

Academy: Saint Nathaniel's Academy		Prepared By: C Leach APT H&S C Completed By: R Patrick	Date: 15-01-21
Activity Workplace: Novel Coronavirus (COVID-19) Revision: 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. Information Source: GOV.UK R10 SBMAT email 22-09-2020 and Guidance for full opening: schools Updated 1 October 2020 R11 Coronavirus (COVID-19): test kits for schools and FE providers, Updated 7 October 2020.Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Updated 13 October 2020. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, Updated 15 October 2020. COVID-19: cleaning in non-healthcare settings outside the home, Updated 16 October 2020. R12 SBMAT email 06-11-2020 and Guidance Education and childcare settings: New National Restrictions from 5 November 2020 and DFE guidance regarding ventilation. R13 Guidance for the full opening schools: Updated 3-12-2020 and close contact meanings added to last page. R14: 13-01-2020 DFE Restricting attendance during the national lockdown: schools Updated 11-01-2021	Manager: R Patrick		Next Annual Review Date: Ongoing



Haz	zard	In	itial risk	risk Action plan				Residual risk			
Details of hazard	Who is affected and how?	Likelihood	Ris L/M/		ready	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
Awareness and understanding Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4 5 1	1.R14 Staff, pupils, pare visitors and contractors advised that they MUS attend the school, they stay at home, self-isola follow PHE Stay at Ho guidance and NHS Te Trace process if: a. they currently have Coronavirus (COVID-1 symptoms even if teste negative for COVID-19 b. have been in close with persons confirmed positive c. someone in their household or support the has symptoms even if negative for COVID-19 d. they or a member of household or support thave tested positive to COVID-19 test in the ladays even if they do no symptoms. e. have been contacted	T not must ate and me st and 9) ed contact d tubble tested their pubble a ast 10 ot have	RP/LC to ensure posters around the school site display the most current advice / guidance available at all times.			1	4	LOW



NHS Test and Trace within
the last 10 days
f. have returned to the UK
within the last 10 days from a
country without a UK
Government travel corridor
exemption
g. still have a high
temperature after the
isolation period has ended
h. they are waiting for
COVID-19 PCR test result.
i. they develop COVID-19
symptoms within an isolation
period.
2.Regular GOV.UK
Coronavirus (COVID-19) and
NHS Test and Trace latest
information briefings to all
staff.
3.COVID-19 risk assessment
and revisions communicated
to staff.
4.R14 Signs at all entry gates
and external doors advising
all persons that they MUST
not enter the school, they
must stay at home, self-
isolate and follow PHE Stay
at Home guidance and NHS
Test and Trace process if:
a. they currently have
Coronavirus (COVID-19)



symptoms even if tested
negative for COVID-19
b. have been in close contact
with persons confirmed
positive
c. someone in their
household or support bubble
who has symptoms even if
tested negative for COVID-19
d. they or a member of their
household or support bubble
have tested positive to a
COVID-19 test in the last 10
days even if they do not have
symptoms.
e. have been contacted by
NHS Test and Trace within
the last 10 days
f. have returned to the UK
within the last 10 days from a
country without a UK
Government travel corridor
exemption
g. still have a high
temperature after the
isolation period has ended
h. they are waiting for
COVID-19 PCR test result.
i. they develop COVID-19
symptoms within an isolation
period.
5.Signs at all entry gates and
external doors advising all



persons of 2-meter social distancing rule where possible or 1-meter distancing plus using additional measures. 6.Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for social distancing, hygiene, wearing of face masks/ face coverings / face visors, safe removal of face coverings and NHS COVID-19 Test and Trace app where used 7.Latest PHE Coronavirus (COVID-19) leaflets distributed to staff. 8.Pupils reminded regularly to tell a member of staff if they feel unwell. 9.e-Bug resources to teach pupils and parents about hygiene used. 10.Talks given to children about coronavirus (COVID- 19) including use of teaching groups, social distancing and not to touch staff. 11. Pupils with SEND provided with specific help in	
obendes or	



	12.Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus. 13.Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school. 14.Arrangements discussed for staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed. 15.Behavior policies with rules for hygiene and social distancing and consequences for poor behaviour communicated to staff, pupils and parents. 16.Staff informed of the requirements to wear face masks/face coverings or face visors in particular settings. 17.Parents, visitors and contractors informed of the requirements to wear masks/face coverings or face visors in particular settings. 18.Parents, visitors and contractors informed on arrival of the test and trace requirements to provide	Class teachers to regularly remind pupils of behaviour expectations regarding social distancing and hygiene and discuss the reasons for these using the powerpoint created by EP to ensure a consistent message.				
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contact details or use of NHS COVID-19 app check in feature. 19.R14 Parents advised only vulnerable children, the children of critical workers and nursery class children to attend school. 20.R14 Visitors and contractors advised only those carrying out essential work or compliance inspections/maintenance are allowed to attend the schools COVID-19 rapid testing programme is in place information provided to staff. 22.R14 SLT monitor staff, pupil, visitor, contractor and parent adherence to government COVID-19 guidance and the schools COVID-19 Risk Assessment and implement additional controls, as necessary.



