</li> </ul>	<b>In place</b> However, the school will take steps to reduce the mixing of year groups where possible
20	<b>Travelling to and from school</b>		<ul style="list-style-type: none"> <li>The school encourages those who use public transport to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering.</li> </ul> <p>Link: <a href="#">Safer Travel Guidance for Passengers</a></p>	
21	<b>People returning from abroad</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Those who do not qualify as fully vaccinated no longer need to quarantine on arrival to England. A COVID-19 PCR test must be booked prior to travelling</li> </ul>	<b>In place</b>

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			and upon returning to the UK this test must be taken any time after arriving in the UK and before the end of day 2 at the latest. <b>Link:</b> <a href="#">Travelling to England</a>	
22	<b><i>Stress and anxiety for staff who are worried about the risks to their health</i></b>	Staff	<ul style="list-style-type: none"> <li>Individual risk assessments were completed during earlier stages of the pandemic.</li> <li>Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation.</li> <li>Line Managers discuss with their staff individually – to include consideration as to how working will affect them and what, if any additional measures are needed.</li> <li>School regularly receive updated from Council affiliated teams such as the H &amp; S Team, Education Teams and AfC (Kingston/Richmond)</li> <li>If the school buys into a scheme, staff are reminded of the availability of their Employee Assistant Programme.</li> <li>Staff and school have access to official guidance from DfE and Public Health England</li> </ul>	<b>In place</b> Risk assessments remain in place and the advice given still stands
23	<b><i>Meetings including Governing Body meetings</i></b>	Staff, visitors	<ul style="list-style-type: none"> <li>The school places an emphasis on ensuring any meetings take place in well ventilated areas.</li> <li>Hand and respiratory hygiene remain important and are promoted within the school including for meetings.</li> <li>Hand sanitiser and bins are provided in meeting rooms.</li> </ul>	<b>In place</b> Many meetings continue to take place remotely.
24	<b>Music - Playing and Singing  Wind and Brass All instruments  Drama</b>	Staff, pupils	<ul style="list-style-type: none"> <li>The school places an emphasis on ensuring these activities take place in well ventilated areas.</li> <li>Hand and respiratory hygiene remain important and are promoted within the school including for these activities.</li> <li>Instruments, if used by different pupils, are thoroughly cleaned (particularly mouth pieces) for general infection control purposes.</li> <li>Handwashing/hand sanitising takes place before and after handling instruments, especially if being used by more than one person.</li> </ul>	<b>In place</b>
25	<b>PE and Sports</b>	Staff, pupils	<ul style="list-style-type: none"> <li>The school is mindful that the COVID-19 controls in relation to sports activities in education have been relaxed and will organise activities taking account of the following controls:</li> </ul>	<b>In place</b> Sports equipment is on a rota and cleaned regularly.

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			<ul style="list-style-type: none"> <li>○ ventilation;</li> <li>○ good hand and respiratory hygiene;</li> <li>○ enhanced cleaning including taking a measured and reasonable approach to cleaning equipment used for sports. Cleaning requirements will vary depending on the nature of the equipment, for example, items such as eye protection would require cleaning between different users as part of general infection control arrangements.</li> <li>○ For events to which audiences are invited, the protocol as detailed in the 'Audiences' part of this risk assessment will be followed.</li> </ul> <p><b>Excerpt:</b></p> <p><i>"You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and <b>equipment</b> (for example, twice per day), with a particular focus on frequently touched surfaces."</i></p>	
26	<b>Swimming</b>	Staff and pupils	<ul style="list-style-type: none"> <li>● Swim England has updated a number of documents and these can be accessed <a href="#">here</a>.</li> <li>● Of particular note is this <b>excerpt from the Swim England Best Practice Step 4 document:</b></li> </ul> <p><i>"Cleaning</i></p> <p><i>We would recommend that the enhanced cleaning regimes implemented during the pandemic should be maintained for both equipment, changing and seating areas.</i></p> <p><i>Pool users should be encouraged to bring their own equipment where</i></p>	<b>In place</b>

