


<b>RISK ASSESSMENT FOR:</b> <b>School activities during COVID 19 outbreak –</b>			
<b>Establishment: Heathlands School</b>	<b>Assessment by: SLT</b>	<b>Date:</b> 29.08.20 11.09.20 23.09.20 29.9.20 05.11.20 04.12.20 18.01.21 29.01.21 1.3.21 25.3.21 25.5.21	
<b>Risk assessment number/ref:</b> <i>(add your own if so desired): RA-001</i>	<b>Manager Approval:</b>	<b>Date:</b>	

Rev 1: updated template following issue of Government advice on July 2<sup>nd</sup> [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
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>	Staff, Students / pupils / wider contacts	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.  Those pupils unable to attend school because they are following clinical and/or	<b>Clinically extremely vulnerable pupils and staff are not to attend work /school until 31<sup>st</sup> March 2021 at earliest unless GP has</b>	SLT		Y

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	Spread of COVID 19	<p>Public Health advice (e.g. a letter from their consultant) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <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><b>Staff</b> Wider government advice remains to work from home where possible.</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 <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p>	<p><b>authorised</b></p> <p>Individual risk assessments for clinically vulnerable staff</p>	<p>SLT</p> <p>SLT</p>	<p>19.1.21</p> <p>22.01.21</p>	
<b>School occupants coming into contact with those with Coronavirus</b>	Staff, Students / pupils / wider contacts	<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. <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.</p>	Information letter sent home to families with BSL translation.	Admin		

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symptoms	Spread of COVID 19	<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><b>In the event of a suspected case whilst working on site</b> Ensure SLT / CoHeads 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. 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>)</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 <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 PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can</p>	<p>Any child feeling unwell with symptoms is NOT to attend school.</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date</p>	<p>Staff</p> <p>Staff and students</p>		

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		<p>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. <b>School can also provide PCR tests</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> 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 case reporting flowchart for schools</i> <a href="https://thegrid.org.uk/covid-19/key-documents-for-schools">https://thegrid.org.uk/covid-19/key-documents-for-schools</a> 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><b>Asymptomatic testing (LFD testing)</b> Secondary schools had access to additional coronavirus (COVID-19) LFD testing from the first week of January. <b>Upper school students and staff to self test at home twice a week on Wednesday and Sunday night.</b> <b>Testing remains voluntary.</b></p> <p><b>Any student who forgot to complete their home test, can have a school test the next day.</b></p>	<p>of test.</p> <p>From 16<sup>th</sup> Sept more kits can be ordered via <a href="https://request-testing.test-for-coronavirus.service.gov.uk/">https://request-testing.test-for-coronavirus.service.gov.uk/</a></p> <p><b>Staff and students to report testing results 2x week via QR code on testing packs.</b></p> <p><b>Staff and students to report results of all tests to <a href="#">NHS Track and Trace</a> and <a href="mailto:covid@heathlands.herts.sch.uk">covid@heathlands.herts.sch.uk</a></b></p> <p><b>Staff to report positive cases to school absence line with photo of test and copy of NHS</b></p>	<p>Staff and students</p> <p>Staff</p>		

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		<p>Anyone who tests positive from a home test kit must inform the school and self isolate with their household immediately. They must also complete a follow up PCR test.            If the PCR test is negative, the student can return to school and the self isolation ends.            If the PCR test is positive then continue following the self isolation guidance.</p> <p>Families of primary aged children can order their own self testing kits which parent or older child can undertake 2x weekly</p>	<p>result.</p> <p>Student families to report positive test result to <a href="mailto:admin@heathlands.herts.sch.uk">admin@heathlands.herts.sch.uk</a></p>			
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective hygiene protocols</b></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.            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.            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>Internal corridor doors propped open to reduce touch.</p>	<p>SLT/ Site team</p>	<p>Daily</p>	

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		<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.</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><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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</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>			

