

RISK ASSESSMENT: 19.6 Reopening Academies – COVID-19 (Page 1 of 17)



ACADEMY Mansfield Primary Academy	SECTION/TEAM- SLT	DATE OF ASSESSMENT 4.1.21
WHO MIGHT BE HARMED? Employees, pupils, parents/guardians, service users, contractors and members of the public. NB for ease of reading children and young people are referred to as child in this document. Unless specifically stated the controls apply to all children and young people attending the academy		HOW MANY ARE AFFECTED? 60

***This risk assessment is a TEMPLATE and must be altered to ensure it is suitable for the academy.** Statements are therefore generic and can be added to, altered, changed or deleted as appropriate. Once completed, all staff must read this document and sign within the box provided to confirm understanding.

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place × if not	WHERE: × State action to be taken with timescales × Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc. Principal or Senior Leader to ensure guidance is complied with and make any changes to site arrangements as required (amending this RA if necessary) 	✓	Contact Trust Emergency Planning Team for advice if unsure	Low
Insufficient staff to children ratio	<ul style="list-style-type: none"> Appropriate for the planned activity Reviewed daily 	✓	At least one teacher for each class group (maximum number per group is 15 pupils) Principal or Senior Leader in charge to review requirements and amend if required	Low
Inadequate First Aid Provision (staff	<ul style="list-style-type: none"> One First Aider per 50 people or part thereof i.e. staff/pupils on site. 	✓	If any children are under 8 there must be a paediatric First Aider per fifty under 8s or part thereof (paediatric	Low

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and/or supplies)	<ul style="list-style-type: none"> Sufficient stocks of first aid supplies (including back up supplies if required) 		<p>First Aiders count towards the overall First Aid provision)</p> <p>Instruct all staff and any external providers of sporting activities to avoid any high risk physical sport/activity e.g. trampoline, to reduce the risk of accidents</p> <p>It may be possible to obtain additional supplies from other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to make contact with other academies</p> <p>Consider online video training to rapidly increase number of First Aid trained staff (including paediatric) if insufficient staff available (check with other academies first)</p>	
First Aiders exposed to virus	<ul style="list-style-type: none"> Follow Government guidance here 	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs (see list at end of this RA and H&S SharePoint site</p>	Low
Insufficient staff for vulnerable children	<ul style="list-style-type: none"> Match staffing appropriately 	✓	Ensure that ratios are increased if a care plan or other document indicates that a child needs additional support.	Low
No arrangements in place for children	<ul style="list-style-type: none"> Data sheet for each child with specific needs - sign all medication in and out 	✓	Ensure data sheets are provided for all children	Low

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with specific medical needs	<ul style="list-style-type: none"> Ensure all medication administered is recorded with 2 staff present following standard Trust guidance First aider is on site 		<p>Ensure sufficient staff in place to manage administration of medicine</p> <p>Ensure First Aider ratio is compliant (including paediatric First Aiders for under 8s)</p> <p>Child specific medical needs Epipens, inhalers etc. in place including emergency items if child has forgotten to bring theirs</p> <p>Where a child needs intimate care e.g. changing, the academy must consult with the specialist health professional dealing with the child for advice on PPE before readmitting the child to school</p>	
No or insufficient emergency contacts for children	<ul style="list-style-type: none"> Verify details on day 1 (as may be different to usual) Explain call may come from a school mobile or landline so that the contact answers call 	✓	<p>Ensure at least three emergency contacts are provided</p> <p>Ensure alternative methods of communication are available e.g. mobile, landline, email</p>	Low
Social distancing	<ul style="list-style-type: none"> Visitors to school to be kept to absolute minimum and only with the approval of a senior leader Parents to drop off child at school gate maintaining social distancing at all times Mark social distancing guides on school boundary to help parents identify correct spacing Remove all seating in reception areas Stagger start and finish times to reduce number of parents and children at 	✓	<p><u>Unless specifically approved by the Principal no parents are to be allowed on site until the Trust issues revised guidance.</u> (see below for exceptions)</p> <p>Place sign at site entrance/s reminding visitors of social distancing requirements and not to enter the school site. Provide contact number for queries.</p> <p>Keep all gates locked during school hours</p> <p>Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied</p>	Low