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			<p><i>possible.</i></p> <p><i>We would recommend equipment is not shared unless cleaned in between use. Swimming pool water, which has been shown to inactivate the virus, can be used for this purpose.”</i></p>	
27	<b>Exams</b>		<ul style="list-style-type: none"> <li>● <b>Government COVID-19 Guidance</b> updated on 24/2/2022 includes practical information including room set and the school considers this guidance if it is planning exams.</li> <li>● The controls the school uses focus on include:</li> <li>● No-one attending if they have symptoms of COVID-19</li> <li>● Ventilation - windows and doors are kept open (no propping open of fire doors);</li> <li>● Hand hygiene;</li> <li>● Cleaning regimes for areas and equipment (typically cleaning twice a day) and focussing on high touch points;</li> <li>● The school ensures it is first aid prepared (e.g. for events such as asthma attack, onset of COVID symptoms, etc.)</li> <li>● There are arrangements in place if a pupil is unable to attend due to having symptoms.</li> </ul>	<p><b>In Place</b></p> <p>Internal SATs, phonics screening, CATs and MTC take place. Shared resources and areas will receive enhanced cleaning during these times.</p> <p>Arrangements will be set for pupils missing exams due to Covid when the assessment arrangement guidance is released for 2021-2022</p>
28	<b>Uniforms</b>	Staff, pupils	<ul style="list-style-type: none"> <li>● Government advice notes that 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> <li>● During the cooler months, the school encourages pupils (and parents) to ensure pupils bring in additional clothing including gloves and hats in case they become cold during the school day due to the increased ventilation. The school is flexible in its approach and accepts these items may need to be ‘home’ clothes rather than strict uniform.</li> </ul>	<p><b>In Place</b></p> <p>Pupils may bring additional clothing if needed due to the well-ventilated rooms making classrooms colder than usual.</p>
29	<b>Routine cleaning of communal areas of the school estate</b>	Staff/ Cleaning Contractors	<p>For <b>routine</b> cleaning (i.e. <b>not</b> cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> <li>● Disposable gloves are provided for staff/contractors (see next bullet point)</li> <li>● Staff wear their usual washable uniform/clothing</li> <li>● Mops are used for the tasks</li> </ul>	<p><b>In place</b></p> <p>Along with enhanced cleaning routine.</p>




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			<ul style="list-style-type: none"> <li>● Staff wash their hands when they have finished their task and dispose of the gloves.</li> <li>● Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal.</li> <li>● The school checks that external cleaning contractors have their own COVID related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school.</li> <li>● Jet washing can recommence if the school wishes to clean a particular area of the school estate (jet washing is not required as part of COVID cleaning arrangements). Only staff who have suitable experience in using jet washing equipment should do this work. A full risk assessment should be in place for the task and operators should wear: <ul style="list-style-type: none"> <li>➢ Disposable IIR surgical masks (which are replaced if they become wet);</li> <li>➢ Eye Protection BS EN166-2: Full Face Shield for Chemical Splash Back and Medium-Energy Impact</li> <li>➢ Gloves BS EN374</li> <li>➢ Ear Protection BS EN352 - Ear Defenders / Muffs / Plugs</li> <li>➢ Waterproofs / High Visibility jacket / Vest</li> <li>➢ Footwear BS EN 345 - Safety Wellingtons, Safety Boots/Shoes</li> </ul> </li> </ul>	
30	<b>Cleaning Lifts</b>	Staff cleaning/ contractors cleaning	<ul style="list-style-type: none"> <li>● The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed</li> <li>● Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine-based cleaning product</li> <li>● Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process</li> <li>● Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed.</li> </ul>	<b>Lift not currently in use. To be reviewed should this change in the future.</b>
31	<b>Fire Doors</b>	All	<ul style="list-style-type: none"> <li>● The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation).</li> </ul>	<b>In place</b> Latchmere School has in place procedures for the regular cleaning of areas of the doors most

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				frequently made contact with. Nelson school fire doors are held open with automatic door release mechanisms in the main corridors
32	<b>Food and drink Catering</b>	All	<ul style="list-style-type: none"> <li>• Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc.</li> <li>• The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the <a href="#">Government Guidance for Restaurants/Pubs/Bars...</a></li> <li>• Pupils are not allowed to swap food from their lunch boxes/plates.</li> </ul> <p>Controls for managing catering facilities include:</p> <ul style="list-style-type: none"> <li>• regular handwashing;</li> <li>• those with symptoms to stay at home and get tested;</li> <li>• prompt removal of anyone with symptoms;</li> <li>• active engagement in test and trace;</li> <li>• risk assessment in place for activities;</li> <li>• limit unnecessary visits into the kitchen.</li> </ul>	<b>In place</b> A member of the SMT is on duty in the school hall to monitor lunch times.
33	<b>Science and DT</b>	All	<ul style="list-style-type: none"> <li>• The school organises science activities taking into consideration the following controls:             <ul style="list-style-type: none"> <li>○ ventilation</li> <li>○ cleaning of shared resources such as goggles as it would do pre-pandemic from a general infection control perspective</li> <li>○ hand washing/hand sanitising, taking care not to use flammable hand sanitiser in science or D&amp;T areas. See the next two rows for further information on this.</li> </ul> </li> <li>• CLEAPSS has updated its <b>Science Guidance document GL343</b> - Guide to doing practical work during the COVID-19 pandemic. It includes useful information about controls required during Step 4 and comments on measuring carbon dioxide levels in Science areas.</li> </ul> <p><a href="http://primary.cleapss.org.uk/">http://primary.cleapss.org.uk/</a> <a href="http://dt.cleapss.org.uk/">http://dt.cleapss.org.uk/</a></p>	<b>In place</b> Science activities take place in classrooms which are well ventilated or outside. Regular handwashing takes place as a matter of course.

