

RAMSEY GRAMMAR SCHOOL

Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

UPDATE 6th January 2021

Progression of restrictions / Staged Response

At Ramsey Grammar School we have 6 stages for when dealing with medical incidents / outbreaks, depending on the nature of the situation and stage

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> • General reminders for hygiene • Effective handwashing facilities and soap available • Follow usual absence periods for sickness 	Site Team & Managers / Caretakers / Cleaners / All staff	
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -Public health alerts 	<ul style="list-style-type: none"> • Increase hygiene procedure • Communication with key people including key information (staff, pupils and families, users of the site) • On site social distancing <ul style="list-style-type: none"> • Information • Signs • Newsletters • Parent / guardian reinforcement • Specific hygiene lessons in class • Increased use of handwashing <ul style="list-style-type: none"> • before eating of food • Entering / leaving school • At regular intervals • After activities • Consider events/trips and make changes as necessary • Review <i>Control Measures and make changes as necessary (see table below)</i> • Daily review of the situation 	Leadership Group Support / Site Staff / Caretakers / Cleaners / All staff	<p>08 09 Update:</p> <p>Post removal of social distancing there remains the need to promote good hand etc hygiene protocols through verbal and written reminders to students, staff and parents</p> <p>Handwashing stations in school to support hand hygiene protocols</p> <p>Share protocols with staff, students and parents for what to do in the case of a report of suspected covid presenting in school and at home, also for monitoring and management of absence</p> <p>Obtain clarity on new absence/isolation protocols</p> <p>Enhanced cleaning regime</p>

Response Stage	Trigger	Key Actions	Who	Notes
<p>STAGE 3 – Mitigate/ Delay</p>	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> • direct case or increased likelihood of cases • Public health/other advice for restrictions 	<ul style="list-style-type: none"> • Consider reducing contact situations: <ul style="list-style-type: none"> ○ Assemblies ○ School events ○ Trips • Consider <ul style="list-style-type: none"> ○ Sending home any children with <i>any</i> illness ○ Additional Cleaning including deeper cleans • Require <ul style="list-style-type: none"> ○ Self-isolation from school for those with stated symptoms 	<p>School LG Site Staff</p>	
<p>STAGE 4 – Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> • High levels of sickness • High rates of absence • Significance of danger of disease or illness 	<ul style="list-style-type: none"> • Part / full closures of site / classes • Deep cleans • Closure of lettings and building use • Reduction or exclusion of visitors 	<p>DESC / HT or delegate / Chair of Governors / Public Health</p>	<p>Latest guidance from DESC requires HTs to liaise with Department before closing – contact Director of Education when 25% trigger point of staff absence is reached</p> <p>08 09 2020 update</p> <p>Review mechanism to track symptomatic illness to identify possible surge in cases</p> <p>Seek clarification on sickness and absence trigger level to induce school closure</p>

<p>STAGE 5 - Early education response to school closure</p>	<p><u>Enhancing education provision during longer-term closure</u></p> <ul style="list-style-type: none"> • Hub arrangements focused on students of key/critical workers and most vulnerable students • Developing remote learning 	<ul style="list-style-type: none"> • Teachers operating on an in-school rota designed based on availability and potentially weekly teams • Open over Bank holidays using volunteers • Contact list and communication process with those identified as most vulnerable <ul style="list-style-type: none"> ○ Follow up action as required • Revisiting of key concepts via remote learning with an emphasis on practice / consolidation • New learning material introduced as closure had become extended • Regular newsletter to parents and other comms as required • Regular staff T&L remote briefing email 	<p>HT or delegate, school staff, supported by DESC</p>	<p>08 09 2020 Update Remind staff of emergency remote learning protocol</p> <p>Discuss staff admin, hub and cover rotas</p> <p>Review support protocol for vulnerable students</p> <p>Regular parental and student updates via website</p> <p>06 01 2021 Update Teachers lead full timetable remotely</p> <p>Daily attendance follow-up</p> <p>DESC minimum learning/pastoral expectations established</p> <p>Teaching Assistants support learning in the Hub</p> <p>ICT equipment loan available</p> <p>Microsoft Teams used for daily communication with staff and DESC</p> <p>Limits to building access to maintain hygiene and 'safe spaces'</p>
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<p>STAGE 6 - Expanding education provision reflecting IOM priorities</p>	<ul style="list-style-type: none"> • Complementary education to bolster remote learning • Loaning IT kit to the needy 	<ul style="list-style-type: none"> • Pupil groups of up to 8 students, managed as separately as possible <ul style="list-style-type: none"> ○ increase staffing as number of groups increases • Operational considerations of additional students and maintaining social distance in school considered: <ul style="list-style-type: none"> ○ One way system in corridors / distance markers ○ Limited room occupation (8 students max) <ul style="list-style-type: none"> ▪ Further risk assessment / visit may be required depending upon shape of rooms and furniture in them. ○ Staggered starts, breaks, lunch, end of school considered ○ No cross-over between key worker / vulnerable students and those attending the bolster sessions ○ Additional cleaning / logging room use • Transportation liaison with Bus Vannin 	<p>HT or delegate, school staff, supported by DESC</p>	<p>08 09 2020 update</p> <p>Monitor plans and resources for blended learning to access should this be required in a further outbreak or lockdown</p>
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		<ul style="list-style-type: none"> ○ No. on buses ○ Site of bus stops and exit / entry ○ Lengths of journeys ○ Usage of masks(?) ● Periodic collection of data on students' remote learning engagement ● Targeted parental communication offering iPads initially to those FSM students known not to be engaging with the remote learning ● ● Additional bookable teaching slots, for any exam groups, complementing the remote learning provision (bolster sessions) 		
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Risk Rating (LxS): Low = 1 - 2; Low Minor = 3 - 4; Medium Moderate = 5 - 10; High Major = 12 - 16; High Severe = 20 - 25

