COVID-19 Risk Assessment - September Reopening – Gallacher Risk Assessment

Trust: KCSP
Academies: St Anselm’s

Date of Assessment: 17 July 2020
Planned Review Date: 1 September 2020

Hazard: Contraction of Coronavirus COVID-19
- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 12 May 2020, more than 4.17 million cases had been reported across 187 countries and territories, resulting in more than 286,000 deaths. More than 1.45 million people have recovered.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
- It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

Who might be harmed:
Employees, contractors or visitors.
Employees and their family members who are in the vulnerable categories.

How might people be harmed:
Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.
Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and/or associated complications.

Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Likelihood</th>
<th>Severity</th>
<th>Assessed Risk</th>
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<tbody>
<tr>
<td>without controls</td>
<td>Very Likely (5)</td>
<td>Very High (5)</td>
<td>High (25)</td>
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<tr>
<td>with controls</td>
<td>Possible (3)</td>
<td>High (4)</td>
<td>Medium (12)</td>
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<tr>
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| Government guidance not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19 | High                | • Designated responsible persons (EP and AP) subscribe to Government/DfE news releases and ensure that they are passed to school leaders to act upon.  
• Daily Government statements are monitored by EP and AP and details should be provided to school leaders to act upon.  
• Staff have been advised of any relevant information prior to returning to the school and receive regular updates as new guidance is released.  
• Pupils, parents and carers have received extensive information prior to pupils returning to school and there will be a fulsome induction for all pupils on their first day in attendance.  
1. Pupils, parents, carers and staff are informed of any relevant new information via weekly bulletins.  
2. Staff have been advised to be alert for anyone displaying the symptoms of COVID-19 and there is information displayed around the school.  
3. Two metre social distancing for staff from pupils is being applied routinely in all settings at all times.  
4. Year group ‘bubbles’ have been created and each ‘bubble’ will be housed in a particular part of the school.  
5. Staff, pupils, parents, carers, visitors, contractors have been reminded of the arrangements and extensive signage and markings have been placed around the site.  
6. For staff providing intimate care or close-contact first aid where adequate social distancing cannot be maintained, staff have been issued with PPE and training on how to use this.  
7. Pupils are aware of 20-second handwashing techniques and handwashing is incorporated into daily routines.  
8. Measures are in place to ensure that messages are implemented with information provided by a variety of sources. | Moderate       | • Daily and weekly reviews of Government/DfE news releases by EP and APs will be undertaken.  
• All staff will have received an induction related to return to work and new protocols.  
• Weekly bulletins will keep staff, pupils, parents and carers informed of any developments and regular email contact will be used for any urgent information that needs to be communicated.  
• There will regular reminders for all stakeholders of the need to be alert for anyone displaying the symptoms of COVID-19.  
• Two metre social distancing for staff from pupils and adequate PPE and hygiene supplies will be maintained.  
• A clear set of advice on symptoms, self-isolation, testing and track & trace will be shared with all stakeholders and published on websites. |
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| The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators | High                | • All usual daily, weekly, termly and scheduled maintenance will be continued in accordance with existing arrangements and schedules. This includes:  
  o regular water flushing as part of legionella controls  
  o checks of gas and heating systems including supplies to kitchens, laboratories and classrooms  
  o maintenance of fire safety systems including testing of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguisher  
  o checking of kitchen/catering equipment (note that kitchens are not being used at present)  
  o maintenance of security systems including the intruder alarm, access control system and CCTV  
  o ensuring operation of ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems)  
  o the continuation of maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued.  
