

# COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

Completed by Maria Jay (HT), Debbie Butcher (DHT) & Reg Hamilton (Site Manager)  
January 2021



## COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT version 11

Completed by Maria Jay (HT), Debbie Butcher (DHT), Reg Hamilton (Site Manager) & in consultation Governors, LA and school union reps – [updated 1<sup>st</sup> March 2021](#)

### SCHOOL STAFF SHOULD READ THIS RISK ASSESSMENT IN CONJUNCTION WITH SMAB FRAMEWORK FOR OPENING SCHOOLS FOR MORE PUPILS

[Contingency framework to be used in addition to main RA:](#)

Hazards	Who might be harmed and how –risk factor	Control measures implemented/what is currently done to reduce or control the risk	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/ review
1. Increased risk of infection due to mutations of the Coronavirus.	All staff, pupils and others may be at greater risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.	All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.	<a href="#">SMAB offers regular twice weekly testing to staff – participation in testing is strongly encouraged.</a>  <a href="#">Lateral flow devices for staff (who are on-site) access to 2 rapid results tests every week. This will help identify staff who are carrying the virus without displaying symptoms, reducing the risk of transmission.</a>	Senior leadership Team		
2.Continual maintenance of site whilst school remains open to all pupil	<ul style="list-style-type: none"> <li>•Pupils and staff.</li> <li>•Risk of contracting Covid 19.</li> </ul>	Check documents relating to the premises (SMAB)  check the following are up to date and working order <ul style="list-style-type: none"> <li>• Usual premises checks</li> <li>• Water treatments/checks (e.g. legionella)</li> <li>• Fire alarm testing</li> <li>• hot and cold-water systems</li> <li>• gas safety</li> </ul>	<ul style="list-style-type: none"> <li>•Carry out a formal / recorded full pre-opening premises inspection.</li> <li>•Review evacuation routes and signage</li> <li>•Our risk assessment will be sent to LA for monitoring purposes (sent 9/7/20)</li> </ul>	HT and site manager	Monday 4 <sup>th</sup> January 2021	

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		<ul style="list-style-type: none"> <li>• fire safety</li> <li>• kitchen equipment</li> <li>• Specialist equipment used by pupils (e.g. form access/mobility/changing)</li> <li>• security including access control and intruder alarm systems</li> <li>• ventilation</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Portable Appliance Testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> <li>• Cordon off any outdoor equipment or areas not in use</li> <li>• Turn off any air conditioning in the building. Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation)</li> <li>• Check outdoor areas to be used are safe including shaded areas</li> </ul>	<p>Regular update meetings Site team and line manager (SBM)</p> <p>SBM keep HT informed</p> <p>Check implications of air con off</p>			

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3. Access and egress – All parents and children	Pupils, staff and parents could catch covid-19 through close contact with infected person	<ul style="list-style-type: none"> <li>▪ If staff/pupil is symptomatic, parents will be informed by phone and a letter explaining the self-isolation period (letters 1 &amp; 2 in Covid file on Teams)</li> <li>▪ Staggered start and end of day for year groups. LS and US will need to be allocated the same times. Years 3 and 5, Years 4 and 6</li> <li>▪ Part of Tottenhall Road is closed to traffic for approximately 20 minutes at the start and end of each day while Year 5 and 6 pupils are entering and exiting the site. This is to allow for more space to social distance</li> <li>▪ Years 5 and 6 to enter and exit from Tottenhall Road and Years 3 and 4 from Grenoble Gardens</li> <li>▪ Year 3 &amp; 5 @ 8.30am, Year 4 &amp; 6 @ 8.35am (end of day 3.15 – 3.20pm)</li> <li>▪ Children no longer line up to wait for their teacher; they walk straight into class after sanitising at a sanitation station</li> <li>▪ Parents will not enter the school grounds but wait outside keeping social distancing</li> <li>▪ Signage on gate/fence reminding people to keep at least 1m -2m apart</li> <li>▪ Demarcation line between staff members and parents/child to avoid close contact markings will be on the floor at 2m distances for children to line up ready to enter the building</li> <li>▪ Parents will be staggered according to 'family group (class group)' so that only minimal parents are bringing their children into school at any one time.</li> </ul>		Site Manager & member of staff		

