



Eden Academy Trust – Coronavirus (Covid-19) Pandemic Risk Assessment in relation to school opening/closure

School		Version	7
Assessor		Date	

Underlying principles based on SAGE advice

Based on the overview of scientific advice and information:

- Clinically extremely vulnerable adults are advised not to work outside the home. Adults who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised to follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend school.
- If a child, young person or adult lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend school if stringent social distancing can be adhered to and they are able to understand and follow those instructions.
- Clinically vulnerable adults who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others guidance) should work from home where possible. Schools should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.

All pupils at Eden schools have learning disabilities and most have significant and profound difficulties. Many pupils require significant personal contact with teaching staff. It is acknowledged that strict adherence to the 2 metre rule is not always going to be possible. Each school will therefore need to make use their professional judgement as to the number of children that can be brought into school that would allow staff to create 'safety zones' in which pupils could operate.

Hierarchy of controls to manage and mitigate risk

Based on SAGE modelling, the hierarchy of controls underpin our planning to help prevent the spread of Covid-19 are:

- *Controlling the transmission of the disease*: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- *Management and control through personal hygiene*: cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene*: promoting the 'catch it, bin it, kill it' approach.
- *Enhanced cleaning regimes*: cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

- *Minimising contact and mixing:* altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

Scope of this risk analysis

Following publication of the DfE's official guidance for September reopening, a new risk analysis has been prepared to inform the schools' planning. This risk analysis reflects continuing operations to the end of the summer term.

Ref.	Hazard	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
1.	Operating safeguarding arrangements across both in-school and at-home provision	Pupils	Signs and abuse are not identified and followed up leading to a child coming to harm	High	<ul style="list-style-type: none"> • Normal safeguarding procedures will apply for in-school provision, except where these have been superseded by the arrangements set out in the Covid appendix to the Child Protection(Safeguarding) Policy. This policy, and associated arrangements, will continue to apply where the child is not in school and receiving at-home provision. • Safeguarding hub will continue to monitor the effectiveness of the arrangements and amend if necessary • The safeguarding hub will review new non-statutory interim guidance from the DfE on safeguarding in schools, colleges, and other providers during the coronavirus outbreak to ensure our interim Covid arrangements, previously ratified by the Board, are still compliant – updated appendix going to the Board on 26th June for ratification but currently in use by the schools under the guidance of the safeguarding hub • Updated appendix to the child protection policy ratified by the Board 	<ul style="list-style-type: none"> • Child protection & safeguarding Policy • Appendix to the Safeguarding and Child Protection Safeguarding Policy in effect during total and partial school closure due to the Covid-19 • Coronavirus (COVID-19): safeguarding in schools, colleges, and other providers 	All staff	Ongoing	Low
2.	Risk of increased transmission due to staff journeys to and from school	All building users	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> • Staff travel to school on foot, bicycle, motorcycle, or own car • No car sharing apart from members of the same household • Use of public transport and taxis discouraged except where absolutely necessary and use of face covering is now mandatory in addition to social distancing where possible 	<ul style="list-style-type: none"> • School-based operating procedures • Coronavirus (COVID-19): safer travel guidance for passengers 	All staff	Ongoing	Medium

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3.	Risk of increased transmission due to pupil journeys to and from school	All building users	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> Pupils are brought into school by own parents/carers using their personal vehicle No car sharing with children/parents or other families Use of public transport and taxis discouraged except where absolutely necessary and use of face covering is now mandatory in addition to social distancing where possible LA transport arrangements organised with agreed social distancing, care provision, and PPE in operation as necessary. This will mean no more than 4 pupils on a 16 seater minibus which would be further reduced if a pupil were in a wheelchair. Where the LA provides transport, they should undertake their own risk assessments No parents or visitors within school Multiple entry points identified for parents/transport to avoid queuing in drop off areas Routes, layouts and congregation points reviewed, and measures introduced to aid circulation and social distancing. Drop off/collection times are staggered. Staff briefed on the arrangements to be applied. Children, young people, parents/carers are advised: <ul style="list-style-type: none"> Not to come to the school if displaying any symptoms of coronavirus (Covid-19) Only to attend one at a time Of the designated pick up and drop off protocols (time, location, process) to minimise contact. Not to gather at entrances, gates, or doors. Parents advised requirements 	<ul style="list-style-type: none"> School-based operating procedures Coronavirus (COVID-19): safer travel guidance for passengers Actions for schools during the coronavirus outbreak 	All staff	Ongoing	Medium
4.	Inadvertent transmission to others through being on site See also sections relating to specific aspects of operations	All building users	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<p>Staff and children</p> <ul style="list-style-type: none"> Staff and children who are considered clinically extremely vulnerable and shielding should continue to shield and should not be expected to attend. Staff living in a household with someone who is 'clinically extremely vulnerable' and shielding should be allowed to work at home if possible and <u>should only attend school if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.</u> A pupil living in a household with someone who is 'clinically extremely vulnerable' and shielding <u>should only attend school if absolutely necessary and only if stringent</u> 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures School-based therapy protocols 	All staff	Ongoing	Medium

