

Academy: Woodcroft	Academy					Prepared By: C Le Completed By: H			Date : 08-09-21		
Activity Workplace: Novel Coronavirus (COVID-19) Revision: 17 08-09-2021. Minor changes following receipt of comments. Hazard Initial risk				Manager:		tion alon		Revi 08-0 chai guid	09-20 nge t lance	Date: 022 or to	
Пал	zaru		IIIIIai I	risk		AC	tion plan		K	esial	uai risk
Details of hazard	Who is affected and how?	Likelihood		Risk L/M/H	What controls are already in place	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 Main symptoms Continuous cough High temperature (over 37.8 degrees) on chest or back Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches;	4		HIGH	1. Staff, pupils, parents, visitors and contractors are advised through verbal and written communication including signs 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 if: a. they currently have Coronavirus (COVID-19) symptoms or b. they have tested positive for COVID-19 and are in their self-isolation period 2. Staff advised they must self-isolate if they live in the	Letter sent to parents from Principal with close contact and self-isolation guidelines in September 2021. Signs displayed main Academy entrance and Treehouse entrance to alert parents/visitors/contractors. Covid-19 Contingency Management Plan	HH		1	4	MOT



shortness of a tummy upset diarrhoea or was a feet of the symptom	oms fection	same household as someone with COVID-19 or are confirmed by NHS Test and Trace as a close contact of someone with COVID-19, unless any of the following applies: a. fully vaccinated (2 jabs) b. below the age of 18 years and 6 months c. currently part of or have taken part in an approved COVID-19 vaccine trial d. unable to get vaccinated for medical reasons 3. Staff/pupils advised where any of the following applies: a. fully vaccinated (2 jabs), b. below the age of 18 years and 6 months, c. have taken part in or are currently part of an approved COVID-19 vaccine trial or d. are not able to get vaccinated for medical reasons pupils, when contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test, must do so	emailed to staff – September 2021. Parents received letter to advise that communication to school was best through emailing rather than at the office door. Staff informed during the INSET day on 1st September 2021 of new PCR testing guidance. Staff reminded during INSET day to continue to take a LFT test each Sunday and Wedneday evening until advised not to do so.		
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a close contact and the result
of the PCR test. Pupils who
are symptom free and staff
who meet at least one of
point's a. to d. and are
symptom free can attend
school whilst waiting test
results.
4. Staff and pupils advised
they must self-isolate if they
have been in a country or
territory on the red list or
government specified amber
list countries in the 10 days
before they arrived in
England. ´
5. Regular GOV.UK
Coronavirus (COVID-19) and
NHS Test and Trace latest
information briefings to all
staff.
6. COVID-19 risk assessment
and revisions communicated
to staff.
7. Latest PHE Coronavirus
(COVID-19) posters
displayed in staff areas/visitor
areas, entrances, classrooms
and toilets for vaccinations,
hygiene, cleaning, ventilation,
testing, self-isolation and
disclosure of confirmed cases
8. Latest PHE Coronavirus



