



CUMBRIA COUNTY COUNCIL MODEL INFECTION PREVENTION CONTROL SCHOOLS OPERATIONS RISK ASSESSMENT



Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures have been developed for maintained schools and settings in consultation with our trade union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings, will support and guide governing bodies and school leaders to manage a planned and safe gradual return to school but recognises that local decisions to open or not **MUST** follow a risk-based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help governing bodies and headteachers develop and tailor a site-specific risk assessment in relation to infection prevention control including ongoing controls for COVID-19.

Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Controls shown follow current available guidance and best practice.

Headteachers and governing bodies are responsible for monitoring the advice and guidance available, ensuring risk assessments and safe working practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.

PLEASE NOTE: 29 September 2021: Updates in GREEN – statements with a line through can be removed.

Schools and trusts should work closely with parents and carers, staff and unions when agreeing the best approaches for their circumstances. Your risk assessments should outline **YOUR** agreed control measures following your local planning processes – any additional control measures you identify as being required should be added to the additional controls column, along with who is responsible and a timescale. Likewise any suggested control measures included in this model that **do not apply** to your setting can be removed. All employees working within the premises should receive site-specific information on the controls implemented within their workplaces. Those measures in italics are beyond what the Government advises but can still be used as part of a range of protective measures at the discretion of the headteacher/senior management team etc.

Help and support with the development of your risk assessment is available through the County Council's Corporate Health and Safety Team at healthandsafety@cumbria.gov.uk.

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Please note that the Local Authority is liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – contractors are asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance, which is listed at the end of this document, and within accompanying guidance.

Likelihood:

Very unlikely, e.g. 1 in 1,000,000 chance of it happening
Unlikely, e.g. 1 in 100,000 chance of it happening
Possible, e.g. likely to occur during standard operations
Likely, e.g. has been known to happen before
Very likely, e.g. it is almost certain that something will happen

Severity:

Insignificant	No injury
Minor	Minor injuries requiring first aid
Moderate	First aid/RIDDOR reportable incident
Major	Serious injury/hospital attendance
Most severe	Disabling injury, long term ill-health or fatality

15-25 Unacceptable.

Stop activity and make immediate improvements

6-12 Tolerable

Look to improve within a specified timescale

1-5 Acceptable

No further action, but ensure controls are maintained

		Severity				
Likelihood		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk

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RA reference		Activity description	Infection prevention and control – during COVID-19 pandemic
Assessment date	23/11/2021	Assessor name	Jon Owen
Assessment team members	Jon Owen, Dan Hinton	Planned review date	03/01/2022 (reviewed to reflect any changes in national guidance)
Location	Name of school	Number of people exposed	Circa 200
Overall residual risk level following implementation of effective control measures	Medium risk Professionals in Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.	People exposed	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
DfE helpline: 0800 046 8687 (select option 1 for advice on action to take in response to a positive case)			
Assessment last updated	23/11/2021	Is this an acceptable risk?	Yes/ No
<p>Training: All staff will receive training and information proportionate and relevant to the activity that is being undertaken.</p> <p>Monitor and review: This risk assessment and its implementation will be monitored on at least a weekly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.</p> <p>Communication and consultation: Regular updates will be provided to all staff thorough team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.</p> <p>The Shielding programme for people considered Clinically Extremely Vulnerable has now ended in England Letter to patients - end of the shielding programme</p> <p>From 4am Monday 04 October 2021 the rules for international travel to England will change. ¹Check the rules for travel to England from abroad.</p>			

¹ [Red, amber, green lists: check the rules for travel to England from abroad - GOV.UK \(www.gov.uk\)](#)

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Hazards in relation to staffing and daily operation during COVID-19 pandemic		<ul style="list-style-type: none"> <input type="checkbox"/> In the event of an outbreak, we will follow local Health Protection advice. Coronavirus (COVID-19) - information for schools and early years settings <input type="checkbox"/> Information posters highlighting the symptoms of COVID-19 are prominently displayed throughout the premises. <input type="checkbox"/> Ongoing communications (posters, emails, inductions briefings toolbox talks) are provided to all employees, pupils, and visitors. <input type="checkbox"/> Staff and pupils are advised that they must not come into school if they have Coronavirus (COVID 19) symptoms (a high temperature, a new continuous cough, loss of taste or smell), or they have had a positive LFT. <input type="checkbox"/> Staff and pupils travelling from abroad will adhere to travel legislation as set out in The rules for travel to England from abroad - <input type="checkbox"/> Primary and secondary school staff and secondary school pupils will be asked to voluntarily participate in asymptomatic testing at home and will be provided with kits for future testing ². <input type="checkbox"/> Individual risk assessments are completed for all ³Clinically Extremely Vulnerable staff and 	<ul style="list-style-type: none"> <input type="checkbox"/> Catch it Kill it Bin it Poster on Schools Portal <input type="checkbox"/> e-Bug COVID-19 website <input type="checkbox"/> The headteacher will refer to the local Public Health Coronavirus (COVID-19) - information for schools and early years settings to decide the appropriate actions to take with regard to household contacts of positive cases. 		