Staff/pupils who are	 Staff 	4	5	I	1.R14 Where staff are	Inclusion team to		2	5	7
confirmed clinically	 Pupils 	-	J	古	confirmed clinically extremely	liaise with		_	J	古
vulnerable or				HIG	vulnerable (CEV) the school	specialist nurses				<u>O</u>
clinically extremely	Symptoms			=	advise that they should work	and the School				Ŧ
vulnerable.	Continuous cough				from home where possible.	Nursing Service				
Staff/pupils who live	High temperature			ERY	2.R14 CEV staff who cannot	to ensure school				
with someone who	(over 37.8 degrees)				work from home and choose	staff are aware of				
is confirmed	Loss of, or change to			ш	to attend have their existing	the correct				
clinically vulnerable	the sense of smell				COVID 19: Individual Risk	current medical				
or clinically	(anosmia)				Assessment reviewed and	advice regarding				
extremely					action plan updated and	any decisions				
vulnerable.	Affects				agreed	relating to				
Staff/pupils who are	Mild flu symptoms				3.R14 Where a child has been	shielding				
from Black, Asian	Respiratory infection				confirmed clinically extremely					
and Minority Ethnic	Breathing difficulties				vulnerable (CEV) the school					
(BAME)	Asthma				advise that the child does not					
backgrounds	Fatality				attend unless a medical					
_					professional confirms that					
Long-term					shielding is not required.					
conditions like					4.Pupils and staff who are					
diabetes, cancer and					clinically vulnerable or have					
chronic lung					underlying health conditions					
disease. Conditions					to attend school.					
such as obesity.					5.R14 Pupils and staff who are					
Underlying health					not CEV themselves but who					
problems					live with someone who is					
					CEV to attend school unless					
Expectant mothers					the staff member can work					
•					from home					
Transmission /					6.Pupils and staff are					
Spread of Germs and					supported to follow good					
Novel Coronavirus					social distancing practices					
(COVID-19)					and increased good hand					
,					hygiene practises through					
Coronavirus can be					increased communication					
passed through close										
, ,					and facilities/materials.					



contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.				7.Pupils are monitored by staff for good social distancing and increased hand hygiene practises. 8.Monitoring of pupils and staff compliance with clinical advice regarding attending school 9.Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection. 10.Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. 11.Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks. 12.R14 Staff instructed not to carry out COVID-19 rapid testing of other persons.					
Travel to and from school Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	 Staff Pupils Parents Visitors Contractors Symptoms	4 4	4 HOH	1.Staff who can work remotely or from home do so. 2.Non-essential use of public transport avoided when possible. 3.Travel alone using own transport / cycle or walk when	No additional measures required		1	4	LOW



Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands. Affects Mild flu symptoms Respiratory infection Bratality Affects Mild flu symptoms outside of own household or support bubble unless socially distanced, c. wash hands with soap and water or hand sanitiser after using transport, 5. Cleaning and title in a bin, j. wash hands with soap and water or hand sanitiser after using transport, 5. Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products. Bratality Al-When the use of shared transport is unavoidable persons outside for whousehold or support bubble unless socially distanced, c. wash hands with soap and water or hands antities refor		Continuous cough	possible			1
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			•			
aged 11 and over to use a						



face covering and try to
maintain 2- meter distance or
maintain 1- meter distance
with mitigation, where
possible check in using NHS
COVID-19 app and use
precautions as follows:
a. avoid peak travel where
possible, b. wash or sanitise
your hands during/after using
transport, c. avoid touching
your face, d. cover your
mouth and nose with a tissue
or the inside of your elbow
when coughing or sneezing,
e. travel side by side or
behind other people, rather
than facing them, where
seating arrangements allow,
f. touch as few surfaces as
possible, g. minimise the time
spent close to other people,
where possible, h. avoid loud
talking, shouting or singing,
i. dispose of waste safely,
including items such as used
disposable face coverings.
7.R14 Where established by
the school, staff to carry out
COVID-19 rapid testing at
home and isolate at home
following a positive result and
also a negative result whilst
aloo a nogativo rocalt williot



					experiencing COVID-19 symptoms.		_				
Pupils and staff access and egress and moving around the school Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	HIGH	1.Grouping of pupils and staff where teaching requirements allow 2.Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available. 3.Arrangements communicated to parents for drop off and collection procedures to reduce contact between adults/pupils including not gathering at gates or doors. 4.Social distancing (2-meter) markings and signs at queuing locations (school gates, entry and exit doors) 5.Infrared temperature checks of pupils carried out at the start of the day in classrooms". Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at	No additional measures required		1	4	MOT	



