

Covid 19 Risk Assessment: School, Pupil & Staff.



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This risk assessment works alongside the initial assessment but takes account of any changes in government guidance and the increase in numbers of pupils and staff

Reviewed: March 2021

Next Review: May 2021

Responsible: Mr Kazi Hussain

Approved: MI Najm Alam (Chair of Governors)

March 2021 Reopening Risk Assessment

Our central purpose is to provide an academic and spiritual environment for all students in our care, but the health and safety of all students and members of staff must always come first. The mental health and wellbeing of staff and children are placed alongside safety as well as the practicalities and limitations of the school. The continual use of 'Bubbles' as guided by the government will still be in action, whilst also doing everything possible to minimise contact and mixing and delivering a broad and balanced curriculum. The government recognises that the organisation of a school is affected by the children's ability to distance themselves from staff and each other, the layout of the school and the feasibility to keep distinct groups separate whilst offering a broad curriculum. Following this guidance, whilst also taking into consideration the age, layout and logistics of Hafs 'Bubble' sizes.

Symptoms as described by NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Prevention

- 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, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 5) Minimise contact between individuals and maintain social distancing wherever possible. Schools must properly consider this and put in place measures that suit their circumstances.
- 6) Where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances, for example, a medical mask instructed to be used for specific clinical reasons and evidence is shown for this.

Response to any infection - must be followed in every case where they are relevant.

- 1) Engage with the NHS Test and Trace process.
- 2) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 3) Contain any outbreaks by following local health protection team advice.



Assessment Date:	01/03/2021	Lead Assessor:	Mr Kazi Hussain		
Activity / Task					
Description of task/ process/ environment being assessed	General and clinical activities on the asymptomatic testing site at Hafs Academy				
Activities Involved	Testing School staff and students			Location	Hafs Academy
Who Might be affected	Teachers ✓	Students ✓	General Staff ✓	Visitors ✓	Service User ✓

No	Identified Risk / Questions	Associated risks	Current Control/ Mitigation Measures	Pre Mitigation risk Level	Post Mitigation risk Level	Implementation Lead	Quality Assured & Reviewed	Date of Next Review
1.	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by subjects always whilst on the premises except for brief lowering at the time of swabbing. 	H	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> • The requirement to wear face-covering/mask to be reminded to all subjects in advance at the time of a test booking. • Compliance with wearing of face-covering/mask of all subjects to be visually checked on arrival by reception staff. • Compliance with wearing of face-covering/mask of all subjects to be visually checked through the building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two-metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary, from reception, queue management & sampling staff. • A one-way flow of subjects through the building is always to be initiated and maintained. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handling of documents to subjects except barcodes and test kits for the first 200 subjects 					
2.	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to the subject at check-in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station 1 and applied to the Lateral Flow Device at this station 	L	L		Kazi Hussain	May 2021

3.	Damaged barcode, lost LFD, failed scan of a barcode	Orphaned record on registration portal & No result communicated to the individual	<ul style="list-style-type: none"> • Rule-based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 	L	L		Kazi Hussain	May 2021
4.	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to; eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • PPE: nitrile gloves that meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields that are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals, and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	M	L		Kazi Hussain	May 2021
5.	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to the subject at check-in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station 1 and applied to the Lateral Flow Device at this station 	L	L		Kazi Hussain	May 2021

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7.	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to; eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • PPE: nitrile gloves that meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields that are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals, and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 				Kazi Hussain	
8.	Should my Child attend school if they have COVID-19 symptoms ?		<ul style="list-style-type: none"> • No. Where this applies the parent or carer must make contact with the school without delay to report the reason for the absence. • Additionally, if a child is awaiting the results of a COVID-19 test then he or she must remain at home until the outcome of the test is known – even if the child is asymptomatic. 	M	L		Kazi Hussain	May 2021

9.	Should my child attend school if a member of their household has COVID-19 symptoms?		<ul style="list-style-type: none"> No. Where this applies the parent or carer must make contact with the school without delay to report the reason for the absence. When any member of a household shows symptoms of COVID-19 they should be tested along with all other members of the household. Until test results are received, all members of the household should enter a period of self-isolation to avoid spreading the virus to others. Periods of self-isolation last for 10 days from the day the first family member noted COVID-19 symptoms. A test can be booked by following this link or by copying this address into a browser: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/ If the test is negative for all family/ household members, then the student may return to school immediately. If <i>any</i> member of the family is tested positive, then the entire household should maintain self-isolation for 10 days. If in doubt call NHS 111. 	M	L		Kazi Hussain	May 2021
10.	Should my child attend school if they are unwell (a non-COVID-19 illness)?		<ul style="list-style-type: none"> If a child is unwell (non-COVID-19 related) then their parent or carer should report their absence in the normal way (each day) and make it clear that the reason for the absence is not related to COVID-19. Absent students should complete the work set by teaching staff if they are well enough to do so. Throughout the course of their absence, he or she should report their daily absence in the normal way and complete the work set by teaching staff, if they are well enough to do so. 	L	L		Kazi Hussain	May 2021
11.	What happens if one of my children's teachers or classmates develops COVID-		<ul style="list-style-type: none"> Based on rapid communication of positive COVID-19 test results from parents and carers, or members of staff, Hafs will immediately contact the PHE Team 	H	L		Kazi Hussain	May 2021

