



UNDERSHAW CV19 RISK ASSESSMENT



BASED ON GOVERNMENT GUIDANCE UPDATED:
SEPTEMBER 2021

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Status as of September 2021

Undershaw is following the latest DfE guidance (dated 27th August 2021). We are continuously checking that the correct version is followed given the potentially ongoing and changing nature of the situation. The Risk Assessment reflects this latest guidance and will continue to focus on implementing a system of controls, creating a safe environment for students and staff where the risk of transmission of infection is substantially reduced.

Following on from the announcements on Tuesday 6th July, the key points on what this will mean for schools are listed below. DfE has added to the operational guidance for schools to reflect the announcement as well as an updated guidance for SEND and specialist settings. Link to both sets of guidance is below.

[SEND and specialist settings: additional COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/send-and-specialist-settings-additional-covid-19-operational-guidance)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)

When you do not need to self-isolate

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will NOT need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Additional changes:

- Removal of restrictions to keep children in consistent groups ('bubbles')
- Bubbles will therefore not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.
- Assemblies can resume
- No longer need to make alternative arrangements to avoid mixing at lunch
- Guidance removes restrictions to the wearing of face coverings in classrooms and communal areas and on dedicated school transport.

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- Schools will need to continue to maintain outbreak management plans to cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period. Information is available within the guidance linked above.
- The duty of managing test and trace for staff and pupils will be passed from schools onto NHS test and trace
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures (see Surrey CC Local Outbreak Plan information below)
- An update was also published on the 6th July, on the use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) for use in Step 4 [The use of personal protective equipment \(PPE\) in education, childcare and children's social care settings, including for aerosol generating procedures \(AGPs\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94444/20210706-AGPs-PPE-education-childcare-social-care.pdf)
- Children under the age of 18 years old will no longer be required to self-isolate if they are identified as a close contact. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test
- 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact

Surrey CC Local Outbreak Plan:

The June 2021 'Local Outbreak Plan' is primarily about controlling outbreaks, however preventing spread of the virus is still critically important to prevent localised outbreaks. The plan states that Surrey residents need to continue to follow national guidance on staying at home if symptomatic or self-isolating, social distancing, washing hands, and using face coverings in public places. The aim of the Local Outbreak Control Plan – COVID-19, is to protect the health of the population of Surrey by:

- preventing the spread of COVID-19
- early identification and proactive management of local outbreaks
- co-ordination of capabilities across agencies and stakeholders
- assuring the public and stakeholders that this is being effectively delivered

For educational settings, the plan states that schools have specific COVID-19 risk assessments undertaken to implement national guidance on effective protective measures such as social distancing, cleaning, and infection prevention and control. PHE have produced internal Standard Operating Procedures (SOP) for test and trace of outbreaks in educational settings including childminders, nurseries, special schools, boarding schools, schools and further education colleges, and universities. If schools need support, they can access guidance online, or phone the DfE helpline. There are escalation criteria for contacting the (South East) Health Protection Teams. The criteria are outlined in the school education pack appendix, which is updated regularly. PHE have produced a school's pack that includes an updated SOP and FAQs. All information will be published here <https://www.surreycc.gov.uk/people-and-community/emergencyplanning-and-community-safety/coronavirus/school-leaders>.

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Undershaw Contingency Plan:

If there are multiple cases of COVID-19 in school, the school's contingency plan comes into force to manage the transmission of COVID-19 and will involve the following:

- Limiting visitors who come onsite.
- Re-establishing onsite testing twice a week, for eligible pupils over the next two weeks (these are students who are in year 7 and above and you have an up to date consent form).
- Asking students who feel comfortable to wear masks where possible for the next two weeks.
- Asking staff to wear masks for the next two weeks.
- Increased reminders for students and staff relating to hand hygiene and social distancing where possible.

Parents of students are also reminded as part of the contingency plan to assist the school in the following ways:

- **Please do not** send your child into school if they are exhibiting any of the common COVID-19 symptoms (cough, temperature or loss of taste/smell).
- If they do have symptoms please do not send them into school until they have had a negative PCR.
- If your child is a close contact of someone with COVID-19 it is encouraged that they have a PCR test.
- Complete the consent form for testing if you haven't already - <https://forms.office.com/Pages/ResponsePage.aspx?id=Sz6j83PFEEyuhYUnpLHKxhUeXJdF2A1loSRs4Z8fYdZURVRENVpaWlgzNOQ1RlQ1R0FKTFpFTIRKVC4u>
- Consider undertaking lateral flow testing for your child if this is something you already do not do.
- Emailing Nanci – nanci.doyle@undershaw.education if your child tests positive on their lateral flow test or on a PCR test.