² It is likely that testing will now be continued until the end of the Autumn term

³ The Government has now formally ended the shielding programme

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		<p>pupils with any extra precautions identified to minimise the risk of exposure to the virus.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where necessary, referrals will be made to our occupational health provider. <input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed. <input type="checkbox"/> All staff will adhere to any instructions, advice, guidance, and site rules provided to them including hand and respiratory hygiene and where identified, social distancing and use of face coverings. <input type="checkbox"/> Staff are responsible for ensuring that they are up-to-date with their own routine immunisations. <input type="checkbox"/> Staff and pupils over the age of 16 where appropriate are encouraged to download the NHS COVID-19 app and follow the government guidance Use of the NHS COVID-19 app in education and childcare settings <input type="checkbox"/> We will continue to encourage staff to take up the offer of vaccination and will support them to attend booked vaccine appointments during term time. 	<ul style="list-style-type: none"> <input type="checkbox"/> The headteacher reserves the right to refuse a pupil's attendance in school if in their reasonable judgement the rest of the pupils and staff are at risk of possible infection. <input type="checkbox"/> ⁴Staff and pupils with a positive LFT will be asked to self-isolate and take a PCR test. <input type="checkbox"/> We recommend that staff pause the 'trace' function in certain situations. <input type="checkbox"/> ⁵We have put in place the local Public Health Contingency Framework for 		

⁴ If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

⁵ [Coronavirus \(COVID-19\) - information for schools and early years settings](#) Model Contingency Framework [Crisis Management and Emergencies in Schools](#)

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		<input type="checkbox"/> <i>We will continue to stagger lunchtimes and breaks to ensure continuous safe management.</i> <input type="checkbox"/> <i>We will continue to encourage staff to remain on site during lunch breaks. Where this is not possible we will ask that they take added precautions such as using face coverings in busy or crowded areas.</i>	managing local outbreaks. <input type="checkbox"/> ⁶ We will support and encourage our young people (aged 16-17) to take up the offer of a vaccine when they are invited. ⁷ We will support parents and children (aged 12-15) who are being offered a first dose of the COVID-19 vaccine by providing leaflets and information and signposting them to official sources on vaccines		
Hazards relating to visitors coming into the setting		<input type="checkbox"/> We will continue to ask visitors to sign in and use the hand sanitiser available at the entrance.			

⁶ [Who can get the coronavirus \(COVID-19\) vaccine - NHS \(www.nhs.uk\)](https://www.nhs.uk)

⁷ [COVID-19 vaccination programme for children and young people: guidance for schools](#)

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		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue where possible to check in advance with visitors that they are not experiencing symptoms. <input type="checkbox"/> We will encourage visitors and visiting specialists to take a Lateral Flow Test prior to the visit. <input type="checkbox"/> Key contractors carrying out critical/essential works will be made aware of this risk assessment. 			
Hazards relating to close contact with asymptomatic persons		<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher/SLT will continue to determine arrangements to manage pupil groups dependent on the school circumstances, with the aim of minimising contact between individuals and maintain social distancing wherever possible. <input type="checkbox"/> Children will continue to be supported to maintain social distancing and encouraged not to touch staff where possible. <input type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will continue to try to maintain their distance and minimise time spent within 1 metre of anyone. <input type="checkbox"/> We will continue to follow Government guidance for face coverings to be worn in crowded and enclosed spaces 	<ul style="list-style-type: none"> <input type="checkbox"/> We will follow the appropriate Information for schools and early years settings provided by the Public Health team regarding the different threshold levels and introduce measures in line with each level. <input type="checkbox"/> Secondary school staff will continue to maintain social distancing between themselves, their colleagues and their pupils. 		