	<p>19 symptoms or tests positive for the virus?</p>		<ul style="list-style-type: none"> The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The healthprotection team will work with schools in this situation to guidethem through the actions they need to take. The health protection team will provide definitive advice on who must be sent home. To support them in doing so, all schools will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. 					
<p>12.</p>	<p>What if a student presents with COVID-19 symptoms at any point during the school day?</p>		<ul style="list-style-type: none"> Students displaying any listed symptoms will be isolated in a specially identified room (the Medical Room) with exclusive toilet facilities. He will wait until a parent or carer arrives to be personally collected. The room and toilet will be cleaned after each usage and everyday in any case. If more than one student needs to wait in the Medical Room, then he or she must instead wait in a secure part of their Year Group zone until their parent/ carer can collect. Space/ room used must then be thoroughly disinfected. An immediate test should then be booked by the parent or carer by following this link or by copying this address into a browser: https://www.nhs.uk/conditions/coronavirus-covid-19/testing- and-tracing/get-a-test-to-check-if-you-have-coronavirus/ If the test is negative <i>and</i> the student feels better, then they may return to school immediately. If the test is positive, then the student should self-isolate for at least ten days from when the symptoms started. Meanwhile, each member of the household must self-isolate for 10 days from when the first 	<p>H</p>	<p>L</p>		<p>Kazi Hussain</p>	<p>May 2021</p>

			member of that household began self-isolating. If in doubt call NHS 111.					
13.	What if a child reports feeling ill or has an injury during the school day?		<ul style="list-style-type: none"> • A designated First Aid trained member of staff will attend to the student directly. • A fluid-resistant surgical face mask will be worn by the First Aider if a distance of 2m cannot be maintained. • If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask or protective visor will be worn by the First Aider. • If a child is COVID-19 symptomatic then eye protection must be worn. • The First Aider will carry out triage before deciding on the appropriate course of action. • If necessary, the child will be isolated in a specially identified room (for non-COVID-19 symptomatic students). This room will be in the relevant Year Group Zone. He or she will wait until a parent or carer arrives to personally collect. • The child may return later that day or thereafter if the parent or carer wishes. The room (and toilet used) will be cleaned after each usage. 	M	L		Kazi Hussain	May 2021
14.	What happens if a teacher or member of staff becomes ill during the school day and needs to go home?		<ul style="list-style-type: none"> • Assuming the member of staff is not experiencing any COVID-19 symptoms then the normal protocol applies that leads to a coverteacher being asked to supervise their class/es. • When a member of staff goes home with COVID-19 symptoms or develop symptoms at home, an immediate test should be booked. • Depending on the outcome of this test, the member of staff may either return to school if they test negative and feel better or begin a period of isolation at home for 10 days from when symptoms started. The rest of their household needs to isolate for 10 	M	L		Kazi Hussain	May 2021

			days. Please note precise guidance on this from Public Health England by clicking here .					
15.	How will students be protected from contracting the virus from other students or members of staff?		<ul style="list-style-type: none"> Parents and carers will be regularly reminded that they must not, under any circumstances, send their children into school if they are displaying any of the listed symptoms of COVID-19 – to do so is to place their child, others’ children and members of staff at increased and unnecessary levels of risk. Starting with the basics of good respiratory hygiene (i.e., the ‘catch it, bin it, kill it’ approach), all common contact points (doors, handles, balustrades) will be disinfected at the start, middle and end of each school day. All students will be taught in separate year group zones or bubbles. This will restrict social/ physical interaction between students during the school day. Separate entry/ exit, playground, dining and toilet facilities will be allocated to ensure the separateness is maintained at all times. When students need to access specialist facilities that are outside of their year group zone (e.g., PE, design & technology or computing), they will be collected from and returned to their year group zone by their teacher and will only walk along empty corridors. All students and staff must wear face coverings at all times throughout the school day (indoors and outdoors) unless 2 metres of social distancing can be achieved at all times (as of 08.03.21). Students who breach these measures place themselves at risk of serious sanctions as a result of placing themselves, their household and other members of the school community at risk. Students will receive training on the safety measures on their first day back and then receive daily reminders of the key safety measures. 	H	L		Kazi Hussain	May 2021