		I I
(COVID-19) leaflets		
distributed to staff.		
9. Pupils reminded regularly		
to tell a member of staff if		
they feel unwell.		
10. e-Bug resources to teach		
pupils and parents about		
hygiene used.		
11. Talks given to children		
about coronavirus (COVID-		
19) including hygiene		
12. Pupils with SEND		
provided with specific help in		
preparation for changes.		
13. Parents, contractors and		
visitors informed of the		
measures in place to reduce		
transmission of the virus.		
14. Pupils informed of the		
requirements to remove face		
mask / face coverings safely		
on arrival at school.		
15. Arrangements discussed		
with staff and pupils traveling		
overseas. When returning		
from overseas travel the		
latest Government guidance		
on quarantine to be followed.		
16. Behaviour policies with		
rules for hygiene and		
consequences for poor		
behaviour communicated to		
staff, pupils and parents.		
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					17. Staff informed of the						
					option of wearing face						
					masks/face coverings or face						
					visors in particular settings.						
1 '					18. Parents, visitors and						
					contractors informed of the						
					option of wearing masks/face						
					coverings or face visors in						
					particular settings.						
					·						
					19. 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	+_	_		1. COVID 19: Individual Risk	There are no staff	HH				
confirmed clinically	Pupils	4	5	HIGH	Assessment completed for	currently working			2	5	T
vulnerable or	Fupiis			C	staff who fall into these	at Woodcroft					
clinically extremely	Main symptoms			=	groups: - clinically extremely	Academy who are					
vulnerable.	Continuous cough			_	vulnerable, from a -Black,	confirmed as					
	High temperature			>	Asian or Minority Ethnic	clinically					
Staff/pupils who live	(over 37.8 degrees)			~	origin (BAME) or pregnant.	extremely					
with someone who	Loss of, or change to			VERY	2. CEV staff have their	vulnerable.					
is confirmed	the sense of smell			5	existing COVID 19: Individual						
clinically vulnerable	(anosmia)				Risk Assessment reviewed,	Principal to					
or clinically	,				and action plan updated and	reviewCovid-19					
extremely	Milder symptoms				agreed as guidance changes.	individual risk					
vulnerable.	Headaches, fatigue &				3. Where a child has been	assessments					
	lethargy, sore throat,				confirmed clinically extremely						
Staff/pupils who are	muscle aches;				vulnerable (CEV), the school	There are					
from Black, Asian	shortness of breath,				advice that the child should	currently no					
and Minority Ethnic					attend unless a medical	children who have					



(BAME)	tummy upset /		professional confirms that	been identified as			
backgrounds	diarrhoea or vomiting.		shielding is required.	CEV attending			
	· ·		4. Pupils and staff are	Woodcroft			
Long-term	Affects		supported to follow increased	Academy.			
conditions like	Mild flu symptoms		good hand hygiene practises				
diabetes, cancer and	Respiratory infection		through increased	Please see			
chronic lung	Breathing difficulties		communication and	individual risk			
disease. Conditions	Asthma		facilities/materials.	assessments for			
such as obesity.	Fatality		5. Pupils are monitored by	any expectant			
Underlying health	,		staff for increased hand	mothers at			
problems			hygiene practises.	Woodcroft			
•			6. Monitoring of pupils and	Academy.			
Expectant mothers			staff compliance with clinical	ĺ			
•			advice regarding attending				
Transmission /			school				
Spread of Germs and			7. Pupils Care Plans				
Novel Coronavirus			reviewed and amended to				
(COVID-19)			ensure child is not put at risk				
,			of coronavirus (COVID-19)				
Coronavirus can be			infection.				
passed through close			8. Staff instructed not to				
contact with persons			supervise children in isolation				
infected by the virus.			at school for showing				
Touching surfaces			coronavirus infection				
contaminated with the			(COVID-19) symptoms.				
virus with hands and			9. Concerns discussed with				
touching eyes, nose			SLT when shown by staff,				
and mouth and eating			pupils, and parents especially				
with contaminated			for pupils and staff with				
hands.			significant risks.				
			10. Staff instructed not to				
			carry out COVID-19 rapid				
			testing of other persons.				
			11. Pregnancy risk				
			assessment carried out for				
			new and expectant mothers.				



					3rd trimester expectant mothers to follow government guidance.					
Travel to and from school 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 Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	1. Non-essential use of public transport avoided when possible. 2. Travel alone using own transport / cycle or walk when possible 3. When the use of shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with	There are currently no staff at Woodcroft Academy who use public transport to travel to/from school. There are currently no staff at Woodcroft Academy who share transport to/from school.	HH	1	4	POM