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		<p>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><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> if an alternative non-chlorine based disinfectant is used ensure that it is <b>effective against enveloped viruses</b> i.e. a product to BS EN14476.</p> <p><b>When cleaning a contaminated area:</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their 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>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>				
<b>General Transmission of COVID-19</b>	Staff, Students / pupils / wider	<p><b>Visitors only allowed with the agreement of CoHeads.</b></p> <p>Any visitors to wear a face covering when inside the school building unless this is not possible due to communication purposes.</p>				

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<p><b>Minimising contact and Maintenance of social distancing</b></p>	<p>contacts Spread of COVID 19</p>	<p>Visitors to complete a LFD test or show proof of a negative result within the past 48 hours if they have regular testing in place already.</p> <p>Staff who move between upper and lower school to take an additional Covid test each week</p> <p>Classes to work within bubbles for lessons Lower school is one bubble and upper school is another bubble.</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>"It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children"</p> <p>Students to move between r 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 closed, hand sanitising facilities must be within easy reach and windows must remain open.</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. Upper</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>School has a supply of face coverings if needed.</p> <p>All to be mindful and 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> <p>Homework club to be divided in KS3 (Tues) and KS4</p>			



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		<p>and lower assembly once a week via Zoom. In person assemblies may begin if CoHeads feel the situation is safe enough.</p> <p>Curriculum meetings via Zoom.</p> <p><b>Extra-curricular clubs</b></p> <p>From May 17<sup>th</sup> wraparound and other extra-curricular activities for children taking place indoors are able to take place in groups of over 15. Continue to minimise mixing between children, where possible. See also <a href="#">out of school settings guidance</a></p> <p>Size of room and ventilation levels able to support group number.</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><b>Hiring and lettings</b> 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 <a href="https://thegrid.org.uk/Restricted-assets/covid-19-supplementary-hire-conditions-jan2021-v6.docx">https://thegrid.org.uk/Restricted-assets/covid-19-supplementary-hire-conditions-jan2021-v6.docx</a></p>	<p>(Thurs)</p> <p>Extended days allowed for those who take part in 2x weekly testing</p> <p>Hirings / lettings available again. To focus on the astroturf rather than internal rooms.</p> <p>See also <a href="#">Sport England FAQs on return of sport</a></p>			

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		<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).  <b>Review hirers activity against relevant Government guidance and any existing restrictions.</b></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 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p>Schools to decide if the <a href="#">NHS QR code poster</a> 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><b>Offsite visits</b>  Offsite visits (day visits) able to be run from 12<sup>th</sup> April in line with the Government's roadmap.</p>	<p>Pupils to attend in full PE kit on PE days. Changing rooms not be to used for changing.</p>			

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		<p>Domestic residential visits can take place from 17<sup>th</sup> May</p> <p>Off site visits risk assessment to be undertaken, children kept in the same consistent group as usual during the visit. COVID secure measures at destination and ability of school group to socially distance from others to be risk assessed.</p> <p>All offsite visits to be fully risk assessed and include Covid protection before embarking. Evolve forms must be submitted at least 7 days before the outing for approval</p> <p>Residential visits: Existing school bubbles are replicated for residential visits. Bubbles of no more than 30 children, accompanying staff are from within same bubble. See also Hotel and Guest accommodation guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation</a> "Where a school/college/further education/higher education facility is organising a visit with more than 30 pupils or students, they should split their group into more than one bubble"</p> <p>Parents / volunteers should not accompany the visit in order to maintain integrity of the bubble. Contingency plan in place in event of symptoms developing in the group or someone needing to self-isolate Staff and Students in Year 7 and upward to undertake LFD testing x 2 weekly Sleeping / room sharing Room sharing limited, capacity in shared dormitory rooms reduced – school to clarify with provider, max of 6 strongly recommended. Members of school staff have their own single room.</p> <p><b>PE / school sport</b> PE subject lead / head of PE to review existing risk assessments and schemes</p>	<p>School visit risk assessment undertaken via Evolve</p> <p>Request provider risk assessment prior to any visit. In particular accommodation provider to confirm arrangements for</p> <ul style="list-style-type: none"> <li>• Preventing mixing between bubbles;</li> <li>• Sleeping arrangements;</li> <li>• Appropriate ventilation;</li> <li>• Enhanced cleaning schedule</li> </ul>			