16.	How will the school ensure that the entire school site is clean and ready to use?		<ul style="list-style-type: none"> • All classrooms unused throughout the period of school closure will be dusted and vacuumed before being used again. Desks and chairs will be sprayed with disinfectant and wiped down. • Other identified areas will be deep cleaned on a room-by-room basis and therefore avoid unnecessary deep cleaning that is excessive or distracting from the core goals to maintain a safe and clean site. • In advance of the entire site reopening, there will be safety and compliance checks are undertaken on hot and cold water systems, gas safety, fire safety, kitchen equipment, security including access control and intruder alarm systems and ventilation. • All such works are routine and regularly reviewed by the Governors' Resources Committee and in accordance with Government advice. • In the event of a confirmed case of COVID-19 all rooms and indoor used by that individual in the previous three days will be deep cleaned, including specialist rooms outside of the Year Group Zone. 	M	L		Kazi Hussain	May 2021
17.	How will staff be protected from contracting the virus from co-workers?		<ul style="list-style-type: none"> • Teachers are at a greater risk because their timetable requires them to teach across year groups. This means that teachers should maintain a 2-metre distance from all students wherever possible. In addition, as of 8 March 2021, teachers and classroom-based staff must wear face coverings at all times unless 2 metres+ social distancing can be achieved. • All other classroom-based, or pastoral staff will remain with a particular year group throughout the school day. • To further reduce the risks of spreading the virus, all duties and detention supervision will be undertaken by admin • Starting with the basics of good respiratory hygiene (i.e., the 'catch it, bin it, kill it' approach), common contact points (doors, handles, balustrades) will be 	H	L		Kazi Hussain	May 2021

			<p>disinfected at the start, middle and end of each school day.</p> <ul style="list-style-type: none"> • All staff will continue to be provided with supplies of disinfectant wipes in order to clean commonly touched objects (e.g., projector remote controls) or surfaces (e.g., teachers' desks). • A roaming clean will also be used to focus on those common contact points. • Face-to-face meetings of staff may continue only when social distancing (2 metres) can be guaranteed. • The staffroom may be used (as of 08.03.21) for as many as 5 members of staff as long as they remain at least 2 metres distant from one another. Face coverings must be worn at all times unless the member of staff is eating/ drinking, and they are able to maintain 2 metres + social distancing. • Staff will be strongly encouraged to wash their hands regularly with soap and running water (20 seconds+) throughout the day or to use hand sanitiser. • Small kitchenettes may be used by one person at a time to retrieve items from the refrigerator or use the microwave. If hot drinks are made, then they should not be made for others and only for personal consumption. Personal cutlery, plates and mugs/ cups are strongly recommended. • If a member of staff touches any surfaces (door, handles etc) during transfer, further hand washing or sanitizing is required. Consideration must be given to staff who are in one of the vulnerable categories, to ensure that appropriate safeguards are in place in accordance with the latest guidance. 					
18.	How will staff be protected from contracting the virus from students?		<ul style="list-style-type: none"> • Teaching staff will remain at or near their desk or whiteboard/ smartboard - ensuring that the 2-metre social distancing is maintained at all times where possible. 	H	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> • As of 8 March 2021, all students and staff must wear face coverings at all times throughout the school day (indoors and outdoors) unless 2 metres of social distancing can be achieved at all times (exemptions apply). • Normal classroom activities that include a moderate level of risk (use of sharp implements or scientific experiments, for instance) will be suspended or greatly limited to reduce the risk of injury or the need for close proximity in the event of an accident. • Unless it is a dire emergency, a First Aider will be called to an incident using the member of staff's personal mobile phone. If staff do not possess a mobile phone or work from an area with a weak signal, they may request a walkie-talkie instead. Staff are strongly encouraged to ensure their mobile phone is charged at all times. • Consideration will be given to staff who are in one of the vulnerable categories, to ensure that appropriate safeguards are in place in accordance with the latest guidance. 					
19.	How will staff be protected from contracting the virus from parents, carers and visitors ?		<ul style="list-style-type: none"> • Face-to-face meetings may only take place with the prior-agreement of a member of the Leadership Team. • Meetings with parents, carers or other visitors should ideally take place by telephone or video conference (Google Hangouts significantly reduce associated safeguarding risks of video conferencing). • Should a face-to-face meeting take place then 2-metre social distancing will be applied in a clearly marked room to separate all parties present. Face coverings must also be worn at all times. • Key surfaces (handles, chairs and desks) will be disinfected before and after by a member of the site or cleaning team. 	H	L		Kazi Hussain	May 2021