This Risk Assessment is reviewed in light of any revised guidance issued by DfE, HSE and further to the daily Gov.UK COVID email updates. The review is initially done by the Director of Business & Operations and is overseen by the Headteacher.

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SECTION 1

EFFECTIVE INFECTION PROTECTION & CONTROL

Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus (COVID-19), and where to get further advice.

NO.	RECOMMENDED RISK CONTROL.	MEASURES.	NOTES	OWNER
1.1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or those who have been advised to self-isolate by NHS Test and Trace, do not attend the setting.	<ul style="list-style-type: none"> a. Staff, external therapists and consultants and cleaners, and parents are made aware of school's infection control procedures. b. Staff are reminded of absence procedures and DfE guidance. c. Parents are informed that they must not send their child to school if they exhibit Coronavirus symptoms. d. If a child or other member of their household develops Coronavirus symptoms, the parents/carers should call the school to inform the school of this and confirm that they will be following the national guidance and arranging a test and will keep us informed of the outcome. e. Students on site are made aware of the school's infection control procedures in relation to Coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. f. If anyone in school (staff, students, external staff) becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out 	<p>Reminders in comms.</p> <hr/> <p>The Staff & Volunteer Confidentiality Policy and Student Confidentiality Policy are followed – this includes withholding the names of staff, volunteers and students with either confirmed or suspected cases of Coronavirus.</p> <hr/> <p>Deep Clean & PHE contacts ready.</p>	<p>EW</p> <hr/> <p>SLT</p> <hr/> <p>EC</p>

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		<p>that they must self-isolate for at least 10 days and should arrange to have a test to see if they have CV19.</p> <p>g. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than a persistent cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill if they have symptoms, or from the date the test was taken if asymptomatic. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for 10 days from the day after contact with the individual who tested positive.</p> <p>h. It is a feature of CV19 that carriers may be asymptomatic. Reminder in communications with parents, staff and students.</p> <p>i. Follow up with PHE and act on their advice as needed.</p> <p>j. Schedule deep clean of site/s.</p> <p>k. Posters to remind all of symptoms.</p> <p>l. From 17th May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. In all schools it is recommended that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). Face coverings in education - GOV.UK (www.gov.uk)</p>	Signage.	EC AH
1.2	<p>Clean hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand sanitizer ensuring all parts of the hands are covered.</p>	<p>a) Verbal reminders to wash/sanitize hands on arrival with regular reminders by all staff throughout day and at the start and end of each lesson and break time.</p> <p>b) Hand sanitizer station at the entrance for all staff and students to use before coming into the building.</p> <p>c) All staff to adopt a routine with their classes to hand sanitize at the start and end of every lesson and the start and end of all break times as well as before eating/drinking.</p> <p>d) Handwash supplies maintained.</p> <p>e) Hand-sanitizer is available in key locations around the school.</p> <p>f) Handwashing posters are displayed in toilets.</p> <p>g) Resources e.g. eBug shared by staff and NHS guidance on handwashing posters.</p>	<p>Arrival station set up. Parent letter. Signage & Posters.</p> <p>Include reminders in planning.</p>	<p>EC AH</p> <p>All Staff</p>