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					<p><u>social distancing can be adhered to, and the child is able to understand and follow those instructions.</u></p> <ul style="list-style-type: none"> From Saturday 1 August, the guidance will then be relaxed so clinically extremely vulnerable people will no longer be advised to shield. From 1 August, those who need to work and cannot do so from home will be able to return to work as long as their workplace is COVID secure, adhering to the guidance available <p>Staff specific</p> <ul style="list-style-type: none"> Staff on the clinically 'vulnerable list' are working from home/assigned alternative duties (such as supporting remote education, carrying out lesson planning etc.). Where this isn't possible a personalised risk assessment for each individual is in place recording the details of the medical condition and what reasonable adjustments have been made prior to the staff member returning to school. Advice is sought from Occupational Health where necessary. Declaration to be signed by all staff confirming their commitment to the creation of a Covid secure school Staff undertake daily health screening procedures on arrival at school each day as set out in the 'reopening guidelines for Eden Academy Schools' document, and familiarise themselves with the protocols if they become symptomatic <p>Pupil specific</p> <ul style="list-style-type: none"> All pupils risk assessed to create a 'consideration for return list' other than: <ul style="list-style-type: none"> children currently in a shielding period (these will have letters from their GPs and we will need to confirm the date when this shielding ends for each child) children whose parents do not wish to consider a return to school at this time (this will require liaison with all parents once the arrangements have been decided so that they are aware of how school will look on initial reopening) Pupils categorised as Red, Amber or Green as per the Reopening guidelines for Eden Academy Schools which will inform decisions regarding the phase for reintroduction Home/school agreement is put in place for each pupil before they come back into school specifying the 	<ul style="list-style-type: none"> Coronavirus (COVID-19): implementing protective measures in education and childcare settings Actions for schools during the coronavirus outbreak Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Government press release on plans to change shielding requirements 			

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					<p>parents'/carers' commitment to supporting a Covid secure school</p> <ul style="list-style-type: none"> Staff carry out daily screening procedures for pupils as set out in the Reopening guidelines for Eden Academy Schools and familiarise themselves with the protocols if they suspect a pupil is symptomatic <p>Contractors</p> <ul style="list-style-type: none"> Contractors should not come on to site unless it absolutely necessary to do so. Where possible, if this is necessary, this should be done when pupils and staff are not in school Contractors will not be allowed access without prior appointment. Contractors should adopt social distancing measures which will be clarified with them on arrival. <p>The environment</p> <ul style="list-style-type: none"> Each school has established a robust cleaning regime indicating which areas need to be cleaned, the way they will be cleaned, the frequency, and who will carry out that cleaning Schools will plan to maintain some effective form of social distancing in the classrooms and the ancillary areas around the school, recognising that strict adherence to the 2 metre rule is not going to be possible so the calculation has to be a professional judgment as to the number of children possible that would allow staff to create 'safety zones' in which pupils could operate School-based protocols will be implemented in relation to teaching spaces, designated adult-only areas, administrative and office areas, and therapy spaces (e.g. only one member of office staff will be in the office at once) Minimising contact and mixing by altering, as much as possible, the environment and timetables <p>Teaching and associated activities</p> <ul style="list-style-type: none"> Specific protocols implemented to encompass class-based activities, toileting and personal care, cleaning and disinfecting, resources, home outreach, pupil and staff welfare, catering and breaks Similar protocols will be developed by the therapy teams 				