20.	How will staff be made aware of all of the new health and safety requirements?		<ul style="list-style-type: none"> • In late August all staff were provided with the updated riskassessment and a copy of the September 2020 ReopeningHandbook’ – written by the leadership team and includes • everything staff will need to know about the operational smoothrunning of the school. • Staff who are unable to attend this training received a similarinduction before they are permitted to return to work. • Following generic training, each member of staff will be given anopportunity to discuss any specific, unique or unforeseen risks associated within their workplace or responsibilities. • All changes to the risk assessment and related procedures will be communicated by (a) email and (b) personal contact (i.e., faceto face, staff briefing, online and face-to-face meetings or telephone calls) as and when appropriate. 	M	L		Kazi Hussain	May 2021
21.	How will the social and emotional impact of the virus and school closure on students be addressed when they return to school?		<ul style="list-style-type: none"> • The school acknowledges that the impact of the virus and schoolclosure will have affected students in very different ways. Some will have been unaffected and will have few, if any, problems readjusting after the first few days. Others, perhaps those who have experienced bereavement or felt the effects of social isolation more severely, may take much longer to adjust and experience a wide array of emotions that they struggle to understand or express. This may result in challenging behaviours that disrupt their own or others’ learning or indeed comprise • the health and safety provisions at the school. • Each child will be supported on a case-by-case basis and agreement reached with the student and their family on the most appropriate course of action including a staggered reintroduction to school life or accessing internal support services. 	M	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> • Where problems persist or are more severe, referrals to the family GP or CAMHS could be considered if all parties felt that this was appropriate. • More broadly, the fortnightly Personal, Social and Health Education (PSHE) lessons will be focused on appropriate responses to the virus and its impact throughout the first phase of school reopening. • The current Behaviour for Learning Policy remains fit for purpose because it retains sufficient flexibility to exercise common sense, mitigation and discretion in the event of challenging or uncharacteristic behaviours. For the foreseeable future, all detentions will be held during school hours. 					
22.	How will the social and emotional impact of the virus and school closure on staff be addressed when they return to school?		<ul style="list-style-type: none"> • The school acknowledges that the impact of the virus and school closure will have affected staff in very different ways. Some will have been unaffected and will have few if any problems readjusting after the first few days. Others, perhaps those who have experienced bereavement or felt the effects of social isolation more severely, may take longer to adjust and experience a wide array of emotions that they also struggle to understand or express. • It must be remembered that teachers and all other staff will be required to work in very unusual and challenging circumstances and cope with a level of uncertainty and demand hitherto unseen in schools. • The success of the full reopening of our school and the speed with which we can return to a new normal depends on how successfully members of staff manage throughout the period of transition. • The school has a staff wellbeing lead who can work with union representatives and the headteacher to ensure there is a smooth and constant flow of information and feedback to the leadership team and therefore remain in touch with how decisions are affecting colleagues and also students. 	M	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> A culture of openness, transparency and a willingness to reconsider decisions made in the past will continue to determinethe culture at the school. 					
23.	How will students access the toilets?		<ul style="list-style-type: none"> Toilets have been allocated to each year group. The only exception are years 7, 8 and 9 who will share the toilets in the school, but cubicles will be designated per year group andonly one boy may use the urinal at any one time. Students will be expected to use the toilet before school or during one of the <i>two</i> break times. Consequently, students may not leave their lesson to go to the toilet unless there areexceptional circumstances. Students wishing to use the toilet will be directly supervised asthey are lined up outside the toilets and be required to wash their hands before and after using the toilet facilities. Students will be instructed to close the lid before flushing wherever possible and then expected to wash their hands withsoap and running water for at least 20 seconds after using the toilet and will then be given a hand sanitiser to apply when they leave the toilets as well. (Staff will not supervise any students whilst inside the toilet area itself). The toilets will be restocked and cleaned at 9am, after each break time and again after school each day. 	H	L		Kazi Hussain	May 2021
24.	How will students enter and leave the school building each day?		<ul style="list-style-type: none"> Students must wear their face coverings as soon as they can see the school building. Students should not arrive and seek entry to the school buildinguntil 7:30am each morning. No other entry points will be made available to students (unlessin the event of an emergency) so that social distancing is not compromised, and supervision remains very high. Once through the doors, students will follow a clearly marked one-way system to their year group’s zone. 	M	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> All students will also leave the building at the end of each day via the same doors they arrived. Face coverings must be worn from the moment they leave their period 4 classroom to the moment they have either got off their bus or are no longer in sight of the school. 					
25.	How will fire safety, evacuation and lockdown procedures be amended?		<ul style="list-style-type: none"> Evacuation: Termly, practices will be undertaken to remind all students of the single muster point In the event of a genuine incident, evacuation procedures will operate as normal. This means that if the alarm sounds then a presumption of there being a genuine emergency must be assumed by staff and students. In this scenario, all those on site should follow the existing evacuation procedures and leave the building by the most convenient external door. Social distancing should be encouraged, but not at the expense of evacuating the site in an orderly and swift manner. All staff reopening training will include instructions on how their role in personally escorting and supervising all students in their care during an evacuation of the school site. Normal fire bell testing and related maintenance checks will continue as normal each Friday afternoon by the Site Team. Lockdown: Annual lockdown drills (i.e., practices) will be suspended until social distancing rules are relaxed, but no later than June 2021. In the event of the emergency <u>lockdown</u> warning bells sounding, all staff and students should presume that a genuine situation is suspected or has arisen. 	M	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> In such circumstances, all staff and students should follow the existing lockdown procedure and ignore social distancing rules if the 2-metre distance cannot be maintained. 					
26.	Are students allowed to use local shops before or after school?		<ul style="list-style-type: none"> This is a matter for families to decide. Families are strongly encouraged to ensure that packed lunch items are provided without the need for the student to purchase items on the way to (or from school). Nevertheless, this is a matter beyond the remit of the school. 	H	L		Kazi Hussain	May 2021
27.	What will happen if a student refuses to follow the health and safety requirements whilst on-site?		<ul style="list-style-type: none"> Students with a pattern or history of defiant behaviour will be invited back to school along with all other children but will require a pre-meeting (telephone or video conference) with their parents or carers to summarise the expectations and rationale in advance of a return to school. This will lead to the formulation, agreement and sharing of an individual risk assessment and behaviour contract. Children who exhibit potentially dangerous behaviour by refusing to self-isolate, socially distance or decide to wander about, cannot remain in school and will, for the protection of themselves and others, be sent home until such point that we can be confident of their willingness or ability to act in a safe manner at all times. There will be no presumption around whether they are unwilling or unable to respect those rules and a pragmatic, yet compassionate response will be adopted. 	H	L		Kazi Hussain	May 2021
28.	Will visitors be allowed on-site?		<ul style="list-style-type: none"> Impromptu visits will not be permitted for the foreseeable future and may only take place in exceptional circumstances. Parents, carers, or any other visitors will not be granted access to Reception unless (a) this has been agreed in advance by a member of the Leadership Team and (b) they are exceptional circumstances 	M	L			