Coronavirus Key Actions (as situation escalates)

Update 6th January 2021

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Specific Issue	Risk classification			Actions including messages to mitigate the risk	Who	Notes
	L	S	R			
Suspected case in school (staff or pupil)	1	3	4	<ul style="list-style-type: none"> Isolate student (medical room if available) – well ventilated room Contact the parents of pupil concerned for pick-up Agree pupil's health status; pupil to stay off-site until confirmed non-Covid related Consideration of adjusting day's accommodation and necessary enhanced cleaning Take advice from Public Health IOM and DESC Core reminders of hygiene for others in school 	LG/ Parents/ Teachers/ Site team	Follow DESC protocol – update issued 14.05.20 Follow DESC/Public health advice (A.Shipley 10 th July 2020)
Confirmed case in school	1	5	6	<ul style="list-style-type: none"> Take advice from Public Health IOM and DESC Potential temporary closure Enhanced cleaning following Public Health protocols Alteration of staff rotas to allow necessary self-isolation Inform staff and parents re. next steps Core reminders of hygiene for others in school 	LG; Teachers; Site Team	Follow IOM revised guidance when issued guidance
Suspected case in a family - displaying stated symptoms	4	2	8	<ul style="list-style-type: none"> Family must follow self-isolation advice Increase monitoring of pupils who may have had contact 	Families / Staff	
Confirmed case in a family (that has a child attending a school)	1	5	6	<ul style="list-style-type: none"> Family to advise school Family (including pupil) must follow self-isolation advice Take advice from Public Health IOM and DESC Enhanced clean of areas used 	Family/ School Leadership Team Site Team	Advice to be re-issued to parents via letter/website

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Teacher availability	1	3	4	<ul style="list-style-type: none"> Schools have minimised teacher-student contact Rota models in effect - to keep teams separate Vulnerable staff not available in-school so can only support remotely 	LG	Current circumstances means teacher availability could be a limiting factor on pupil numbers in school
Teacher shortage	1	3	4	<ul style="list-style-type: none"> Supply / Merging classes / LG cover/Creative use of remaining workforce Where too many – refer to DESC, possible partial closure for certain classes or part time / AM / PM classes 	LG	DESC stated trigger point of 25% staff absence before consideration of any closure
Support staff shortage	1	2	2	<ul style="list-style-type: none"> Supply / Prioritise complex needs children - Consider using admin staff & defer non-essential functions 	LG / SENCO	
Protection for most vulnerable children	1	5	6	<ul style="list-style-type: none"> Identify those children who are most vulnerable e.g. those with child protection considerations, underlying health conditions that may be affected by the current threat Identify others at risk - e.g. LAC, FSM, subset of SEN Prioritise vulnerable students including LAC, CLN, SS, Unit and Learning support, FSM Discuss with parents/carers (where appropriate) and agree key actions Potential to loan IT kit to some students 	LG / Safeguarding Lead / SENCO / Pastoral Staff	

