


RISK ASSESSMENT FOR: School activities during COVID 19 outbreak –		
Establishment: Heathlands School	Assessment by: SLT	Date: 29.08.20 11.09.20 23.09.20 29.9.20 05.11.20 04.12.20 18.01.21
Risk assessment number/ref: (add your own if so desired): RA-001	Manager Approval:	Date:

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

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
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	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. Clinically extremely vulnerable pupils and staff are not to attend work /school. 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.	Since 20th December when Hertfordshire entered tier 4. All staff and children still deemed clinically extremely vulnerable were advised not to attend school.	SLT	18.1.21	Y

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>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff 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.</p> <p>Government advice is for special schools to remain open</p> <p>Individuals classed as clinically vulnerable to have a risk assessment 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.</p> <p>See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>Individual risk assessments for clinically vulnerable staff</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>19.1.21</p> <p>22.01.21</p>	
<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. 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 / CoHeads are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate</p>	<p>Information letter sent home to families with BSL translation.</p> <p>Any child feeling unwell is NOT to attend school.</p>	<p>Admin</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>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>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</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> <p>Secondary schools to have access to additional coronavirus (COVID-19)</p>	<p>Staff</p> <p>Staff and students</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>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>Asymptomatic testing</p> <p>Lateral flow testing to be used weekly in school for all staff and upper school pupils who have given consent. Training provided sor staff to support testing. Testing carried out in hall on Monday mornings.</p> <p>Second weekly test on Thursdays 8-8.30am for staff who wish a second test.</p> <p>Positive case in school In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk See COVID-19 flowchart for schools 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>testing from the first week of January.</p> <p>Staff to arrive for 8am on Monday morning for testing.</p> <p>School to start at 10am on Monday mornings to enable staff testing to take place. Students to be tested on Monday morning.</p> <p>Anyone with a positive test to go home immediately and follow up with PCR test.</p>	<p>Staff and students</p> <p>Staff</p>		
<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 to reduce congestion at toilets / where soap and water is not available.</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>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>Internal corridor doors propped open to reduce multiple touching of surfaces.</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. Class staff to wipe down frequently touched areas. Checklist to be ticked off daily by classroom teams confirming local areas are being wiped down.</p> <p>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. 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>Separate Key Stage 3 and 4 toilets. KS3: Science toilet (girls) Disabled toilet Changing room English corridor (boys)</p>	<p>Internal corridor doors propped open to reduce touch.</p>	<p>SLT/ Site team</p>	<p>Daily</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>KS4 Art corridor Maths corridor (girls) Focus room (boys)</p>				
<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>Students to wear own clothes to school. Fresh clothes to be worn daily.</p> <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, 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>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>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</p>	<p>Tick list provided. Classroom staff to complete and return to SBM when sheet completed and replace.</p> <p>Staff and students using areas.</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>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 • Wash their hands with soap and water once they remove their 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>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>Absolutely no visitors or parents on site unless exceptional circumstances with the agreement of CoHeads.</p> <p>Any essential visitors to wear a face covering when inside the school building unless this is not possible due to communication purposes.</p> <p>Classes and staff to work within bubbles for lessons Lower school to be in grouped bubble for all lessons, breaks and lunches. Upper school to be in KS3/4 bubbles for breaktimes and lunchtimes.</p> <p>Upper school staff to be class based in one key room for all or most subjects . Staff to tape a line showing teacher area and student areas of room to support social distancing.</p> <p>Students to move between upper classes using outside grounds for movement unless using S2, A2 and A3 and maintain social distance whilst travelling.</p> <p>Windows and doors to be opened by first staff in room and closed by last staff member at 3.30pm. Wash hands afterwards. Same for lights.</p> <p>External doors only kept open while weather allows. Where external doors are</p>	<p>All visitors to be remote unless exceptional circumstances and agreed by CoHeads</p> <p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Staff moving around internal school corridors to wear a face covering.</p> <p>Upper school students using internal corridors to be encouraged to wear a face covering</p> <p>All to be mindful and</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>closed, hand sanitising facilities must be within easy reach and windows must remain open.</p> <p>Students to remain in same school bubble throughout the day to minimise contact situations.</p> <p>Desks to be in forward facing horse shoe shape. Students should not be working directly opposite each other.</p> <p>Staff briefings to be held via Zoom.</p> <p>No assemblies held, reflection to be held in class/form rooms instead</p> <p>Curriculum meetings via Zoom.</p> <p>If staff need to communicate with staff outside of their bubble, use email.</p> <p>No Extra-curricular clubs at the current time.</p> <p>Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>Staff to avoid close face to face contact and minimize time spent within 1 meter of anyone.</p> <p>Pupils sitting side by side rather than face to face and on individual tables where possible.</p> <p>Where teaching is done across upper/lower school, this needs to be via Zoom.</p> <p>Hiring and lettings to be suspended at current time.</p> <p>Review hirers activity against existing Government restrictions. See https://www.gov.uk/government/publications/further-businesses-and-</p>	<p>respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.</p> <p>Identification of increased risk staff/pupils by lanyards: red= stay 2m away, yellow= stay 1m+ away, blue= remain at 1m.</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>premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed (including as at July 7th this included indoor fitness and dance, indoor sports facilities and gyms).</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Offsite visits 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>PE / school sport PE subject lead to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor PE only, students to wear warm tracksuits and waterproofs weather dependent.</p> <p>No indoor PE for lower school students (PPA time will be arranged at an alternative time to support staff)</p> <p>Schools must only provide team sports listed on the return to recreational team sport framework.</p> <p>Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education</p>	<p>Pupils to attend in full PE kit on PE days. Changing rooms not be to used for changing.</p> <p>Hall cannot be used for PE</p>			
Access to & egress from site	Staff, Students / pupils / wider	Students to wait in taxis outside the school gate to avoid congestion of people in school.	Students to bring coats if cold/wet weather			