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		<ul style="list-style-type: none"> <li>Parents have been requested to wear a face covering when dropping off and picking up pupils</li> <li>Parents are to be encouraged to bring their child to school with a single parent only</li> <li>At the end of the day, children with siblings in a different year group will wait with Mrs Lennon in the playground. Once siblings are all dismissed, they leave through most convenient exit</li> <li>Staff/core SLT staff will wait 2 metres back when children enter the school via Grenoble Gardens or Tottenham</li> <li>At the end of the staggered day, children in each 'family', when the timetable says their parents should pick them up, will exit in line and wait in the designated playground area</li> <li>Once they see their parent (who will be waiting outside in Grenoble Gardens or Tottenham Road) they can join them</li> <li>Pupils who are late for drop off and pick up will need to come in/exit through the main entrance. If this occurs more than once the parent contacted and an explanation as to why it is important they arrive and leave at their allocated time. (This will be made clear in the home/school agreement)</li> <li>Critical and vulnerable pupils will enter and exit from Grenoble Gardens – 8.30 a.m. – 3.15 p.m. (Fridays end of day 1.00 p.m.).</li> </ul>				

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4. Access to the staff room and kitchenette area and access for staff to toilets	Staff could catch covid-19 through close contact with common area and use of utensils, seating area etc.	<ul style="list-style-type: none"> <li>Staff room will limit adult numbers as a place of congregation from 3<sup>rd</sup> September until further notice to protect staff</li> <li>Shared cooking areas e.g. kettle, toaster microwave to be used then hands washed</li> <li>Cleaning tables</li> <li>Seating distance</li> <li>Ventilation</li> <li>Access to lockers on one in and out basis</li> <li>Encouraging storage of personal items and clothing in personal lockers during shifts</li> <li>Staff will be encouraged to bring in food and drinks from home</li> <li>To alleviate congestion in the staffroom, Year 6 eat their lunch in the Creative Hub and Year 3 eat in the PPA room. Years 4 and 5 eat in the staff room</li> <li>Staff to wipe down surfaces after use</li> <li>Staff 'families' will have access to the toilets in hall, foyer, holding area, house and staff in Year 3 area to use Y3 disabled toilet</li> <li>All toilets will be cleaned throughout the day by site manager and assistant site manager</li> <li>Wipes to be used by staff before and after using the toilet and then put the lid down (before flushing)</li> </ul>		Site Manager		
5. Pupil toilet areas	Pupils could catch covid-19 either through close contact, or through infected surfaces or poor handwashing routines	<ul style="list-style-type: none"> <li>Classes/year group allocated toilets to use to limit movement</li> <li>Only 1 child at a time allowed to go to the toilet from each individual classroom whilst lessons are on</li> </ul>	During lunchtimes & break times staff to keep doors closed in Year 3 toilet area, with a staff member checking that	SLT Teachers Support staff		

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		<ul style="list-style-type: none"> <li>No more than 4 children could go at any one time to any specific time. Children will need to wash their hands on returning to class as well as in the toilets</li> <li>During break and lunch time children to only use their allocated toilets Some sinks and urinals will be taped up to prevent close contact whilst going to toilet and hand washing</li> <li>Toilet areas will be cleaned and sanitised every morning and throughout the day</li> <li>Hand wash will be available in toilet and checked daily</li> <li>Signage will be placed, informing children to wash their hands before and after every toilet break</li> </ul>	social distancing is being adhered to			
6. Movement around the building	Pupils, staff and parents could catch covid-19 through close contact with infected person whilst on premises	<ul style="list-style-type: none"> <li>Throughout the school there is a 2-way traffic system – this will be clearly marked with arrows on the floor and signage on the wall</li> <li>Core SLT around school to check procedures are being followed throughout the day by doing spot checks</li> <li>Stairwell hand-rail / door handle will be regular cleaned throughout the day, especially before and after breaks</li> <li>Lift for pupils will not be used. Risk assessments in place for children that would have required it and their movement around the school</li> <li>Collective worship will take place in the classroom (except for one class at a time in the hall on rare occasions for visiting priest)</li> </ul>		Site manager teachers Support staff		