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Specific Issue	Risk classification			Actions including messages	Who	Notes
	L	S	R			
Staff with health issues (e.g. Heart)	5	5	25	<ul style="list-style-type: none"> Ask them to seek medical advice on their condition Consider back office, changes to duties or working from home - following advice given 	School Leadership Team / Line Managers	6 th Jan – lockdown allows all staff to continue working
Staff with stated symptoms	5	5	25	<ul style="list-style-type: none"> Must follow self-isolation guidance Inform Line Manager Complete self-isolation form 	Staff	Remind all staff
Pregnant staff	4	4	16	<ul style="list-style-type: none"> Ask them to seek medical advice; Consider back office, changes to duties or working from home - following advice given 	Staff / School Leadership Team	N/A
Kitchen shut down	1	4	4	<ul style="list-style-type: none"> Take advice from DESC Focus on FSM provision Ask non-FSM parents to feed children at home if possible or provide packed lunches (or allow students of an appropriate age to eat off site. NB this is unmonitored and non social distancing is likely) 	LG / DESC / Families	N/A
Site team shortage	3	4	12	<ul style="list-style-type: none"> Refer to DESC 	LG / DOI/ DESC central site management	N/A
Leadership shortage	3	4	12	<ul style="list-style-type: none"> Establish lines of communication and responsibility beforehand 	LG / DESC	N/A

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Admin shortage	3	4	12	<ul style="list-style-type: none"> Essential admin functions may need cover - consider classroom-based (S)ESOs / LG Inform parents that normal services may be interrupted and ask for forbearance Call in another admin member of staff from another hub school 	LG	N/A
Death of pupil / staff member / close relative	3	5	15	<ul style="list-style-type: none"> Invoke normal procedures <ul style="list-style-type: none"> Contact support team - Chrissy Callaghan (482623) / Jonny Fee (365122) Monitor situation around the risk of this escalating Good communication with parents needed when issues are developing 	LG / Staff / DESC	6 th Jan – links established with Cruse

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Core Control Measures

Control Measure	Control Stage	Risk classification			Notes / Action	Who	Review
		L	S	R			
Particular worker group pupils to be integrated into school	2 - 6	5	4	20	<ul style="list-style-type: none"> Indication of numbers for each worker group ascertained Consider risks associated with increasing numbers of children starting to attend schools <ul style="list-style-type: none"> See all other aspects of the risk assessment Check student emergency contact details are up to date Check medical history 	LG / teachers / all existing pupils	
Central health resources in key areas e.g. Tissues, soap cleaning products, wipes, bin bags	1 - 6	2	3	6	<ul style="list-style-type: none"> Ensure adequate stock levels Replenish as needed Site staff to also self-replenish from stock 	Site Staff / All Staff	6 th Jan Check stock checked – DESC support
Hand washing facilities	1 - 6	5	4	20	<ul style="list-style-type: none"> Encourage and remind students and staff to use Rota children to wash hands Police access where appropriate 	All	6 th Jan - Remind all staff and students Portable stations habitual

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					<ul style="list-style-type: none"> Open doors so that facilities can readily be accessed Have sanitiser readily to hand 		
Communicate with booking contacts	2, 3	1	1	1	<ul style="list-style-type: none"> Inform them of usage expectations: <ul style="list-style-type: none"> Sanitary protocols Potential restrictions or suspensions of usage Need to communicate of any site users who are confirmed cases 	Site/Admin / DESC	
Monitoring daily any child or staff absence	2 - 6	2	2	4	<ul style="list-style-type: none"> Daily report to the HT/LG/DESC I&S - number of absences If 25% trigger for staff absence looks likely inform DESC 	HT / LT / Admin /Attendance Officer	
Ask about planned staff travel arrangements	3 - 6	1	3	3	<ul style="list-style-type: none"> Review likely consequences if staff are travelling off island and then having to self-isolate on return. Plan for cover required. Seek advice from DESC leadership for those colleagues stuck in the UK who are required 	School LG/ Staff	6 th Jan Border controls prevent this and Christmas travellers all on Island