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soap and water or hand	
sanitiser after using transport,	
Cleaning and disinfecting	
of shared vehicle interiors	
carried out on a regular basis	
using standard cleaning	
products.	
5. When the use of public	
transport is required persons	
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	
whore possible, it. avoid load	



					talking, shouting or singing, i. dispose of waste safely, including items such as used disposable face coverings, j. not travel when symptomatic					
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 Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	HIGH	1. Infrared temperature checks of pupils and staff carried out where they feel unwell or show symptoms. Testers wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils and staff with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process. 2. Optional for staff to wear face masks / face covering or visors over the nose and mouth during movement around school and in communal areas and enclosed spaces. 3. Staff to participate in the schools COVID-19 rapid testing programs.	New Covid-19 procedures communicated to staff in September 2021. All staff taking part in LFT testing twice a week.	HH	1	4	LOW



Visitors, Parents	• Staff	4	4		General	New Visitor	2	4	5
Delivery drivers	 Pupils 		_	HIGH	1. Parents, visitors and	agreement	_	_	
Contractors	 Parents 				contractors are asked by	printed and in use			
	 Visitors 			T	school staff if they:	from September			\overline{a}
Transmission /	 Contractors 				a. currently have Coronavirus	2021.			- 177
Spread of Germs and					(COVID-19) symptoms				
Novel Coronavirus	Main symptoms				b .have tested positive for	Office staff asked			
(COVID-19)	Continuous cough				COVID-19 in the last 10 days	by Principal to			
	High temperature				c. have been contacted by	encourage			
Coronavirus can be	(over 37.8 degrees)				NHS Test and Trace and told	contractors and			
passed through close	Loss of, or change to				to self-isolate unless they	visitors to wear			
contact with persons	the sense of smell				been double vaccinated and	face masks when			
infected by the virus.	(anosmia)				also have a PCR test	on the school site.			
Touching surfaces					negative result. Adults who				
contaminated with the	Milder symptoms				not been double vaccinated				
virus with hands and	Headaches, fatigue &				must isolate even if they have				
touching eyes, nose	lethargy, sore throat,				a PCR test negative result.				
and mouth and eating	muscle aches;				d. have been in a country or				
with contaminated	shortness of breath,				territory on the red list or				
hands.	tummy upset /				government specified amber				
	diarrhoea or vomiting.				list countries in the 10 days				
					before arriving in England.				
	Affects				e. are waiting for COVID-19				
	Mild flu symptoms				PCR test result, unless				
	Respiratory infection				symptom free and they been				
	Breathing difficulties				double vaccinated.				
	Asthma				If any questions are				
	Fatality				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.				
					2. School guidance on				





2. School information sharing
with contracted catering and
cleaning services to reduce
exposure to COVID-19.
3. Contractors encouraged 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.
Visitors/Parents
1. Meetings held when it is
necessary and remote
contact cannot be used.
Meetings held either off-site,
outdoors or in open spaces
with good ventilation with
open windows for short
durations 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
encouraged to wear face
masks/face coverings/face
visors over the nose and
mouth whilst inside the



					building including movement around the building. Delivery drivers 1. Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles. 2. Staff encouraged to wear face masks/face coverings/face visors over the nose and mouth if unable to maintain social distancing from drivers during unloading. 3. Reduced delivery frequencies by ordering larger quantities less often 4. Contactless drop off points for deliveries available 5. Delivery notes left unsigned					
Asymptomatic staff Staff, pupils showing Coronavirus infection (COVID-19) symptoms whilst at school.	Staff Casualty Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms	5	4	VERY HIGH	1. Staff to carry out COVID-19 rapid testing at home twice per week and isolate at home following a positive result and arrange a confirmatory PCR test. 2. 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.	School staff informed during INSET training on 1st September 2021, to collect LFT tests from the office and ensure they are completed twice weekly – Sunday and Wednesday evening.	HH	2	4	MEDIUM