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		<ul style="list-style-type: none"> <li>Lunches will be in classrooms or outside weather permitting in their allocated area and time slot. Hall will be timetabled for individual family class to use</li> <li><b><u>All staff wear masks when moving around the school and in high traffic communal areas</u></b></li> </ul>		Office staff		
7. General spread or transmission of coronavirus from pupils and staff	<p>Pupils and staff</p> <p>Contracting and spreading virus</p>	<p>Children in primary school do not need to wear a face covering but will be allowed to wear in the classroom if they request it.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <ul style="list-style-type: none"> <li></li> </ul>	To be reviewed following further guidance (Easter)			
8. Activity in the office lobby area	Staff and parents could increase infection chances with limited space in lobby area	<ul style="list-style-type: none"> <li>Parents asked to phone the school and only come to have face to face contact if there is no alternative</li> <li>We will operate a 1 in 1 out policy for parents and any other members of the public. Parents strongly encouraged not to come to the school building. There will be a screen in the office hatch and a one-way system for any emergency visitors. There will be no visitors unless in an emergency. No unauthorised visitors enter the premises. All contractors will have to pre-book an appointment</li> </ul>		Office staff Site manager		

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		<ul style="list-style-type: none"> <li>Whoever is in the office will open the pedestrian gates once called, but will inform them that they must wait by the cone saying PLEASE WAIT HERE, until the person in the lobby leaves – then, they will be permitted to enter</li> <li>Office staff to be made aware of the need to remind staff members and any parents who enter the lobby area to clean their hands with sanitiser</li> <li>All staff must scan their badges rather than the touch screen when signing in and out of the building</li> </ul>				
9. Dining hall use	Risk of infection from pupils, staff and potential kitchen team to pass on covid-19	<p>The dining hall will not be used for lunches until further notice. Packed lunch in family classroom or outside weather permitting.</p> <ul style="list-style-type: none"> <li>Staggered lunchtimes within year groups</li> <li>Families will not be mixing. Playground to be split into 3 zones and each family stay in their own allocated zone</li> <li>4 zoned areas on a rota basis for play time and lunchtime for each year group (Hall, quiet area, playground split into 2 areas)</li> <li>Hand sanitising to be enforced by support staff before and after food consumed – it will be the responsibility of staff to ensure that children are sanitising before and after meals</li> <li>Staff have access to the staffroom (where we have reduced the furniture and removed soft furnishings) and quiet area. Pupils will eat in the classrooms with family staff supervision. For one of their outdoor breaks, there will be</li> </ul>	<p>Await feedback from contracted kitchen team as to how they are going to accommodate going forward. (Hot and cold meals provided)</p> <p>Stagger lunches</p> <p>Staff keep good distance</p> <p>Re-organise main staffroom. Ensure chairs stacked &amp; surface wiped ready for next sitting</p>	<p>SLT Teachers Support staff</p> <p>Site manager</p>		



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		<p>additional staff to supervise so staff do not need to be with them (play leaders, sports coaches, SLT)</p> <ul style="list-style-type: none"> <li>Children to eat lunch in their classrooms – food to be brought up to classrooms on a tray for adult in class to distribute</li> <li>Children to bring in packed lunches and eat in their classroom. Sandwiches will be provided for FSM pupils</li> <li>Breakfast club is running with children kept separated in year group bubbles at all times. Limited choice of food is served</li> </ul>				
10. Play times	Pupils and staff could catch covid-19 through close contact with infected person whilst playing and sports activities	<ul style="list-style-type: none"> <li>staggered playtimes</li> <li>Playground use will be permitted in year groups, in designated zones – children should still adhere to their ‘family’ group (class) and should be supported by a staff member who can either watch over the whole playtime, or watch over individual ‘families’.</li> <li>During wet weather during break and lunchtimes the hall will be used. Playtime will be in classrooms supervised by family adults (one only). Lunchtimes supervised as point above</li> </ul>		SLT Support staff		
11. Play equipment	Covid-19 is known to spread on surfaces – play equipment would be susceptible due to high volumes of children	<ul style="list-style-type: none"> <li>Fixed playground equipment will be out of bounds</li> <li>Any play equipment should be wiped before and after used by the staff member. Each family will have their own set of equipment to use/distribute as they decide</li> <li>All equipment in the main hall should be out of bounds</li> </ul>				