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Hygiene precautions	2 - 6	5	5	25	<ul style="list-style-type: none"> Ensuring appropriate hygiene standards Inform parents and pupils of hygiene expectation Children to wash their hands regularly – see hand guidance Avoid any activity where you are passing items around a class Item sharing eg cups Other <ul style="list-style-type: none"> Cease hand shaking of children and visitors Increased cleaning of communal water fountains – students to have and use their own marked / labelled bottles / containers Inform parents/children the heightened need to have their own water bottle in school. 	HT/LG / Pupils / All Staff	6 th Jan Review current resources and restate protocols
School cleaning	2 - 6	5	5	25	<ul style="list-style-type: none"> Meet with site manager/caretaker to review cleaning arrangement and make any necessary changes Increase focus cleaning on touch points and tables Preparations for deep cleans if necessary Pedal operated bins marked and located in central areas <ul style="list-style-type: none"> Inform staff / students re use <ul style="list-style-type: none"> For waste masks / gloves / aprons / tissues 	LG / Admin / Site Staff	Review current resources and protocols
Essential School visitors	2 - 6	4	2	8	<ul style="list-style-type: none"> Inform them of current hygiene requirements Encourage front of house staff to be vigilant - visible symptoms 	Office / Site Staff	

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Control Measure	Control Stage	Risk classification			Notes / Action	Who	Review
		L	S	R			
Absence policy	2 - 6	2	3	6	<ul style="list-style-type: none"> Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea) 	LG	Follow up on first day of absence
Support for families affected	2 - 6	3	3	9	<ul style="list-style-type: none"> Communicate to parents and staff to contact DESC if they require support (FSM) Regular contact with affected families and staff – wellbeing checks. 	LG / All staff / EWOs / EP	
Taking temperature of anyone in school who may begin to feel unwell	2 - 6	3	3	9	<ul style="list-style-type: none"> Purchase hand held non-contact thermometer. Contact parents re issue and to collect Advise of support for staff - <ul style="list-style-type: none"> Occupational health Staff welfare office of IOM Govt. 	LG	8 th September 2020 DESC advise that this is not necessary 6 th Jan – individuals with symptoms sent home to call 111
Medical conditions / Medication	1 - 6	3	5	15	<ul style="list-style-type: none"> Pupil medication to be with pupil when coming in to school 	LG / Teachers	

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Control Measure	Control Stage	Risk classification			Notes / Action	Who	Review
		L	S	R			
Fire / evacuation event	1 - 6	3	3	9	<ul style="list-style-type: none"> • Normal procedures to be followed • Practice evacuations on a regular basis • Social distancing – indications of distances to be put down on ground Tape / paint / Lines / marker/cones • Paperwork for roll call to be readily available 	LG / All staff present / all pupils on site	Practice evacuation
Signage	2 - 6	3	3	9	<ul style="list-style-type: none"> • Basic signage put in place – 2m intervals in corridors and dinner queues. 	LG / All staff present / pupils	N/A

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Control Measure	Control Stage	Risk classification			Notes / Action	Who	Review
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iPad use	1 - 6	5	1	5	<ul style="list-style-type: none"> Clean after use – need appropriate cleaning materials Ensure only used by one person 	LG / All staff present / all pupils on site	
Pencils / pens	1 - 6	5	1	5	<ul style="list-style-type: none"> Clean after use – need appropriate cleaning materials Ensure only used by one person 	LG / All staff present / all pupils on site	
Textbooks / reading books	1 - 6	3	2	6	<ul style="list-style-type: none"> Issue textbooks to individuals for personal use only – take home / bring in to school for use 	LG / All staff All pupils	
					<ul style="list-style-type: none"> 		

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		L	S	R			
Arrival at school	1 – 6	5	2	10	<ul style="list-style-type: none"> Consider staggered start times Parents/carers asked to drop off at school gates and not enter premises where possible Pupils asked to congregate in their class groups in specifically marked areas of playground and not mingle with others – each group to be supervised by group leader (teacher, ESO) Escorted to classroom one group at a time by group leader Need to consider families with children in more than one class group Contingency required for horrible weather 	All staff / parents / students	8 th September 2020 N/A 6 th Jan – Hub arrangement – limited attendance – high level controls
Release from school	1 – 6	5	2	10	<ul style="list-style-type: none"> Consider staggered finish time Pupils escorted out by teacher and advised to leave playground immediately Parents asked not to enter premises and collect from school gates Need to consider families with children in more than one class group Contingency required for horrible weather 	All staff / parents / students	8 th September 2020 N/A 6 th Jan – Hub arrangement – limited attendance – high level controls

