Corporate Health & Safety produced this risk assessment on: 20 August 2021

Directorate: Children's Services Department: Education, Partnership, Schools and Colleges Service: Education (LBB-run schools) Location: All schools

#### Bexley Grammar Risk Assessment adopted by Headteacher & SMT and agreed by Headteacher: Stephen Elphick, 26 August 2021

#### Overall risk rating: 5/5 (LOW)

#### Instructions:

- 1. This applies to all work activities that fall under this particular task.
- 2. If further controls are necessary, these should be recorded in the 'Additional controls to reduce risk' column and a revised lower score given.
- 3. Please communicate this risk assessment to all your staff e.g. via email, team meetings etc., evidencing how you do this.
- 4. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

#### Terminology:

- Activity- The type of work being undertaken e.g. use of a piece of electrical equipment or machinery.
- Hazard- Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures-** Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- Risk Rating- Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- Severity the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being no injury and 5 being a fatality.

	hood (L k Rating			S)		Possible Likelihood 5 Highly likely	<b>Possible Severity</b> 5 Fatality	Rating	Action
	L = 1	L = 2	L = 3	L = 4	L = 5	4 Likely	4 Major injury	15-25 Very High	Work should not be undertaken
S = 1	1	2	2	4	5	3 Possible	3 Hospital treatment		without reducing risk
5 - 1	1	2	3	4	5	2 Unlikely	2 First aid required	10-12 High	As above
S = 2	2	4	6	8	10	1 Highly unlikely	1 No injury		
S = 3	3	6	9	12	15			8-9 Moderate	Work fine to continue. Additional controls should be considered
S = 4	4	8	12	16	20			4-6 Low	Work fine to continue with
S = 5	5	10	15	20	25				existing controls

1-3 Very Low

As above

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Cu	rrent rating		Additional controls to reduce risk	Revi ratin	sed ri g	sk
				L	S	RR		L	S	RR
General: Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils	Staff and pupil concerns not taken into account. Staff concerned about return to work and school	Staff and pupils	The country is easing out of National Lockdown with a <u>road</u> <u>map of measures</u> and we are now in Stage 4. This advice a <u>summary of the key control measures required: The</u> <u>Operational guidance</u> dated 17 August 2021 should be read in conjunction with this risk assessment and the DfE has created a <u>bespoke page</u> on gov.uk which lists all current schools guidance. This risk assessment is for dissemination within schools by the school's own internal school consultation and training methods. Control measures must be adopted where reasonably practicable to do so. The school must be prepared to review their risk assessments quickly should Public Health or the government advise changes.	1	3	3				
Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission	Staff and children	To minimise risk, all elements of the system of control measures in this risk assessment must be put in place. School Leaders must ensure that systems are implemented to ensure the control measures are followed and any breaches, including near misses are recorded. It is best practice to share the risk assessment also with parents and the HSE requires that it is published on our website. A General Covid-19 risk assessment is in place for LBB staff and communicated within each school's own cascade system. Staff informed of plans (for example safety measures, timetable changes, staggered arrival and departure times and consulted for any concerns). The Council consults with the Unions weekly as well as in meetings with the Local Consultative Group (LCG) to ensure a corporate approach to risk controls, which includes community schools. Other schools should ensure that any	1	4	4	BGS has adopted and adapted the LBB risk assessment and adopted these control measures to comply with government guidance. The school's insurance (Zurich) will cover Covid-19	1	4	4

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			appropriate additional steps have been undertaken consistent with any procedures in place for their own school.				related incidents where this risk assessment is met.
Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<ul> <li>School Heads encourage active communication between staff on concerns and ensure staff read all communications and this includes senior leaders and governing bodies. Senior leaders implement working practices promoting a good work-life balance. Staff surveys to be encouraged locally at each school on aspects of working during Covid-19. School Governing Bodies must be involved in overseeing this risk assessment and its implementation.</li> <li>Staff to support pupil wellbeing and direct pupils and their parents to further information and support - promoting and supporting mental health and wellbeing in schools.</li> <li>Safeguarding: Where remote learning is occurring due to self-isolation or school bubble closures, the school should encourage parents to have regular conversations with their child about risks online such as sexual imagery, grooming, cyberbullying, suicide content and radicalisation, and how to speak to someone if they are worried. Schools encourage parents to set age filter controls on online content. Microsoft advises all software updates are carried out on home computers to avoid hackers and viruses.</li> </ul>	1	4	4	The headteacher continues to liaise with staff, union reps, governors and provides regular, clear communication with parents and students.