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		<ul style="list-style-type: none"> <li>Water fountains are zoned off</li> </ul>				
12. Potential infected pupil or staff member	If a child is displaying symptoms it would be the presumption that they have covid-19 and could transmit this infection to other people in the building	<ul style="list-style-type: none"> <li>Quarantine area to be created in the lobby area – if required this area will be out of bounds. If two people develop symptoms on the same day the same procedure will be followed regardless of number. If necessary, one can use another empty/unused room until they are collected</li> <li>Signage will be placed on the door to indicate that it is a designated quarantine area</li> <li>Staff member who is assigned to first aid will put on gloves, Mask and apron, take the infected pupil to quarantine area and stay with the child until the parent arrives. The LA have provided specific PPE kit for this – office will make the call to the parent, issuing guidance to stay at home for <b>10 days</b>, and apply for a government home test kit for the whole family. If all clear, child can return (There is no legal way to compel a parent to engage with NHS test and trace. The school will notify public health if they have a ‘vital interest’ - essential for someone’s life. School will protect the Health and Safety of those within the school ie ensuring that the child remains off school for at least <b>10 days</b> and the household member would not be allowed on the school site for 14 days. Parents will be made aware of this)</li> <li>Details of self-isolation can be found here: <a href="https://www.gov.uk/government/publications">https://www.gov.uk/government/publications</a></li> </ul>	At least 2 first aiders must be on the school premises	First aid lead SLT		

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		<p><a href="#">/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <ul style="list-style-type: none"> <li>For staff, the same rules will apply, however they will be able to take themselves home EXCEPT if they travelled on public transport. In this case, alternative arrangements must be made.</li> <li>If a child or adult tests positive for Coronavirus they should self-isolate for at least <b>10 days</b> and their household should also self-isolate for <b>10 days</b>. All pupils in the family in which the child has been attending should self-isolate for <b>10 days</b></li> <li>Areas that were used by the infected person will be deep cleaned</li> <li>Cleaners will not be in at same time as staff. They wear gloves as part of their normal routine</li> </ul>				
13. Classroom activity and set-up – children and staff	Potential for infection due to close contact with other children and staff	<ul style="list-style-type: none"> <li>Classrooms have been redesigned to allow social distancing: Desks in rows (<b>max 15 pupils per year group bubble</b>)</li> <li>2-way system will be set up to accommodate the year groups</li> <li>Classrooms will have significant items removed (where possible) to minimize contamination</li> <li>Certain chairs that are not required to be removed</li> <li>Class resources are only to be used within the relevant 'family'. They are not to be shared</li> </ul>	Social distancing is only really possible if you can utilise the extra space from having limited numbers of pupils attending.	SLT Teachers Support staff Site manager		

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		<ul style="list-style-type: none"> <li>Any resources shared between groups e.g. PE equipment/ART/science should be cleaned regularly and meticulously</li> <li>Each 'family' staff to arrange their classroom to create the most appropriate setting for the whole class (rows)</li> <li>Anti-bacterial hand wash is available in every classroom and will be encouraged to be used (hand wash is most effective so should be used above hand sanitiser where possible)</li> <li>Hand sanitiser will also be available in every classroom – it is non-alcohol and less likely to dry the skin –staff members will have access to this and will use with children as appropriate (coming back from outside etc.)</li> <li>Classroom windows to be kept open at all times as ventilation is key to keeping transmission low. Windows should be fully open during times when the class are out on the playground in order to avoid very cold classrooms while pupils are learning</li> <li>Due to potentially cold classrooms, the school uniform policy has been temporarily amended to allow pupils to wear additional layers, e.g. black fleece</li> <li>Tissue stock will be checked and replenished daily. If more stock required during teaching time phoning the office site managers will deliver as needed</li> <li>Each child will have their own Ziploc bag with their own resources contained within</li> </ul>	Once national lockdown is over, review seating arrangements within classrooms	SLT		

