

## COVID RISK ASSESSMENT FOR SEPTEMBER 2020

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

### **Notes on completion:**

- This risk assessment should be completed by the Head and SLT in consultation with staff.

**Consultation** with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

### **Share the risk assessment**

Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

- You may choose to publish the risk assessment on your website to provide a clear transparent approach to the wider school community.

### **Monitor and review**

As the school returns continue to review how staff and students adopt to your controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

**RISK ASSESSMENT FOR:**  
**School activities during COVID 19**  
**outbreak - opening from September 2020**



<b>Establishment:</b> Little Reddings Primary School	<b>Assessment by:</b> SLT	<b>Date:</b> 1.2.21
<b>Risk assessment number/ref:</b> <b>RA 003</b>	<b>Manager Approval:</b> HCC	<b>Date:</b>

Rev 1: updated template following issue of Government advice on July 2<sup>nd</sup> [Actions for schools during coronavirus outbreak](#)

Rev 2: 16/07/20 updates to swimming pool section following confirmation of re-opening from 25<sup>th</sup> July, additional controls added to hire / lettings, some other minor changes;

Rev 3: 13/08/20 updated to take account in changes in national advice regarding face coverings

Rev 4: 01/09/20 updated following updated [DfE guidance on full opening](#) (28/8/20), [face coverings in education](#) (year 7 and above), testing kits and DfE guidance on [extra curricular activity](#)

Rev 5: 09/10/20 updated link to reporting of positive cases, use of NHS COVID-19 app and link to supplementary hire conditions added, updated Association of PE links added, changes from previous version highlighted in yellow.

Rev 6: 04/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5<sup>th</sup> until 2<sup>nd</sup> December (See also How New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>)

19/11/20 – minor addition only to clarify extracurricular activities / clubs can include activities related to PE, sport, music etc. where this is to enable parents / carers to work etc.

Rev 7: 01/12/20 Applicable from 2<sup>nd</sup> December updated to reflect end of national restrictions and Hertfordshire entering tier 2. Also maximum group size of 15 for singing / playing wind/ brass instruments removed and section on music revised.

14/12/20 minor update to reflect change in self-isolation period for close contacts from 14 days to 10 days with self-isolation period beginning on the day after exposure, a test or the start of symptoms.

**Rev 8: 15/12/20** update to reflect the following District / Borough Councils moving into tier 3 very high alert on 12:01am on 16th December: Broxbourne, Hertsmeire, Three Rivers, Watford  
 See <https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area> ;

**17/12/20-** minor update to reflect all of Hertfordshire entered tier 3 as from 00:01 Saturday 19th December

**Rev 9: 23/12/20 update to reflect Hertfordshire entering tier 4 as from Sunday 20<sup>th</sup> December**, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1<sup>st</sup> week in January.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	School to discuss arrangements / concerns with individuals and provide assurance of controls in place.  Individual risk assessments will be conducted where required to determine if additional measures are required.	Continue to review guidance	All staff	May 2020 Ongoing	Yes
		<b>Clinically extremely vulnerable pupils and staff are not to attend work /school.</b> Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.  Existing individual health care plans in place for pupils/students to be reviewed.  Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.  All staff and students who have underlying health conditions to be discussed with Headteacher prior to entering school.	Parents to be given Covid 19 information and kept up to date with changes	Admin	June 2020 Ongoing	Yes
		<b>Staff</b> Wider government advice remains to work from home where possible.  Limited school roles where this will be the case, roles which are able to do so effectively will be considered.  Individuals classed as clinically vulnerable to have <a href="#">a risk assessment</a> undertaken on their role and ability to maintain social distancing.  Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.  Any existing individual risk assessments to be reviewed.	1-2-1 risk assessments to be reviewed	SLT	May 2020 and w/c 1.2.21 Ongoing	Yes Ongoing
		<b>Any children who have existing health care plans need to be reviewed and updated.</b>			TG	March 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
			Ongoing	SW	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>School occupants coming into contact with those with Coronavirus symptoms</b>	Staff, Students / pupils / wider contacts	School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed. These expectations have been communicated to all.	Shielding reinstated from 20.12.2020	All stakeholders	March 2020 Ongoing	Yes
	Spread of COVID 19	Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.  No symptomatic individuals to present on site.  <b>In the event of a suspected case whilst working on site</b>  Ensure SLT / Head are notified.  Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.  School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) <b>if</b> a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.  Clear message to parents that if a student is unwell with any symptoms at school they are to be sent home or collected immediately.  Anyone who has had contact with those with symptoms to wash hands thoroughly.		SLT/TJ	May 2020 Ongoing	Yes
		All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> .)	Disinfectant fogging machine to be used after deep clean	BR/Site Staff/ Evergreen Cleaning services	June 2020 Ongoing	Yes