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1.3	<p>Ensure good respiratory hygiene by:</p> <p>1. Adopting the Catch It Bin It Kill It approach</p> <p>2. Adopting Social Distancing Measures in line with current guidance</p> <p>3. NHS Handwashing guidance</p> <p>4. All are encouraged not to touch their eyes, mouth and nose</p>	<p>a) Ensuring bins are emptied regularly throughout the day and bins marked ‘masks’ provided.</p> <p>b) Cleaning bins.</p> <p>c) Posters</p> <p>d) Verbal reminders</p> <p>e) Social Distancing taught and regular reminders given throughout the day and promoted e.g. Form Time, Social Stories etc.</p> <p>f) Education by parents and Class Teachers and through PSHE to include teaching students about how to sneeze in a more hygienically acceptable way, and the importance of handwashing afterwards, social distancing, handwashing and not touching their own faces etc.</p> <p>g) Supervision ratios to ensure reminders can be given, particularly where students might struggle with this.</p> <p>h) Verbal reminders not to touch faces etc.</p>	Bin Emptying Posters	EC AH
			Education	All Staff
			Supervision Ratios	SLT
1.5	<p>Clean frequently touched surfaces often using standard products such as detergent and following the Covid 19 cleaning of non-healthcare settings guidance.</p>	<p>a) Staff role modelling.</p> <p>b) Wipes available across the sites.</p> <p>c) Higher and more in-depth quality of cleaning planned and in place by the contracted cleaners who will focus on communal spaces and toilets as well as high touch areas.</p> <p>d) Door handles, keypads, phones, water heaters, fridges, handrails, etc, that are used by multiple users to be more frequently cleaned.</p> <p>e) Photocopiers and printers – wipes and hand sanitizer to be available and used.</p> <p>f) High touch areas increased cleaning.</p> <p>g) Corridor doors <u>which are not fire doors</u> will be propped open where possible to reduce door handle transmission of the virus. In the case of a fire, adults must try their best to remove door-stops and close doors to prevent fire spreading. Door-stops must be checked by the Premises Manager at beginning and end of the school day.</p> <p>h) All adults will have access to cleaning materials and should ask if they need more.</p> <p>i) Students not to have ready access to gels and cleaning materials in case of ingestion but it will be readily available on request.</p> <p>j) Work-stations such as computers (including keyboard, mouse, buttons) – to be wiped down and disinfected before and after use and hands washed/sanitized before and after use.</p> <p>k) Laptops to be designated to a particular student where at all possible – e.g. during lockdown when key worker and vulnerable students on site.</p> <p>l) Soft toys and fabric items removed from rooms or stored out of reach of students.</p> <p>m) Adults signing into the building must use hand sanitizer upon arrival and before moving around the building, being mindful of door handles etc.</p>	Cleaning Supplies	EC AH
			Regular Checks Doors & Fire	

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1.6	Minimise risk from students' individual equipment and possessions.	<p>a) Parents are informed what students should/shouldn't bring in. This will include reduced equipment available to students to enable cleaning at the end of each session. Students to use their own pencil cases and not share pens, etc. Their own belongings and equipment should be stored on their desk or under their desk in trays rather than in communal boxes. Limiting equipment being used e.g. football but no throwing/catching and only school equipment.</p> <p>b) Mobile phones to be handed in and stored in individual and separate named bags at the start of the day. Families have been asked to wipe them regularly.</p> <p>c) Existing arrangement continues to bring in individual packed lunch. Reminders not to share and to wipe areas.</p> <p>d) Staff check and remind students on arrival and throughout day.</p> <p>e) Allocated areas to keep individual possessions in when a group in school and students informed by teacher of arrangements for their classroom.</p>	TR/US equipment lists compiled and sent home	
			Mobile Phones handed in	Reception
			Individual Classroom and Lunch/Break Equipment Arrangements	
1.7	Minimise risk from use of school equipment.	<p>a) Staff to have access to hand sanitizer, wipes and spray etc. to clean resources and equipment as they are used.</p> <p>b) Equipment not to be shared – regular reminders, including at Break/Lunch.</p> <p>c) Staff given wipes and gel</p> <p>d) Staff responsible for ensuring areas are wiped before and after use including keyboards, tables, chairs and dining areas etc. Promote routine of staff checking areas before and after use.</p> <p>e) Adults request cleaning materials if required.</p> <p>f) Parents to send students to school with clothing e.g. for Forest School as part of individual equipment.</p>	Monitoring of standards of cleaning.	EC AH
			Supplies.	
			Cleaning Routines.	Staff
			Include in comms.	HT
1.8	Minimise the risk of transmission by avoiding use of areas with reduced	a) The hydro swimming pool and changing rooms will only be used as per the separate Swimming Pool Use and COVID Risk Assessment.		

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<p>ventilation and increasing the use of areas which have good ventilation.</p>	<p>b) Prioritise use of outdoor learning areas. c) Ventilate rooms by keeping doors/windows open if safe to do so taking into account the students in the group and the height of the floor, ensuring they are closed and left safely when the room is vacated. Fire doors are not to be propped open. d) Rooms with poor ventilation to not be used where possible. e) PE to be outside where possible.</p>		
		RA for Forest School	PG
		Trips and Visits. Work Experience	VW LS
<p>Trips & Visits & Off Site Working</p>	<p>a) In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time.</p>		