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		<ul style="list-style-type: none"> <li>Equipment will also not be permitted to leave the classroom, to prevent contamination - UNLESS it is specifically assigned to be used for outdoor work; in which case, a special container should be supplied for this purpose also</li> <li>Signage will be placed in classrooms reminding children to wash their hands whenever possible and not to move equipment from their tables</li> <li>Classroom doors will be propped open at all times to minimise the need to touch them.</li> <li>If a child requires assistance in learning: follow DfE guidance which says stand behind or to the side of them but only if you feel comfortable to do this. Otherwise, staff keep their distance</li> <li>For children with SEND/EHCP an individual risk assessment has been carried out by the SENco liaising with parents to ascertain if some or all elements of their EHC plan temporarily cannot be delivered in the normal manner or in the usual setting</li> <li>A SEND pack from the LA re how to deal with returning chn has been sent</li> <li>Staff will not touch any resources (e.g books) of pupils, they will not be taken home and any learning materials will not be shared between pupils or adults</li> <li>No marking of work expected (live feedback used) and no expectation that anything should be taken home or brought to school</li> </ul>				

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15. Cleaning capacity	Covid-19 can live on surfaces from up to a couple of days to weeks – anyone who uses a common area regularly could be vulnerable without a proper cleaning schedule in place	<ul style="list-style-type: none"> <li>▪ If possible, a deeper clean will be necessary in the areas that have been used regularly – such as toilet areas</li> <li>▪ Cleaners have been told to focus more on sanitation rather than vacuuming - areas such as door handles, hand rails and toilet seats will be cleaned daily</li> <li>▪ Disconnect electric hand driers and replace with paper towels</li> <li>▪ Pedal bins available in all toilets and classrooms in use</li> <li>▪ Cleaning will be carried out regularly throughout the day by the site manager and assistant site manager. Cleaning equipment will be available in all classrooms. Everyone is expected to be vigilant and wipe/spray things as they use them for their own safety and that of other</li> </ul>		Site manager Cleaning staff		
16. Key areas – Conference room, PPA room and library		<ul style="list-style-type: none"> <li>▪ Group rooms/conference room – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present</li> <li>▪ Room allocations: -Group Room 1: no more than 2 people -Group Room 2: no more than 4 people -Conference room: no more than 6 people</li> <li>▪ PPA room will be sanitised daily to consider the number of teachers who may be using it. It will be added to the schedule of high priority areas – a 1 in 1 out rota should be adopted due to the size – this will be clearly displayed on the door</li> </ul>	Other areas can be added once the school fully opens – the schedule can be flexible and cleaners can come in more regularly if demand increases	Cleaning staff Site manager		

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		<ul style="list-style-type: none"> <li>▪ Photocopiers to be used by one person at a time and wiped after every use</li> <li>▪ One person to change toner and refill paper tray</li> <li>▪ All rooms in use must have windows and doors will be left open at all times</li> <li>▪ Fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation-</li> <li>▪ Staff to make use of any digital resources for pupils</li> <li>▪ Only limited number of pupils can change books in communal areas at any one time</li> <li>▪ Pupils encouraged to drop the returning items in a collection box/trolley</li> <li>▪ Returned items to be quarantined for 48/72 hours</li> </ul>				
17.Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)	Music pupils and teachers	<ul style="list-style-type: none"> <li>▪ Consider physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>▪ Singing indoors is not recommended as it increases the exhalation of droplets etc.</li> </ul>				



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18. Covid-19 – confirmed case – staff member	<p>1. If a staff member is displaying symptoms it would be the presumption that they have covid-19 and could transmit this infection to other people in the building</p> <p>2. An intended incident at work has led to someone's possible or actual exposure to coronavirus</p> <p>3.If a worker dies as a result of occupational exposure to coronavirus</p>	<ul style="list-style-type: none"> <li>In respect of points 1, 2 and 3 in the 'who might be harmed and how –risk factor' column, all should be treated as a RIDDOR reportable incident</li> <li>Immediately call DfE helpline: <b>0800 0466 8687</b> for support and advice</li> <li>HSE will advise the best course of action</li> <li>If adult tests positive for Coronavirus they should self-isolate for at least 10 days and their household should also self-isolate for 14 days. All pupils in the family in which the staff member has been attending should self-isolate for 10 days</li> <li>Individual risk analysis of staff member and potential contact</li> </ul>	As with all cases, response from HSE or public health England can be unpredictable – plus there could be more child/staff cases based on one incident	Head teacher Deputy head teacher Site manager First aid lead	Continuou s	
19. Review staff availability in school	<p>There are sufficient trained staff who should be available for the following roles on a daily basis</p> <p>head teacher/deputy head/assistant headteacher</p> <p>SENCO/DSL</p> <p>caretaker</p> <p>welfare</p> <p>numbers of cleaning staff available</p> <p>teachers/TA's to lead a group</p>	<ul style="list-style-type: none"> <li>Identify how many staff would be available to return. Allocate staff in to 'family' groups</li> <li>2 adults allocated to each family group; this allows for cover if an adult is absent</li> <li>If staffing levels fall to levels which cannot be managed in school supply teachers may be used</li> <li>If a TA takes a family group work will be planned by a teacher.</li> <li>Individual staff who use public transport have been consulted and their working hours will be adjusted to accommodate travel NOT at peak time. In an emergency situation we can use taxis</li> </ul>				