			<p>(e.g., those that relate to safeguarding and student welfare).</p> <ul style="list-style-type: none"> • Telephone and video conferencing remain available on request by either phoning the main reception or emailing the member of staff directly to request an appointment. • We ask that all parents and carers understand that it is most unlikely that staff will be free to call back during school hours and that it may be as long as 48 hours before a conversation may take place. We ask that parents and carers consider whether a telephone call is necessary or whether an email exchange would suffice in the interests of time management and swift communication. Emergency / urgent communication and issues will of course be prioritized and acted upon within an appropriate timeframe. • Essential building or maintenance work (including grounds maintenance) will be permitted with the prior agreement and knowledge of the Site Manager. • All contractors must provide their own COVID-19 risk assessment method statements (RAMS) that has to be approved by the Hafs Principal or his Deputy • Areas used by contractors will be thoroughly cleaned when they leave the site. • Failure to adhere to any of these provisions will result in the contractors being required to leave the site. • Deliveries will be strongly discouraged during school opening hours and prohibited between the hours of 7:30 and 9:00 and again between 1400 and 1430 hours. 					
29.	How will students eat their snacks or lunch?		<ul style="list-style-type: none"> • Their lunch must be kept in a sealed container. • Packed lunches may not include sugary/fizzy drinks, sweets, or large portions of crisps or chocolate bars. We ask parents and carers to apply common sense in this regard and be mindful of the added problems associated with sugary diets on concentration and 	M	L		Kazi Hussain	May 2021

