

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.

Review and tailor the contents of this generic risk assessment to meet your school's 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. 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.

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020		
Establishment: Cunningham Hill Federation	Assessment by: Justine Elbourne-Cload	Date: 06/01/21
Risk assessment number/ref: <i>(add your own if so desired): RA-001</i>	Manager Approval:	Date:

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

Rev 2: 16/07/20 updates to swimming pool section following confirmation of re-opening from 25th 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 5th until 2nd 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 2nd 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, Hertsmere, 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 20th December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1st 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
<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>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.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if 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.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <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 10 days (reduced from 14 days from Monday 14th December). See 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/</p>	<p>From 5th January primary and secondary schools moved to remote learning and remain open only for vulnerable children and the children of critical workers</p>	<p>SLT</p>	<p>5 JAN 21</p>	<p>✓</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>Testing 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 COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>From 26th August schools were provided with 10 home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. 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>Positive case in school In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk See <i>COVID-19 flowchart for schools</i> http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>From 16th Sept more kits can be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/</p>	Staff and parents	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>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <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.</p> <p>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.</p> <p>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.</p> <p>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>Staff not to mix adult bubbles. Eating in separate areas.</p> <p>No queuing in toilets for staff</p> <p>Only students and school staff to enter school</p> <p>Children staying in own bubble classroom – no cross mixing.</p>	All staff	ongoing	
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p>		<p>Cleaning staff and caretakers</p> <p>School staff within the school day</p>	Ongoing daily	

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>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. 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>In the event of a suspected case / confirmed positive case on site 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.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <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>	<p>Toilets not used by different groups</p> <p>Staff to inform office if any materials need replacing</p> <p>If in a classroom, move to a different classroom for 72 hours.</p>	<p>All staff</p> <p>All staff</p> <p>Office</p> <p>Cleaning staff</p> <p>Cleaning staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>When needed</p> <p>When needed</p>	

<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Bubbles/ Groups: Groups to remain clear and consistent and separated from other groups. During Lockdown: Identify the likely numbers of pupils (critical worker and vulnerable children who will need a place on site) and thus staffing requirements. Pupils/ students split into small, consistent groups and kept in that same group throughout the day. In the absence of any national guidance on group sizes then a maximum size of 15 in line with advice for out of school provision and previous lockdown is used as a guide.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc. No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. 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 adult teaching space / workstation should be 2m 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>Primary Settings to remain in class groups for the majority of the time.. During the lockdown then decision on group size / nature will be made based on the numbers of critical worker and vulnerable children and their year group / class. With pupils kept in consistent bubbles as small in size as is feasible. A maximum of 12 children will be in a classroom Determine if face coverings for visitors and staff are required due to social distancing not being able to be maintained in communal areas, including staffrooms.</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>Children to eat in classrooms</p> <p>No mixing of groups or staff. Social distancing between staff and children wherever possible.</p> <p>Very limited movement of staff across bubbles</p> <p>This is being particularly reinforced during lockdown</p>	<p>SLT</p> <p>All staff</p> <p>All staff</p>	<p>At start of lockdown</p> <p>ongoing</p> <p>Ongoing</p>	<p>✓</p>
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<p>Minimising contact and Maintenance of social distancing</p>	<p>Spread of COVID 19</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>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms.</p> <p>Face coverings Since 20th December Hertfordshire has been in tier 4, at tiers 2,3 and 4 then in schools where pupils in year 7 and above are educated face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</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>See guidance on face coverings in Education</p> <p>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms. (see also Stairs / corridors)</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</p> <p>Supplementary conditions of hire in place See http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1</p> <p>Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions.</p>	<p>Staff instructed to wear face coverings in communal areas except when teaching (unless the choose to wear a visor)</p> <p>No clubs or wraparound care during lockdown</p> <p>No hirings during lockdown</p> <p>Not applicable during lockdown</p>	<p>Office staff</p> <p>Office staff</p>	<p>Ongoing in lockdown</p> <p>Ongoing in lockdown</p>	
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms.</p> <p>Face coverings Since 20th December Hertfordshire has been in tier 4, at tiers 2,3 and 4 then in schools where pupils in year 7 and above are educated face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</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>See guidance on face coverings in Education</p> <p>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms. (see also Stairs / corridors)</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</p> <p>Supplementary conditions of hire in place See http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1</p> <p>Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions.</p>	<p>Staff instructed to wear face coverings in communal areas except when teaching (unless the choose to wear a visor)</p> <p>No clubs or wraparound care during lockdown</p> <p>No hirings during lockdown</p> <p>Not applicable during lockdown</p>	<p>Office staff</p> <p>Office staff</p>	<p>Ongoing in lockdown</p> <p>Ongoing in lockdown</p>	