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>contacts</p> <p>Spread of COVID 19</p>	<p>SLT to supervise entrance of students at beginning of school day. Students to enter in key stage groups at 5 minute intervals starting with KS4 at 8.40am Students to make their way to their classroom via the grounds and not the corridors.</p> <p>Monday mornings 10am start to allow for staff LF testing</p> <p>Students to move around school using the outside of the buildings unless using the toilet.</p> <p>Parents and taxis to wait in cars outside gates at the end of the school day. Parents and escorts collecting Lower school pupils to wait on playground at end of day and once child is collected, leave site immediately.</p> <p>Staggered leaving time for key stages in 5 minute intervals starting at 3.10pm with EYFS.</p> <p>Teacher at end of day to escort class to taxi pick up maintaining social distancing guidelines. Students to get in taxi immediately.</p> <p>Staff to use the INventry swipe system only</p> <p>Hand free exit buttons installed at key entry/exit points</p> <p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, 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.</p> <p>Parents of nursery children who have a shorter day are to enter EYFS around the outside of the school to the garden gate. If they are waiting they will need to do this in their vehicle outside the school grounds.</p>	<p>PE toilets to be kept open throughout the day for additional toilets and handwashing facilities.</p> <p>Parents sent reminders about leaving school site immediately after drop off/pick up</p> <p>All visitors to have been approved by Co-Heads and school office made aware.</p>	SLT	2.11.20	Y

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 visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. Signage in reception regarding good hygiene. Use of Perspex screens in reception and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / pupils 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>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 named water bottles in school to reduce contact with water fountains</p> <p>Access to water in school is controlled. Staff to fill jugs which students can use to refill water bottles. Water dispenser appropriately cleaned regularly. Staff to fill jug without touching the black plastic.</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>Activities and resources</p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc).Build into end of lesson activity routines. Schools to ensure anti-bac wipes/ spray and cloths are available for all IT equipment and teacher to ensure students wipe down after use. If student is too young then staff to clean.</p> <p>Malleable resources such as playdough cannot be shared.</p> <p>Public health advice is that as sand pits cannot be thoroughly cleaned between uses, they should not be used.</p>	<p>Staff to carry own pen and stylus on their lanyards</p> <p>Order supplies</p>	<p>Staff</p> <p>CB</p>	<p>On going</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>All pupils to bring own pencil case with full stationery required, this is compulsory in upper school. Lower school can have a classroom set made up for individual use if child does not bring one in.</p> <p>Upper school students to hand phones/devices in to form tutor upon arrival in classroom. Phones to be collected in a zipper which will then be collected by EIOs or class LSAs in a tray. Zippers taken up to office for safekeeping. EIOs/LSAs to collect and return zippers to classes in P5 at 3.15pm</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. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p>				
Proximity of students/ staff	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Occupied rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE October guidance</p> <p>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</p>	Use of lanyard system.			