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					<ul style="list-style-type: none"> Teaching equipment such as pens, musical instruments should not be shared or where this is absolutely necessary, must be appropriately cleaned after each use. <p>Training and development</p> <ul style="list-style-type: none"> The Eden Academy provides a package of training materials aimed at informing staff about the virus and how to mitigate its risk. The training has mandatory elements that provide clear guidance on infection control and hygiene protocols as well as refresher training at regular intervals as more information and advice emerges The COVID-19 support groups in each school become a regular and ongoing forum where staff can raise questions, report on any issues, and recommend new ways of working where appropriate. These groups will include union membership <p>General</p> <ul style="list-style-type: none"> Parents / carers and other visitors are limited. Staff communicate to children regarding social distancing / personal hygiene etc. other than where personal care is required. Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser. 				
5.	Unable to achieve social distancing	All building users	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> The following will be considered to reduce the risk: <ul style="list-style-type: none"> 'Sense checking' and live modelling by talking to staff, therapists etc. about how groupings of those pupils will work, considering that there may initially only be 1-4 children in each of the classrooms Carry out assessments of all the ancillary areas that will be used across the school (hall, playground, soft playroom, sensory room etc.) and a decision made about the maximum number of pupils that can be safely accommodated in each room. The use of certain rooms may need to be ruled out if it is considered that one member of staff and one pupil in the room would still not be safe in relation to social distancing 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures School-based therapy protocols Coronavirus (COVID-19): implementing protective measures in 	All staff	Ongoing	Medium

Ref.	Hazard	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
					<ul style="list-style-type: none"> - Each room needs to have a clear maximum number identified on its door so that once the school is re-opened, the maximum will not be exceeded • In addition, the following will be considered/implemented as appropriate: <ul style="list-style-type: none"> - Pupils encouraged in a developmentally appropriate way to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell wherever possible. - Ongoing monitoring for symptoms amongst staff and pupils - Enhanced cleaning regime. - The school has cohorted groups so that staff and pupils only mix in a small consistent group and keep away from other people/groups as far as possible. Contact with other groups is brief and transitory only. - Where possible the same teaching staff work with the same groups. This will involve pupils' normal teaching and support staff to ensure familiarity of their needs wherever possible - Where possible (and only where this is relevant), the same desks etc. are used by the same pupils/staff each day or they are cleaned between use. - Timetabling reviewed to stagger school activities (e.g. PE, outdoor learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. - Greater use of outdoor space and learning is used - Equipment use revised and measures to reduce simultaneous (as well as cleaning, below) use introduced. - Where possible areas will be well ventilated, doors propped open, where safe to do so considering fire safety and safeguarding, to limit use of door handles. • Government announcement (23 June) to relax social distancing from 2m to 1+ with mitigations 	<ul style="list-style-type: none"> • education and childcare settings • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 			

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					<ul style="list-style-type: none"> Schools will review the number of pupils attending o a weekly basis to provide as many places as possible within the current operating restraints 				
6.	Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices	All building users	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> The following will be considered as part of the school based protocols: <ul style="list-style-type: none"> Class changeover/break times are staggered to reduce the level of circulation throughout school. One-way circulation routes implemented wherever possible or corridors divided down the middle where the width allows. Halls, dining areas and internal and external sports facilities are used at reduced capacity for lunch/sporting activities. These areas can be shared provided different cohorted groups do not mix and do not play sports or games together. Adequate cleaning takes place between group use. Lunch breaks are staggered. Pupils clean their hands before entering in their cohorted groups and are supported by staff where necessary. Groups are kept apart, and tables cleaned between each group, or pupils eat their lunch in their classrooms. Arrangements are in place to ensure that toilets do not become crowded by limiting the number of pupils who use the facilities at one time and enhanced cleaning routines implemented Practical activities can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same pupils in one day, or appropriately cleaned between cohort groups. Staff breaks are staggered to avoid congestion in the staff rooms. Where possible different staff rooms are used for different staff groups to reduce contact Measures are applied within shared offices to implement social distancing where possible. Office staff will continue to work from home where it is practicable once the school reopens and/or work in school on a rota basis. Widening routes where possible 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures Coronavirus (COVID-19): implementing protective measures in education and childcare settings Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	Head, SLT, Premises Manager, Office Manager	Ongoing	Medium