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SECTION 2

PERSONAL PROTECTIVE EQUIPMENT (PPE) INCLUDING FACE COVERINGS AND FACE MASKS & WHAT TO DO WHERE A CASE IS SUSPECTED

NO.	RECOMMENDED RISK CONTROL.	MEASURES.	NOTES	OWNER
2.1	Consider students whose care routinely already involves the use of PPE due to their intimate care needs or due to the nature of the professional's work.	<ul style="list-style-type: none"> a) Reflect in individual risk assessments if needed e.g. intimate care. b) Individual risk assessment to indicate if risk of spitting behaviours, personal hygiene issues and self-harm. c) From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. In all schools it is recommended that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). Face coverings in education - GOV.UK (www.gov.uk) d) Students to be reminded that safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp it should not be worn, and the face covering should be replaced carefully. e) Students must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. f) PPE equipment available from office on both sites. g) School Nurse, Physios and OTs to have a mask, gloves and plastic apron. h) Any other staff who feel they need this should speak to the School Nurse. 	EH continues to check that the PPE has been ordered and that there are supplies on both sites. PPE can be ordered via local supply chains or the Local Authority.	EH EC ND

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2.2	Consider what will happen if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home.	<p>a) School Nurse to be informed immediately.</p> <p>b) Inform SLT on duty and they should inform HT who will also inform Governors.</p> <p>c) PPE equipment available from office on both sites</p> <p>d) Designated area for unwell student or staff member to wait outside in isolation on both sites with distanced supervision, or if outside is not possible a room with windows should be used which should be deep cleaned in line with the current Government guidance.</p> <p>e) Room to be deep cleaned after use of a symptomatic student or staff member</p> <p>f) Social distancing from the student/ adult.</p> <p>g) PHE guidance to be followed including engaging with NHS Test and Trace process.</p> <p>h) If the child with symptoms has a test and the result is positive, contact local health protection team who will take forward the contact tracing and support the home to manage through their response</p>	All staff check that they are aware of the procedures.	All Staff
			Equipment available in both offices.	Reception
			Gazebos and chair to be set up outside and touch areas wiped and cleaned.	AH
2.2b	Procedure if a child/staff member becomes symptomatic	<p>a) School nurse to be informed immediately. Headteacher and Director of Business & Operations also need to be informed.</p> <p>b) Student/staff member to be isolated in a room with ventilation separate from other pupils/staff - if not possible they need to be at least 2 metres from everybody else</p> <p>c) Student's parents to be informed and they need to be collected immediately and advised that the student will need to be tested and isolate for 10 days until test results are back</p> <p>d) If it is a staff member they need to go home and contact NHS free testing service</p> <p>e) Any member of staff who has provided close contact care to someone with symptoms while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should self-isolate and arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) <p>f) As is usual practice, 999 to be called if the student/staff member require emergency medical treatment</p> <p>g) A toilet must be designated for use ONLY by the symptomatic staff member/student and deep cleaned after use</p>		ND

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		<p>h) PPE to be worn at all times by treating staff member</p> <p>i) Engage with NHS Test and Trace Process. This means that staff members, parents and carers must understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Self isolate and book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them when at the setting - all children and young people can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. 		
2.3	Consider where LA Transport routes have multiple students travelling together.	<p>a) Students can be provided with masks if required for this.</p> <p>b) Taxi companies to follow LA guidance and requirements.</p>	Monitor updates	SDT ND
2.4	Government guidance states that masks can be worn in schools.	<p>a) Students given the options to wear masks – communicated in letter.</p> <p>b) Disposal of masks in designated bins.</p> <p>c) Follow guidance as this is updated.</p>	Monitor guidance.	SLT

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SECTION 3 SHIELDING

Shielding has now finished. The only arrangements whereby someone would not come into school would be where there is direct advice from their doctor or healthcare professional.

NO.	RECOMMENDED RISK CONTROL.	MEASURES.	NOTES	OWNER
3.1	Identify and confirm arrangements for those advised by a healthcare professional not to be in school on a case by case basis.	<p style="color: red;">Public Health England have stated that from 1st April, those staff and students who have been previously told to shield will no longer have to do so.</p> <ul style="list-style-type: none"> a) All parents have been given the latest link to the CV19 guidance for parents and carers. b) Parent surveys continue to capture any concerns/contexts. c) Existing staff have declared any health concerns and new staff have had an OH report which takes this into account. d) Flu jab offered to staff (optional) however this is not currently available at the chemist due to a national shortage – the School Nurse is managing this and will inform staff when it is available. e) Any member of the community who has queries is able to direct them to the School Nurse. 		HT/ND

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SECTION 4 TRANSPORT

Reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

NO.	RECOMMENDED RISK CONTROL.	MEASURES.	NOTES	OWNER
4.1	Minimise risk from use of transport.	a) Schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. b) Transport providers are advised that they do not work if they display symptoms of CV19.	Information shared in comms. Communicate to Transport providers.	HT SDT EC