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Limit items brought into school	1 – 6			6	<ul style="list-style-type: none"> Limited space in some locker rooms – consider restrictions on what may be brought to school e.g. no PE kits Consider a specific storage area for lunchboxes away from cloakroom/classroom Book bags not needed if there is no requirement to transport reading books, learning logs, etc between home and school 	LG / all staff / parents /pupils	8 th September 2020 N/A 6 th Jan – Hub - limited attendance – high level controls
Manage use of bathrooms	1 – 6	5	3	15	<ul style="list-style-type: none"> Depending on bathroom size and layout, consider controlling access to bathroom so they are used by the smallest number of pupils at one time. Consider how to manage peak usage times Can outer doors be left open to minimise contact with door handles? Consider handwashing prior to as well as after using the facilities Do inner door handles need to be cleaned after each use? 	All staff / pupils	8 th September 2020 N/A 6 th Jan – Hub - limited attendance – high level controls
Staggered break times	1 – 6	5	3	15	<ul style="list-style-type: none"> Staggered by year group Class groups to remain in separate areas Verbal reminder about social distancing prior to each break Increased supervision? Contingency for 'wet' breaks 	LG / all staff / pupils	8 th September 2020 N/A 6 th Jan – Hub - limited

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					<ul style="list-style-type: none"> Desks to be cleaned during each break time? (Older children to do this prior to leaving classroom with disinfectant wipes) 		attendance – high level controls
Staggered lunch times	1 - 6	5	3	15	<ul style="list-style-type: none"> Staggered by year group Class groups to eat in separate areas of dining hall Consider use of other venues for dining Consider provision of packed lunches rather than hot meals to avoid cross contamination via cutlery and to allow for physical distancing of dinner staff Classroom / learning area to be thoroughly cleaned during lunch break Contingency for 'wet' lunch time 	LG / all staff /students	8 th September 2020 N/A 6 th Jan – Hub - limited attendance – high level controls
Handwashing facilities	1 – 6	5	4	20	<ul style="list-style-type: none"> System in place for whole class to wash hands before entering classroom, learning area, before and after break and lunch times <i>Is use of hand sanitiser in place of hand washing in some instances permitted by IoM Public Health?</i> Importance of thorough handwashing and effective technique verbally discussed and frequently reinforced Age appropriate posters demonstrating effective technique to be displayed by all handwashing facilities 	LG / all staff / pupils	8 th September 2020 6 th Jan – Hub - limited attendance – high level controls Reminder to all of hygiene routines

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Reduction of cross-contamination via use of resources	1 – 6	5	3	15	<ul style="list-style-type: none"> Disinfectant wipes to be used on equipment that has to be shared i.e. iPads, individual whiteboards & pens, laptops before being transferred between pupils Consider restricting or disallowing use of any shared resource Consider the function of the school library – probably don't want books travelling to and from home but could be used for 'silent' reading periods? 	LG / all staff / pupils	8 th September 2020 N/A
Enhanced cleaning regime	1 – 6	5	4	20	<ul style="list-style-type: none"> School specific enhanced cleaning regime to be devised to manage the need for more frequent, thorough cleaning of school environment. 	LG / caretaking staff / all staff	8 th September 2020 Reviewed
Disallow 'mass gatherings' i.e. assemblies	1 – 6	3	4	12	<ul style="list-style-type: none"> Cancel large group assemblies Limit to year groups and maintain distance between class groups Consider use of electronic media i.e. Zoom, MS Teams, Google Classroom to facilitate whole school assemblies Class groups to hold their own assemblies, written and presented by students 	LG / class teachers	8 th September 2020 N/A 6 th Jan – Hub - limited attendance
Restrictions on after-school clubs	1 – 6	2	4	8	<ul style="list-style-type: none"> Sporting after school clubs are unlikely to allow for physical distancing <i>Choirs – guidance from Public Health would be vital here given the nature of the activity (a lot of expelling of breath involved in singing!) however</i> 	LG	8 th September 2020 N/A 6 th Jan N/A

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					<i>may be possible if a strict two metre distance could be kept between each member?</i>		
Reference to IoM Public Health Directorate guidance documents	1 – 6	-	-	-	<ul style="list-style-type: none"> Familiarity with the education setting specific guidance documents available on the IoM Government Covid-19 website is required 	All staff	

This risk assessment has been reviewed by staff designated by DESC to review Health and Safety Risk Assessments in schools during the Covid-19 crisis. Site visits by H&S advisors took place on 14/05 and 18/05. Following these visits and concurrent RA review, it can be confirmed that the school is developing a range of suitable measures to expand attendance safely beyond its current set up to provide emergency provision for the children of Key Workers. In January 2021 in the face of a second lockdown this risk assessment has been further reviewed.

As required, a further review will seek to confirm that enhanced measures are in place to extend school attendance beyond the maximum capacity that can be accommodated safely at the current time.

Read and understood:

Name:	Graeme Corrin
Signature:	<i>Graeme Corrin</i>
Date:	6 th January 2021