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>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>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.</p> <p>Staffroom Staff to eat in their classrooms/teaching areas to avoid over populating the staff room.</p> <p>Staffroom only available to make hot drinks/warm up food. All drinks should be taken to classrooms using secure, lidded hot drink flasks.</p> <p>11.50am-12.30pm staff room for lower school staff, 12.30-1.10pm staff room accessible to upper school staff (unless staff on duty with children at opposite time)</p> <p>Hot drinks can be taken into teaching areas to consume at break/lunchtimes in a suitable protective flask.</p> <p>All persons required to stay on site once they have entered and not use local shops etc.</p> <p>PPA can be undertaken at home if it is at the beginning or end of the school day and children are being signed out by other staff.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Use of email/Zoom as alternative communication. (Google Meet / Zoom)</p> <p>Stairs / corridors Only staff and children with mobility issues to use internal corridors. Internal doors to be propped open on one side where they are double doors. No staff to stop and chat in corridors thus creating 'blockages'. Use corridor mirrors to ensure movement along a corridor is one way only. If classrooms have doors or windows open, the internal door to the corridor must</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>be closed during colder weather periods.</p> <p>Changing rooms Reduce numbers needing to use by allowing pupils to wear PE kit to school. Changing rooms to be used as additional toilet/handwashing facility.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean 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>Swimming pools No hiring of swimming pools. Use of swimming pools (including school pools) still closed under Government restrictions. As of July 7th.</p> <p>Toilets- creating more for students Local toilets to lower school classes used only by those classes. Changing room toilets open through the day to create additional space. Boys to use English corridor boys toilet and boys toilet by M3. Disabled toilet near foyer to be used by pupils with mobility issues. Toilet by science to be a girls student toilet. Art corridor to use toilets located there. Staff to use staff toilets by office only.</p> <p>Break / Playgrounds Children to take break times in designated areas within their bubble. Lower school: [redacted] Monkeys: Foundation [redacted] Toucans and Alpacas in KS1 area [redacted] Iguanas and Sloths- Sound garden and side area [redacted] Jaguars, Tree Frogs and Pirhanas on playground [redacted]</p> <p>Ks3 and Ks4 to have separate breaktime areas- one group on astro and other using the outer area for two consecutive days.</p> <p>Avoid any group activities that require pupils to be in close physical contact with each other Outdoor play equipment to be sprayed down by site staff at the end of day [redacted]</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>Exercise machines used only by the key stage bubble who is not on astro</p> <p>Sign and Play Cancelled until further notice</p>				
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times in bubbles and in designated areas to reduce congestion and contact at all times.</p> <p>Ks3 and Ks4 to have separate breaktime areas- one group on astro and other using the outer area for two consecutive days.</p> <p>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>Lower school to eat in classrooms with their bubble.</p> <p>All KS3 to use dining room 12.15-12.40 All KS4 to use dining room 12.45 – 1.10pm</p> <p>Children to be served meal and dessert together.</p> <p>Pupils bring own water bottles where possible</p> <p>Students to wash hands prior to eating food.</p> <p>Bins to be emptied after lunch</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>				
Transport / Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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.</p> <p>All school transport requested to transport upper and lower students separately unless siblings</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>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use Travel is only required for essential purposes. Offsite visits not encouraged. Only undertaken if necessary and risk assed fully. Implement social distancing where possible. 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>				
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</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. 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's 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>SBM and site team to inform school office if a contractor is coming onto the site.</p>			
Provision of first aid	<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. 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>	No vulnerable staff to assist with first aid			