Transmission /	Headaches, fatigue &		3. Staff at school who	Procedures			
Spread of Germs and	lethargy, sore throat,		develop symptoms of	shared with staff			
Novel Coronavirus	muscle aches;		coronavirus infection	for when a			
(COVID-19)	shortness of breath,		(COVID-19), inform a	child/adult shows			
	tummy upset /		member of the SLT, self-	symptoms of			
Coronavirus can be	diarrhoea or vomiting.		isolate at home in	Covid-19.			
passed through close	_		accordance with government				
contact with persons	Affects		guidance and arrange a				
infected by the virus.	Mild flu symptoms		COVID-19 PCR test.				
Touching surfaces	Respiratory infection		Government supplied home				
contaminated with the	Breathing difficulties		PCR test kits provided by the				
virus with hands and	Asthma		school in exceptional				
touching eyes, nose	Fatality		circumstances when a				
and mouth and eating			symptomatic staff member				
with contaminated			has barriers accessing				
hands.			testing by the usual routes.				
			School arrange posting or				
			remote drop off of test kits.				
			4. R17 Pupils at school who				
			develop symptoms of				
			coronavirus infection				
			(COVID-19) are placed in a				
			safe isolation location and				
			parents informed to collect				
			the child. Households				
			including siblings should				
			follow PHE stay at home				
			guidance for households with				
			possible or confirmed				
			coronavirus (COVID-19)				
			infection. Household				
			members who do not have				
			symptoms or have not tested				
			positive and who are fully				
			vaccinated (2 jabs) or aged				
			under 18 years and 6				



months, will not be required
to self-isolate if they live in
the same household as
someone with COVID-19.
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.
5. 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.
6. Should staff or children
develop coronavirus (COVID-
19) symptoms whilst at
school and experience
breathing difficulties call an
ambulance, dial 999 and
inform the call handler or
operator that the person has
coronavirus (COVID-19)
symptoms.
7. School isolation locations
are at least 2 metres away
from other people and where
possible in a room or area
possible in a room of area



behind a shut door, such as a staff office or meeting room. 8. School isolation locations to have a window that can be opened to provide ventilation. 9. School isolation locations to 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 santiliser 60% alcohol, face masks with an FFP2 or FFP3 rating in preference when available from suppliers or fluid resistant surgical masks, latex free disposable ploves, disposable aprons, face visor or safety goggles 10. Staff 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 HSE guidance – using	
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operated bin with bin bag, anti-bacterial wipses, 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 10. Staff 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	
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disposable aprons, face visor or safety goggles 10. Staff 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	
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	https://youtu.be/-GncQ_ed-
HSE guidance – using	<u>9w</u>
disposable respirators	disposable respirators
PDF PDF	
disposable-respirat	
or.pdf	or.pdf



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11. Consideration given to				
using first aiders to supervise				
pupils to reduce numbers of				
staff who need access to				
PPE.				
12. Staff supervising isolated				
children remain at least 2				
meters from the child.				
13. 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).				
14. 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				
15. Isolated children advised				
not to touch people, surfaces				
and objects.				
16. 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				
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	—
or in a bag or their pocket for	
disposing in a bin later.	
17 .If tissues are not	
available, children advised to	
cough and sneeze into the	
crook of their elbow.	
18. Isolated children use a	
separate bathroom if	
available.	
19. Once vacated places of	
isolation, bathrooms and any	
other locations such as	
classrooms or offices used by	
the person showing COVID-	
19 symptoms will be cleaned	
and disinfected in	
accordance with PHE	
"Decontamination in non-	
healthcare 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	
virus may be present.	
20. All waste that has been in	
contact with the symptomatic	
person, including used	
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.
21. 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.
22.R17 Staff who have been in
close proximity to someone
with symptoms should if
a. they develop symptoms
b. if the symptomatic person
subsequently tests positive,
unless staff who have been in
close proximity are fully
vaccinated (2 jabs)
c. they have been requested
to do so by NHS Test and
Trace, unless staff who have



hear in along provincity are
been in close proximity are
fully vaccinated (2 jabs)
d. they have tested positive
to an LFD test or a
confirmatory PCR test
MUST self-isolate at home
and follow PHE Stay at Home
guidance and NHS Test and
Trace process.
23. School ask parents and
staff to inform them
immediately PCR and LFD
positive test results are
known.
24. Parents requested to
report positive PCR and LFD
test results to NHS Online
reporting tool.
25. Contact made with the
DfE Helpline on 0800 046
8687 selecting option 1 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.
26. GOV.UK template letter
provided on the advice of the
health protection team is sent



