

Barnsley Metropolitan Borough Council
Risk Assessment Form (RA3)



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| Task / Activity: | Full Opening of Schools – December 2021 (Covid-19) | Ref: | |
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

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| Directorate: | Schools | Date of Assessment: | |
| Business Unit: | | Manager Responsible for Basic Activity: | Duncan Thompson |
| Service / Function: | Primary & Secondary Schools | Lead Risk Assessor for Basic Activity: | Duncan Thompson |
| Location: | Shawlands Primary School | Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc) | Claire Athorn; Louise Barradell; SLT; employees; governors. |

| Hazard | Risks | Control Measures | Actions Required | Person Responsible and Target Date |
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| Schools Premise | Personal injury Fire Legionella Infection of coronavirus | <ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. Increased cleaning regime. | <p>Continue routine inspections of these.</p> <p>Cleaning regime to be agreed with cleaning services.</p> | <p>A Ford D Thompson C Billington</p> <p>From Sept 2021 as per schedule.</p> <p>L Barradell From Sept 2021</p> |

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| Ventilation | Concentration of the virus in the air | <ul style="list-style-type: none"> • Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. • When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained • These can be achieved by: <ul style="list-style-type: none"> - mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply - natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air - natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> | <p>Ensure teachers are aware of the ongoing need for ventilation.</p> <p>Ensure classrooms / hall etc are well ventilated when empty if good airflow is not achievable during lessons.</p> <p>Heating adjusted as required during colder weather.</p> <p>Clothing flexibility allowed in colder weather to allow fleeces, hoodies etc to be worn in class.</p> | D Thompson / class teachers from Sept 21 |
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| | | <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied space.</p> | | |
| Infection Control | <p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p> | <ul style="list-style-type: none"> • 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, do not attend school. • Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. • As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. • Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. • School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by | School to work as required with NHS Track and Trace. | D. Thompson From Sept 2021 |

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| | | <p>NHS Test and Trace as a close contact of a positive COVID-19 case. 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. We would encourage all individuals to take a PCR test if advised to do so.</p> <ul style="list-style-type: none"> • Clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future • School to have sufficient hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly. • Supervision of hand sanitiser use given risks around ingestion. Small children and 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. • Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. • As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be | <p>Handwashing in class before lunch to be established, and children reminded to wash hands after using the toilet.</p> <p>Hand sanitiser stations to use them kept filled and children reminded and supervised on entry, after play and after using the toilet.</p> <p>School to provide tissues and bins available in the school to support pupils and staff to follow this routine.</p> | <p>Teachers, TAs etc from Sept 2021</p> <p>A Ford from Sept 2021</p> <p>Teachers, TAs from Sept 2021</p> |
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| | | <p>considered in risk assessments in order to support these pupils and the staff working with them.</p> <ul style="list-style-type: none"> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. • School to put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ▪ more frequent cleaning of rooms/ shared areas that are used by different groups ▪ frequently touched surfaces being cleaned more often than normal <p><i>Note: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i></p> | <p>Each class to have a spray bottle with dilute cleaning agent, and anti-bac wipes for cleaning resources, tables etc as needed through the day.</p> <p>Cleaning schedule continues to meet Covid-19 related requirements.</p> | <p>Teachers, TAs from Sept 2021</p> <p>L Barradell Sept 2021</p> |
| <p>Child/staff member becomes unwell at school with coronavirus symptoms, or have someone in their household</p> | <p>Transmission of coronavirus</p> | <ul style="list-style-type: none"> • When an individual develops COVID-19 symptoms or has a positive test pupils, staff and other adults should follow public health advice on when to self-isolate and what to do <u>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</u> • They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or they are a close contact of a suspected or confirmed case of the Omicron variant of COVID-19). • If anyone in school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. | <ul style="list-style-type: none"> • As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. | |

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| | | <ul style="list-style-type: none"> • For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. • If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. • Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care • Any rooms they use should be cleaned after they have left. The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. | <ul style="list-style-type: none"> • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). | |
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| Bubbles | Supress the virus | <p>At Step 4 it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles').</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> | <p>Resume standard start and end-of-day and lunchtime arrangements.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> | D.Thompson Sept 2021 |
| Asymptomatic testing in schools | <p>Supress the virus</p> <p>Asymptomatic Testing at Home</p> | <ul style="list-style-type: none"> Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. | <p>Staff advised to continue twice-weekly LFD tests, starting 3 days before the start of term, until the guidance changes.</p> | D. Thompson Sept 2021 |
| PCR Tests | Supress the virus | <ul style="list-style-type: none"> Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. | <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the</p> | |

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| | <p>Circumstances where people are not able to wear face coverings:</p> <p>Access to face coverings</p> | <p>visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles</p> <p>There are some circumstances where people may not be able to wear a face covering.</p> <ul style="list-style-type: none"> • Some people are less able to wear face coverings, and the reasons for this may not be visible to others. <p>In relation to education settings, this includes (but is not limited to):</p> <ul style="list-style-type: none"> • people who cannot put on • wear or remove a face covering because of a physical or mental illness or impairment, or disability • people for whom putting on, wearing or removing a face covering will cause severe distress • people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid the risk of harm or injury • schools are also permitted to for anyone to remove a face covering in order to take medication • Due to the use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. • School should have a small contingency supply available for people who: <ul style="list-style-type: none"> • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe • have forgotten their face covering Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day. | | |
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| | Safe wearing and removal of face coverings | <p>When wearing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose • avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination. • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully in a household waste bin and do not recycle • once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. • if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed | | |
| Personal Protective Equipment (PPE) | Spread of infection (coronavirus) | <ul style="list-style-type: none"> • PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type that covers your nose and mouth. • Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not | | |