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Hazards relating to close contact with asymptomatic persons (incl. use of hydrotherapy pool)		<ul style="list-style-type: none"> <input type="checkbox"/> <i>Swimming: Where staff are supporting pupils with underlying health conditions to access hydrotherapy, we will follow the Aquatic Therapy Association of Chartered Physiotherapist (ATACP) guidance regarding the use of face coverings.</i> <input type="checkbox"/> We will continue to keep a small supply of face masks in the event of a change in local public health guidance due to any rise in cases. <input type="checkbox"/> We will continue to encourage all staff to undertake twice weekly home tests. <input type="checkbox"/> We will continue to encourage our pupils to undertake twice weekly home tests. <input type="checkbox"/> We will retain a small asymptomatic testing site on-site to offer testing to pupils who are unable to test themselves at home. 	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to maintain records of all visitors to support the NHS Track and Trace programme where necessary. 		
Hazards relating to close contact with symptomatic persons		<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to follow public health advice on testing, self-isolation and management of confirmed cases of COVID-19. <input type="checkbox"/> We will send home anyone who develops symptoms, however mild, whilst in school. <input type="checkbox"/> We will continue to make a space available for any symptomatic pupil who is awaiting collection. <input type="checkbox"/> We will ensure that there is adequate ventilation in the room and a supply of PPE available in case close contact is necessary. 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>We will continue to encourage staff to take a PCR test if they are contacted by NHS Track and Trace.</i> <input type="checkbox"/> We will arrange for the pupil to be collected rather than use public/dedicated school transport 		

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		<input type="checkbox"/> We will ensure that appropriate adult supervision is available. <input type="checkbox"/> We will ensure that the space is thoroughly cleaned once the pupil has been collected.			
Hazards in relation to poor cleaning/ hygiene/waste management Inadequate cleaning and hygiene processes		<input type="checkbox"/> We will continue to encourage and remind about frequent and thorough hand-cleaning for all staff and pupils and maintain adequate supplies of soap and hand sanitiser. <input type="checkbox"/> We will continue to remind pupils to discard used paper towels in the bins provided. <input type="checkbox"/> Cleaning regimes will be maintained and will include regular cleaning of areas and equipment and frequently-touched surfaces as detailed in the current PHE guidance COVID-19 Decontamination in non-healthcare settings <input type="checkbox"/> We will continue to ensure that shared resources are cleaned regularly and rotated where possible. <input type="checkbox"/> We have copies of all relevant safety data sheets for sanitising products used. <input type="checkbox"/> Electric hand dryers are subject to planned maintenance as identified in manufacturers recommendations. <input type="checkbox"/> Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection, e.g., cleaning/kitchen RA's.	<input type="checkbox"/> Pupil allergies identified where applicable.		

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Hazards in relation to shortage of staff due to infection or isolation		<input type="checkbox"/> We have a staffing plan in place to ensure safe staffing levels are achievable, agreed, established, and monitored appropriate to group sizes/pupil needs and the activities required. <input type="checkbox"/> Ratios are based on appropriate risk assessments. <input type="checkbox"/> All employees are advised of and offered vaccination cover.			
Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions, and pregnant women		<input type="checkbox"/> ⁸ Pupils - separate individual risk assessment/healthcare/behaviour management plans and external support are accessed where required to determine if the child or young person can safely attend the setting where one-to-one care or support is not available for them. <input type="checkbox"/> ⁹ We will continue to follow the government guidance for staff previously considered Clinically Extremely Vulnerable (CEV) and ensure that individual risk assessments are carried out and any additional measures put in place to ensure their safety. <input type="checkbox"/> We will acknowledge advice from the individual's clinician who has advised that a CEV person cannot attend the setting.			

⁸ [Supporting pupils at school with medical conditions](#)

⁹ [Guidance for people previously considered CEV from COVID-19](#)

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		<input type="checkbox"/> ¹⁰ We will continue to encourage staff who may be at increased risk from COVID-19 to raise their concerns with the headteacher/SLT, who will explain the measures the school is putting in place to reduce the risk. <input type="checkbox"/> We will continue to follow the ¹¹ Coronavirus (COVID-19) advice for pregnant employees <input type="checkbox"/> Individual risk assessments will be completed for all female staff who have given notification that they are pregnant. <input type="checkbox"/> We will ensure that online learning is available to any pupil who is unable to attend school due clinical or public health advice.	<input type="checkbox"/> ¹² We will support and encourage our pregnant staff to take up the offer of vaccination.		
Hazards in relation to the use of transport and travel (public transport, dedicated school transport and educational visits)		<input type="checkbox"/> We will promote safe transport guidance to staff and parents and continue to encourage where possible to avoid/limit the use of public transport. <input type="checkbox"/> A Transport risk assessment is available for SEND children. <input type="checkbox"/> All SEND children have individual risk assessments in place for transport purposes. <input type="checkbox"/> Transport providers will continue to follow appropriate controls as highlighted in their code of practice.	<input type="checkbox"/> Protocols will remain in place for drop off and pick up. <input type="checkbox"/> We will continue to record how everyone, travels to and from school (to support NHS Test and Trace).		