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		<p>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>No requirement to wear face coverings in PE. <b>Pupils to be kept in consistent groups</b>, 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. <a href="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">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</a>.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/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</a></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. See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. <a href="https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/">https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</a></p> <p>From 29<sup>th</sup> March outdoor fixtures against other schools are permissible (in line with restrictions on grassroots sport).</p>				

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		<p>From 12<sup>th</sup> April indoor competition between different schools was permissible.</p> <p>See guidance on <a href="#">grassroot sports for public and sport providers, safe provision and facilities</a>, and guidance from <a href="#">Sport England</a></p>				
<p><b>Access to &amp; egress from site</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Students to wait in taxis outside the school gate to avoid congestion of people in school.</p> <p>Students to enter school grounds upon arrival. Upper school students to wait outside classrooms until bell has gone. Lower school pupils to wait on playground supervised by parents/escorts until duty staff arrive at 8.45am</p> <p>SLT to supervise entrance of students at beginning of school day. Students to enter in bubble groups with Upper school at 8.45am, KS1 and 2 at 8.50am and EYFS at 8.55am.</p> <p>Students to make their way to their classroom via the grounds and not the corridors.</p> <p>Upper school students who have forgotten to test on Sunday night to go to the outdoor bus area before entering school to self test. Remain outdoors with supervised staff until negative result comes through.</p> <p>Students to move around school using the outside of the buildings unless using the toilet.</p> <p>Upper school 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>Lower school return to a 3.30pm finish each day</p> <p>Staggered leaving time: 3.15pm for Lower school and 3.30pm for Upper School.</p>	<p>Students to bring coats if cold/wet weather</p> <p>PE toilets to be kept open throughout the day for additional toilets and handwashing facilities.</p> <p>Students with mobility difficulties can use internal corridors if they wear a face covering.</p>	<p>SLT</p>	<p>2.11.20</p>	<p>Y</p>

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		<p>Staff to use the INventry swipe system only  <b>Visitors/other external staff i.e. cleaners to use INventry and then wipe it clean with screen wipes provided</b></p> <p>Hand free exit buttons installed at key entry/exit points</p> <p><b>Visitors</b>            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 wait outside the school gate until their child is brought to them. If they are waiting they will need to do this in their vehicle outside the school grounds.</p> <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><b>Staff / pupils</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>All visitors to have been approved by Co-Heads and school office made aware.</p>			
<p><b>Contact points            Equipment use            printers,            workstations,</b></p>	<p>Staff,            Students /            pupils / wider            contacts</p>	<p>Parents to ensure children have their <b>own named water bottles</b> in school to reduce contact with water fountains</p> <p><b>Access to water in school is controlled. Staff to fill jugs which students can use</b></p>				

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apparatus, machinery etc.	Spread of COVID 19	<p><del>to refill water bottles.</del></p> <p>Water dispenser appropriately cleaned regularly.</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><b>Activities and resources</b></p> <p>Classroom resources which are shared within groups 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. Students to have</p> <p>Public health advice is that as sand pits cannot be thoroughly cleaned between uses, they should not be used.</p> <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 keep mobile phones/devices in their bags and are not to use them in school under any circumstances. Use of phones in school will lead to confiscation.</p> <p>For secondary <a href="#">science</a> and <a href="#">DT</a> also consider CLEAPPS advice (GL343 &amp;</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><b>GL 344) for suggested considerations in undertaking practical work.</b></p> <p>Use of shared resources between classes 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.)</p> <p>Build cleaning into end of lesson activity routines.</p>				
<b>Proximity of students/ staff</b>	<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 <a href="#">HSE guidance and CIBSE October guidance</a></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> <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><b>Staffroom</b>  <b>Staff room is available but</b> Staff can eat in their classrooms/teaching areas to avoid over populating the staff room.</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>. Any drinks taken to classrooms must be in a secure, lidded hot drink flasks.</b></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><b>Bus remains available for staff as a staffroom, as well as BSL toilets</b></p> <p><b>Meetings / 1-2-1's / training</b>  <b>. Use of email/Zoom as alternative communication continues to be available as an option.</b>  (Google Meet / Zoom)</p> <p><b>Stairs / corridors</b>  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 be closed during colder weather periods.</p> <p><b>Changing rooms</b>  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>School swimming as part of educational provision and wraparound care can</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>return from March 8<sup>th</sup></p> <p><b>Toilets- creating more for students</b>  Local toilets to lower school classes used only by those classes.  Changing room toilets open through the day to create additional space.  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><b>Sign and Play</b>  To begin from June 7<sup>th</sup>. To use the outdoor areas rather than internal. If exceptionally bad weather forecasted, Sign and Play to be cancelled by 9.30am that morning by emailing families and posting on Facebook.</p>				
<b>Canteen use / lunchtimes</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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 dining room 11.50-12.30.</p> <p>Upper school to use dining room 12.40 to 1.10pm as and when they are ready. Latest time to be served is 12.55pm.</p> <p>Upper school packed lunches can be eaten outside if students wish.</p> <p>Children to be served meal and dessert together. From Reception age upwards to collect their own food and clear their own plates away afterwards</p> <p>Pupils bring own water bottles where possible</p> <p>Students to wash hands prior to eating food.</p>	Changes explained to students	By 26.3.21	Class/for m tutors	