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		<p>Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for <b>10</b> days (reduced from 14 days from Monday 14<sup>th</sup> December). See <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</a></p> <p><b>Testing</b> Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p><b><u>Staff to be tested twice weekly at home (see LFT risk assessment)</u></b></p> <p>From 26<sup>th</sup> August schools were provided with 10 home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p><b>Positive case in school</b></p> <p>In the event of a positive case report to HCC via <a href="mailto:COVID.EYSEducation@hertfordshire.gov.uk">COVID.EYSEducation@hertfordshire.gov.uk</a> See <i>COVID-19 flowchart for schools</i></p>	<p>If positive follow government and HFL advice. Staff and pupils who are tested for Covid-19 to inform the school of result and date of test. Bubble to isolate for 10 days following advice from PHE.</p> <p>Staff to report positive results and also through NHS website.</p> <p>Admin to keep a record of results.</p>	<p>All stakeholders</p> <p>All staff who have opted in.</p>	<p>March 2020 Ongoing</p> <p>Jan 2021</p>	<p>Yes</p> <p>Yes</p>

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		<a href="http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml">http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml</a> HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.				
<b>General Transmission of COVID-19</b>	Staff,	Welfare facilities are provided which contain suitable levels of soap and paper towels.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Ineffective hygiene protocols</b>	Students / pupils / wider contacts  Spread of COVID 19	<p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required e.g, to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Posters around school Staff protocols Staff briefings</p> <p>Sanitiser stations (with alcohol sanitiser at least 70% alcohol) in place at all main entrances.</p>	All stakeholders Cleaning staff/ site staff/SLT/Ad min	March 2020  Ongoing	Yes
<b>General Transmission of COVID-19</b>  <b>Ineffective cleaning</b>	Staff, Students / pupils / wider contacts	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p>	Email to staff to remind enhanced cleaning protocols.	Evergreen Services/Cleaning staff/SLT/all staff	March 2020  Ongoing	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	<p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b> For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p><b>When cleaning a contaminated area:</b></p> <p>Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul>	<p>Ensure all staff understand expectations around safe storage of additional cleaning materials.</p> <p>Ensure stocks of cleaning materials are replenished.</p> <p>Maintain close liason with cleaning company to ensure high standards of cleanliness.</p> <p>From 1<sup>st</sup> June additional cleaner on site in the afternoon.</p>	Evergreen Cleaning Services	March 2020 Ongoing	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p><b>General Transmission of COVID-19</b></p> <p><b>Minimising contact and Maintenance of social distancing</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Bubbles/ Groups:</b> Year group bubbles maintained in groups of up to 20 in a bubble. N/R 1 2/3 4 5 6</p> <p>Groups to remain clear and consistent and separated from other groups.</p> <p>Same staff to be with each bubble of a rota.</p> <p>Limiting interaction between groups by:</p> <p>Staggering breaks and lunch;</p> <p>Minimise rooms / spaces being shared across groups;</p> <p>Cleaning shared spaces between use by different groups e.g. canteen, school library etc.</p> <p>No groups are coming together for assemblies, events / school fairs, school trips etc.</p> <p>Wider assemblies / collective worship conducted via video link.</p> <p>Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups (bubbles) hands to be washed / sanitised before and after and social distancing (2m) to be maintained from other staff and adults as far as is reasonable.</p> <p>Ideally the teaching space / workstation should be <b>2m</b> from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+).</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	<p>Ongoing monitoring of bubble sizes.</p> <p>Regular review of systems and protocols.</p> <p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>All classroom furniture re organised.</p>	SLT	<p>March 2020</p> <p>Ongoing</p>	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Staff/Parents/Children	<p><b>Primary Settings</b> to remain in bubbles/class groups for the majority of the time. Pupils sitting side by side rather than face to face.</p> <p><b>Face coverings</b> All parents/carers must wear face coverings on site.</p> <p>All staff on the gate/at any point of contact between parents/carers/staff to wear face coverings.</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</p> <p>Where staff choose to wear a face covering they should be supported to do so.</p>	<p>Face coverings for visitors in all internal, communal areas if they cannot maintain 2m distance.</p>	All stakeholders	June 2020 Ongoing	Yes
<b>Wider school activities</b>	Staff/Parents/Children	<p><b>Breakfast and afterschool clubs</b> – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools. See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a> which recommend a <b>max 20 children per group</b> (multiple groups can use the same space, only if there is robust social distancing between groups). -no children sitting opposite to each other -children to have their own resources</p> <p>Parents to book in advance so that Staff can plan for those attending. Record of attendance to be saved for possible closure of bubble.</p> <p><b>Offsite visits</b></p>	<p>Breakfast club and afterschool club have designated tables.</p> <p>Clubs will not be running. To be reviewed after lockdown.</p>	EK/AG	<p>Suspended 1/6/20 to be reviewed Sept 2020.</p> <p>Reopened 5.10.2020 Ongoing</p>	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment.</p> <p><b><u>Music-dance and drama</u></b>  <b><u>Music-dance and drama</u></b>  Social distancing to be observed. This may limit group numbers. Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups.</p> <p><b><u>Singing and wind / brass instruments</u></b>  Aerosol transmission with volume and numbers of individuals within a confined space is likely to create additional risk. Accumulation of aerosols can also be limited by keeping the actual singing / playing time short.</p> <p>Activity to take place outside where possible. Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Limit group size in relation to the space, use larger rooms with high ceilings for larger groups. If using a shared space (hall etc.) then ventilate the empty room for at least 15 minutes before another group uses the space and clean all touch surfaces before use by another group.</p> <p>Larger groups e.g. more than a single class of 30, would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present).</p> <p>Face to face activity is to be avoided (Pupils positioned back-to-back or side-to-side when playing or singing).</p> <p>Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and pupils (if 2m is not viable further <b>robust</b> risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.)</p>	<p>Ongoing assessment of risks for both during and after this lockdown.</p> <p>Remote learning resources to be shared weekly.</p>	<p>Staff and music lead</p>	<p>Ongoing</p>	<p>Yes</p>