Home guidance and NHS
Test and Trace process.
6.Distancing between staff
and pupils, other staff,
contractors and visitors
maximised by use of signs
and maintaining social
distancing of 2 meters when
possible.
7.Numbers of different
temporary staff including
teaching staff and sports
coaches entering the school
premises minimised.
8.Timetable reviewed to
reduce movement and avoid
contact between teaching
groups during movement
around the building.
9. Accessing rooms from
outside where possible.
10.Entrance, exit and internal
doors held open without
compromising pupil or staff
safety. Fire doors held open
using automatic release
devices that release on the
sounding of the fire alarm.
11.Managing numbers using
toilets to prevent
overcrowding.
12.Staff wear face masks /
face covering over the nose



					and mouth or face visors during movement around school and in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 13.R14 Staff to participate in the schools COVID-19 rapid testing programmes where available.					
Visitors, Parents Delivery drivers Contractors Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	1.Secure gates and access doors outside of start and finish times to control access. 2.Separate access and egress doors away from pupil doors. 3.Parents, visitors and contractors are asked by school staff if they a. they currently have Coronavirus (COVID-19) symptoms b. they have been in close contact with persons with symptoms c. someone in their household has symptoms d. they have tested positive to a COVID-19 test in the last 10 days e. they have been contacted	Office staff to direct all visitors to complete the Trust declaration form on entry.		2	4	MEDIUM



by NHS Test and Trace
within the last 14 days
f. they have returned to the
UK within the last 14 days
from a country without a UK
Government travel corridor
exemption.
If any questions are
answered yes, access is
denied and they are advised
that they MUST not attend
the school, they must stay at
home, self-isolate and follow
PHE Stay at Home guidance
and NHS Test and Trace
process.
4.School guidance on
physical distancing, hygiene,
wearing of face masks/face
coverings/face visors over
the nose and mouth provided
on arrival.
5.On arrival at school name,
date, contact number and
email address of visitors,
contractors and delivery
drivers recorded and kept
secure for 21 days or when
available NHS COVID-19
Test and Trace app QR code
used.
6.Hand washing/sanitising on
arrival, before and after using



attendance recording devices and using toilets. 7.Infared temperature checks carried out on arrival. 8.Additional COVID-19 control measure training given to school hosts. 9.Staff wear face masks / face covering over the nose and mouth during any interaction with parents, contractors, visitors in all settings indoors, on the door and external areas such as playgrounds and entry gates. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 10.Supply of individually wrapped face masks available at reception for parents, visitors, and staff to
parents, visitors, and staff to wear. Contractors 1.Contractors delivering services using school
facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.



2.School information sharing
with contracted catering and
cleaning services to reduce
exposure to COVID-19.
3. Arrange times that
contractors are on site to
minimise numbers at any one
time, when possible outside
of school hours.
4.Contractors required to
wear face masks/face
coverings/face visors over
the nose and mouth whilst
inside the building including
at the point of work, during
movement around the
building and during contact
with staff. Face visors are
allowed to be worn by
persons exempt from wearing
face masks / face coverings.
5.R14 Only contractors
carrying out essential work or
compliance inspections /
maintenance are allowed to
attend the school.
Visitors/Parents
1.Meetings held when it is
necessary and remote
contact cannot be used.
Meetings held either off-site,
ga



,	 		
outdoors or in open spaces			
with good ventilation with			
open windows for short			
durations whilst maintaining			
social distancing with the			
least amount of people.			
2.Access to the school			
allowed by prior appointment			
only.			
3.Numbers limited and			
access to building controlled.			
4.Visitors and parents			
required to wear face			
masks/face coverings/face			
visors over the nose and			
mouth whilst inside the			
building including movement			
around the building. Face			
visors are allowed to be worn			
by persons exempt from			
wearing face masks / face			
coverings.			
Delivery drivers			
Delivery drivers			
1.Times arranged so that			
minimum amount of delivery			
drivers are on site to at any			
one time.			
2.Delivery drivers to remain in			
vehicles where it is safe for			
staff to load/unload vehicles.			
3.Staff to wear fluid resistant			
surgical mask and latex free			
gloves if unable to maintain			



					social distancing from drivers during unloading. 4.Reduced delivery frequencies by ordering larger quantities less often 5.Contactless drop off points for deliveries available 6.Delivery notes left unsigned					
Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school	 Staff Casualty Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) 	5	4	VERY HIGH	1.R14 Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, selfisolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home	Isolation location identified as the Lego room. Children isolating whilst awaiting collection by parents / carers in this room to be collected using the external door		2	4	MEDIUM
Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating	Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing. 2.R14 Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and	located next to the Lego room.				



with contaminated	parents informed to collect			
hands.	the child. Childs household			
	requested to self-isolate at			
	home in accordance with			
	government guidance and			
	arrange a PCR COVID-19			
	test for the symptomatic child.			
	Government supplied home			
	PCR test kits provided by the			
	school to parents/guardian in			
	exceptional circumstances			
	when a symptomatic child			
	has barriers accessing			
	testing by the usual routes.			
	School arrange posting or			
	remote drop off of test kits to			
	maintain 2-metre social			
	distancing.			
	3.Staff with conditions that			
	mean they are in a clinically			
	vulnerable or clinically			
	extremely vulnerable health			
	group avoid supervising			
	children who have been			
	isolated at school for showing			
	coronavirus infection			
	(COVID-19) symptoms.			
	4.Should staff or children			
	develop coronavirus (COVID-			
	19) symptoms whilst at			
	school and experience			
	breathing difficulties call an		1	
	ambulance, dial 999 and			
	inform the call handler or			
	operator that the person has			
	coronavirus (COVID-19)		1	1