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Cu	irrent rating		Additional controls to reduce risk	Revi ratin	ised ri Ig	isk
Risk	Risk of Covid-19	Staff and	Guidance for schools for Step 4:	L 1	<b>S</b>	<b>RR</b> 4		L	S	RR
assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	transmission through concerns not being taken into account	children	<ul> <li>The following control measures must all be met, more details of which are explained below:</li> <li>1) Ensure good hygiene for everyone</li> <li>2) Maintain appropriate cleaning regimes</li> <li>3) Keep indoor spaces well ventilated</li> <li>4) Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19.</li> </ul>							
Social distancing and persons clinically extremely vulnerable	Risk of Covid-19 transmission	Staff and pupils	All Clinically Extremely Vulnerable children can attend their setting unless advised not to by a medical professional. Further information is at <u>supporting pupils at school with medical</u> <u>conditions</u> . Social distancing measures for school staff have now ended however Clinically Extremely Vulnerable staff are advised to seek their GP or medical professional's advice on whether their condition should still be shielded. The HSE advice on <u>protecting</u> <u>vulnerable workers</u> , must be followed.	2	4	8				
Face coverings	Rick of Covid-19 transmission	Staff and pupils	Face coverings are no longer advised by law for secondary pupils, or staff and visitors either in classrooms or in communal areas. They must be worn in enclosed and crowded spaces where people may come into contact with other people they don't normally meet such as mixing with other schools, public transport dedicated transport to school, and school transport. If a school has a substantial increase in the number of positive cases in your school (see <u>Stepping measures up and down</u> for more information), a director of public health might advise that	2	4	8	Students and staff may still wear face coverings in crowded contexts where they feel exposed.			

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		face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). Transparent face coverings, which may assist communication with someone who relies on lip reading, or facial expression to communicate, can also be worn. Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.					
Mixing and 'bubbles' and Detecting transmission	Staff and pupils	<ul> <li>It is no longer necessary to keep children in consistent groups (bubbles) and assemblies can resume, as well as mixing of groups at meal times.</li> <li>Outbreak management plans in place ready to reintroduce bubbles if required and a review made of hygiene, improving ventilation without impacting thermal comfort, and other controls including encouraging testing and using outdoor space where possible. Schools can seek advice from the Dfe Helpline (0800 046 8687, option 1).</li> <li>Public Health guidance (18-9-21) Thresholds for detecting transmission in the setting are described as: <ul> <li>5 cases or 10% (whichever is reached first) test-confirmed cases of COVID-19 (either by PCR testing or LFD Ag testing with a follow-up PCR) within 10 days, among students or staff clustered in a consistent group or cohort. Dates should be calculated based on illness onset, or test date if asymptomatic.</li> </ul> </li> <li>OR <ul> <li>Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID 19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication.</li> </ul> </li> </ul>	2	4	8	BGS has kept staggered queuing times for the canteen at breaks and lunchs to keep crowding to a minimum. Students are encouraged to be outside at break and lunch whenever possible.	

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Cu	rrent rating		Additional controls to reduce risk	Revi ratin	ised ri Ig	isk
				L	S	RR		L	S	RR
Tracing contacts and actions for isolation	Risk of Covid-19 transmission	Staff and pupils	<ul> <li>From 16 August close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contacts, as currently happens in managing other infectious diseases.</li> <li>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> </li> </ul>	2	4	8				

			encourages all individuals to take a PCR test if advised to do so.				
Tracing contacts and actions for isolation (continued)	Risk of Covid-19 transmission	Staff and pupils	Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated school transport. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see <u>Stepping measures up</u> and down for more information) or if the central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.				