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	<p>entrance at any one time</p> <ul style="list-style-type: none"> • Circulation around site to be reduced to the minimum. Pupils and teaching staff to remain in allocated classrooms • Access and egress from the classroom should be through the classroom's external exit (where fitted) • Activities should take place outdoors as much as possible • Visits to toilets by children should be controlled to maintain social distancing • No more than 13 people in a standard junior or secondary classroom (55m²). No more than 15 people in a standard reception or infants classroom (62m²). The above figures include one member of staff. The room measurements are the DfE Building Bulletin BB103 minimum sizes for these types of rooms. The above figures are guidelines depending on the shape of the room, fitted furniture etc. it may not be possible to achieve the capacities stated. The number of children will be reduced if there are additional staff e.g. teaching assistants, in the room. • Remove soft furnishings, clutter and any surplus tables, chairs etc. and place in storage • Principals should put in place walk on 		<p>Approved visitors to remain outside or in reception area if weather is inclement. Ensure social distancing at all times.</p> <p>Deliveries - Ensure social distancing guidance is adhered to. For example delivery personnel buzz intercom, leave package in sight, and step 2 metres away. There should be no expectation for the need to sign paperwork.</p> <p>Minimum of 2 metres in all directions between people e.g. between children and between children and staff</p> <p>Maintain distancing when moving through the building or when outdoors</p> <p>Minimum allowance per person = 4m² (some very minor relaxations may be allowed e.g. reduce to 3.87 m² with written permission from the Trust)</p> <p>Keep rooms well ventilated and open windows as much as possible</p> <p>To reduce the need to touch them, internal doors, (apart from those giving access to out of bounds areas) should be kept open. Where required fire doors should be held open with an approved device that closes the door automatically on activation of the fire alarm. If in doubt site staff or H&S Contacts can advise on whether a door is a fire door <u>NB it is a criminal offence to wedge open a fire door</u></p> <p>Capacities should be reduced for smaller rooms and may be increased for larger rooms taking into account suitable staff to pupil ratios and current guidance re large gatherings (see government website for latest guidance)</p>	

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	<p>the left in single file arrangements if people (staff or pupils) have to move between rooms</p> <ul style="list-style-type: none"> Schools with circulatory systems e.g. buildings arranged around a central courtyard should put in place a one way system (NB the one way system does not apply in an emergency evacuation) Adhere to government guidelines here 		<p>No team sports or other activities where there is the potential for close contact. Racquet sports (singles not doubles) are permissible. The Senior Adviser – Academic Resilience will provide more advice on suitable sports</p>	
<p>Pupils with additional needs attending mainstream provision</p>	<ul style="list-style-type: none"> Any pupils with conditions which require their parent to bring them into the classroom should be given an alternative start and collection time to ensure that there is one to one support as they enter the school site Pupils who would require a parent to accompany them into the school grounds and additional support when in school will include pupils with: <ul style="list-style-type: none"> Restricted mobility who make use of specialist equipment e.g. wheelchair, frame, rollator etc. Visual impairment, which may make it difficult for them to adapt quickly to unfamiliar surroundings or procedures e.g. new classroom layout, revised ways of entering or leaving a room, building etc. Special Educational Needs. Arrangements should be made on a 	<p>✓</p>	<p><u>Unless specifically approved by the Principal no parents are to be allowed on site until such time as the Trust gives approval.</u> The exceptions are pupils with special physical needs e.g. mobility, visual impairment where they will need one to one support to get to the classroom. In these instances a parent and if necessary siblings will be allowed to take the child to a designated point within the school grounds for handover. The parent and sibling must not enter the school buildings unless specifically authorised by the Principal. Social distancing must be observed at all times</p> <p>Specialist equipment that pupils take home with them each day e.g. wheelchairs must be wiped down with a sanitising wipe or spray (containing at least 60% alcohol by volume) prior to initially entering the building and before leaving the building and handing over to the parent at the end of the school day. If the pupil remains in the chair all day then, to reduce the need for the pupil to transfer, staff should only sanitise those surfaces that can be easily cleaned without them getting out of the chair. If the pupil is still in the chair sanitising sprays must not be used, suitable wipes should be used instead. NB</p>	<p>Low</p>