			<p>hyperactivity and contradicting our joint goal to return to normal school life.</p> <ul style="list-style-type: none"> • Students must also bring a supply of water for the day and not rely on being able to top up their water bottles throughout the day. Packed lunches will be eaten in a designated classroom at a designated time. • Students will be required to wash their hands (most likely with hand sanitiser) before and after their lunch. • Designated internal spaces within each year classroom will be allocated to eat packed lunches. • Students are encouraged to take all food waste and packaging home with them each day and dispose of them when they arrive home. This vastly reduces the pressure on the cleaners and site staff to check sort and empty bins. 					
30.	Will physical assemblies still take place?		<ul style="list-style-type: none"> • No. For the foreseeable future, weekly assemblies or other large gatherings of students and staff will be suspended. • Exceptions may apply as long as separate risk assessments have been written and formally agreed upon. 	M	L		Kazi Hussain	May 2021
31.	Will the rules around mobile phones be changed?		<ul style="list-style-type: none"> • No. Students and families will be aware that mobile phones are not 'banned' at Hafs and are permitted in some circumstances if permission has been granted for their use by a member of the leadership team and only then if they are assured their use adds value to the learning. 	L	L		Kazi Hussain	May 2021
32.	Will any subjects be suspended or amended whilst COVID-19 remains a risk to students and staff?		<ul style="list-style-type: none"> • In September, all subjects will resume, despite the necessity to introduce year group zones. In order to maintain specialist lessons, students will be escorted to and from specialist classrooms by their teachers so that they can access resources and equipment in design & technology, food, computing, art, drama, PE & science. 	H	L		Kazi Hussain	May 2021

33.	Will the school still run detentions after school?		<ul style="list-style-type: none"> For the foreseeable future, all detentions will be served after school hours for a minimal period. 	M	L		Kazi Hussain	May 2021
34.	Will there be any after-school clubs or activities?		<ul style="list-style-type: none"> After-school clubs will resume as normal from 8 March 2021. 	M	L		Kazi Hussain	May 2021
35.	How would PE changing rooms be maintained as safe in terms of showering and social distancing?		<ul style="list-style-type: none"> Students will be encouraged to wear their PE kit to school on those days when PE appears on their timetable. 	H	L		Kazi Hussain	May 2021
36.	What additional steps should staff take if they need to carry out a physical intervention with a student/ students?		<ul style="list-style-type: none"> Physical contact between or physical intervention with a student or students carries with it a significantly increased risk of skin contact and the exchange of body fluids: particularly sweat, saliva and blood. Students with a pattern or history of defiant behaviour will be invited back to school along with all other children but will require a meeting (telephone or video conference) with their parents or carers to summarise the expectations and rationale in advance of a return to school. This will lead to the formulation, agreement and sharing of an individual risk assessment and behaviour contract. Teachers or other staff are required to report <i>any</i> evidence of conflict between students, however minor, to a member of the leadership team, so that an assessment of risk may be conducted, and a decision was taken to either return to class or to return home. In the event that these measures fail to avoid the need for physical intervention, staff should follow the school's Behaviour for Learning Policy, bearing in mind the need to balance the risks of physical contact against the risks of non-intervention. This includes the requirement that the incident must be recorded and held centrally, alongside an urgent meeting with 	H	L		Kazi Hussain	May 2021

			parents/ carers to carry out an individual health and behaviour risk assessment.					
37.	How will students and staff be encouraged to dispose of tissues?		<ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach is fundamental to the basic defence against contamination. Each office and every classroom will be provided with a pedal bin that will be for the disposal of tissues. Students may dispose of their issues upon entering or leaving a classroom (they should not leave their seats to dispose of tissue) and use any of the bins that are in the school corridors or other spaces. All bins are emptied each day but the special pedal bins for used tissues with being sprayed with disinfectant at the end of each school day as well. 	M	L		Kazi Hussain	May 2021
38.	Would we recommend that teachers avoid marking books at this stage to avoid surface transmission?		<ul style="list-style-type: none"> Stringent hand hygiene (careful handwashing before and after contact in contamination with avoidance of touching face etc) reduces the risk of surface transmission. Teachers should only collect and return work to students that is necessary to maintain and uphold the school's marking policy. 	M	L		Kazi Hussain	May 2021
39.	Should my children bring in their own tissues, hand sanitiser and disinfectant wipes?		<ul style="list-style-type: none"> This is not required but a sensible measure nonetheless. 				Kazi Hussain	May 2021
40.	How will I drop-off and pick-up my children?		<ul style="list-style-type: none"> Parents and carers are asked to reconsider their normal dropping-off arrangements in order to alleviate the significant risk of the school site becoming congested each morning and afternoon. Students should be encouraged to walk to school or to be dropped off and collected at a more distant (and safe) point from the school site to help ease congestion. In the morning, cars will be directed around a one-way system with clearly marked drop-off spaces, after which parents and carers must leave the site 	M	L		Kazi Hussain	May 2021