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		<p>Use microphones. Sing / play quietly to reduce aerosol risk. Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. <a href="http://www.hertsmusicservice.org.uk/schools-covid-update/">http://www.hertsmusicservice.org.uk/schools-covid-update/</a></p> <p><b><u>PE / school sport</u></b> PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks. Schools must only provide team sports listed on the <a href="#">return to recreational team sport framework</a>.</p> <p><b>Pupils to be kept in consistent groups</b>, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports should be limited if played at all.</p> <p>(The AfPE's position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson).</p> <p>Multiple groups not permitted to use PE / outdoor equipment simultaneously Sharing of equipment during PE is limited.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and natural ventilation.</p> <p>Build in time for handwashing / sanitising before / after lesson.</p> <p>See <a href="#">advice</a> and <a href="#">FAQ's</a> from Association for Physical Education, (Revised 29/9/20)_AfPE have also published a model risk assessment for PE.</p>	<p>Regular communication between PE lead and SLT regarding potential risks and enhanced cleaning of PE resources.</p> <p>Remote learning resources to be shared weekly.</p>	PE Lead J.H	Ongoing	Yes

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		<p><b>Fixtures against other schools:</b> AfPE are still advising against school fixtures due to contact / transmission risks across schools. All such fixtures suspended during lockdown in line with national restrictions.</p>				