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	<p>case by case basis for pupils with emotional disabilities. Particular attention should be paid to the impact that any rearranging of furniture, routine etc. may have on the child and how this can be addressed e.g. social stories, shorter school day etc.</p>		<p>any contaminants e.g. grease, dirt etc. must be removed with detergent and water and dried prior to using a sanitiser</p> <p>NB As pupils with physical or emotional disabilities may require one to one and/or intimate care attention should be paid to reducing contact, ensuring hands are cleaned regularly and avoid touching faces especially mouth, nose or eyes. Principals should consider whether the wearing of masks by staff is appropriate being conscious of the impact this may have on children</p>	
Classroom and staff resources	<ul style="list-style-type: none"> Resources, which have to be touched e.g. pens, pencils, crayons, computers, keyboards, input devices, screens, toys, etc. should not be shared. 	✓	<p>Where it is necessary to share resources these must be sanitised before being used by the other person e.g. child, member of staff</p> <p>Any sporting activities should be arranged to reduce the need to touch shared equipment e.g. mats</p>	Low
Provision and consumption of meals by pupils	<ul style="list-style-type: none"> To reduce the risk of larger gatherings, the amount of cleaning required, meals must be consumed in the classroom where the children are being taught and not in dining halls Staff should bring their own food and drink to be consumed in the classroom 	✓	<p>To reduce the number of people moving through the building, cold meals to be brought to the entrance to each classroom on a trolley by a member of catering staff and placed on a table outside the classroom. The teacher or other member of staff supervising the pupils will take the meals into the classroom whilst the pupils are on break.</p> <p>All waste e.g. wrappings, containers etc. to be placed in plastic waste sack and the sack placed on the table Trolley with waste will be collected by MDSA for disposal</p>	Low
Staff breaks Out of bounds areas	<p>Staff may use the heritage for break times but must at all times maintain 2m social distancing.</p> <p>The following areas will be restricted to specific staff</p>	✓	<p>Staff must sanitise any equipment and seating areas they use before and after use. Break times staggered.</p> <p>Any classrooms or other rooms designated as temporary staff work areas must be reconfigured to government social distancing guidelines i.e. 4m² per</p>	

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	<ul style="list-style-type: none"> All unused rooms will be restricted to site staff and where necessary cleaners Unused classrooms. Some of these may be designated as temporary work areas for other staff Dining halls. Restricted to catering staff and site management 		<p>person with a minimum of 2m space between work stations in all directions</p> <p>Restricted areas and other unused room must remain locked at all times unless they provide a designated alternative escape route from another room/area</p> <p>It is not envisaged that unused areas will require cleaning until they are brought back into use. Therefore once these areas have been deep cleaned they will be out of bounds to everybody apart from site staff and the Principal (for purposes of inspection). Any items that are needed for teaching or other purposes should be removed from unused rooms before they are locked down</p>	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> new, continuous cough high temperature loss of taste and/or loss of smell 	<p>Follow government guidance:</p> <ul style="list-style-type: none"> If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow the staying at home guidance. Maintain social distancing unless the person requires immediate help to prevent injury Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE 	<p>✓</p>	<p>Management of persons who have symptoms of CV19:</p> <p>If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual children’s needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>Any areas used by the potentially infected person e.g.</p>	<p>Low</p>

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			<p>toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following government and Trust guidance, RAs, SSWs etc.).</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptoms themselves</p> <p>It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision to stay open.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	
Child/adult becomes unwell (not CV19) or injured	<ul style="list-style-type: none"> Administer First Aid observing precautions detailed elsewhere regarding PPE 	✓	<p>If a child need to go home their parent/carer should be contacted. Arrangements should be made to allow them on site to collect their child</p> <p>If an adult requires assistance to get home e.g. they are not fit to drive, walk etc. they should be asked if there is</p>	Low