			<p>without delay and not seek to engage in conversations with members of staff or other road users.</p> <ul style="list-style-type: none"> In the afternoon, the site does not lend itself to a pick-up system and therefore students will be very strongly encouraged to walk to a pre-agreed spot to meet their parent or carer. Once the student leaves the site by foot, the degree of supervision will inevitably lessen, and we will therefore rely entirely on students to respect social distancing rules. 					
41.	Can families car share and take one another's children to school?		<ul style="list-style-type: none"> In line with Government guidance, families are strongly advised to avoid car journeys that include members of other households. Should this occur then face coverings ought to be worn by all in the car to avoid children, members of their household, or members of the school community being placed at a greater risk of the virus spreading. 	H	L		Kazi Hussain	May 2021
42.	How will the staff park their vehicles?		<ul style="list-style-type: none"> Those staff unable to walk or cycle to work will be able to use the normally designated parking bays as long as all cars are pointing in the same direction and therefore facilitate 2-metre social distancing as the avoidance of accidental social contact. All vehicles must be parked in such a way as to be able to drive straight off the site without needing to reverse. 	M	L		Kazi Hussain	May 2021
43.	Will children and staff be placed at greater risk as a result of the increased use of chemicals for cleaning and disinfectant purposes.		<ul style="list-style-type: none"> The control of substances hazardous to health (COSHH) assessments will be regularly reviewed to avoid unnecessary or excessive chemical usage or residue left behind on surfaces. Cleaning products will not be sprayed or applied within close proximity of children or staff. Areas will be ventilated wherever possible. Neutral scents will be used wherever possible to address hypersensitivity amongst students and staff. No chemical or cleaning products will be left unattended. All teachers and teaching staff to be 	H	L		Kazi Hussain	May 2021

			vigilant on the disposal of cleaning products and general waste, including tissues.					
44.	Will hand sanitiser be freely available?		<ul style="list-style-type: none"> Alcohol-based hand sanitiser will be provided for use amongst students and staff to maintain high levels of hygiene. It will be available at all entry/ exit points, in all classrooms and outside all toilets. However, their use in or near open flames (e.g., science laboratories) is prohibited and therefore soap and warm water hand washing is required and similarly effective. Appropriate hand soap dispensers and/or non-alcohol-based sanitiser will be provided in all such locations. 	M	L		Kazi Hussain	May 2021
45.	Will the day-to-day emphasis on cleaning the site led to the neglect of important health and safety controls and checks?		<ul style="list-style-type: none"> No. Daily, weekly, fortnightly, monthly and annual checks will continue as normal throughout. All checks are logged and reported to the Governors' Resources Committee 	H	L		Kazi Hussain	May 2021
46.	Will the day-to-day emphasis on reopening the school lead to the neglect of important safeguarding policies and procedures?		<ul style="list-style-type: none"> No. Key members of staff (for example the deputy head/DSL) will continue to monitor the attendance, behaviour, wellbeing and safety of all children. Whilst attendance amongst all students will continue to be typical, historic and more recent patterns in student disengagement alongside attendance levels will help determine the most vulnerable children and families. 	H	L		Kazi Hussain	May 2021
47.	Will the heightened levels of cleaning and use of chemicals add further risks and dangers?		<ul style="list-style-type: none"> This is a risk that can be avoided through careful management of our cleaning protocols to ensure that chemicals are not left unattended and that trip or slip hazards are removed or addressed immediately. All cleaning undertaken by school cleaners will be monitored rigorously. In-house cleaning teams will wear PPE such as nitrile gloves and masks if dealing with a source of potential contamination. 	H	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> • If an area has been heavily contaminated, such as with visible bodily fluids (from a person with or without symptoms of COVID-19), there must be eye, mouth and nose protection, in addition to wearing an apron. • Cleaners must wash hands regularly with soap and water for 20+seconds, and after removing gloves, aprons, and other protection used while cleaning. • Cleaners and site staff must wash their clothes and overalls every day on the hottest temperature setting that the uniform allows without damaging it. 					
	Will students or staff be expected or encouraged to wear PPE such as face coverings whilst on the school site?		<ul style="list-style-type: none"> • As of 8 March 2021, all students and staff must wear face coverings at all times throughout the school day (indoors and outdoors) unless 2 metres of social distancing can be achieved at all times. Exemptions apply: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings. • Face coverings MUST be worn by all passengers on public and school bus services. • Like all other measures, we shall keep this matter under review, and if the guidance changes families will be contacted with updated advice. 	L	L		Kazi Hussain	May 2021
48.	Should clinically extremely vulnerable and clinically vulnerable members of staff return to work?		<ul style="list-style-type: none"> • Helpful definitions are available here. • The expectation is that on 8 March 2021, schools are back with all pupils. Therefore, the default is that staff should be in school, albeit following appropriate social distancing guidelines. Where staff are clinically vulnerable, clinically extremely vulnerable, or have particular risk factors which they are concerned about, schools should undertake individual risk assessments and take specific measures to mitigate risks for these staff - if the particular risks cannot be mitigated, schools should consider how these individuals could continue to work from home. 	H	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> Those who are clinically extremely vulnerable can return to school in March 2021 as long as all systems of controls are firmly in place. The clinically extremely vulnerable should now follow the same guidelines as the clinically vulnerable population, taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. 					
49.	What advice will be given to staff regarding clothing at work?		<ul style="list-style-type: none"> All staff should continue to adopt the professional dress code. All staff are advised to wear machine washable garments and wash their clothing at the highest temperatures permitted for each garment. 	M	L		Kazi Hussain	May 2021
50.	How will the range of new health and safety measures be communicated to students, parents/carers, and staff?		<ul style="list-style-type: none"> Parents and carers will have access to risk assessment and related protocols/ expectations. Parents and carers will be provided with a copy of the risk assessment on request. The web-based solution will enable the school to make more explicit any minor or major alterations to the risk assessment as and when circumstances change. Weekly letters to families will reinforce awareness of the source of this information on or website and draw attention to major changes. Staff will not return until they have participated in a carefully planned and delivered training session that will refer to all relevant aspects of the risk assessment and how their working practices must change during the first phase of reopening. Any changes to the risk assessment and related protocols will be communicated via a weekly bulletin to all staff. 	M	L		Kazi Hussain	May 2021
51.	What advice is given to those students and members of staff with asthma?		<ul style="list-style-type: none"> Staff and pupils should continue to manage their asthma in their usual way as well as observing all the other Covid-19 precautionary advice. This includes a requirement that all Asthma sufferers have their inhaler available at all times and particular attention 	H	L		Kazi Hussain	May 2021