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<b>Access to &amp; egress from site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Review access points, open up alternative gates.</p> <p>Allocate groups different times / entrance points.</p> <p>Communicate changes and allocated times to parents / pupils.</p> <p>Staff on duty to monitor arrival / departure and site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Only one family member to drop off children.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection.</p> <p>Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.</p> <p>Communicate expectations to parents.</p> <p>Children/Parents and Staff to enter via 3 separate entrances</p> <ul style="list-style-type: none"> <li>- Infant and KS1 (infant gate – exit via Nursery)</li> <li>- Other bubbles to enter at middle/top gate playground</li> </ul> <p><b>Visitors</b> Only essential visitors allowed on site.</p> <p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on</p>	<p>Review as needed with SLT</p> <p>See reopening guidance for parents.</p> <p>Signage on gates and around site.</p> <p>Letter to parents from Headteacher before reopening June 2020 and to be reviewed after this lockdown.</p> <p>SLT to be on three gates at start and finishing times.</p> <p>Newsletters to remind parents.</p> <p>One way route to enter school through infant gate and exit through nursery gate.</p>	<p>All stakeholders</p> <p>Office staff</p> <p>Staff</p> <p>Visitors</p>	<p>June 2020</p> <p>Ongoing</p> <p>June 2020</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p>

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		<p>entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Parents instructed only to come onto premises by appointment or in event of an emergency.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including the need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should.</p> <p>A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time) Signage in reception regarding good hygiene. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p><b><u>Staff / pupils</u></b> On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>				
<p><b>Contact points Equipment use printers, workstations, apparatus, machinery etc.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains. Disposable cups available for children who have not got bottles.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p>	<p>Children to only take essential equipment such as stationary and packed lunches/coats etc.</p>	<p>All staff  Cleaners</p>	<p>June 2020  Ongoing</p>	<p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p><b>Activities and resources</b> Classroom resources which are shared within groups (bubbles) are cleaned regularly.</p> <p>Those shared across groups must be cleaned between use.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>Ensure high touch equipment for eg board pens are not shared, even by staff.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups (sports ,art ,science equipment etc.) must be cleaned before / after use e.g. library books, chromebooks, laptops, I pads, PE equipment etc.) or 'quarantined' and left unused (for 48 hrs, 72 hours for plastic) before being used by another group (bubble).</p> <p>Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use. At time of current lockdown Jan 2021 no equipment to be sent home.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p>	<p>Ensure wipes are provided.</p> <p>Replan lessons to minimize use of resources.</p> <p>Ongoing reminders of using resources safely.</p> <p>System of quarantining books in every classroom.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Proximity of students/ staff</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Staff are to maintain a safe distance between each other (2 metres wherever possible)	Local decision on partial closure to be made in the event of insufficient classrooms or if there insufficient available teachers.  Use high level windows where available to minimize drafts.  Plan for outdoor learning after this lockdown.	All staff	March 2020  Ongoing	Yes
		Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to <b>multiple</b> rooms recirculation should be turned off and adjust these to full fresh air where possible)				
		There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See <a href="#">HSE guidance and CIBSE October guidance</a>  In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc.  Use heating / additional layers of clothing to maintain comfortable temperatures. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)  Consider opportunities for outdoor learning to assist in social distancing. Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible.  Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.				
		<b>Meetings / 1-2-1's / training</b> Limit face to face meetings to those which are essential and cannot be delivered in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) No physical large scale / all staff briefings should be undertaken.	If training is deemed essential and unable to be delivered virtually then the KS2 hall should be used.	All staff	March 2020	Yes
		<b>Staff rooms</b> Review occupancy levels and layout to facilitate social distancing.		All staff	June 2020 Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Two staff room areas have been created.</p> <p>Set maximum occupancy, staff to stagger use to enable distancing.</p> <p><b><u>Stairs / corridors</u></b>  Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk)</p> <p>Consider implementing one-way system (where possible e.g. multiple routes / stairs)  Class teachers to use outside system of moving classes where possible.</p> <p>Stagger use and numbers using circulation spaces at the same time.  Avoiding multiple groups queuing in same shared areas/ narrow corridors etc  Pupils queuing e.g. for entry into labs will need supervision and floor markings to aid distancing.</p> <p><b><u>Changing rooms</u></b>  Reduce numbers needing to use by allowing pupils to wear PE kit to school.</p>	<p>Max occupancy for staffroom is 7 persons.</p> <p>PPA max is 3 persons.</p>	<p>Admin/Site staff/evergreen cleaners  SLT/All staff</p>	<p>June 2020  Ongoing  June 2020  Ongoing</p>	<p>Ongoing  Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean all contact surfaces between use by different groups.