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	symptoms.
	5.School isolation locations
	are at least 2 metres away
	from other people and where
	possible in a room or area
	behind a shut door, such as a
	staff office or meeting room.
	6.School isolation locations
	have a window that can be
	opened to provide ventilation.
	7.School isolation locations
	have a supply of disposable
	tissues, a foot operated bin
	with bin bag, anti-bacterial
	wipes, sink with liquid soap
	and disposable hand towels
	or hand sanitiser 60%
	alcohol, face masks with an
	FFP2 or FFP3 rating in
	preference when available
	from suppliers or fluid
	resistant surgical masks,
	latex free disposable gloves,
	disposable aprons, face visor
	or safety goggles
	8.Staff instructed on the safe
	"donning and doffing" of PPE.
	Putting on PPE video
	https://youtu.be/-GncQ_ed-
	<u>9w</u>
	Taking off PPE video
	https://youtu.be/-GncQ_ed-
	9w



LICE avidence voice
HSE guidance – using
disposable respirators
PDF
disposable-respirat or.pdf
9.Consideration given to
using first aiders to supervise
pupils to reduce numbers of
staff who need access to
PPE.
10.Staff supervising isolated
children remain at least 2
meters from the child.
11. When a 2-meter safe
distance cannot be
maintained staff to wear
FFP2, FFP3 tight-fitting face
mask in preference or fluid
resistant surgical face mask,
face visor or goggles, latex
free gloves and disposable
apron).
12.Users of FFP2, FFP3 tight
fitting face mask should be
face fit tested for compatibility
and during use of the mask
free from facial hair where
the mask seals to the face.
Fit testing video
https://youtu.be/iVVITBcN5eA
13.Isolated children advised
not to touch people, surfaces
and objects.



	14.Isolated children advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later. 15.If tissues are not available, children advised to cough and sneeze into the crook of their elbow. 16.Isolated children use a separate bathroom if available. 17.Once vacated places of isolation, bathrooms and any other locations such as classrooms or offices used by the isolated person will be cleaned and disinfected in accordance with PHE "Decontamination in nonhealthcare settings guidance" using standard cleaning products by staff wearing as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of	RP to share the current RA with Servicemaster to ensure compliance. Classrooms are labelled each week to indicate to cleaning staff which rooms have been in use and which have remained empty.					
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virus may be present.
18.All waste that has been in
contact with the symptomatic
person, including used
tissues and PPE, all PPE
worn by staff in close contact
with the person and all cloths
and mop heads used to
disinfect areas are put in a
plastic rubbish bag and tied
when full. The plastic bag
then placed in a second bin
bag and tied. Waste is put in
a secure safe place and
marked for storage for at
least 72 hours before putting
into usual external household
waste bin.
19.Staff are to wash their
hands thoroughly for 20
seconds with soap and
running water or use hand
sanitiser following removal of
PPE and after any contact
with someone who is unwell.
20.R14 Staff who have helped
or staff/pupils that have been
in close proximity to someone
with symptoms should if they
develop symptoms or if the
symptomatic person
subsequently tests positive or
they have been requested to



do so by NHS Test and Trace must self-isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process. 21. School ask parents and staff to inform them immediately test results are known. 22. Contact made with the DIE Helpline on 0800 046 8687 by the school when aware of someone who has tested positive for coronavirus (COVID-19) has attended the school. PHE health protection team Test and Trace and self-isolation requests followed by persons who have been in close contact. 23.GOV.UK template letter provided on the advice of the	
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contact. 23.GOV.UK template letter provided on the advice of the	
23.GOV.UK template letter provided on the advice of the	
provided on the advice of the	
	health protection team is sent
to parents and staff if	
needed.	
24.R14 If the school has two or	
more confirmed cases within	
10 days, or an overall rise in	
sickness absence where	
coronavirus (COVID-19) is	
suspected, the school follow	
health protection team	nealth protection team



guidance and recommended
actions.
25.Plan in place for the
possibility of a local lockdown
and continuity of education.
26.Records kept for 21 days
of pupils and staff in each
group, and any close contact
that takes places between
children and staff in different
groups.
27.Staff or pupils in a class or
group asked to self-isolate
are advised to inform the
school immediately and
follow guidance for
households with possible or
confirmed coronavirus
(COVID-19) infection if they
develop symptoms
themselves within their 14-
day isolation period.
28.Careful consideration
given to refuse a child access
to school who is showing
COVID-19 symptoms to avoid
potential risk to others.
Decisions made using latest
PHE guidance.
29.R14 Staff and pupils
advised to continue to self -
isolate after a negative test
result if they are unwell,
result if they are driwell,