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		<ul style="list-style-type: none"> <li>Staff that are vulnerable and unable to come in will have a discussion and a risk assessment will be carried out with HT</li> <li>At least two members of Core SLT will be on the premises at all times. If illness makes this impossible, call LA for advice</li> </ul>				
<p>20.Increased risk of infection and complications for vulnerable workers:</p> <p>Workers over 60 or those defined as clinically vulnerable, could be at higher risk of severe illness from coronavirus</p>	<p>Those at higher risk or described as Clinically vulnerable people are defined in the list in the following link.  <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p>	<ul style="list-style-type: none"> <li>Risk assessments have been updated with individual staff over 60. These will be reviewed as circumstances change</li> <li>Consult with staff to determine who can come into the workplace safely taking account of a person's journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration should be given to those people at higher risk</li> <li>Consider with the staff member if it is more suitable for them to do lower risk work or work remotely in the interim and take HR advice of any other measures if needed.</li> <li>Managers to discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in the work place will impact on them or might pose a new or different risk to them.</li> <li>Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Consider facilities for pregnant and new mothers- carry out a 'New</li> </ul>	<p>If staff circumstances change to inform the HT to discuss a risk assessment or review existing one.</p>	HT/SLT		

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Clinically Extremely Vulnerable (CEV) Adults	Very high risk from of severe illness from COVID-19. GP will inform you if you are n this category.	<p>and Expectant Mothers Risk Assessment’ – latest version 6a includes a section specifically looking at COVID for the individual.</p> <ul style="list-style-type: none"> <li>▪ Discuss evacuation procedure for such staff that might be needed in an emergency</li> <li>▪ Clinically extremely vulnerable staff should follow resumed shielding guidance and should not attend work. You should limit the time you spend outside the home.</li> </ul> <p><a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p> <p><u>GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19</u></p>	Strongly advised to work from home. If not able to work from home, you should not attend work for this period of restrictions.			
<p>21. Pregnant workers/new and expectant mothers contracting Corona virus, whilst at work or using public transport.</p> <p>NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV).</p>	<p>Pregnant workers</p> <p>Infection of Covid 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</p>	<p>Discussion with the new or expectant mother should take place before any physical return to the school/workplace. <b>Carry out New and Expectant Mothers Risk Assessment (use Briefing Version 6).</b></p> <p>Current government and NHS advice is that pregnant workers are in the clinically vulnerable (CV) group.</p> <p>They are <b>defined as clinically extremely vulnerable at 28 weeks / third trimester)</b> – and/are advised to work from home and not to go into work.</p>	<p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>Regularly review the risk assessment, (MINMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.</p>			