to parents and staff if
needed.
27. Record's kept of
confirmed cases in children
and staff attending the school
and contact/close mixing with
other cases to monitor for
thresholds suggesting a
possible outbreak or in-
school transmission.
28. The school will seek
advice and support from the
health protection team when
either 5 pupils/staff or 10% of
pupils/staff, who are likely to
have mixed closely test
positive for COVID-19 within
a 10-day period. (See last
page for examples of close
mixing)
29. Schools seek public
health advice if a staff
member or pupil is admitted
to hospital with Covid-19.
This can be via the DfE
Helpline on 0800 046 8687
and select option 1 or by
contacting the local public
health team.
30. Plan in place for the
possibility of an outbreak,
reviewing and reinforcing
testing, hygiene and



					ventilation measures and continuity of education. 31. School provision of remote education equipment and learning resources in accordance with Department of Education guidance.					
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 with contaminated hands.	Staff Pupils Parents Visitors Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection	4	4	HEH	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 classrooms, offices, shared spaces. 6. Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces.	All toileting facilities at Woodcroft Academy all have liquid soap units installed and the caretaker checks daily. Outside each classroom is a hand sanitiser unit so children/staff can sanitise when entering and exiting. Each classroom provided with tissues. Each class has a lidded, footoperated bin for	HH	1	4	MOT



Breathing difficulties Asthma Fatality	7. Covered bin at entrance for disposal of face coverings 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 optional use. In Practice	tissues and cleaning wipes. Lidded bin at main Academy entrance for face mask disposal. Hand washing signage outside/inside all toileting facilities within the Academy.		
	 Staff dispense hand sanitiser gel to pupils. Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs. 			



	 <u> </u>	
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,		
before breaks, before and		
after sporting activities,		
before food preparation, after		
using shared equipment,		
before 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,		
before and after breaks,		
when using changing rooms,		
before eating, after using		
shared equipment, before		
and after 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		
papilo to outon oougno una	<u> </u>	



					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 each use.					
Cleaning Classrooms Shared spaces Offices Staffrooms Meeting rooms Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating	 Staff Pupils Parents Visitors Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, 	4	4	HBH	 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 electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a 	Fogging to be taken place if the contingency plan is implemented and an outbreak is declared. Frequently touched surfaces within classrooms and wiped down or sprayed with Dettol surface spray by staff during the day.	HH	1	4	TOW



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with contaminated hands.	muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs	minimum twice a day, before or after school and during the day. 4. Bins emptied frequently to suit usage. 5. Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE. 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	risk assessment from Chartwell's – cleaner. See Academy office for risk assessment. Chartwell's Cleaners clean all high contact areas within classrooms and corridors every night.		
		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 cleaned regularly and after heavy use at break and lunch times. Classrooms			
		Shared spaces 1. Resources, such as books	,		