					others in their household have symptoms, others in their household have symptoms and they have also received a negative test result, have been advised to self-isolate by NHS Test and Trace, have arrived into the UK from a non-exempt country within the last 10 days, still have a high temperature after the isolation period has ended					
Hand and respiratory hygiene Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection 	4	4	HIGH	Provision 1. Hand wash facilities stocked with liquid soap. 2. Hand dryers or disposable paper towels for drying hands 3. Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points 4. Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs. 5. Supply of disposable tissues available in	No additional measures required		1	4	MOT



with contaminated	Breathing difficulties	classrooms, offices, shared
hands.	Asthma	spaces.
	Fatality	6.Bins with lids or remote/foot
		operated lids where available
		lined with a bin bag in
		classrooms, offices, shared
		spaces.
		7.Covered bin at entrance for
		disposal of pupil face
		coverings on arrival and staff,
		visitor, parent face
		masks/face coverings on
		departure .
		8.PHE "Wash your hands"
		signs posted in pupil, staff
		and visitor toilets.
		9."Catch it, Bin it, Kill it"
		posters displayed in toilets,
		classrooms and staff areas.
		10.Support provided for
		pupils who spit uncontrollably
		or use saliva as a sensory
		stimulant. Risk assessment
		carried out and suitable
		controls implemented.
		11.COSHH Assessment for
		hand sanitiser communicated
		to staff.
		12.Supply of individual,
		sealable plastic bags for staff
		to store face coverings
		between use.
		13.Small contingency supply



of face mask/coverings
available for staff and visitor
use.
Practice
1.Staff dispense hand
sanitiser gel to pupils.
2.Skin friendly skin cleaning
wipes used by children with
skin conditions or children
with complex needs.
3.Staff encouraged to wash
or sanitise hands, on arrival,
before and after donning and
removal of face coverings,
using signing in and out
systems, using the toilet,
breaks, sporting activities,
food preparation, eating any
food, including snacks,
before leaving school.
4.Supervision of children to
ensure they wash or sanitise
hands for 20 seconds with
soap and water or hand
sanitiser when they arrive at
school, before and after
removal of face coverings,
breaks, when changing
rooms, eating, using the
toilet.
5.Staff to cover their mouth
and nose with a tissue or



					their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands. 6. Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands 7. Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands. 8. Face masks / face coverings worn by pupils disposed of in a covered bin on arrival. 9. Pupils face coverings not allowed in school. 10. Staff use individual, sealable plastic bags to store face coverings between use.					
Cleaning Classrooms Shared spaces Offices Staffrooms Meeting rooms Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to 	4	4	HIGH	General 1.Cleaning schedules reviewed and increased cleaning implemented. 2.Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms. 3.Frequently touched surfaces e.g. handrails, door handles, light switches, work surfaces, remote controls and	RP/LC to monitor cleaning rota for high touch points during the school day is being adhered to consistently.		1	4	LOW



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Touching surfaces	the sense of smell	electronic devices cleaned				
contaminated with the	(anosmia)	and disinfected using				
virus with hands and	F., .	standard cleaning products				
touching eyes, nose	Effects	such as detergents or anti-				
and mouth and eating	Mild flu symptoms	bacterial products as a				
with contaminated	Respiratory infection	minimum twice a day, before				
hands.	Breathing difficulties	or after school and during the				
	Asthma	day.				
	Fatality	4.Bins emptied frequently to				
	Effects of using	suit usage.				
	Effects of using hazardous cleaning	5.Staff wear latex free gloves				
	substances	when cleaning, disinfecting				
	Irritation of skin and	surfaces and handling waste				
	respiratory system,	such as used tissues, used				
	damage to eyes and	PPE.				
	internal organs					
	l momar organio	6.Staff using cleaning and				
		disinfecting products read				
		COSHH Assessments and				
		follow measures including				
		wearing PPE specified.				
		7.Staff wash hands				
		thoroughly after removing				
		used PPE and using cleaning				
		and disinfecting products.				
		8.Cleaning contractor provide				
		COVID-19 Risk Assessment				
		to School Principal.				
		9.Clutter, rarely used and				
		difficult to clean items				
		removed and stored to make				
		cleaning easier.				
		10.Water fountains removed				
		or covered to prevent use.				
		,				



Pupils/staff encouraged to bring pre-filled water bottles from home. Classrooms Shared spaces 1. Resources, such as books, and games cleaned regularly. 2.Resources that are shared
meticulously between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). 3. Areas shared by different teaching groups cleaned and disinfected in between use. 4. Toilets cleaned and disinfected following high usage at breaks and lunch times. 5. Thorough cleaning and disinfecting of rooms and shared spaces at end of the day. 6. Deep clean using preventative fogging equipment and disinfectant
solution at the request of the School Principal or SBMAT Management Team.