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Pregnant workers with defined conditions or at 28 weeks / third trimester or more are considered Clinically Extremely Vulnerable (CEV).		Expectant mothers Clinically Vulnerable can return to work as long as there is a COVID-19 risk assessment, New and Expectant Mothers Risk Assessment, discussions have taken place and control measures in place for the school.  Consultation on the general COVID-19 risk assessments for the school and its arrangements should also take place.	There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment.			
22. Clinically Extremely Vulnerable (CEV) <b>Children</b>  <u>GOV.UK - What parents/carers need to know about early years providers schools and colleges COVID-19</u>	Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician	Note: Shielding advice is currently in place and children who are clinically extremely vulnerable are advised not to attend education or childcare.  Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.  <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children</a>	This advice is prone to review (latest January 2021) and guidance will be monitored closely.			
23. Stress/ Mental health and wellbeing affected through isolation or anxiety about coronavirus Potential for Stress or Anxiety caused by	Staff members could suffer from stress related conditions due to not being informed about certain developments or worry about the general situation or being isolated	<ul style="list-style-type: none"> <li>Staff are consulted at every opportunity as to changing development</li> <li>Maintain good communication with staff</li> <li>Risk assessment to be carried out with individual staff member of required</li> <li>Agreement on staff rota where possible</li> <li>Reduce face to face meetings where possible and use other digital/remote mean</li> <li>Regular breaks and refreshments</li> </ul>	As with all stress-related issues, proactive engagement is the best remedy. Finding the root cause is often a case of changing work environment, giving people a better chance to make decisions or to	Head teacher Deputy head teacher SLT	Continuou s	

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<p>fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p> <p>NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis</p>		<ul style="list-style-type: none"> <li>Working party for well-being and workload meet regularly to review practices</li> <li>Try to encourage people to go outside – especially when it is dry and sunny, including taking pupils for a short walk to break up learning time and change environment</li> <li>Home-learning provision will continue for pupils not attending school for Covid-related reasons (marked X in the register). A staff member from each year group to be at home to coordinate this to reduce the workload on those in the Family groups (refer to Remote Learning Policy for further details)</li> <li>Friday PPA time to be take place at home</li> <li>Look for the tell-tale signs of stress in the workplace;                         <ul style="list-style-type: none"> <li>❖ High absenteeism</li> <li>❖ Low mood</li> <li>❖ Poor judgement</li> <li>❖ Inability to focus</li> <li>❖ Being pessimistic</li> <li>❖ Depression</li> <li>❖ Coping with alcohol</li> </ul> </li> </ul> <p><b>Mental Health</b></p> <p>Senior Leadership Team will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference –</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-</a></p>	<p>stagger workload. Covid-19 has affected us all so it is important that stress is monitored</p>			

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		<u><a href="#">health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></u>				
24. Teachers working from home and pupils using Display screen equipment (DSE).	Staff working from home and pupils studying from home.  Musculoskeletal disorders as a result of using DSE at home for a long period of time	<ul style="list-style-type: none"> <li>Follow guidance on display screen equipment in the HSE Protect homeworkers page <a href="#">HSE - Protect home workers - Coronavirus (COVID-19)</a></li> <li>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</li> <li>For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</li> <li>For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home</li> <li>Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying.</li> </ul>	<p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's <a href="#">HSE - Protect home workers - Coronavirus (COVID-19)</a></p> <p>It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.</p>			
25. Contractors and other visitors	Staff, contractors or children could be affected by the work or potential infection	<ul style="list-style-type: none"> <li>Only carry out emergency works</li> <li>Vast majority of essential compliance checks have been completed</li> <li>Legionella still need monthly access, will advise the best way to be done (REAMS maintains this)</li> <li>Emergency lights need checked</li> </ul>	<p>All contractors are required to wear PPE. Sanitise before and after entering the building</p> <p>Staff to observe and ask any contractors to leave</p>			

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		<ul style="list-style-type: none"> <li>Contractors to be notified in advance not to attend the premises if they have symptoms</li> <li>Attendance by contractors notified to reception desk in advance</li> <li>Contractors/outside agencies to sign in at reception desk and declare they do not have symptoms of Covid-19.</li> <li>All visitors should wear masks at all times</li> <li>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</li> <li>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</li> <li>Sanitisers stations will be set up at various locations including entry and exit points.</li> <li>Supervised and limited access to other parts of the building</li> </ul>	<p>the building if they have symptoms</p> <p>Peripatetic music lessons to commence once all pupils return to school. They will need to provide their own risk assessment.</p>	HT/music lead	To be reviewed with LA once contingency framework has stopped been implemented.	
26. EHCP / SEND pupil risk assessment		<ul style="list-style-type: none"> <li>SENDCo to review and update Individual risk assessments, discussed with parents and agreed before pupils return to school</li> <li>Staff provision has been assessed to make sure pupils needs could be put before their return</li> </ul>				
27. Fire and lock-down protocols/procedures		<ul style="list-style-type: none"> <li>Fire procedures discussed with site manager and updated to reflect the changes as pupils start to return to school. Revert to original protocols and shared with all staff</li> <li>In the event of a fire on exit ensure all doors are closed</li> <li>Fire Drill took place w/c 28<sup>th</sup> September</li> </ul>	<p>Planned fire drill to take place once all pupils have returned</p>	<p>HT and site manager</p> <p>All staff</p>		