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p><b><u>Break / Playgrounds</u></b>            Avoid any group activities that require pupils to be in close physical contact with each other.            Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits.            Brief all staff on expectations.            Increased supervision to aid enforcement of social distancing as far as is reasonable.            Outdoor play equipment to be cleaned between use by different groups or left for period of 48 hrs (72 hrs for plastic) between use by different groups.</p> <p>Pupils should wash / sanitise their hands before and after use.</p> <p><b><u>Swimming pools</u></b>            All swimming cancelled until September 2021</p>	<p>From June 2020 children to wear PE kit to school in order to reduce home/school contamination.</p> <p>Reminders to staff to wipe down surfaces throughout the day.</p> <p>Stagger playground use and remind all staff about correct use of play equipment.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Canteen use / lunchtimes</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas.  Reinforce handwashing prior to eating food.  Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.  <b>Canteen use</b>	Ensure staggered use of canteen is shared with staff.	Pupils/All staff/Caterin k staff	June 2020 Ongoing	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups.</p> <p>Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced).</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	<p>Dining room use to be suspended from 1<sup>st</sup> June 2020</p> <p>Food to be eaten in classrooms or outside.</p> <p>Grab and go menu in individual bags to be left by Caterlink staff outside of bubble.</p> <p>Additional cleaner to clean and remove all bins after lunch.</p>			
<b>Transport / Travel off site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school.</p> <p><b>Public transport</b> All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15<sup>th</sup> June) Guidance on <a href="#">how to wear and make a cloth face covering</a> is available. (children and young people aged 11 and over to wear a face covering when travelling on dedicated transport.) Where business travel via car is required use private single occupancy where possible. Wash / sanitise hands on re-entering the building.</p> <p><b>Minibus use – currently not in use</b> Used by those within same school group / bubble, reduce numbers on board to aid distancing. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle).</p>	All offsite visits suspended until review in September 2021.	All stakeholders	June 2020 Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups.</p> <p>Use hand sanitizer on entering / leaving vehicle.</p> <p>Windows to be open for ventilation.</p> <p>Staff to wear disposable gloves when refueling.</p>				
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.</p> <p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Where works can be conducted outside of the school day they should be.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>School to seek confirmation of the contractors method statement / risk assessment.</p>	<p>Essential / statutory maintenance deemed necessary to the safe running of the school to continue during lockdown.</p>	<p>Admin team/Premises Team</p>	<p>March 2020 Ongoing</p>	<p>Yes</p>
<b>Provision of first aid</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p><b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p>	<p>Check availability with admin team.</p> <p>Check first aid certification for 2021.</p> <p>Pupil encouraged to self care.</p> <p>Simple first aid lessons to be planned for as part of PSHE.</p>	<p>First aiders/all staff as required.</p>	<p>March 2020 Ongoing</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>First aiders to be aware of advice on CPR from The Resuscitation Council  <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1<sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>All first aid to be administered within bubble.</p> <p>First aid kits stored in every classroom.</p>			
<b>Provision of personal care</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Intimate care protocol to be followed (this has been circulated to all staff)</p> <p>Check availability of PPE with admin staff.</p> <p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>	Refer to personal/intimate care protocol.	First aiders and all staff as required.	March 2020 Ongoing	Ongoing
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Practice evacuation completed, plan for next term.</p>	Plan for practice evacuation.	SLT /All staff	March 2020 Ongoing	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	Maintain groups / bubbles at assembly points.  Increased supervision and reiteration of messages to occupants				
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	None – deliveries left in Foyer	Admin team/BR/Ev ergreen Cleaners	March 2020 Ongoing	Yes
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational  <b>Legionella</b> Any new 'seldomly' used water outlets to be flushed weekly during lockdown. Post lockdown / in the event of closure of any part of the building.  i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	Ongoing review and monitoring as required.	Admin team/BR/Ev ergreen Cleaners	March 2020 Ongoing	Yes
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment.  Parents/ carers and pupils informed of measures in place to protect them.  Posters will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.	Monitor and support individuals and teams as required.	All stakeholders /SLT oversee	March 2020/ ongoing	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.				
<b>Staffing levels</b>	Staff, Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.  Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)  Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.	SLT	March 2020 Ongoing	Yes

**Relevant links**

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Guidance for return in Jan 2021 <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

New national restrictions from Nov 5<sup>th</sup> <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>