<p>34</p>	<p><b>Safe storage of alcohol-based hand sanitiser supplies - for all schools</b></p>  <p><small>Danger Highly Flammable/No Smoking/Naked Lights Signs</small></p>	<p><b>Storage of Supplies of alcohol-based hand sanitiser</b></p> <ul style="list-style-type: none"> <li>Where the school is storing supplies of alcohol-based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> <li>are not stored within fire escape routes including stairwells;</li> <li>are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources;</li> <li>there is a no smoking policy in place;</li> <li>the containers are kept tightly closed;</li> <li>are not stored in the same room as Oxygen cylinders;</li> <li>are located in a room with a fire door;</li> <li>where available they are kept in a fire resisting cabinet;</li> <li>signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames);</li> <li>the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following these bullet points.</li> </ul> </li> </ul> <p><b>Use of alcohol-containing hand sanitiser</b></p> <ul style="list-style-type: none"> <li>Where a school has Oxygen cylinders on site and/or in use by pupils, before anyone uses, adjusts or checks the cylinders, they will wash and dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice:</li> <li><b>Excerpt from a BOC guide on Oxygen cylinders:</b> <p><i>“You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment.”</i> Source: <i>The Home Oxygen Handbook</i> by BOC.</p> </li> </ul>	
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35	<b>Hiring out premises</b>	Hirers, staff, visitors	<ul style="list-style-type: none"> <li>When hiring out school facilities, the school checks that the hirer has a COVID-19 risk assessment in place for their activity.</li> </ul> <p>The <a href="#">COVID-19 Guidance for Grassroots Sports - Public and Sport Providers</a> provides detailed information and advice on managing these facilities which includes cleaning arrangements, water fountain use, handwashing/ sanitising provisions, ventilation and so on.</p>	<p><b>In place</b></p> <p>The school requests Covid risk assessments from outside providers using school grounds.</p>
36	<b>Communicating with staff and parents</b>	All	<ul style="list-style-type: none"> <li>Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment.</li> <li>Parents and carers have been updated with a summary of the main COVID controls and arrangements in place. (Consider including photographs of the changes the school has made as part of this so that parents and children can see these to reassure them and help them understand how things will be.) Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important.</li> <li>Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures.</li> <li>Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school.</li> <li>Share with parents the following guidance: <a href="#">Guidance for Parents and Carers</a></li> </ul>	<p><b>In place</b></p> <p>Parents have received communication through the school newsletter giving them updates on changes in guidance.</p>
37	Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.	-	<ul style="list-style-type: none"> <li>Link: <a href="#">Schools Coronavirus Operational Guide</a></li> <li>Link: <a href="#">People wearing face masks poster</a></li> <li>Link: <a href="#">LFD Video Animation</a></li> <li>Link: <a href="#">Video on how to use home test kit</a></li> <li>Link: <a href="#">Link to Tessollo Training Login</a></li> <li>Link: <a href="#">Action HR's Template risk assessment for COVID testing sites in schools</a></li> <li>Link: <a href="#">Template Risk Assessment for Home Testing Kits</a></li> </ul>	

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		<ul style="list-style-type: none"> <li>● <a href="#">Link: <u>Guidance for Full Opening of Special Schools and Specialist Settings</u></a></li> <li>● <a href="#">Link: <u>How schools can order test kits</u></a></li> <li>● <a href="#">Link: <u>Information about the NHS Covid App</u></a></li> <li>● <a href="#">Link: <u>Guidance for Parents and Carers</u></a></li> <li>● <a href="#">Link: <u>New HSE Guidance on CPR</u></a></li> <li>● <a href="#">Link: <u>Performing Arts Handling Equipment Safely</u></a></li> <li>● <a href="#">Link: <u>hygiene: handwashing, sanitation facilities and toilets</u></a></li> <li>● <a href="#">Link: <u>working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</u></a></li> <li>● <a href="#">Link: <u>Guidance on Transport to School and other Places of Education Safe Working in Education, Child Care and Children's Social Care Settings including use of PPE</u></a></li> <li>● <a href="#">Link: <u>Government Advice - for Special Schools STEP 4 Additional Guidance</u></a></li> <li>● <a href="#">Link: <u>Actions for Schools During the Coronavirus</u></a></li> <li>● <a href="#">Link: <u>Guidelines on hand hygiene</u></a></li> <li>● <a href="#">Link: <u>Public Health - washing your hands poster</u></a></li> <li>● <a href="#">Link: <u>Public Health England - using hand rub poster</u></a></li> <li>● <a href="#">Link: <u>Advice on donning surgical masks and other PPE.</u></a></li> <li>● <a href="#">Link: <u>Advice on removing surgical masks and other PPE.</u></a></li> <li>● <a href="#">Video: <u>PPE - Donning and Doffing PPE Video, Public Health England</u></a></li> <li>● <a href="#">Link: <u>School Premises - Managing Partially Opened Buildings</u></a></li> <li>● <a href="#">Link: <u>Guidance on Ventilation by REHVA</u></a></li> <li>● <a href="#">Link: <u>guidance on cleaning in non-healthcare settings.</u></a></li> <li>● <a href="#">Link: <u>DfE Summary of Government Advice Scientific Evidence Summary</u></a></li> <li>● <a href="#">Link: <u>Covid Secure Poster</u></a></li> <li>● <a href="#">Link: <u>Catch it, Kill it, Bin it poster</u></a></li> </ul>	
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