				Offices, Staffrooms, Meeting Rooms 1.Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables. 2.Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use. 3.Shared areas cleared of waste and belongings after use.				
Use of learning spaces Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating	 Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties	4	4	1.When circumstances allow teaching group created with fewer pupils than normal class size especially KS1. 2.Pupils remain in their teaching group except for specialist teaching. 3.Staff when possible remain with teaching group to avoid different group contact. 4.Records of pupils and staff in each group, and any close contact that takes places between children and staff in different groups are made and retained for 21 days. 5.Rooms arranged to		1	4	TOM



with contaminated	Asthma	maintain social distancing
hands.	Fatality	space between pupils and
		staff where possible.
		Unecessary furniture
		removed and classrooms
		arranged with forward facing
		desks, pupils are seated side
		by side.
		6.Face to face contact
		avoided.
		7.Staff maintain 2-meter
		distancing from other adults
		and pupils when possible.
		8.At a distance of less than 2-
		meters contact time between
		staff and pupils or other staff
		is minimised.
		9.When working with a child
		and close contact (less than
		2-metres) cannot be avoided
		staff wear face visors.
		10.Pupils and staff provided
		with own stationery to
		prevent sharing.
		11.Classroom based
		resources, such as books
		and games, kept within 1
		teaching group when
		possible.
		12.Pupils limited on items
		brought into school to
		essentials such as lunch
		boxes, hats, coats, books,



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	stationery, water bottles and			
	bags.			
	13.R14 Pupils limited to taking			
	home shared resources,			
	unnecessary sharing			
	avoided. Resources cleaned			
	or quarantined for at least 48			
	hours (72 hours for plastics)			
	before being taken home and			
	on return.			
	14.Contactless drop off			
	points used for issue of			
	materials such as stationery			
	supplies.			
	15.Outside space used for			
	education where possible			
	following a full and thorough			
	risk assessment.			
	16.Ventilation in the building			
	maximised while a			
	comfortable teaching			
	environment is maintained.			
	Mechanical ventilation			
	systems			
	a. adjusted to increase the			
	ventilation rate wherever			
	possible			
	b. adjusted to full fresh air			
	ventilation unless used to			
	ventilate a single room along			
	with an additional fresh air			
	supply.			
	Natural ventilation			



	1	II.			
	a. windows and doors				
	opened without				
	compromising staff or pupil				
	safety.				
	b. windows (high level where				
	available) and external doors				
	opened enough in cooler				
	temperatures to provide				
	constant background				
	ventilation.				
	c. windows and external				
	doors opened more fully				
	when room is unoccupied to				
	purge the air in the space.				
	d. internal doors (not fire				
	resistant doors) opened to				
	create a throughput of air.				
	Clothing				
	a. additional indoor clothing				
	worn by pupils and staff in				
	cooler temperatures.				
	Room layout				
	a. furniture where possible				
	rearranged to avoid direct				
	drafts.				
	Heating				
	a. heating used as necessary				
	to ensure comfort levels are				
	maintained in occupied				
	<u> </u>				
	spaces	All whole school			
	17.Assemblies, gatherings or	or phase			
	use of classrooms and	assemblies will be			
	shared spaces by more than	pre-recorded and			
<u> </u>	_!	1		 	



Use of offices	• Staff			1 group at the same time avoided. 18.Where possible actions taken for behaviour management will not involve touching a pupil. 19.R14 Only vulnerable children, the children of critical workers and nursery class children to attend school. 20.R14 School provision of remote education equipment and learning resources in accordance with Department of Education guidance.	shared with classes in their classrooms.				
Staffrooms Meeting rooms Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating	 Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties	4 4	HOIH	1.Rooms arranged to maintain 2-meter social distancing space between chairs and tables. 2.Staggered use of to reduce contact with colleagues. 3.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. 4.Small offices and storerooms and cupboards accessed by one person at a time. 5.Locker rooms, changing	measures required		1	4	MOT



with contaminated	Asthma	areas and toilets avoided	
hands.	Fatality	when occupied by other	
		persons.	
		6.Floor tape to mark areas to	
		help staff/visitors/parents to	
		keep 2-meter distance.	
		7.Use of hot desks and	
		workspaces avoided	
		8.Meetings / discussions with	
		others held when it is	
		necessary and remote	ļ
		contact cannot be used.	ļ
		Meetings/discussions held	
		either outdoors or in open	ļ
		spaces with good ventilation	ļ
		with open windows for short	ļ
		durations whilst maintaining	ļ
		social distancing.	ļ
		9.Screens used to protect	ļ
		reception staff	
		10.Contactless drop off	ļ
		points used for deliveries and	ļ
		issue of materials such as	ļ
		stationery supplies	
		11.Equipment not shared	
		unless unavoidable.	
		12.Shared equipment	
		cleaned before and after use.	
		13. Solid screens used to	
		segregate staff who work in	
		close proximity.	
		14.Staff rotation in offices	
		avoided	