Activity	Nature of hazard and potential injuries	d potential at risk		rrent rating		Additional controls to reduce risk	Revised risk rating			
	-			L	S	RR		L	S	RR
Hand hygiene	Risk of Covid-19 transmission	All site users	Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Posters are encouraged and schools ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Advise all the school that toilet seats should be closed when flushing, to avoid spread of microbes into the air. Follow the <u>NHS guidance on hand hygiene</u> . Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing. Supervise use of hand sanitisers in young children in case of ingestion. Ensure that help is available for children who have trouble cleaning their hands independently. Use of posters on hand hygiene. Small children with complex needs may need support so skin-friendly wipes may be an alternative. Children must be encouraged not to touch their mouth, eyes and nose (or face covering where required by Public Health to be worn).	2	4	8	Electric hand dryers are preferable to paper towels in our school context where paper towels block toilets and may not reach the bins provided.	2	4	8
Respiratory hygiene	Risk of Covid-19 transmission	All site users	Microbes will travel a metre away from an individual during speech but will travel significantly further with coughing and sneezing. Persons should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure that covered bins for tissues are emptied throughout the day to avoid being over-filled. The <u>e-Bug COVID-19 website</u> contains free resources, including materials to encourage good hand and respiratory hygiene.	2	4	8				
Use of PPE	Risk of Covid-19 transmission	Staff and pupils	Most staff in schools will not require PPE beyond what they would normally need for their work (for example if working	1	4	4				

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	through incorrect use of PPE		closely with children with special medical needs or intimate care). The guidance on the <u>use of PPE in education, childcare and</u> <u>children's social care settings</u> provides more information on the use of PPE for COVID-19. Please note these videos on putting on and taking off PPE and the <u>poster guide</u> . Putting on – <u>https://youtu.be/ozY50PPmsvE</u> Taking off – <u>https://youtu.be/ozY50PPmsvE</u>					
Enhanced Cleaning	Risk of Covid-19 spread on surfaces through insufficient cleaning	All site users	Schools maintain enhanced cleaning, particularly around common touch points such as door handles and taps and surfaces. This includes regular cleaning of areas and equipment twice per day, and play equipment after every session. PHE has published guidance on the <u>cleaning of non-healthcare</u> <u>settings</u> . School ensure sufficient supplies are kept in locked cleaner's cupboards. Any staff asked to clean must be provided with training and PPE if not a skin-friendly product.	1	4	4		
Ventilation and Co2 levels	Risk of Covid-19 transmission through poor ventilation	All site users	Doors and windows opened to encourage ventilation and poorly ventilated spaces identified to improve fresh air flow, giving particular consideration when holding events where visitors such as parents are on site, such as school plays. Doors can be propped open but only if on a magnetic release or a system in place to unprop them in a fire evacuation.	1	4	4		
Ventilation and Co2 levels (continued)	Risk of Covid-19 transmission through poor ventilation	All site users	Mechanical ventilation is adjusted to increase the ventilation rate and full fresh air wherever possible and checked to confirm that normal operation meets current guidance and that the air is not on 're-circulate'. This is balanced with providing thermal comfort to avoid extremes of temperature and children may wear warmer clothing accordingly. The <u>Health and Safety Executive guidance</u> on air conditioning and ventilation during the COVID-19 pandemic and <u>CIBSE COVID-19 advice</u> provides information. Schools are encouraged to follow Dfe advice to measure Co2 levels in classrooms with the installation of Co2 monitors, which will be distributed by the government from the end of August along with guidance on how to use them.	1	4	4		

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			If using school transport, this should be well ventilated.						
Emergency first aid	Risk of Covid-19 transmission	All site users	First Aiders issued with PPE (goggles, gloves, mask and apron). Avoid mouth to mouth resuscitation, chest compressions only. See guidance from Resuscitation Council UK <u>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</u> All emergency personnel must practice good sanitation measures afterwards including washing hands. <u>There is guidance for first responders</u> . Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks. Schools no longer need to socially distance at assembly points and can revert back to pre-pandemic arrangements.	2	4	8	BGS is keeping the new system of two assembly points to reduce congestion.		