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| | | <p>always able to maintain a distance of 2 metres from others.</p> <ul style="list-style-type: none"> • If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. <p>During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> • if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained • when performing <u>aerosol generating procedures (AGPs)</u> | | |
| Remote Learning | Spread of infection | <ul style="list-style-type: none"> • Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. • Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19. • You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. | Remote Learning Plan to be updated to meet new requirements. | D. Thompson Sept 2021 |
| | Spread of infection | | | |

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| Dedicated School & Public Transport | | <ul style="list-style-type: none"> On dedicated transport, it is no longer recommended that children and young people aged 11 and over wear a face covering, but they may wear one if they wish Maximising distancing and minimising mixing, but unnecessary risks such as overcrowding should be minimised. | | |
| Equipment | Spread of infection (coronavirus) via use of shared equipment | <ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. | <p>Children to have individual equipment where practical.</p> <p>Parents requested to minimise amount of equipment being brought into school daily.</p> <p>Class wipes and 'Returns' table/box to be used to allow quarantine / cleaning of equipment on return.</p> | <p>Teachers Sept 2021</p> <p>D. Thompson Sept 2021</p> <p>Teachers Sept 2021</p> |
| Pupils with education, health and care plans or on SEN support | Spread of infection (coronavirus) | <ul style="list-style-type: none"> Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve. Teachers and special educational needs coordinators are to plan to meet these needs. | Teachers / SEND co-ordinator to consider individual needs of children on return to school, explaining new routines etc. | Teachers Sept 2021 |
| Clinically extremely vulnerable pupils | Increased susceptibility of infection | <ul style="list-style-type: none"> Clinically Extremely Vulnerable children and young people should attend their education setting unless they are one of the very small number of children and young | | |

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| Clinically Vulnerable staff | | <p>people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <ul style="list-style-type: none"> • Further information is available in the guidance on supporting pupils at school with medical conditions. You should ensure that key contractors are aware of the school’s control measures and ways of working. • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. | | |
| New and Expectant Mothers | | <ul style="list-style-type: none"> • Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools. • All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures to minimise the risks of transmission. | | C Billington as required. |

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| | | <ul style="list-style-type: none"> • A new and expectant mothers risk assessment should be carried out to consider any risks (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. • Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). • This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). <p>Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p> | New and expectant mother risk assessment to include Covid-19 considerations. | |
| Supply teachers, peripatetic teachers and or temporary staff | Movement around schools - spread of infection (coronavirus) | <ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. • They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. | All visitors required to read the visitor's safe working practices sheet and follow all the measures in this risk assessment in terms of social distancing, use of equipment, hygiene etc. | Office admin from Sept 2021 |

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| | | <ul style="list-style-type: none"> School to consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record is to be kept of all visitors. | An accurate record kept of all visitors and the staff, pupils and classes they have been in contact with. | |
| Outdoor playground equipment | Spread of infection (coronavirus) | <ul style="list-style-type: none"> Outdoor playground equipment to be more frequently cleaned. After use of equipment children are to clean hands thoroughly. | <p>Playground equipment to be cleaned frequently with dilute sprays.</p> <p>Children who have used the equipment to wash hands straight after use.</p> | Teachers/TAs from Sept 2021 |
| Extra-curricular provision e.g. breakfast/afterschool clubs, holiday clubs etc | Spread of infection (coronavirus) | <ul style="list-style-type: none"> School to consider resuming any breakfast and after-school provision, from the start of the autumn term. For further information on summer holiday clubs, see Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak in order to plan extra-curricular provision. | After-school clubs to resume Autumn 1 | All staff from Sept 2021 |
| Educational visits and journeys | Transmission of infection | <ul style="list-style-type: none"> Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. From the start of the new school term schools can go on international visits that have previously been deferred or | Covid cancellation insurance to be in place for any visits booked. | L Barradell from Sept 2021 |

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| | | <p>postponed and organise new international visits for the future.</p> <ul style="list-style-type: none"> • Schools should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and schools must comply with international travel legislation and should have contingency plans in place to account for these changes. • Schools should speak to either their visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). • Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. • School should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). | | |
| Travel and Quarantine | Transmission of infection | <ul style="list-style-type: none"> • All pupils travelling to back into England must adhere to travel legislation, details of which are set out in government travel advice. | | |

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| | | <ul style="list-style-type: none"> • All travellers arriving back in to the UK will need to isolate and get a PCR test by 'day two' after arrival. • They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. • Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. • All Red list arrivals will enter quarantine. | | |
| Contractors/Visitors | Transmission of infection (coronavirus) | <p>Contractors working on site</p> <ul style="list-style-type: none"> • Obtain Contractor's Covid-19 Risk Assessment • Ensure any Contractor's work is organised where there is minimum/no contact to both staff/pupils e.g. out of school hours • Ensure Contractor signs in/out of the premises • Adequate control measures in place to ensure social distancing/barrier off system • Allocated welfare facilities (where required) and increase of cleaning regime <p>Visitors</p> <p>Where possible arrange to meet visitors via on-line system (e.g. Teams, Zoom etc)</p> | Ensure contractors / visitors systems meet requirements. | L Barradell from Sept 2021 |

| Manager's Assessment Acceptance Statement | |
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| I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales. | |
| Manager's Signature | D. Thompson |
| Date | 30/07/21 |
| Date of planned review (not to exceed 12 months) | 30/09/21 |
| Date of planned full re-assessment (not to exceed 24 months) | 20/07/21 |