		<p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact. Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Is any additional signage for hired spaces to remind users on social distancing, hand washing etc.</p> <p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school. School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school.</p> <p>Schools to decide if the NHS QR code poster and check in function is to be used for members of the public when premises are let to external providers. Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations.</p> <p><u>Breakfast and afterschool clubs</u> – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools.</p>	<p>QR code poster displayed in reception at both schools</p> <p>No clubs or wraparound care during lockdown</p>			
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<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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). Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and pupils (if 2m is not viable further robust risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.)</p> <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. http://www.hertsmusicservice.org.uk/schools-covid-update/</p> <p><u>PE / school sport</u></p>	<p>No singing or playing instruments during lockdown</p> <p>No groups larger than 12 in lockdown</p> <p>Children spaced out so not face to face as far as possible</p>	<p>All staff</p>	<p>Through lockdown</p>	
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<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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 return to recreational team sport framework.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited. (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>Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</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. Build in time for handwashing / sanitising before / after lesson. See advice and FAQ's from Association for Physical Education, (Revised 29/9/20). AfPE have also published a model risk assessment for PE.</p> <p>Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools. All such fixtures suspended during lockdown in line with national restriction</p>	<p>Outdoor apparatus not to be shared – one bubble per week</p> <p>Performances to be virtual / recorded for parents, no audiences in order to minimise risks. All undertaken in same consistent school bubbles.</p>	<p>All staff</p>		
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<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</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.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p><u>Activities and resources</u> Classroom resources which are shared within groups (bubbles) are cleaned regularly. Those shared across groups must be cleaned between use.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.</p>	<p>Bottles to go home every day to be cleaned</p> <p>Minimise the need for sharing by allocating set devices bubbles during lockdown</p> <p>Exercise books to be given to infant children so that paper is not being handed in –</p>	Staff and parents	ongoing	

		<p>Otherwise all resources shared across groups (sports ,art ,science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, 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.</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>	children to keep own books and leave them open on tables for teachers to look over.			
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times areas staggered to reduce contact between groups. Eating areas spaced out and no mixing of bubbles</p> <p>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.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to eat in their own bubbles</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. <i>(This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)</i></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. – own drinking bottles used</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>Juniors eating in dining room and hall, infants eating in classrooms – no mixing of bubbles in rooms</p>	All staff	Ongoing	All staff

		All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, etc.			
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Encourage walking / cycling to school Review travel plan Risk assessment of the school's transport provider been seen and the school consulted on it.</p> <p>Public transport 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 15th June) Guidance on how to wear and make a cloth face covering 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>Minibus use 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). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.</p>	No minibus use during lockdown	Slt - newsletter	At start of lockdown
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. 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. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School to seek confirmation of the contractors method statement / risk assessment.</p>	Essential / statutory maintenance deemed necessary to the safe running of the school to continue during lockdown.	All staff/contractors	ongoing

Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	<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. 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. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</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 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	Children should be given first aid in a well ventilated area away from others. Gloves and visor to be worn by adult.	All staff	On going in lockdown	
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	<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>		All staff	When necessary	
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	<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>Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants</p>		All staff	When necessary	
Deliveries & Waste collection.	Staff,	Do not approach delivery staff, allow packages to be left in a safe place.		Office staff	Ongoing through lockdown	

	Students / pupils / wider contacts Spread of COVID 19	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).				
Premises safety	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 Legionella 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.)		caretakers	When scheduled	
Lack of awareness of PHE / school controls	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. 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.		slt	At start of lockdown	
Staffing levels	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	At start of lockdown	

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 5th <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>