  o regular health & safety checks  
  • Only trained and competent staff will operate machinery and equipment and to carry out any required in-house testing. | Moderate       | • Daily, weekly, termly and scheduled maintenance will be continued under the leadership of EP/AP and site managers. Established systems will continue to ensure regular checking and maintenance of:  
  o water flushing  
  o gas and heating systems  
  o fire systems  
  o kitchen/catering equipment  
  o security systems  
  o ventilation                                                                 |
<p>| Transmission of COVID-19 by ventilation systems                                   | High                | • Windows and doors will be routinely be opened and used to create natural ventilation where safe to do so (i.e. where doing so does not compromise security). | Moderate       | • This will remain normal practice until it needs reviewing when the winter months arrive. |</p>
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<td>Vulnerable &amp; extremely vulnerable pupils may be exposed to COVID-19 if attending the school</td>
<td>High</td>
<td>• Clinically vulnerable and clinically extremely vulnerable pupils have been identified; the school knows which pupils have SEN or are disabled.</td>
<td></td>
<td>• We continually review the DFE clinically extremely vulnerable and clinically vulnerable definitions and use these to amend our clinically vulnerable and clinically extremely vulnerable pupil lists and plan provision accordingly.</td>
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<td>• School practises will mitigate risk for those in these groups.</td>
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<td>• As pupils return to school in either of these groups, further information and training will be provided to staff as needed.</td>
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<td>• Individual risk assessments will be undertaken on a needs basis.</td>
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<td>• Pupils with care plans will have these updated before the pupil is returning to school.</td>
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<td>• Appropriate medical provision and supplies of medication are in place for all pupils in attendance with any medical condition.</td>
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<td>Vulnerable &amp; extremely vulnerable staff may be exposed to COVID-19 if attending the school</td>
<td>High</td>
<td>• Clinically vulnerable and clinically extremely vulnerable staff have been identified; the school knows which staff members are disabled.</td>
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<td>• We continually review the DFE clinically extremely vulnerable and clinically vulnerable definitions and use these to amend our clinically vulnerable and clinically extremely vulnerable staff lists and plan provision accordingly.</td>
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<td>• School practises will mitigate risk for those in these groups.</td>
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<td>• Clinically vulnerable and clinically extremely vulnerable members of staff will continue to be identified and appropriate provision put in place.</td>
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<td>• Individual risk assessments will be undertaken on a needs basis.</td>
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| Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed | High                | • Staff and pupils have been informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance.  
• Pupils and staff hand-washing and/or sanitising is part of the daily routine  
• Staff regularly reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect has been provided.  
• A risk assessment has been provided to staff and unions.  
• The risk assessment has been published on the school website and parents/carers have been advised how they can access it.  
• Alcohol based hand sanitiser gel points have been provided throughout the school including at all points of entry and exit and in all classrooms.  
• All persons have been instructed to use alcohol based hand sanitiser or to wash hands before entering a room. Signage to this effect has been provided and this is done under staff supervision.  
• Tissues have been provided for personal use in all rooms.  
• Staff and pupils have been told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team.  
• Appropriate disciplinary action would be taken against persons who do not follow the required practices and procedures. | Moderate       | • Hand-washing and sanitation routines will be maintained.  
• The risk assessment will be regularly reviewed, updated and shared with stakeholders.  
• Supplies of sanitation and hygiene products will be maintained.  
• Appropriate disciplinary action will be taken in the event that there are any persons who do not follow the required practices and procedures. |
<p>| Staff or pupils attending the school and living with clinically vulnerable or extremely vulnerable people could introduce COVID-19 to their family home | High                | • Members of staff who have informed us that they are living with clinically extremely vulnerable people or those who have a disability will have risk mitigated by the measures put in place by the school. | Moderate       | • We will continue to respond to any changes in living circumstances of any stakeholder and make arrangements to minimise risks as needed. |</p>
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| Staff or pupils at the school display symptoms of COVID-19 (e.g. continuous cough, fever or loss of sense of taste/smell) | High | - Staff and pupils and all other stakeholders have been told not to attend school if they display symptoms of COVID-19, that they should stay at home, self-isolate for 7 days, arrange to be tested and inform the national track & trace programme.  
- Anyone developing symptoms whilst at school will be sent home. Should they need to wait to be collected, they will do so in a designated isolation room separate from other people. They will be told to stay at home, self-isolate for 14 days and arrange to be tested.  
- The affected person will not be permitted return to school until a test has been carried out for COVID-19 and has returned a negative result or 14 days have elapsed since the onset of symptoms.  
- All stakeholders have been informed that if they test positive for COVID-19, anyone with whom they had contact should go home and self-isolate for 14 days. This will include the remainder of the class, teachers that were sharing facilities such as staff rooms, etc. If no symptoms are developed, these people will then return to school after 14 days. Areas where the affected person had spent time and objects that they had touched would be identified and thoroughly cleaned. The school will contact Public Health England and follow any guidance given.  
- Any staff attending to the affected persons will wear personal protective equipment including mask/respirator to FFP3 standard, visor, gloves and apron and will wash their hands thoroughly for 20 seconds after removing the personal protective equipment. | Moderate | - Regular reminders of the need to report symptoms and follow the control measures will be given to all stakeholders.  
- Regular checks on supplies of PPE will be undertaken. |
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| People living with staff or pupils display symptoms of COVID-19                   | High               | • Staff and pupils have been told not to attend school if anyone they live with displays symptoms of COVID-19, that they should stay at home, self-isolate for 7 days, arrange to be tested and inform the national track & trace programme.  