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					<ul style="list-style-type: none"> - Removing unnecessary obstacles - Signing and communications including markings and/or signage at entrances and movement intersections - Separate entry and exit routes - Accommodate extended queuing using defined queue areas and signage if this is necessary - Arrangements for deliveries • Protocols will reflect DfE guidance 				
7.	Play activities	Teaching staff and pupils	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> • Existing school play risk assessment has been reviewed against government advice and shared with staff. • Break times are staggered (including lunch), so that children are not moving around the school at the same time or different parts of the schools are used to minimise groups being together • Children only use outdoor equipment on an individual basis and this is cleaned after use. Where it is not possible to adequately clean equipment, it will be taken out of use. • Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms or separate cleaning routines implemented 	<ul style="list-style-type: none"> • Reopening guidelines for Eden Academy Schools • Making Eden Academy schools 'Covid secure' • School-based operating procedures 	Head, SLT, teaching staff, Premises Manager	Ongoing	Medium
8.	Outdoor education on-site and off-site visits	Staff, pupils, public	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> • Use of outdoor spaces will be maximised considering safeguarding, weather and general control measures listed in this risk assessment. • Off-site visits will be suspended until such times as guidance suggests these can safely be reintroduced. 	<ul style="list-style-type: none"> • Reopening guidelines for Eden Academy Schools • Making Eden Academy schools 'Covid secure' • School-based operating procedures 	Head, SLT, teaching staff	Ongoing	Low
9.	Personal care activities	Teaching and support staff and pupils	Contracting coronavirus and/or passing onto others at home; exacerbation of existing	High	<ul style="list-style-type: none"> • Children who normally receive support from the school nurse will require an individual risk assessment to determine if they are able to attend school. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented. 	<ul style="list-style-type: none"> • Reopening guidelines for Eden Academy Schools • Making Eden Academy schools 'Covid secure' 	All staff tasked with providing personal or	Ongoing	Medium

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			medical conditions; serious respiratory illness; death		<ul style="list-style-type: none"> Teaching and support staff who provide intimate or personal care for children will be provided with appropriate PPE and training. Arrangements will be documented in the school's operating procedures Arrangements are in place to ensure that adequate stocks of appropriate PPE are always available in school Staff know how to safely put on, take off and use PPE PHE guidance on putting on and taking off PPE is followed by all staff undertaking personal care In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in Additional considerations, in addition to standard infection prevention and control precaution guidance issued by PHE 	<ul style="list-style-type: none"> School-based operating procedures Coronavirus (COVID-19): implementing protective measures in education and childcare settings COVID-19: infection prevention and control (IPC) Putting on PPE Taking off PPE Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	intimate care		
10.	Personal protection & PPE	All building users	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Individual risk assessments are carried out for each pupil before returning to school that specifically include an assessment of whether they require PPE and in what circumstances that PPE would be required (e.g. for toileting, feeding or in the case of behaviours such as spitting or smearing) The care regimes and protocols for pupils that require PPE (including for regular toileting) are reviewed and improved where necessary with the school nurse or Community Health Team before they return to school All staff involved in the use of PPE with those pupils already requiring it, should undergo refresher training on how to use PPE. Training should be delivered or approved by a clinician¹ before they return to school 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures Coronavirus (COVID-19): implementing protective 	All staff tasked with providing personal or intimate care	Ongoing	Medium

¹ Includes the school nurse

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					<ul style="list-style-type: none"> • Training to be provided to all staff requiring PPE where they have not previously used it • To minimise the risk to colleagues from used Personal Protective Equipment (PPE), it is essential that it is removed in a safe manner. • Regularly check supplies of PPE and reorder in good time to maintain a stock for at least a two month period • Ensure adequate bins are available 	measures in education and childcare settings <ul style="list-style-type: none"> • COVID-19: infection prevention and control (IPC) • Putting on PPE • Taking off PPE • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 			
11.	Personal hygiene	All building users	Others contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> • All staff should attend further mandatory training in basic infection control, hygiene routines and recommended COVID protocols before pupils come back into school • Once pupils are back in school, staff should have regular refreshers in hygiene and infection control as part of their training and development routine • Staff, visitors and contractors to be reminded of the personal hygiene requirements set out in the 'Reopening guidelines for Eden Academy Schools document' • Pupils will be reminded as above and supported to achieve this where necessary recognising that not all pupils will be able to self-manage personal hygiene, including hand washing regimes • PHE guidelines on hand washing routines to be followed • Posters around the school as appropriate 	<ul style="list-style-type: none"> • School-based operating procedures • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • PHE Education Guidance • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	All building users	Ongoing	Medium
12.	Staff displaying symptoms of	All building users	Others contracting	High	General	<ul style="list-style-type: none"> • Reopening guidelines for 	All staff	Ongoing	Medium