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Cı	irrent rating		Additional controls to reduce risk	Revis	sed ri: g	sk
				L	S	RR		L	S	RR
Testing, self-isolation and managing confirmed cases of Covid-19	Risk of Covid-19 transmission	Staff and pupils	When an individual develops Covid-19 or has a positive test, pupils, staff and other adults follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. Symptoms include: A high temperature, a new continuous cough, loss of taste or sense of smell (anosmia). For everyone with symptoms, they must avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. If the child needs the toilet, there should be a separate toilet if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they leave using decontamination cleaning advice and staff must wash their hands after contact with the unwell person.	2	4	8				

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Testing, self-isolation and managing confirmed cases of Covid-19 (continued)	Risk of Covid-19 transmission	Staff and pupils	Asymptomatic testing is necessary to reduce the risk of transmission within schools. On the return in September, all secondary schools must ensure their pupils take 2 on-site lateral flow tests, 3 to 5 days apart. This can commence from 3 working days before the start of term. Pupils must continue to test twice weekly at home until the end of September when this will be reviewed. Staff must undertake twice weekly home tests throughout all of September. Secondary schools should retain a small number of test kits for pupils and staff who are unable to test at home. If someone with symptoms tests positive, they must inform the school and should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection Those who test positive must isolate for 10 days and take a confirmatory polymerase chain reaction (PCR) test and continue to isolate if the result is positive. Schools must be prepared to support home learning for any pupils who are well enough to study if tested positive. New guidance: Under-18s, irrespective of their vaccination status, and double vaccinated adults, will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.				
Testing, self-isolation and managing confirmed cases of Covid-19 (continued)	Risk of Covid-19 transmission	Staff and pupils	<ul> <li>18- year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. Further guidance can be found here for close contacts of someone who has tested positive and lives in the same household, and here for those who do not live together.</li> <li>Confirmatory PCR tests: Staff and pupils with a positive LFD test result must self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2</li> </ul>				

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. Additional information on <u>PCR test kits for schools and further education</u> providers is available.
Public Health /Health Protection Team may request action is taken where outbreaks are of concern in the school. This will require strengthened communications to encourage pupils to take twice weekly testing and reporting, temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools. This should be for two weeks in the first instance, pending regular review. Then re-instating on-site rapid LFD testing in secondary schools, for a two-week period to encourage uptake or increased frequency of testing.

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures		rrent r rating	isk	Additional controls to reduce risk	Revi ratin	sed ri g	sk
				L	S	RR		L	S	RR

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Encouraging vaccine take-up	Risk of serious illness upon catching Covid-19 for those who are not vaccinated	All persons	LBB encourages vaccine take up for all who are eligible to have it. Further information is available in the guidance on supporting pupils at school with medical conditions. Key contractors are encouraged to take up the vaccine too.	1	4	4				
Travel and quarantine	Risk of Covid-19 transmission	Pupils	Where pupils travel from abroad – those aged 11 to 17 need <u>proof of</u> <u>a negative COVID-19 test</u> to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's <u>quarantine and testing guidance</u> .	1	4	4				
Risk assessment to pregnant employees	Risk of Covid-19 transmission	Pregnant employees	The risks to female employees of childbearing age and, in particular, risks to new and expectant mothers must be assessed and pregnant staff are in the clinically vulnerable group. If a school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, it should check the risk assessment to see if any new risks have arisen. There is <u>Guidance for pregnant</u> employees. Pregnant staff should only attend a workplace if the risk assessment states it is safe to do so. Women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. It should be noted that heart disease (congenital or acquired) during pregnancy, is classed as clinically extremely vulnerable and will have been notified by Public Health England. The DfE recommends that schools follow the same principles for pregnant pupils. <u>Guidance</u> is available from the Royal College of Gynaecologists. Advice on <u>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</u> is also available.	2	4	8	Pregnant staff have personal risk assessments carried out.	2	4	8