  • All stakeholders have been told that any affected person should not return to school until negative tests for COVID-19 have been returned for the person(s) that was displaying symptoms, or until a 14-day self-isolation period has expired with all persons in the household free of symptoms.  
  • All stakeholders have been told that If the affected pupil/member of staff is tested and the result of the test is positive for COVID-19, anyone with whom they had contact should go home and self-isolate for 7 days, including the remainder of the class, teachers that were sharing facilities such as staff rooms. If no symptoms are developed, these people can return to school after 7 days.  
  • Areas that any affected person had spent time in and objects that they had touched would be identified and thoroughly cleaned.  
  • The school will contact Public Health England and follow any guidance given. | Moderate        | • Regular reminders of the need to report symptoms and follow the control measures will be given to all stakeholders.  
  • Regular checks on supplies of PPE will be undertaken.                        |
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<th>Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school</th>
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<tbody>
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<td>• All lettings and third party education provision (e.g. sports clubs) has been ceased until at least 30 September 2020.</td>
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<td>• We have asked for people not to visit the site if at all possible. We have clear visitor protocols in place.</td>
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<td>• Persons attending/visiting the premises are told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect has been displayed at points of entry to the school.</td>
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<td>• Maintenance, etc. visits are scheduled for outside of normal school hours where possible.</td>
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<td>• Where possible, large deliveries are being avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people will be used whenever possible.</td>
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<td>• Alcohol-based hand sanitiser gel or handwashing will be used by all stakeholders before entering the school. This is provided at all points of entry.</td>
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<td>• A post box enables letters, etc. to be delivered in a contactless way.</td>
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<td>• Contactless payment is routine</td>
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<td>• A perspex screen or clear ‘distance barrier’ has been provided at the counter between the receptionist and visitors</td>
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<td>• Alcohol based hand sanitiser gel is used before and after using touch screen visitor management systems or visitor books.</td>
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<td>• Pens intended for shared use in reception (e.g. with visitor books) have been removed or are ‘rotated’.</td>
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<tr>
<td>• Alcohol based hand sanitiser gel or handwashing is used after signing delivery receipts, etc.</td>
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<tr>
<td>• Handshakes will be avoided when greeting visitors.</td>
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<tr>
<td>• If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit, anyone with whom they had contact will go home and self-isolate for 7 days. If no symptoms are developed, these people will then return to school after 7 days. Areas where the affected person had spent time and objects that they had touched will be identified and thoroughly cleaned. The school will contact Public Health England and follow any guidance given.</td>
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<td><strong>Moderate</strong></td>
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<td>• Regular reminders of the need to report symptoms and follow the control measures will be given to all stakeholders.</td>
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| Infection with COVID-19 whilst travelling to school on public transport          | High                | • As far as is practicable, shared school transport (e.g. buses and shared taxis) has been ceased.  
• Pupils have been told to wear face coverings/masks when using taxis and public transport.  
• Alcohol-based hand sanitiser gel or handwashing is used before entering the school. This is provided at all points of entry.  
• There are routines for removal and disposal/storage of any masks used on public transport.                                                                                                                                                                                                                                                                                           | Moderate      | • Continued dialogue with the local authority over shared taxis will take place as more pupils return to school.                                                                                                                                                                                                                                                                                                                                 |
| Infection with COVID-19 whilst entering the school grounds/buildings during drop-off/arrival | High                | • Separate arrival and departure routes have been provided to avoid persons from passing each other whilst approaching/leaving the school.  
• Direct external access to each classroom is being used wherever possible.  
• Drop off and collection protocols have been communicated to parents/carers.  
• Alcohol based hand sanitiser gel and / or handwashing will be used before entering the school. This is provided at all points of entry.                                                                                                                                                                                                                                                                                 | Moderate      | • We will keep these protocols under review as pupils return including considering staggered arrival and leaving times.                                                                                                                                                                                                                                                                                                                      |
| Spread of COVID-19 within classrooms                                              | High                | • Timetables have been amended to keep movement around the school to the minimum required.  
• Unnecessary items/furniture have been removed to create additional usable space in classrooms and laboratories.  
• Teachers are separated from pupils by at least two metres.  
• Each classroom is thoroughly cleaned before and after each day.  