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>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>				
<b>Transport / Travel off site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p><b>Minibus use</b> 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> <p>Children and young people aged 11 and over to wear a face covering when travelling on dedicated transport.</p>				
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</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>SBM and site team to inform school office if a contractor is coming onto the site.</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	<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>All essential / statutory maintenance deemed necessary to the safe running of the school was continued during periods of national lockdown.</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.  <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <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>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 1<sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space.</p>	No vulnerable staff to assist with first aid			
Provision of personal care	Staff, Students / pupils / wider contacts	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.)	No vulnerable staff to assist with personal care			

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	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.  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.				
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts Spread of COVID 19	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).  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).				
<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.)				

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>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.  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.				
<b>School front office and Admin spaces</b>		Front Desk – Perspex screen in place.  <b>Inventry sign in system to be used by visitors with wipes provided to use once completed</b>  Staff to use their staff ID badge to sign in on the inventory doc by door and not front desk.  <b>Inventory Machine – used only for external visitors and other agencies i.e. cleaners. Screen wipes to be provided</b>  <b>Late children to be registered by class/form tutor and an email to school office to inform.</b>  Franking Machine – use once a day only and clean console afterwards. Use stylus pen.  Admin staff to have their own stylus pens to use on photocopier, inventory console.  No access to office for SLT, Admin Assistant, Finance and Interpreter.				

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
		No staff to enter admin spaces.				
<b>Interventions</b>	SaLT OT PT LSAs	<p>Staff wash hands before and after working with a pupil</p> <ul style="list-style-type: none"> <li>• A space is identified for the intervention to take place, and set up with two separate seats/desks placed a suitable distance apart</li> <li>• All equipment needed for the child is set up in the space before the start of the session</li> <li>• Staff go to the child's classroom, standing at the entrance to collect the pupil (not entering the classroom)</li> <li>• The child follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</li> <li>• The intervention is provided at a distance</li> <li>• 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.</li> </ul> <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>				
<b>Audiology</b>	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>				
<b>Heath House</b>	CYP 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>		CYP  Parents  RSW		

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
		PPE must be worn by staff who are caring for child before collection if a distance of 2M cannot be maintained.				
<b>Parents evening</b>	Parents Staff Students	Parents to remain outside school site unless bringing a new child to school to settle on or have an agreed meeting (approved by CoHeads)  Parents contact to be remote- via email/ FT/Zoom using school accounts only  Remote parents evening appointments until further notice				
<b>Dual placements</b>	Students Staff families	Where a pupil or student 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, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil or student. Pupils and students should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils and students in this situation should not be isolated as a solution to the risk of greater contact when required by specific public health advice.		School/nursey Parents	Immediate	
<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.			

### 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>

Restricting attendance during the national lockdown: schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Schools Coronavirus (COVID-19) Operational guidance applies from March 8th

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

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>