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	coronavirus whilst at school		coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death		<ul style="list-style-type: none"> Staff will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households and all staff should be encouraged to undergo testing via the National Scheme https://www.gov.uk/apply-coronavirus-test if there is any indication of that member of staff becoming symptomatic Where the staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child they live with in that group subsequently develops symptoms The school will support the government's Test & Trace regime launched on 28th May https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, PHE's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other staff or children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or cohort. As the school will be observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary Report under updated RIDDOR requirements where necessary <p>On arrival</p> <ul style="list-style-type: none"> Staff will apply a self-checking health regime on arrival at school each morning; a non-contact thermometer will be provided to assist with the taking of temperatures. <p>During the day</p> <ul style="list-style-type: none"> The member of staff immediately removes themselves from the workplace, going to a specially designated room Should they need to use the bathroom at this time, a separate bathroom needs to be made available Inform the senior management of their symptoms, by phone, from the designated room using their own mobile or the school phone located in the room 	<p>Eden Academy Schools</p> <ul style="list-style-type: none"> Making Eden Academy schools 'Covid secure' School-based operating procedures Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing protective measures in education and childcare settings Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) RIDDOR reporting of COVID-19 			

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					<ul style="list-style-type: none"> The member of staff organising for themselves to be picked up, if necessary, and taken out of the building as soon as possible The member of staff agreeing to seek testing at the earliest opportunity and to enter a period of self-isolation at home The member of staff ensuring that they maintain a 2 metre distance from all other staff and pupils until they leave the building Once the member of staff has left the building, the school will carry out a risk assessment of the rooms that member of staff has been occupying, the people they have been in contact with and seek advice from the Public Health authority as to the next course of action. The rooms in which the member of staff should be thoroughly cleaned and disinfected by staff wearing the appropriate PPE 				
13.	Pupils displaying symptoms of coronavirus whilst at school	All building users	Others contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<p>General</p> <ul style="list-style-type: none"> Pupils will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households and they should be encouraged to undergo testing via the National Scheme https://www.gov.uk/apply-coronavirus-test if there is any indication of that they are becoming symptomatic Where a pupil tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child they live with in that group subsequently develops symptoms The school will support the government's Test & Trace regime launched on 28th May https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, PHE's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or cohort. As the school will be observing guidance on 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing protective measures in education and childcare settings Safe working in education, childcare and children's social 	All staff	Ongoing	Medium

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					<p>infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary</p> <ul style="list-style-type: none"> Report under updated RIDDOR requirements where necessary <p>On arrival</p> <ul style="list-style-type: none"> School has in place a regime for checking the health status of each pupil, each day. This could include: <ul style="list-style-type: none"> initial temperature checks on arrival in school each morning classroom team each morning to assess and record (on a pro-forma) the health status of each child e.g. temperature, general health state, breathing, coughing, emotional state etc. School nurse to be immediately informed of any concerns <p>During the day</p> <ul style="list-style-type: none"> The school to have a clearly written protocol including: <ul style="list-style-type: none"> immediate isolation of pupil from the classroom to a designated isolation room, preferably one that has a window to allow ventilation the isolation room to be large enough for another adult to also safely be in the room in relation to maintaining a safe distance PPE to be readily available in the room for the adult to wear immediate communication to parents to collect their child immediate removal of the child's designated equipment and resources from the classroom to allow for speedy cleaning and disinfection all staff and pupils from the suspected pupil's classroom to vacate to a safe place (e.g. the school hall) to allow for cleaning and disinfecting of the classroom's surfaces 	<ul style="list-style-type: none"> care settings, including the use of personal protective equipment (PPE) RIDDOR reporting of COVID-19 			
14.	Staff member or pupil becomes ill at school which is non-Covid related	All building users	Death or serious medical emergency	Medium	<p>Where seriously ill</p> <ul style="list-style-type: none"> Follow NHS guidelines. Call 999 if necessary. 	<ul style="list-style-type: none"> School-based operating procedures 	All staff	Ongoing	Low