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Cu	rrent ratin	sk	Additional controls to reduce risk	Revi ratin	sed ri g	sk
				L	S	RR		L	S	RR

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Wraparound provision and extracurricular activity	Risk of Covid-19 transmission	Pupils and staff	The following gov.uk guidance should be followed for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children.	1	4	4				
Visitors and contractors	Risk of Covid-19 transmission	All site users	Visitors should be by appointment only and asked to follow hygiene measures in place. Contractor visits should be planned ideally to take place out of hours. Visitor passes should be cleaned between visitors.	1	4	4	Roofing contractors currently on-site - precautions taken.	1	4	4
Information for parents	Risk of Covid-19 transmission	Pupils and staff	Schools continue to educate parents not to send their children in to school if they are showing symptoms of Covid-19 and encourage vaccination where relevant.	1	4	4				
Incident reporting	Risk of Covid-19 transmission from failing to review control measures following incidents	Staff	Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR. The Corporate Health and Safety team can assist with RIDDOR-reporting and applying criteria on what is considered a work-related infection.	1	4	4				
Educational visits	Risk of Covid-19 transmission	Pupils and staff	Schools are advised to take out insurance to ensure trips are not cancelled due to Covid-19. International travel can resume in the autumn term to those countries on the permitted list. A full risk assessment must be undertaken to include hygiene controls, ventilation at venues and first aid arrangements for all trips. Face coverings must be worn by all persons on a school bus or hired private coach, in the same way they do for public transport. https://www.gov.uk/government/publications/transport-to-school-an d-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance	1	4	4	Overseas trips will not take place until travel restrictions are lifted further and there are fewer risks to cancellation, changes to status, etc.	1	4	4

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures		Current risk Additional rating controls to reduce risk		1	Revised risk rating		
				L	S	RR		L	S	RR

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Building checks	Risk of legionella or Covid-19 transmission, and risk of fire	All site users	If buildings have been closed or had reduced occupancy, water system stagnation must be prevented with legionella checks and flushing regimes. Review the fire risk assessment and ensure all fire doors are operational at all times. Continue emergency drills, emergency lighting checks and fire alarm checks. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to fresh air these should be switched off. Where possible, occupied room windows should be open. If unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor. The HSE also has helpful advice on <u>air conditioning and ventilation systems</u> . More detailed information on maintenance arrangements can be found in good estate management for schools, in the section on maintenance checks and testing	1	4	4			
Use of radioactive teaching material in secondary schools	Risk from radioactive materials leaking or going missing	All site users	For secondary schools holding radionuclides for Physics lessons, there must continue to be an annual inspection and leak testing of radioactive sources as the Health and Safety Executive (HSE) have not relaxed this requirement whilst pupils have been home learning and teachers working from home. There must be someone trained to carry out the annual inspection and leak testing of the sources following the <u>CLEAPSS guide L93</u> . It is also advised to carry out a monthly store check for security reasons.	1	4	4	The school follows all CLEAPSS guidance as normal.		

Notes:

Follow the general principles of prevention for health and safety:

Can the risk be avoided or removed?

If not, what precautions can be taken to reduce the risk, so far as is reasonably practicable? Evaluate that risk in a risk assessment.

Can the risk be combated at source? i.e. can safer equipment be purchased?

Has the work been adapted to the individual? (work design and its potential effect on health)

Has advantage been made of technical safety improvements?

Can the dangerous be replaced by a less dangerous method or equipment, without creating any fresh hazards?

Is there an overall coherent prevention policy on technology, organisation of work, conditions, relationships and other work environmental factors?

Has priority been given to collective protection measures to all staff over individual measures?

Has adequate information, instruction and training been given? Is there supervision?

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