	15.Restrict movement around	
	the school between	
	departments and rooms and	
	use of electronic devices to	
	communicate.	
	16.Staff wear face masks/	
	face coverings over the nose	
	and mouth in communal	
	areas. Face visors are	
	allowed to be worn by	
	persons exempt from wearing	
	face masks / face coverings.	
	17.R14 Staff advised to work	
	from home where possible	
	Staffrooms	
	1.Appliances such as kettles,	
	microwave ovens and	
	crockery, utensils handles	
	and controls cleaned before	
	and after use.	
	2.Staff remain 2-metres apart	
	from each other whilst eating.	
	3.Staff place own food waste	
	and wrappers in waste bins	
	provided.	
	4.Wash plates cutlery, before	
	and after use, use a	
	disposable paper towel or	
	allow to air dry and put away	
	after use.	
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Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Staff Pupils Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4 4	HOH	1.Lunch times staggered for different teaching groups. 2.Pupils wash hands in their teaching groups before eating. 3.Pupils remain in teaching groups and maintain 2-meter social distancing between others when possible. 4.Teaching groups kept apart through distancing. 5. Plates and cutlery thoroughly washed at 70°C between use. 6.Pupils que in their groups at the food servery. 7.Tables cleaned / disinfected by staff between groups 8.Staff wear disposable latex free gloves when serving food and cleaning down 9.Catering contractor provide COVID-19 Risk Assessment to School Principal. 10.Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 11.Water fountains removed or covered to prevent use. Pupils encouraged to bring	No additional measures required			1	4	POM



					pre-filled water bottles from home.					
Break time Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	HSIH	1.Breaks staggered in teaching groups to limit numbers in corridors and circulation routes 2.Play equipment cleaned between use by different teaching groups. 3.Segregated group areas using barriers/fencing to avoid groups mixing. 4.Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.	No additional measures required		1	4	TOW
Providing personal or intimate care to pupils Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	 Staff Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) 	4	4	HIGH	1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-meter social distancing from pupils. 2.PPE provided for staff use includes disposable latex free gloves, disposable apron,	No additional measures required		2	4	MEDIOM



Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	fluid resistant surgical face mask, face visor or safety goggles. 3. Staff providing personal or intimate care instructed on the safe "donning and doffing" of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w 4. Review of Care Plans for			
		pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances. 5.Hand washing or sanitising			
		by staff and pupils receiving support before and after care is provided. 6.Temprature check of staff and pupil before providing			
		care. 7.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.			



Providing first aid Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Casualty Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	HOH	1.Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid. 2.First aiders wash/sanitise hands before and after treating a casualty. 3.Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid. 4.Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5.First aiders instructed on	No additional measures required		2	4	MEDICM
					the safe "donning and doffing" of PPE. Putting on PPE video https://youtu.be/-GncQ_ed- 9w Taking off PPE video https://youtu.be/-GncQ_ed- 9w 6.When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 7.If a decision is made to perform mouth-to-mouth ventilation, use a					



				resuscitation face shield where available. 8.In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms. 9.Staff and parents advised not visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms. 10.Assessment of First Aid requirements reviewed.					
Staff administration of medicines or supervision of pupils who self-administer. Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating	Staff Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4 4	HIGH	1.Temprature check of staff and pupil before providing administer medication. 2.Supervising staff maintain 2m social distance from pupil and other staff assisting. 3.Review medication plans to assess if additional PPE requirements for staff administering medication are required. 4.Staff in close contact with the child whilst administering medication wear face visors.	No additional measures required		2	4	MEDIUM



with contaminated hands.										
Transport of pupils and staff using school minibus and coach travel. Transmission /	StaffPupilsVehicle drivers	4	4	HIGH	1.R14 The use of school transport to carry passengers is not allowed during national lockdown.	No additional measures required		2	4	MEDIUM
Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and	Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties									2
touching eyes, nose and mouth and eating with contaminated hands. Availability of	Asthma Fatality • Staff		4		1. Alcohol-based hand	No additional			4	
Equipment and PPE Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to	5	4	VERY HIGH	sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.	measures required		2	4	MEDIUM



Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality			2.Latex free gloves available in classrooms and isolation locations and first aid rooms. 3.Face masks with an FFP2 or FFP3 rating available in isolation rooms. 4.Fluid resistant surgical mask available in first aid rooms and classrooms. 5.Face visors or safety goggles available in isolation locations and first aid rooms. 6.Disposable aprons available in isolation locations and first aid rooms. 7.Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.				
R14 Safely reoccupying buildings and using equipment that have not been in use for long periods.	Staff Pupils Visitors Parents Contractors Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable	5 4	VERY HIGH	1.Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2.Valid test, inspection and maintenance of systems and equipment in place. 3.Water fountains removed or covered to prevent use and their mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth. 4.R14 Fire safety management plans reviewed and checked	No additional measures required	1	4 MOT	



	electrical equipment, passenger lifts, ventilation, access and security, catering equipment				in line with operational changes. 5.R14 Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. 6.R14 Ongoing fire drills carried out with adjustments made for social distancing between pupil groups and staff					
Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Parents Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	5	4	VERY HIGH	1.R14 Educational visits are not allowed during national lockdown.	No additional measures required		2	4	MEDIUM
Music, dance and drama	StaffPupilsVisitors	5	4	/	1.Keeping groups separate (in bubbles) as well as through maintaining social	No additional measures required		2	4	Σ μ