• Through our contract cleaner, CoSHH assessments have been carried out and any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.                                                                                                                                                                                                                      | Moderate      | • Class sizes and proportions of cohorts in school will continue to reflect government guidance as wider reopening progresses.                                                                                                                                                                                                                                                                                                                      |
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| Spread of COVID-19 in cloakrooms/coat lobbies etc.     | High               | • Cloakrooms and corridors have appropriate signage and are supervised at all break and lunchtimes.  
• All transit areas are thoroughly cleaned at the end of each day.  
• Additional cleaning is carried out at appropriate intervals during the day (e.g. between use by different groups).  
• Through our contract cleaner, CoSHH assessments have been carried out and any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. | Moderate      | • As more transit areas are brought into use, cleaning regimes will be extended to these rooms.                                                                                                                      |
| Spread of COVID-19 in toilets                          | High               | • Hand sanitiser gel should be used before accessing toilet facilities.  
• Pupils and staff have been told to thoroughly wash hands for at least 20 seconds after using the toilet.  
• Paper hand towels, with lidded bins for disposal of used towels, have been provided to replace hand dryers.  
• Cleaning and sanitising regimes have been extended to all disabled toilets and facilities.                                                                 | Moderate      | • As more toilets are brought into use, cleaning regimes will be extended to these rooms.                                                                                                                      |
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| Spread of COVID-19 on circulation routes               | High                | • Use of the corridors by large groups of people is being avoided.  
• Timetables have been amended to reduce movement around the school.  
• Timetables have been amended to prevent groups of pupils from moving between classrooms or around the school at the same time without supervision.  
  1. Where needed, a one-way system has been adopted, with clear signage provided, to reduce contact in corridors and on stairwells.  
  2. Doors are propped open where it does not impact on fire protection.  
  3. Areas of the school that are not needed to be used/redundant rooms have been cordoned off, though without impeding evacuation routes.  
  4. Corridors in use are thoroughly cleaned at the end of each day with particular focus on high use points such as doors, hand rails and elevators.  
  5. Additional cleaning has been arranged and carried out at appropriate intervals during the day (e.g. between use by different groups). | Moderate              | • As more circulation routes are brought into use, cleaning regimes will be extended to these areas.                                                                                                                     |
| Spread of COVID-19 in the dining room / assembly hall  | High                | • Face-to-face assemblies have been ceased and replaced by ‘virtual assemblies’.  
• Canteen use will be staggered to reduce the number of people using the dining room at any one time as pupil numbers increase.  
• Alcohol based hand sanitiser gel or handwashing is used before entering the dining room. This is provided at all points of entry.  
• ‘Bubbles’ use the canteen together.  
• Tables and chairs are thoroughly cleaned when set up and when taken down for storage. | Moderate              | • As more circulation routes are brought into use, two metre distancing and cleaning regimes will be extended to these areas.                                                                                          |
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| Spread of COVID-19 in the school kitchen | High               | • Alcohol based hand sanitiser gel is used by staff before entering the kitchen.  
• All required personal protective equipment that is required in accordance with food hygiene precautions will be used.  
• Additional personal protective equipment will be provided as required, including screens around till points.  
• Any personal protective equipment will be disposed of in a lidded bin when use has been finished, with the bin liner to be sealed and removed to the external waste at the end of the working day.  
• Staff will wash hands thoroughly for at least 20 seconds after removing uniforms and personal protective equipment.  
• Any reusable uniforms, etc. will be washed at a minimum of 60 degrees Celsius at the end of the working day, and before being used again. | Moderate      | • We will continue to liaise with Chartwells regarding ongoing risk assessment of kitchen areas.                                                                   |
| Spread of COVID-19 in the staff room   | High               | • Staff have been asked not to use the staffroom except on limited occasions, and to take their breaks in their classrooms or outside where possible.  
• Alcohol based hand sanitiser gel or handwashing will be used by staff before entering the kitchen and upon leaving the staff room to return to their class.  
• The staff room will be thoroughly cleaned at the end of the working day.  
• Additional cleaning has been arranged and carried out at appropriate intervals during the day (e.g. when all classes are in session).  
• Designated areas for staff to work in will be made available, with social distancing and regular cleaning. | Moderate      | • Two metre distancing and cleaning regimes will be extended to other areas staff may use for their breaks.                                                                   |
| Spread of COVID-19 in offices        | High               | • Workstations have been separated by at least two metres.  
• There are no workstations that are arranged face-to-face.  
• Alcohol based hand sanitiser gel or handwashing is used by staff before entering the office and upon leaving to attend another area.  
• All offices in use are thoroughly cleaned at the end of the working day. | Moderate      | • Two metre distancing and cleaning regimes will be extended to other offices which may come back into use.                                                                   |
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| Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school | High                | • Face to face meetings are being avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.  