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			<p>a family member who can pick them up and then suitable arrangements made.</p> <p>If an adult cannot be collected a colleague may take them home providing they wear and the unwell/injured adult wear suitable face masks whilst in close proximity</p>	
Academy staff bring their own children into school	<ul style="list-style-type: none"> No children of staff allowed on site unless they are on the school role 	✓		Low
Premises cleaning regime	<ul style="list-style-type: none"> Frequent cleaning throughout the day of frequently touched surfaces Thorough daily clean - in line with guidance Disinfect if required 	✓	<p>Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe Systems of Work.</p> <p>To remove any virus that may be present the following frequently touched surfaces should be cleaned more frequently: door handles, handrails, table tops, play equipment and toys, toilets e.g. taps, handles, WC flush and seat. A product that complies with EN14476 should be used. If this is not available any product that kills coronavirus can be substituted. Suitable PPE must be worn when using cleaning/sanitising products and the COSHH Risk Assessment must be followed. NB unless a product is a combined cleaner and sanitiser all surfaces must be cleaned (to remove dirt, grease etc.) before sanitising.</p>	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> Ensure equipment that is regularly touched e.g. key boards, mouse or other input device, mobile phones etc. are sanitised on a daily basis Clean and sanitise frequently (at least daily) items e.g. toys, play equipment 	✓	<p>Items should be cleaned daily or more frequently if they are being shared during the day</p> <p>Use appropriate sanitisers and ensure supplies are available for staff to use</p> <p>Unless otherwise specified by the manufacturer the following cleaning regimes should be followed:</p>	Low

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	etc. used by pupils <ul style="list-style-type: none"> ● Touch points on equipment e.g. handrails should be cleaned regularly 		<p>Hard toys. Hard toys that are difficult to clean e.g. items with intricate parts should be taken out of use. Other hard toys should be cleaned in a dishwasher or by immersing in a solution of sterilising fluid suitable for use with items used by children e.g. Milton® then left to air dry. Hard toys with batteries or mechanisms that would be damaged by immersion should be wiped with a sanitising wipe</p> <p>Soft toys must be taken out of use. They should then be cleaned in washing machines or as otherwise specified by the manufacturer. The temperature should be set at 60°C. If it is not possible to wash the item at a high temperature e.g. because of manufacturer's instructions a proprietary additive e.g. Dettol® Laundry Cleanser may be added. Washed items once dry should be bagged up marked as don not use and put in storage</p>	
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> ● Staff reiterate hygiene standards throughout day ● Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times ● Hand wash with soap and water for 20 seconds ● Use disposable hand towels in preference to dryers if possible ● Hand wash or use of hand sanitiser on entry and exit from building ● Hand wash before eating 	✓	<p>Display hand washing and hygiene posters in toilet areas, staffrooms and classrooms</p> <p>Clean all washrooms and other hygiene facilities regularly throughout the day and after every break</p> <p>Provide adequate supplies of sanitiser at strategic points within the building, including exits</p> <p>Ensure other supplies in toilets e.g. toilet rolls are adequate at all times</p> <p>Empty waste bins at regular intervals and follow Government and Trust guidance on disposal</p> <p>Hand wash for preference followed by sanitiser if needed</p>	Low