			<p>paid to the stringent application of the 2-metre social distancing.</p> <ul style="list-style-type: none"> Where individual concerns exist (amongst students and staff) that may prevent a return to school, individual plans may be drawn up with the Headteacher (in the case of staff). The Government guidance states that children and teachers do not need to wear face coverings at school, but they are not prohibited. If a student or member of staff who suffers from asthma wishes to wear a face covering, then this is permissible. For some people with asthma, wearing face-covering might not be easy. It could make it feel harder to breathe. The government has advised that people with respiratory conditions do not need to wear face coverings, so if the sufferer is finding it hard, then they don't need to wear one. Asthma sufferers are not advised against the use of public transport but are reminded of the associated risks connected to surface transmission in public places. The Government are now recommending that people wear a face-covering in enclosed spaces, where social distancing may not be possible, or they may come into contact with people they don't normally meet. Examples of where this could happen are public transport and some shops. Furthermore, they are advised to maintain their usual contact with their GP or medical specialist. Further information may be found by clicking here. 					
52.	How will suspected or contaminated PPE or other waste be disposed of safely?		<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. 	H	L		Kazi Hussain	May 2021

			<ul style="list-style-type: none"> • It should be put in a suitable and secure place and marked for storage until the individual's test results are known • Waste should be stored safely and kept away from children. Waste will not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be put in with the normal waste. If the individual tests are positive, then store it for at least 72 hours and put it in with the normal waste. If storage for at least 72 hours is not appropriate or possible then an arrangement for collection as a Category B infectious waste will be arranged. 					
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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers	Covid Coordinator		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		
Additional Notes				

Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

Severity

- Negligible
- Minor
- Moderate
- Major
- Critical

Risk control strategies

- Intolerable** – stop activity, take immediate action to reduce the risk
- Substantial** – act within an agreed period
- Tolerable** – monitor the situation
- Trivial** – No action required

Declaration - If the above control measures are implemented the risks posed by the task/ process/ environment assessed will be controlled to as low as is reasonably practicable.	
Persons involved in assessment	
Signature of Lead Assessor	Date

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident							
Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature
						1	

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	
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Declaration by employees involved in the activity detailed above – I fully understand the activity outlined above and the risk control measures that I must implement, use, or wear. I have received sufficient information, instruction, and training to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisors Name	Date	Employee Name	Signature	Supervisors Name	Date