Ref.	Hazard	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
					<ul style="list-style-type: none"> Isolate the ill person in a separate room if possible – send all other occupants of the room to a place of safety. Implement first aid as necessary. Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics. <p>Where not seriously ill</p> <ul style="list-style-type: none"> Where the staff member or pupil becomes not seriously ill (non-Covid related), but sufficiently so to have been sent home under normal operating circumstances they should still do so, being mindful of any operating restrictions regarding access to/egress from the building and transport arrangements 				
15.	School re-opening following partial or full closure and lack of statutory testing and/or maintenance	All building users	Equipment / system failure leading to enhanced physical or biological risks to people	Medium	<ul style="list-style-type: none"> Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas safety, fire safety, play/sporting equipment tests, has taken place during the school closure Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening Where checks / paperwork / maintenance is lacking; steps taken to address this prior to reopening including items taken out of use (where possible), or guidance obtained from a competent person Updated guidance on Managing school premises during the coronavirus (COVID-19) outbreak will be reflected in school operating procedures 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures Eden cleaning and maintenance checklists Managing school premises, which are partially open, during the coronavirus outbreak Managing school premises during the coronavirus (COVID-19) outbreak 	Head & Premises Manager	Prior to opening	Low

Ref.	Hazard	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
16.	Cleaning/exposure to virus on objects/surfaces		Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> • A robust cleaning regime is prepared indicating which areas need to be cleaned, the manner in which they will be cleaned, the frequency of the cleaning and who will carry out that cleaning • Increased cleaning to take place and particular attention paid to frequently touched objects and hard surfaces including toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment, telephones, keyboards, electronic entry systems • Classrooms are cleaned daily, and more often for heavily used areas. Where classrooms are shared between groups, the room and equipment is cleaned between different group use. • Lidded bins in place in all classrooms for tissues and are emptied throughout the day with contents double bagged. • Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements. • Cleaning and other staff are briefed on amended cleaning regimes. • A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas • Consider removing soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts). • Where there is a suspected or confirmed case of Covid-19 within the school, PHE guidance on cleaning and waste in these circumstances is followed. • Staff know how to put on and take off PPE correctly • Regularly check supplies of cleaning materials, liquid soap, paper towels, tissues, toilet roll, bin bags etc. are maintained and reordered in good time • Ensure arrangements are in place for the disposal of clinical and general waste where required • Safe systems of work are developed and implemented to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled items/equipment in line with national guidance 	<ul style="list-style-type: none"> • Reopening guidelines for Eden Academy Schools • Making Eden Academy schools 'Covid secure' • School-based operating procedures • Necessary standards in relation to cleaning in Eden schools • COVID-19: cleaning in non-healthcare settings • Managing school premises, which are partially open, during the coronavirus outbreak • COVID-19: infection prevention and control (IPC) • Putting on PPE • Taking off PPE • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	Premises Manager & Head	Ongoing	Low

Ref.	Hazard	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
17.	Use of alcohol based hand sanitiser	All building users	Alcohol vapours ignited resulting in burns to hands	Medium	<ul style="list-style-type: none"> Wash hands with soap and water wherever possible. Supervision of hand sanitiser use given risks around ingestion. Pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition. 		All staff	Ongoing	Low
18.	Inadequate first aid provision	All building users	Serious injury or death First aider contracting coronavirus or spreading virus to others.	High	<ul style="list-style-type: none"> A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. This will include a review of any higher risk activities which may be planned. Such activities may need to be suspended if an appropriate level of cover cannot be maintained. Fewer staff, pupils and visitors attending school means it is/may be safe to operate with reduced first aid cover. There should be an appointed person as a minimum to check 1st aid kits and summon the emergency services First aiders providing routine first aid treatments within 2m of a person should wear a fluid resistant face mask and, if appropriate and available, disposable plastic apron and disposable eye protection which should be kept in or next to first aid kits. Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover <p>CPR</p> <ul style="list-style-type: none"> In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths. As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures Government guidance in relation to paediatric first aid cover Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Guidance for first responders and others in close contact with symptomatic people with potential COVID-19 	All staff	Ongoing	Low