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	<ul style="list-style-type: none"> ● Hand wash after eating ● Hand wash after going to the toilet ● Use disposable tissues or 'bent elbow' for coughs and sneezes ● Refrain from touching face ● Adhere to social distancing guidance 			
Pupil registration/ end of day arrangements	<p>Attendance marked on SIMs</p> <p>Named adults to collection child/ren outside of building at end of day</p>	✓	<p>Ensure that all people on site (staff, pupils and visitors) are recorded</p> <p>Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, child or visitor) developing CV19)</p>	Low
Collection of free school meals (FSMs)	<ul style="list-style-type: none"> ● Trust issuing meal vouchers to eliminate the need for FSMs to be prepared on-site 	✓	Initially some year groups in Primaries and all Secondaries will remain at home. Eligible pupils will still be entitled to FSMs therefore arrangements for issuing vouchers will remain	Low
Fire evacuation and lockdown procedures	<ul style="list-style-type: none"> ● Review evacuation plan and update if some parts of the building are out of use ● Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. If two routes aren't available the Trust H&S Manager <u>must</u> be contacted before the building is occupied ● Rehearse fire evacuation / lockdown procedures with staff and pupils ● Identify responsible person(s) in case of 	✓	<p>Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site</p> <p>Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc.</p> <p>Trust arrangements for a drill at the start of each term can be suspended until the autumn term if the previous drill was satisfactory and there have been no changes in arrangements or personnel since the last drill.</p> <p>Principals must ensure a drill is carried out in the first week back if:</p>	Low

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	<p>fire</p> <ul style="list-style-type: none"> Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan) Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation 		<ul style="list-style-type: none"> arrangements for evacuation differ from the Emergency Evacuation Plan (EEP) or if the Responsible Person i.e. the Principal has changed since the last drill or new teaching staff have joined the academy since the previous drill <p>Principal to review and if necessary amend EEP details if there are any changes to procedures and/or key roles. Key roles are:</p> <p>Assembly Point Control Officer</p> <p>Wardens</p> <p>Fire Panel monitoring (including identifying location of fire)</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and their role should the alarm sound</p>	
Statutory Compliance checks	<ul style="list-style-type: none"> Site manager - or back up person to continue with usual checks 	✓	<p>Follow Trust guidance on frequency of checks as these may be amended as a result of COVID-19 and full or partial closure of sites</p> <p>Arrange buddying system between sites to provide resilience should a site manager at a Primary have to self-isolate</p> <p>Ensure any site staff covering on rota are familiar with the academy's operating procedures including but not limited to the Fire, Legionella and Asbestos Log Books</p>	Low
Contractors on site	<ul style="list-style-type: none"> Briefing and escorting of contractors 	✓	<p>Ensure social distancing followed when meeting contractors and any other interactions e.g. checking</p>	Low

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	<ul style="list-style-type: none"> Contractor DBS in place 		work, signing off Permits to Work etc. Wherever possible restrict attendance by contractors to outside of the school day when pupils are not on site In an emergency it may not be necessary for a contractor to visit during school day. Where this is the case ensure social distancing is complied with	
<p>Are there any other foreseeable hazards associated with dealing with bodily fluids</p>	<p><u>List any additional control measures:</u></p>			

Reference Documents

COVID-19 Guidance for Schools and Other Educational Settings

<https://www.gov.uk/government/collections/CV19-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

COVID-19 Guidance on Social Distancing

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

- GAT Health and Safety Hub
 - GI Sheet No 51 Procedure for dealing with and disposal of Bodily Fluids
 - GI Sheet No 19 COVID-19 – Deep Cleaning
 - GI Sheet No 19.1 COVID-19 – Site Management Essentials
 - GI Sheet No 19.2 COVID-19 – Reopening Academies
 - GI Sheet No 19.3 COVID-19 – Cleaning Toys
 - GI Sheet No 13 Slips and Trips
 - GI 74 Finger Traps
 - Risk Assessments
 - RA 13.1 Slips, Trips and Falls
 - RA 19.2 At Risk People
 - RA 19.3 Deep Cleaning
 - RA Classroom Activities in Primary Schools
 - Safe Systems of Work
 - SSW 51.1 Dealing with Bodily Fluids
 - SSW 11.1 PPE – Using Gloves
 - SSW 13.1 Wet Dry Mopping

ASSESSED BY (Print name) Josh Lane Reviewed by Jayne Leggott	SIGNED	DATE 14.7.2021 4.1.21
LINE MANAGER Darren Price	SIGNED	REVIEW DATE
Reviewed by Darren Yarnell	SIGNED	Review date

All staff to read this document and sign to confirm understanding prior to dealing with bodily fluids						
Name	Date	Signature		Name	Date	Signature

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