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		<ul style="list-style-type: none"> <li>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe</li> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul> <p>Re-visit your first aid and fire safety arrangements which may need some alterations due to reduced staffing levels</p>				
<b>RAPID ASYMPTOMATIC CORONAVIRUS (COVID-19) TESTING</b>						
<b>28. Safe Storage of the LFD</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Deliveries are checked on arrival and lists of contents retained</li> <li>All tests to be stored in a locked cupboard with key personnel only having access to the key</li> <li>Testing supplies are safely maintained at temperatures between 2 and 30 degrees celsius</li> </ul>	Systems and processes to be checked by Headteacher	Headteacher/ DHT/ LFD staff	Ongoing	
<b>Distributing test kits</b>		<ul style="list-style-type: none"> <li>All staff taking part to collect test kits as instructed by the school</li> </ul>				



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Test results		<ul style="list-style-type: none"> <li>Covid Co-ordinator: Helen Chimonas</li> <li>Covid Registration Assistant: Shona Parson</li> <li>1 box to be given to each member of staff as each box contains 7 test kits</li> <li>School to complete Test Kit Log – retain this document for 8 Years – ensure all columns are completed – name of school, date of test kit received by school, name of test kit issuer, date test kit issued to test subject (staff), name of test subject (staff), lot number, test expiry date and has new IFU been issued</li> <li>Ensure all staff the correct Instructions for Use (IFU) and they know that instruction in the test kit are not to be used</li> <li>Systems of control to be in place when distributing test kits eg 2 metres distance, wearing a face mask etc</li> <li>Ensure there is enough supply by ordering when details are published</li> <li>All staff to receive a copy the ‘Staff Rapid COVID-19 LFD Test booklet</li> <li>Reminders given during staff meetings and briefings</li> <li>All staff given guidance on reporting their result to NHS Test and Trace (booklet)</li> <li>All staff given guidance on what to do if they have a positive, negative or void test result (booklet)</li> <li>Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with</li> </ul>				

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Incident Report		<p>positive results for contact tracing and managing stock and distribution</p> <ul style="list-style-type: none"> <li>• Consistent approach implemented to testing with a Monday and Thursday testing day each week – this supports schools to collect results</li> <li>• Clear communication to staff that if they have 2 void results or a positive test they have to book a PCR test</li> <li>• Staff to inform the school when a PCR test is booked</li> <li>• Headteacher to contact staff who report a positive or 2 void tests</li> <li>• Bubbles and contacts asked to self-isolate until a PCR test result is received</li> </ul> <ul style="list-style-type: none"> <li>• For individual staff If there are any issues with the test then staff should raise this with the school lead</li> <li>• If there is a clinical incident which led or has potential to harm, participants are advised to report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a>.</li> <li>• If a staff member needs medical care this should be sought through contacting 111 or 999.</li> <li>• For non-clinical incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119</li> </ul>				

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Mitigating Risk to the schools		<ul style="list-style-type: none"> <li>School must record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes)</li> <li>RPA insurance states that they will indemnify members if a claim is brought by a third party (employees). It will cover death, injury, or damage to party property, due to the school undertaking the asymptomatic tests</li> </ul>				

## **ASSOCIATED DOCUMENTS – This is ever changing so a separate appendix will be created to have links to key documents/ guidelines**

<a href="https://111.nhs.uk/covid-19">NHS 111 https://111.nhs.uk/covid-19</a>
<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>
<a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>
<a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs">www.gov.uk/government/publications/coronavirus-outbreak-faqs</a>
<a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a>
<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>
<a href="#">What parents and carers need to know about schools and other education settings during the coronavirus outbreak</a>
<a href="https://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a>
<a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a>
<a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>
<a href="https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety">https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</a>
<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#re-opening-after-a-lengthy-closure">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#re-opening-after-a-lengthy-closure</a>
<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>