• Persons attending/visiting the premises have been told not to attend if they or anyone they live with have symptoms of COVID-19.  
• Alcohol based hand sanitiser gel or handwashing is used before entering the school. This is provided at all points of entry.  
• Handshakes are avoided when greeting visitors.  
• Meeting attendees remain at least 2 metres apart from each other.  
• Shared use of items (e.g. paperwork) is avoided  
• Alcohol based hand sanitiser gel or handwashing facilities are provided for use before/after items are passed between persons.  
• Rooms use are thoroughly cleaned when the meeting has concluded and before being used again. | Moderate        | • As more spaces are used for face-to-face meetings, two metre distancing and cleaning regimes will be extended to other areas that are used.                                                                                                                                 |
| Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment | High                | o No home visits are being undertaken                                                                                                                                                                                      | Moderate        | If we need to use home visits in future, we will consider the following protocols:  
• Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing.  
• The meeting should be avoided if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19.  
• Use of shared vehicles/pool cars should be avoided.  
• The meeting should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house.  
• Handshakes should be avoided when greeting.  
• Meeting attendees should remain at least 2 metres apart from each other.  
• Shared use of items (e.g. paperwork) should be avoided where possible.  
• Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons. |
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| Spread of COVID-19 as a result of persons moving between different areas of the school | High                | • Alcohol based hand sanitiser gel points and/or handwashing facilities have been provided throughout the school including at all points of entry and exit, and at the entry point to all rooms.  
• All persons have been instructed to use alcohol based hand sanitiser before entering a room. Signage to this effect has been provided.  
• We have taken steps to minimise transit around the school by pupils. | Moderate       | • These protocols will be extended to other areas of the school which come back into use as pupil numbers increase. |
| Infection with COVID-19 while dealing with a first aid incident or the administration of medicines | High                | • Any staff attending to an affected person will wear personal protective equipment including mask/respirator to FFP3 standard, visor, gloves and apron (ideally Type 4 coveralls), and will wash their hands thoroughly for 20 seconds after removing the personal protective equipment.  
• Alcohol based hand sanitiser gel will be used before and after completing the accident book. There will be no use of shared pens. | Moderate       | • We will maintain plentiful supplies of PPE and sanitation items. |
| Inadequate measures in place to deal with a fire or emergency | High                | • The Fire Risk Assessment has been reviewed ensuring that all required measures for fire prevention, detection and response are not adversely affected.  
• Fire and emergency evacuation procedures have been reviewed, communicated and will be practised by pupils in attendance.  
• Lockdown procedures have been reviewed.  
• A designated isolation room has been created to be used should persons display symptoms of COVID-19. | Moderate       | • Fire procedures and other emergency procedures will continue to be reviewed regularly. |
| Staff suffer from mental health problems                                           | High                | • Line managers are maintaining regular contact with their staff.  
• Workloads are being managed to avoid overloading staff.  
• Staff have been encouraged to raise any concerns with their supervisor.  
• We have provided a formal, professional wellbeing service and helpline for staff. | Moderate       | • We will continue to review welfare arrangements for all staff and pupils as circumstances shift. |
<table>
<thead>
<tr>
<th>Identified Hazards</th>
<th>Initial Risk Rating</th>
<th>Existing Control Measures</th>
<th>Residual Risk</th>
<th>Future Controls / Comments</th>
</tr>
</thead>
</table>
| Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises | High                | • Minimum staffing levels (including minimum numbers of first aiders, fire marshals, DSLs etc.) have been established and are being adhered to at all times.  
• Protocols clearly state that if staffing levels are inadequate, the class, activity or facility will be ceased until adequate staffing levels can be re-established.                                                                 | Moderate      | • We will continue to review availability of key staff and respond accordingly.                                                                                                                                                                                                                             |
| Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19 | High                | • We have sufficient stocks of personal protective equipment.  
• Relevant staff have been provided with training in the use and disposal of personal protective equipment.  
• Through our contract cleaner, CoSHH assessments have been carried out and any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment.  
• Cleaning frequencies have been enhanced across the school, with particular focus on heavy use areas (e.g. doors, hand rails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.).  
• Additional waste disposal bins have been provided throughout the school.  
• Bin liners are of the tie top variety, and are removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (e.g. tissues from a person displaying symptoms of COVID-19). | Moderate      | • We will ensure we continue to have adequate stocks of PPE, regular cleaning and refuse disposal.                                                                                                                                                                                                 |