Ref.	Hazard	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
					<ul style="list-style-type: none"> A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control. Further information is also contained in the Government guidance for first responders and others in close contact with symptomatic people with potential COVID-19 Updated guidance and statement is available from the Resuscitation Council UK which emphasises the crucial importance of doing CPR for the person in cardiac arrest. 	<ul style="list-style-type: none"> Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 			
19.	Practical food activities, including dining	All staff and pupils	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Strict hygiene rules must be adhered to if cooking with pupils. Catering – all food will be served either hot on a clean plate or packaged. All trays and crockery will be cleaned via the dishwasher. Pupils and staff will sanitise their hands before choosing their food. Kitchen waste to be disposed of as usual. 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures 	All staff	Ongoing	Low
20.	Visitors	All building users	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Visitors to the premises will be discouraged and all non-essential visitors will be cancelled or postponed. Parents will be asked to drop off at the main entrance and not enter the school premises. Access to contractors / external maintenance personnel should only be granted by arrangement for essential maintenance / statutory inspection needs only In an emergency where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed. 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures 	All staff	Ongoing	Low
21.	Inability to operate emergency systems or procedures	All building users	Inability to implement appropriate social distancing and/or	High	<ul style="list-style-type: none"> Emergency Plan, Fire Safety Management & Evacuation Plans Fire Risk Assessment to be reviewed and updated where necessary to reflect current conditions. Ensure any required PEEPS remain in place or are created for 'new' staff/pupils where necessary, are appropriate to current circumstances and that they are understood by all staff working in the setting. 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' 	All staff	Ongoing	Low

Ref.	Hazard	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
			protective measures		<ul style="list-style-type: none"> All building users to undergo induction in the fire and emergency routines and accident/first aid procedures where these have changed, including where usual routes may have changed. Review site staff cover to ensure the site is safe including the operation of intruder and fire alarms. Clarify means of summoning emergency assistance, particularly when operating social distancing. Access to essential contractors / statutory inspections will need to be considered and managed. Any areas deemed as “no access” in revised operations must not affect means of escape. 	<ul style="list-style-type: none"> School-based operating procedures 			
22.	Maintaining pupil wellbeing; uncertainty due to the unprecedented nature of the pandemic and changes to the arrangements in school	All pupils	Stress and anxiety arising through uncertainty, changes in normal staffing, reintroduction after an extended period out of school and reduced contact with peers		<ul style="list-style-type: none"> Likely mental health, pastoral or wider wellbeing support for children returning to school planned for and appropriate support arrangements implemented 	<ul style="list-style-type: none"> School-based operating procedures 	All staff	Ongoing	Medium
23.	Maintaining staff wellbeing; uncertainty due to the unprecedented nature of the pandemic	All staff	Stress and anxiety arising through uncertainty, lack of control and reduced contact	Medium	<ul style="list-style-type: none"> Regular information sharing and communication in line with the DfE's Supporting wellbeing guidance Use of IT software for virtual meetings, e.g. Google Hangouts. Shared distribution of workload, e.g. rota for staff in school and those who are homeworking. Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Staff have access to Employee Assistance Programme Board of Trustees are involved with decision making in relation to measures in place where appropriate. 	<ul style="list-style-type: none"> Reopening guidelines for Eden Academy Schools Making Eden Academy schools 'Covid secure' School-based operating procedures Education and childcare during coronavirus: 	All staff	Ongoing	Medium

Ref.	Hazard	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
						Supporting wellbeing			
24.	Local outbreak	Staff, pupils, and families	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death Stress and anxiety	Medium	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise schools to close temporarily to help control transmission. In this instance, the school will revert to its spring/summer term operating arrangements and return to providing remote education and support, possibly in conjunction with in-school provision for vulnerable children and the children of critical workers. Published guidance for schools covered by the local lockdown in Leicester provide an insight into likely operating requirements which will inform schools planning 	<ul style="list-style-type: none"> Guidance for educational and childcare settings in Leicester and the affected parts of Leicestershire 	All staff	Ongoing	Low