Transmission /	 Parents 		distance between individuals.			
Spread of Germs and	 Contractors 		2.Playing outside wherever			
Novel Coronavirus			possible			
(COVID-19)	Symptoms		3.Limiting group sizes to suit			
	Continuous cough		the space, airflow and 2-			
Coronavirus can be	High temperature		meter social distancing when			
passed through close	(over 37.8 degrees)		singing, wind and brass			
contact with persons	Loss of, or change to		instrument playing			
infected by the virus.	the sense of smell		4.Positioning pupils when			
Touching surfaces	(anosmia)		possible seated and			
contaminated with the	(emasterna)		positioned back-to-back or			
virus with hands and	Affects		side-to-side so that air from			
touching eyes, nose	Mild flu symptoms		instruments does not blow			
and mouth and eating	Respiratory infection		into another person.			
with contaminated	Breathing difficulties		5.Avoiding sharing of			
hands.	Asthma		instruments and identifying			
	Fatality		designated users through			
	. atamy		name labels on instruments.			
			6.Ensuring good ventilation			
			and adequately sized rooms			
			are used.			
			7.Avoid singing, wind and			
			brass playing in larger groups			
			such as school choirs and			
			ensembles, or school			
			assemblies.			
			8.Clean and disinfect			
			instruments between shared			
			use.			
			9.Staff wear a face visor			
			when working close contact			
			of less than 2 meters with a			
			child cannot be avoided.			
			10.Staff that move between			
			classes and year groups,			
			keep their distance from			



pupils and other staff, ideally
2 metres from other adults.
11.Background or
accompanying music lowered
to avoid raising of voices.
Microphones used when
available Sharing of
microphones avoided.
12.Demonstrating partnering
work avoided.
13.Increased handwashing
before and after handling
equipment
14.Limited handling of music
scores and scripts
15.Hired equipment cleaned
before and after use.
16.Latest advice in
the DCMS performing
arts guidance, followed by
schools in local restrictions
tiers 1 and 2 when planning
indoor and outdoor face to
face performance.
17.R14 Schools should not
host performances with
audiences.
18.Peripatetic teaching
across multiple groups or
individuals limited and in
accordance with social
distancing and staff advised
to follow self-isolation
guidance when they have
COVID-19 symptoms even if
tested negative for COVID-



					19, still have a high temperature after the isolation period has ended					
Physical activity Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	 Staff Pupils Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	5	4	VERY HIGH	1.Pupils kept in consistent groups 2.Sports equipment thoroughly cleaned between each use by different individual groups 3.Contact sports avoided. 4.Outdoor sports prioritised where possible 5.Large indoor spaces used where outdoor space is not available. 6.Maximising distancing between pupils. 7.Cleaning/disinfecting of indoor space regularly. 8.Hand washing/sanitising before and after activity. 9.Work with external coaches when safe to do so. 10.Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 11.Only team sports on the list return to recreational team sport framework are provided following a specific COVID-19 risk assessment. 12.R14 Swimming and water safety lessons are not	RP to share current RA with ASM to ensure compliance		2	4	MEDIUM



					allowed under national lockdown. 13.Competitions between different schools are not allowed.					
Stress	Staff Pupils Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating Affects Poor emotional and physical wellbeing	4	4	HIGH	1.SBMAT Stress Policy communicated to all staff. 2.Awareness about all types of stress and its causes raised through discussions, literature and training. 3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace. 4.Opportunities for staff and employees to maintain and promote their health and wellbeing 5.A culture of open communication throughout the organisation 6.Good management and team building practices for those with management and supervisory responsibilities 7.Supportive environment in which issues and concerns can be raised and dealt with appropriately 8.Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations	No additional measures required		2	3	MEDIUM



9.Appropriate to interventions to the stress 10.Assist and a suffering from stress 11.Internal and sources of assistaff with clearly work-related stress 12.R14 Access to helpline for schot targeted support health and well available at The Support Partner Wellbeing for Erectors.	advise staff work-related d external istance for ly identified cress issues to a free nool staff and ort for mental lbeing e Education ership and Education
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Close contact means:

- direct close contacts face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person



The level of risk is calculated by:	The likelihood	X	The Consequence				
	1- Very unlikely 2- Unlikely 3- Fairly likely 4- Likely 5- Very likely		 Insignificant (no injury) Minor (minor injury needing first aid) Moderate (up to 3 days absence) Major (more than 3 days absence) Catastrophic (death) 				

Risk rating:

1 – 4	Low (acceptable)	No further action required
5 – 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
17 - 25	Very High (unacceptable)	Do not undertake the activity. Implement immediate improvements