¹⁰ [Protect vulnerable workers - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

¹¹ Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

¹² [Pregnancy, breastfeeding, fertility and coronavirus \(COVID-19\) vaccination - NHS \(www.nhs.uk\)](#)

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		<input type="checkbox"/> Pupils who have travelled to school on public or dedicated transport will be reminded about good hygiene practices when putting on, removing and storing their face coverings. <input type="checkbox"/> ¹³ We will refer to the EVOLVE website for additional guidance regarding the resumption of educational daytrips and residential visits.			
Hazards in relation to pupil and staff wellbeing and mental health Preventing ill health due to anxiety and work-related stress		<input type="checkbox"/> Whole-school staff stress risk assessment in place. <input type="checkbox"/> Where staff report work-related issues, individual stress risk assessments will be carried out in line with HSE guidance. <input type="checkbox"/> Staff will be referred to occupational health as early as possible. <input type="checkbox"/> Good communication measures are in place and maintained with staff. <input type="checkbox"/> The Local Authority have produced the following guidance Coronavirus - getting back to school - Supporting emotional wellbeing and learning <input type="checkbox"/> We have access to useful links and sources of support through Promoting and supporting mental health and wellbeing in schools			
Staff suffering from 'Post-COVID Syndrome'		<input type="checkbox"/> Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering	<input type="checkbox"/> Individual risk assessments to be carried out.		

¹³ Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database

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returning to work following COVID-19 infection		<p>from 'Long COVID' is fully supported in their return to work.</p> <ul style="list-style-type: none"> Referrals to occupational health will be made where required. 	<ul style="list-style-type: none"> Your COVID Recovery Supporting your recovery after COVID-19 		
Hazards due to the lack of suitable PPE		<ul style="list-style-type: none"> Local risk assessments/individual healthcare plans/behaviour management plans reviewed and followed to identify ¹⁴PPE requirements in line with current guidance. ¹⁵PPE to be fit for purpose/approved specification. Where PPE/RPE is provided, staff are provided with training and instruction in its use. Local compliance to be monitored by headteacher as far as reasonably practicable. Guidance provided to staff in relation to the use and wearing of their own face coverings. 	<p>Where required contact the call centre to order PPE 0800 783 1967 (<i>Manned from 09:00 – 17:00 Monday to Friday</i>)</p>		
Hazards due to verbal and physical abuse of staff		<ul style="list-style-type: none"> We have a separate risk assessment for dealing with violent situations and staff are aware of the control measures. Staff are all aware of the school SIGN 04 Violence and aggression at work. All incidents of verbal or physical abuse will be reported on an ¹⁶Accident/incident report form for inclusion on the E-Safety database. 			

¹⁴ PPE provided free to SEND schools will continue as long as supplies continue to be provided at no cost.

¹⁵ PPE will be available to order **where required** (i.e., in the event of an Outbreak)

¹⁶ [Accident Reporting and Investigation - All Documents \(cumbria.gov.uk\)](#)

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Hazards in relation to managing incidents and emergencies		<ul style="list-style-type: none"> <input type="checkbox"/> Emergency procedures have been reviewed to ensure that arrangements remain valid for fire safety management. <input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools). <input type="checkbox"/> At least one person with a paediatric first aid certificate will be on the premises at all times when children aged between 0-24 months are present. <input type="checkbox"/> Suitable first aid kits are in place, regularly checked and updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. <input type="checkbox"/> First aiders for the premises are issued with current advice and guidance. <input type="checkbox"/> All staff are aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. 			
Respiratory syncytial virus (RSV), Norovirus, Influenza and other health conditions		<ul style="list-style-type: none"> <input type="checkbox"/> E-School Nurse - support for health conditions Cumbria County Council <input type="checkbox"/> Health A to Z - NHS <input type="checkbox"/> Health protection in schools and other childcare facilities 			

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To be completed by the individual undertaking the risk assessment:			
Name:	Jon Owen	Job title:	School Business Manager
Signature		Date:	23/11/2021
To be completed by the headteacher:			
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.			
Name:	Dan Hinton	Job title	Headteacher
Signature:		Date:	23/11/2021

Useful links and guidance:

[Schools COVID-19 operational guidance](#)

[When to self-isolate and what to do - Coronavirus \(COVID-19\)](#)

[COVID-19 actions for out-of-school settings](#)

[SEND and specialist settings - additional operational guidance: COVID-19](#)

[The use of personal protective equipment \(PPE\) in education, childcare and children's social care settings, including for aerosol generating procedures \(AGPs\)](#)

[Quarantine arrangements for boarding school students from red list countries - GOV.UK \(www.gov.uk\)](#)

[Face coverings: when to wear one, exemptions, and how to make your own](#)

<https://oeapng.info> Outdoor Education Advisory Panel advice on health and safety on educational visits