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>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>only one person being treated in the first aid room at a time, other waiting to wait in food tech or family room if empty or treat in classroom.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>				
Provision of personal care	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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 and if there is a risk of splashing to the eyes, 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>	No vulnerable staff to assist with personal care			
Emergency procedures (Fire alarm activations etc)	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<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.</p> <p>Increased supervision and reiteration of messages to occupants</p>				
Deliveries & Waste collection.	<p>Staff, Students / pupils / wider contacts</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</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
	Spread of COVID 19	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	<p>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</p> <p>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.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>				
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>All staff consulted on plans and risk assessment.</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>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.</p> <p>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.</p>				
School front office and Admin spaces		<p>Front Desk – Perspex screen in place.</p> <p>INventory sign in system to be inside screens (only Gina and Joanne to touch with own stylus pen – wipe down console after each use).</p> <p>Staff to use their staff ID badge to sign in on the inventory doc by door and not front desk.</p> <p>Inventory Machine – have behind barrier so staff cannot use. Late children to be registered by class/form tutor and an email to school office to inform.</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>Franking Machine – use once a day only and clean console afterwards. Use stylus pen.</p> <p>Admin staff to have their own stylus pens to use on photocopier, inventory console.</p> <p>No access to office for SLT, Admin Assistant, Finance and Interpreter.</p> <p>No staff to enter admin spaces.</p>				
Interventions	SaLT OT PT LSAs	<p>Staff wash hands before and after working with a pupil</p> <ul style="list-style-type: none"> • A space is identified for the intervention to take place, and set up with two separate seats/desks placed a suitable distance apart • All equipment needed for the child is set up in the space before the start of the session • Staff go to the child’s classroom, standing at the entrance to collect the pupil (not entering the classroom) • The child follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way • The intervention is provided at a distance • After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil. <p>Children can work within the same existing bubble. Intervention can take place within the classroom if delivered by classroom staff i.e. OT/physio programme.</p>				
Audiology	Staff Students	<p>Children to use their own Roger Radio aids and keep them securely in their named boxes.</p> <p>Staff radio aid to be wiped down by staff member when finished use.</p> <p>If upper school and radio aid arrives from another teacher, wipe down again before putting on and sanitise hands.</p> <p>Hearing aid checks to be carried out daily by class/form staff.</p> <p>Difficulties to be flagged up via email to audiology assistant.</p> <p>Audiology assistant to work within her room. If need to see pupil, go to and work outside of pupil’s classroom. Ensure hands are washed thoroughly before and after.</p> <p>No PPE is required.</p> <p>Visor is available if required.</p>				
Heath House	CYP	Heath House is regarded as another bubble, similar to a home bubble.				

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
	RSWs	<p>CYP to change into own clothes upon arrival in HH.</p> <p>Refer to HH risk assessment for finer details.</p> <p>If a resident develops symptoms whilst on site, self isolate in their bedroom until parents can collect and take for testing.</p> <p>PPE must be worn by staff who are caring for child before collection if a distance of 2M cannot be maintained.</p> <p>If test result is positive via PCR, all Heath House boarders and staff to self isolate for 10 days</p>		<p>CYP</p> <p>Parents</p> <p>RSW</p> <p>All HH</p>		
Parents evening	Parents Staff Students	<p>Parents to remain outside school site unless bringing a new child to school to settle on or have an agreed meeting (approved by CoHeads)</p> <p>Parents contact to be remote- via email/ FT/Zoom using school accounts only</p> <p>Remote parents evening appointments until further notice</p>				
Dual placements	Students Staff families	<p>Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, during national lockdown the parents must choose one setting to attend.</p>		School/nurseries Parents	Immediate	
Staffing levels	<p>Staff, Students / pupils</p> <p>Spread of COVID 19</p> <p>Wider safeguarding / safety risks</p>	<p>Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>	<p>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.</p>			

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>