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SECTION 5 CLASSROOM ROUTINES (NON-SPECIALIST SPACES) INDIVIDUAL TEACHERS, TAs & THERAPISTS TO COMPLETE - ONGOING

NO.	RECOMMENDED RISK CONTROL.	MEASURES.	ADDITIONAL MEASURES ADD FOR YOUR CLASS	OWNER
5.1	Consider seating plans to maintain social distancing.	<ul style="list-style-type: none"> a) Seating Plans based on group size b) Seating Plan to remain consistent 		All Staff
5.2	Consider entry and exit to the space.	<ul style="list-style-type: none"> a) Admit students directly to seats to avoid bunches of people gathering or waiting around the entry. b) Dismiss students one by one to stagger exit and remind to move straight to next area. c) Staggered exit times. d) Reminders and expectations about wiping down and handwashing shared at start and end of lesson as well as throughout and sanitize and wipe down at start and end of all lessons and breaks. 		
5.3	Consider Equipment	<ul style="list-style-type: none"> a) If students forget their own equipment only give a spare if it is safe to do so and you /they can wipe it down afterwards. b) Consider equipment that requires turn taking and adapt plans or include wiping into planning. c) Consider equipment that requires storage. d) End of session wiping of equipment for all lessons. 		
5.4	Consider Ventilation	<ul style="list-style-type: none"> a) Consider risks from high windows and ensure your classroom is safe throughout and at the end of the lesson if to be left vacant. b) Consider if lesson can be taught outside if a space is available. 		
5.5	Consider papers and shared objects.	<ul style="list-style-type: none"> a) Wipe down at end of lesson. b) Use online storage rather than paper where possible. c) Consider how work is handed in or papers distributed. d) No homework reduces items moving between school/home. e) Class teachers to arrange individual storage e.g. box files for each child. 		
5.6	Consider Handles & High Touch Areas to be wiped down.	<ul style="list-style-type: none"> a) Door handles, window handles, cupboard handles. b) Desks and Chairs c) Any other surfaces or items in your space. d) Keyboard, mouse, buttons and screens – IT. 		

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SECTION 6

SPECIALIST AREAS

- Consider how play and other equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
- Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
- Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts

Include measures which are specific to your working area on your own document.

NO.	SPECIALIST AREA	MEASURES.	NOTES	OWNER
6.1	Reception	a) Wipes, gloves, aprons, masks and sanitizer all available b) Paper towel and cleaning fluid for use by staff also available (restricted use) c) Emergency kit available d) Sanitizer available at “welcoming/signing in station” for pupils and staff		ND EH (purchasing)
6.2	Kitchen	a) Kitchen surfaces wiped before commencement of school day. b) Kitchen thoroughly cleaned at the end of each day including sweep and mop floor. c) Refreshment area/boiler/dishwasher and door handles to be wiped at regular intervals throughout the day by an appointed member of staff. d) Anti-bacterial wipes available for staff to use prior to and after using refreshment area. h) Students reminded to wash their hands before commencement of lesson and given reminders of personal hygiene. i) Equipment assembled at workstations prior to lesson taking place. j) Any equipment shared to be wiped after individual use. l) All work surfaces to be wiped with anti-bacterial spray suitable for food preparation areas. m) All tea towels, dish cloths used to be placed in laundry basket for washing. n) Kitchen to be left clean and tidy in readiness for further lessons. o) Aprons must be individually owned and must be prewashed before use or be a disposable single use apron.		AH Member of Staff on Duty
6.3	Dining Area	a) All surfaces to be wiped with anti-bacterial spray before and after use e.g. break times and lunchtimes and when used as a teaching space. b) Microwave ovens/toaster wiped before breaks and lunchtimes commence and wipes available to be used prior and after use of the equipment.		