and games cleaned regularly. 2. Toilets cleaned and disinfected following high usage at breaks and lunch times. 3. Thorough cleaning and disinfecting of rooms and shared spaces at end of the day. 4. 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 occupied	Staff	4	4		1. Pupils and staff provided	All windows in	НН		4	
spaces	Pupils	4	4	I	with own stationery to	classrooms and	1 11 1	1	4	3
эригээ	Parents			C	prevent sharing.	corridors to be				0
Transmission /	 Visitors 			7	2. Pupils limited on items	opened.				<u> </u>
Spread of Germs and	 Contractors 			_	brought into school to	'				
Novel Coronavirus					essentials such as lunch	Pupils advised by				
(COVID-19)	Main symptoms				boxes, hats, coats, books,	parent email to				
	Continuous cough				stationery, water bottles and	bring an extra				
Coronavirus can be	High temperature					layer to wear				
passed through close	(over 37.8 degrees)				bags. 3. Resources cleaned before	during colder				
contact with persons	Loss of, or change to					months.				
infected by the virus.	the sense of smell				being taken home and on					
Touching surfaces	(anosmia)				return.					
contaminated with the	Milder expenses				4. Contactless drop off points					
virus with hands and touching eyes, nose	Milder symptoms Headaches, fatigue &				used for issue of materials					
and mouth and eating	lethargy, sore throat,				such as stationery supplies.					
with contaminated	muscle aches;				5. Outside space used for					
hands.	shortness of breath,				education where possible					
	tummy upset /				following a full and thorough					
	diarrhoea or vomiting.				risk assessment.					
	Ŭ				6. Use of increased space					
	Affects				areas when possible.					
	Mild flu symptoms				7. Ventilation in the building					
	Respiratory infection				maximised while a					
	Breathing difficulties				comfortable environment is					
	Asthma				maintained.					
	Fatality				8. Poorly ventilated spaces					
					identified through the use of					
					state funded CO2 monitors					
					and steps taken to improve					
					fresh air flow in these areas,					
					giving particular					
					consideration when holding					
1					events where visitors such as					



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parents are on site, for		
example school plays.		
9. 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.		
10. Natural ventilation		
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.		
11. Clothing - additional		
indoor clothing worn by pupils		
and staff in cooler		
and ctain in 500101		



					temperatures. 12. Room layout - furniture where possible rearranged to avoid direct drafts. 13. Heating - used as necessary to ensure comfort levels are maintained in occupied spaces 14. Where possible actions taken for behaviour management will not involve touching a pupil.					
Use of Offices 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 with contaminated hands.	Staff Pupils Parents Visitors Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.	4	4	HIGH	 General 1. Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. 2. Small offices and storerooms and cupboards accessed by one person at a time. 3. Locker rooms, changing areas and toilets avoided when occupied by other persons. 4. Use of hot desks and workspaces avoided 5. Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held 	Staff regularly reminded in staff briefings about opening	HH	1	4	LOW



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Affects		outdoors or in open				
Mild flu symptoms		with good ventilation				
Respiratory infection	with op	en windows and for				
Breathing difficulties	short d	urations.				
Asthma	6. Scre	ens used to protect				
Fatality	recepti	on staff				
		ed equipment cleaned				
		and after use.				
	l I	rict movement around				
		ool between				
		ments and rooms and				
	1 1 1 - I	electronic devices to				
	commu	l l				
		optional wearing of				
	l I	asks_/ face coverings /				
		sors over the nose and				
	l I	l l				
	l I	encouraged in				
	l I	ınal areas, enclosed				
		and when meeting				
		rents, contractors, and				
	visitors					
		orly ventilated spaces				
		ed through the use of				
		inded CO2 monitors				
	l I	eps taken to improve				
	fresh a	ir flow in these areas.				
	Staffr	nome				
		iances such as kettles,				
	1 1					
	l I	ave ovens and				
		ry, utensils handles				
	l I	ntrols cleaned before				
	and aft	l l				
	2. Staf	place own food waste				



					and wrappers in waste bins provided. 3. Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.					
Lunch service 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 Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	HBH	 Pupils wash hands before eating. Plates and cutlery thoroughly washed at 70°C between each use. Tables regularly cleaned / disinfected by staff Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down Catering contractor provide COVID-19 Risk Assessment to School Principal. Staff optional wearing of face masks/ face coverings / face visors over the nose and mouth encouraged in communal areas. Water fountains cleaned regularly and after heavy use at break and lunch times. 	Children to have their lunches with their class, rather than spreading out within the dinner hall. Each class assigned a lunch time supervisor. All children wash their hands prior to entering the dinner hall.	HH	1	4	MOT



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 Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality 	4	4	HIGH	1. Play equipment cleaned regularly 2. Water fountains cleaned regularly and after heavy use at break and lunch times. 3. Pupils wash hands before and after break time	KS1 play on one playground and KS2 on another. Each class has a box of playground toys each which they take out.		1	4	LOW
Providing personal or intimate care to pupils Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	 Staff Pupils Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to	4	4	HIGH	1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care 2. PPE provided for staff use includes disposable latex free gloves, disposable apron,	Staff advised to wear face masks when conducting personal care.	HH	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) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. 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. Temperature check of staff and pupil before providing care. 7. When working with a child and close contact (less than 2-metres) cannot be avoided					
Providing first aid	Staff Casualty	4 4	= 5	staff wear face visors. 1. Clinically extremely vulnerable or clinically	Staff who are classified as	HH	2	4	<u>≥</u>



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.

Main symptoms
Continuous cough
High temperature
(over 37.8 degrees)
Loss of, or change to
the sense of smell
(anosmia)

Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.

Affects
Mild flu symptoms
Respiratory infection
Breathing difficulties
Asthma
Fatality

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 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

clinically vulnerable have individual risk assessments in place.

Pregnant staff and staff who have been identified as clinically vulnerable have been advised not to administer first aid, intimate care or support children in the isolation room if they are showing Covid-19 symptoms.

Please see individual risk assessments for any expectant mothers at Woodcroft Academy.

Share updated You Tube video of donning and doffing of PPE with all Academy staff.



					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. Assessment of First Aid requirements reviewed. 10. If the casualty is capable, tell them to do things for you.					
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 with contaminated hands.	Staff Pupils Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties	4	4	HBH	1. Review medication plans to assess if additional PPE requirements for staff administering medication are required. 2. Staff in close contact with the child whilst administering medication have the option to wear face mask / visor. 3. Staff to wash/sanitise hands before and after administering medication to each pupil. 4. Medication packaging and equipment used to administer medication cleaned / disinfected after use.	Staff who are classified as clinically vulnerable have individual risk assessments in place. Pregnant staff and staff who have been identified as clinically vulnerable have been advised not to administer first aid or administer pupil medicines. Please see individual risk assessments for any expectant	HH	2	4	MEDIUM



	Asthma Fatality					mothers at Woodcroft Academy.				
Transport of pupils and staff using school minibus and coach travel. 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 Vehicle drivers Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	H9IH	 Transport arrangements discussed with providers, SBMAT and parents. Checks carried out with transport providers that drivers do not work if they are displaying any symptoms of coronavirus or have tested positive in the last 10 days or have been requested to self-isolate by NHS Test and Trace. Checks carried out to ensure transport providers, as far as possible, follow hygiene/cleaning rules. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use. Infrared temperature checks of pupils and staff who feel unwell or show symptoms before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self- 	N/A	HH	2	4	MEDIUM



				isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process. 6. Organised queuing and boarding 7. Hand washing/use of hand sanitising gel before entering vehicle and again after travel. 8. Staff optional wearing of a face mask or visor when working close contact of less than 2 meters with an adult cannot be avoided. 9. Through ventilation of fresh air (from outside the vehicle) maximised by opening windows and ceiling vents.					
Availability of Equipment and PPE 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	• Staff • Pupils Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath,	5	VERY HIGH	 Alcohol-based hand 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. Latex free gloves available in classrooms and isolation locations and first aid rooms. Face masks with an FFP2 or FFP3 rating available in isolation rooms. Fluid resistant surgical mask available in first aid rooms and classrooms. 	Hand sanitiser units have been installed on all Academy main entrances/exits and classroom entrances/exits. Where these are not installed, bottles of hand sanitiser are available — Principal's office, isolation rooms and staff room.	HH	2	4	MEDIUM



and mouth and eating with contaminated hands.	tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				 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. 	PPE available in the isolation room and main stock supplies available at the Academy office.				
Safely occupying 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 electrical equipment, passenger lifts, ventilation, access and security, catering equipment	5	4	VERY HIGH	 Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). Valid test, inspection and maintenance of systems and equipment in place. Water fountains mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth. Fire safety management plans reviewed and checked in line with operational changes. Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. Ongoing fire drills carried out. 	N/A – school used throughout lockdown due to the number of children needing to attend.	HH	1	4	LOW