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		<p>c) All tables wiped before commencing lesson with anti-bacterial spray/wipes suitable to be used in food preparation areas.</p> <p>d) Students to wash hands and be reminded of personal hygiene before commencing lesson.</p> <p>e) Work stations to be created with individual sets of equipment, ingredients etc.</p> <p>f) Equipment that involves turn taking will be wiped before and after use.</p>		
6.4	Music Room	<p>a) Ensure equipment wiped down before and after use where appropriate.</p> <p>b) Where applicable instruments to be used by single student for the day and cleaned at the end of each day.</p>		Music Teacher
6.5	Hall	<p>a) Use external doors as entrance/exit if best option depending on destination of group.</p>		All Staff
6.6	Swimming Pool	<p>a) Use under risk assessment for physio students at a time to ensure distancing.</p>		
6.7	PE Areas & Equipment	<p>a) Lessons where possible to be done outside (Muga/Green) as being outside reduces the risk and requires less disinfecting</p> <p>b) Wash hands before and after activity</p> <p>c) Where possible pupils don't share equipment during activities</p> <p>d) Where appropriate clean equipment used with wipe (e.g. racket)</p> <p>e) Pupils play activities that require no physical contact</p> <p>f) Remind pupils of 'social distancing' at the start of the activity</p>		JK Coaching
6.8	Science Lab	<p>a) Ensure equipment wiped down before and after use where appropriate.</p> <p>b) Gloves are available for students to wear</p> <p>c) Students to clean hands for 20 seconds before conducting an experiment and after.</p> <p>d) Students to work on own if possible when conducting experiments.</p>		LS-K
6.9	IT Suite	<p>a) High touch areas such as keyboards, door handles, desks, whiteboard to be cleaned after each use of the classroom</p> <p>b) One computer to be used each – no sharing</p> <p>c) Hands to be washed before and after using the IT equipment</p> <p>d) Timetabling of room to allow usage by different groups but enough time between to allow appropriate cleaning</p>		Member of Staff on Duty
6.10	Staff Room	<p>a) Staff to use own mugs and not share.</p> <p>b) Staff to wash up utensils before and after use.</p> <p>c) Buttons and switches to be wiped down e.g. microwave.</p> <p>d)</p>		LN

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6.11	Post 16 Common Room Area	<ul style="list-style-type: none"> a) Hands to be washed on entering Sixth Form. b) Students to be allocated their own cups for drinks (suggested students bring in their own cups, for making tea). c) Microwave to be cleaned after used and high contact areas cleaned. d) Keep windows open but ensure students are aware of the risk of open windows. (when weather permits) e) Students can wear masks if they would like to 		LS/CW/SS
6.12	Medical Room	<ul style="list-style-type: none"> a) PPE available for first aid treatment of students b) Students to be isolated in this room whilst awaiting pick up if they are exhibiting any symptoms c) Cleaning materials in locked cupboard to be used by member of staffing after any treatment d) Room to be deep cleaned after use for symptomatic student 		ND
6.13	Therapy Spaces	<ul style="list-style-type: none"> a) Therapists will follow professional body guidance. b) Desks wiped down before and after use. c) Tables rearranged to comply with distancing. d) Spaces allocated to therapists to use for whole day and to store equipment there during the day e) Equipment to be wiped down before and after use f) Any fabric or non-cleanable equipment not to be used as far as possible 		ND
6.14	Physiotherapy Spaces	<ul style="list-style-type: none"> a) Allocated to specific staff members b) Equipment wiped down before and after use c) PPE to be worn when treating students 		ND
6.15	Forest School	<ul style="list-style-type: none"> a) Jerry can of warm water. b) Purchase of additional rigour gloves may be necessary. c) All supporting staff need to be vigilant and ready to wipe equipment down, tub of wipes available. d) Staff to encourage students to bring their water bottle to FS session. 		PG
6.16	Add any other areas not listed above			

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6.17	Art Room	<p>a) Increased ventilation, windows open at all time.</p> <p>b) Wipes to clean equipment, hand sanitiser for each student at the start of the session, areas cleaned down after each session.</p> <p>c) Specific equipment used per student, then wiped down before storage.</p> <p>d) All students to continue to have own sketch book & portfolio.</p> <p>e) Students to use own equipment, pencils were possible.</p> <p>f) Art Room sides cleared, for easy cleaning – Claire to coordinate inc, soft furnishings</p> <p>g) Paint brushes, palettes stored away etc... No resource pots available.</p> <p>h) Computer Keypad – wipes next to & Teacher resource. Students to use own PC for researching projects etc...</p>	<p>- Students to have be given a list of equipment they require in their school bags – Similar to mainstream primary schools.</p> <p>-Idea - Each class to have storage boxes, so equipment can be quarantined before next session.</p> <p>- Seating plan for each class</p> <p>- Sliding cupboard shut to reduce cross infection, strict in & out rule, Teacher, TA.</p> <p>-Students to plan equipment needed before each session, then cleaned before storage.</p> <p>-Area to be continually reviewed due to Art equipment & resources.</p>	Member of Staff on Duty
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