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 Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5	4	VERY HIGH	1. COVID-secure measures in place at the destination. 2. Full and thorough risk assessments prior to the trip. 3. Obtain and follow wider advice on visiting indoor and outdoor venues. Outdoor Education Advisory Panel (OEAP).	Outside educational visits recommended by principal. SLT to review Covid-secure measures at venues but confirmation of booking.	HH	2	4	MEDICM
Music, dance and drama Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	 Staff Pupils Visitors Parents Contractors Main symptoms	5	4	VERY	 Use of outside space wherever possible Ensuring good ventilation and adequately sized rooms are used Clean and disinfect 	Teachers regularly reminded to open windows and doors.	HH	2	4	MEDIU



	Continuous cough		instruments between shared	There are			
Coronavirus can be	High temperature		use	currently no			
passed through close	(over 37.8 degrees)		4. Close contact	music lessons			
contact with persons	Loss of, or change to		demonstrating partnering	taking place using			
infected by the virus.	the sense of smell		work avoided.	outside agencies.			
				outside agencies.			
Touching surfaces	(anosmia)		5. Increased handwashing				
contaminated with the	NATI I		before and after handling				
virus with hands and	Milder symptoms		equipment				
touching eyes, nose	Headaches, fatigue &		6. Limited handling of music				
and mouth and eating	lethargy, sore throat,		scores and scripts				
with contaminated	muscle aches;		7. Hired equipment cleaned				
hands.	shortness of breath,		before and after use.				
	tummy upset /		8. Latest advice in				
	diarrhoea or vomiting.		the DCMS performing				
			arts guidance				
	Affects		9. Peripatetic teaching staff				
	Mild flu symptoms		across multiple groups or				
	Respiratory infection		individuals advised to follow				
	Breathing difficulties		self-isolation guidance when				
	Asthma		they have COVID-19				
	Fatality		symptoms even if tested				
	Tatanty		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 Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma 	5	>0	אבא אווקא	 Sports equipment thoroughly cleaned regularly Outdoor sports prioritised where possible Large indoor spaces used where outdoor space is not available. Cleaning/disinfecting of indoor space regularly. Hand washing/sanitising before and after activity. Work with external coaches when safe to do so. Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 	The school hall used with windows open for indoor sports.	HH		2	4	MEDICM
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	Fatality									
		<u> </u>								
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	HOH	 SBMAT Stress Policy communicated to all staff. Awareness about all types of stress and its causes raised through discussions, literature and training. Changes to work-related practices to reduce the factors which may lead to stress in the workplace. Opportunities for staff and employees to maintain and promote their health and wellbeing A culture of open communication throughout the organisation Good management and team building practices for those with management and supervisory responsibilities Supportive environment in which issues and concerns can be raised and dealt with appropriately Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations 	SBMAT stress policy shared with Woodcroft employers Regular updates shared with staff. Senior leaders talking and checking staff well-being regularly.	HH	2	3	MEDIUM



	9. Appropriate training		
	interventions to help alleviate		
	the stress		
	10. Assist and advise staff		
	suffering from work-related		
	stress		
	11. Internal and external		
	sources of assistance for		
	staff with clearly identified		
	work-related stress issues		
	12. Access to a free helpline		
	for school staff and targeted		
	support for mental health and		
	wellbeing available at The		
	Education Support		
	Partnership and Wellbeing for		
	Education Return		
	programme.		

Close contact means:

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts



- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

Examples of close mixing:

- A form group or subject class
- A friendship group mixing at break times
- Sports team
- A group in an after-school activity
- A private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- Staff and children taking part in the same class or activity session together
- Children who have slept in the same room or dormitory together

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		 1- Insignificant (no injury) 2- Minor (minor injury needing first 3- Moderate (up to 3 days absence) 4- Major (more than 3 days absence) 5- 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