

RISK ASSESSMENT FOR:
School activities during COVID 19 outbreak – After July 19th 2021



Establishment: Heathlands School	Assessment by: Lesley Reeves Costi	Date: 31.08.2021 03.01.22 21.1.22
Risk assessment number/ref: (add your own if so desired): RA-001	Manager Approval: Sarah Shields	Date: 02.09.21

Rev 15: revised to reflect move to Step 4 from July 19th and Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

10/8/21 link to Herts Music Service updated, new edition of CIBSE ventilation guidance referenced

31/08/21 self isolation requirement– updated age of young people exempt from self-isolation if a contact of a positive case to under the age of 18 years and 6 months

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<p>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</p> <p>Clinically extremely vulnerable (CEV) pupils and staff</p> <p>Shielding for CEV individuals paused on 1st April 2021.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Pupils Those CEV pupils unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) 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>Staff Individuals classed as clinically extremely vulnerable to have a risk assessment undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning,</p>	<p>From 1st April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they cannot</p>	LRC/CB	6.9.21	

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		<p>ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p> <p>See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September. Booster offered to all staff</p> <p>Upper school students have been offered two doses of Covid vaccine.</p> <p>Asymptomatic testing (LFD testing) All staff and Upper school students to test twice a week at home (Sunday and Wednesday nights) and email results to covid@heathlands.herts.sch.uk</p> <p>Students who have not tested at home to self test in registration time the hall the following day at breaktime (Monday and Thursday)</p>	<p>work from home.</p> <p>In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p> <p>Encourage vaccine take up (both doses)</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.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area away from others (2M), open a window for ventilation) and self-isolate.</p>				

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<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 staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. 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 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Pupils, staff and other adults should follow public health advice on When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Testing Staff / pupils who develop symptoms should be PCR 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. Staff/pupils who test positive on an LFT to self isolate. A PCR test is not needed.</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>Schools were initially provided with 10 PCR home testing kits which can be provided in the exceptional circumstance that you believe an individual may</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>A positive PCR or LFT test will still require self-isolation regardless of vaccination status or age.</p> <p>Additional PCR kits able to be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/</p>			

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		<p>have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p>Positive case in school setting Those affected self-isolate and do not return to school until the end of self-isolation period. See case reporting protocol / flowchart for schools https://thegrid.org.uk/covid-19/key-documents-for-schools COVID.EYSEducation@hertfordshire.gov.uk From 19th July NHS T&T will undertake contact tracing</p> <p>Asymptomatic testing (LFD testing) Primary age pupils are not tested with LFDs All staff and Upper school students to test twice a week at home (Sunday and Wednesday nights) and email results to covid@heathlands.herts.sch.uk</p> <p>Students who have not tested at home to self test in the hall the following day at breaktime registration time (Monday and Thursday)</p> <p>Secondary School testing Retain an asymptomatic test centre on site All secondary pupils to be tested in school on return in January 2022 All secondary pupils to be offered 2 lateral flow tests 3-5 days apart on their return. Students continue 2x weekly LFD testing until End of September when this will be reviewed. School staff should keep on testing twice a week even if fully vaccinated.</p>	<p>From 16th August 2021 all those under the age of 18 years and 6 months and those adults who have been fully vaccinated will be exempt from self isolation if a contact of a positive case.</p> <p>Close contacts do not need to isolate, but take LFT for 7 consecutive days should take a PCR test and only need to isolate if they test positive or develop symptoms themselves</p>			
General Transmission of COVID-19	Staff, Students / pupils / wider	Hand Hygiene Welfare facilities are provided which contain suitable levels of soap and paper towels.				

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Ineffective hygiene protocols	contacts Spread of COVID 19	<p>All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required.</p> <p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. 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>				
General Transmission of COVID-19 Ineffective cleaning High Contact points	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Classrooms to be wiped down at the end of each lesson/day by students/teachers.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly by classroom staff/students working there.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Via the laundry room. Teaching staff to return cloths for wash and top up sprays frequently. 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>				

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		<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>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<p>Poorly ventilated spaces</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems.</p> <p>Where mechanical ventilation is present that removes and circulates air to multiple rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible. There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE COVID-19 ventilation guidance (v5 July 21)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	<p>Identify any poorly ventilated areas and take steps to improve. A CO₂ monitor can help identify if the space is poorly ventilated (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>Library external door (and door into library) to be kept open when library is in use.</p> <p>Use high level windows where available to minimise drafts.</p>			

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			Where lower level windows are being opened out onto play areas then ensure these don't create a risk of pupils running into the edge of an open window.			
General Transmission of COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Meetings Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate</p> <p>Staff briefings to remain on Zoom for autumn term.</p> <p>Face coverings Any individuals who continue to choose to wear face coverings should be supported to do so. See guidance on face coverings in Education</p> <p>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</p> <p>Face coverings should still be worn in enclosed and crowded spaces until January 27th where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p> <p>Staffroom Staffroom is accessible to all staff. Meals and hot drinks can also be taken into classrooms providing they are in suitable flasks with a secure clip on/screw lid.</p>	<p>School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups and to move around school via external doors.</p> <p>In the event of an outbreak the wearing of face coverings may be required to be re-introduced in communal areas.</p>			
General Transmission of COVID-19 wider use of school by 3rd parties / beyond school day	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Hiring and lettings risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>Supplementary conditions of hire in place for COVID see https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</p> <p>Room layouts and areas able to be accessed agreed with hirer. Time of hire avoids any unnecessary mixing with members of the school community. Welfare facilities and adequate supplies of soap/water, paper towels, hand</p>	<p>Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions.</p> <p>See also Sport England FAQs on return of sport</p>			

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		<p>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. Provide additional signage, if required, for hired spaces to remind users on hand washing etc. All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or NHS QR code poster and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement) Schools are not expected to create NHS QR code posters for their normal day to day operations. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school.</p> <p><u>Performances</u></p> <p>Audiences indoor / outdoor have been permitted since May 17th (see also performing Arts guidance). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).</p>				
<p>Access to & egress from site</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><u>Visitors</u> 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>School visitors to show proof of a negative LFT within 24 hours upon entry to the school, including all Sign and Play parents.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p> <p>Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an NHS QR code poster, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene.</p>				

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		Use of Perspex screens for open receptions.				
Curriculum activities		<p>PE / school sport Students to attend wearing school PE kit on PE days.</p> <p>No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.</p> <p>Since 29th March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport).</p> <p>Since 12th April indoor competition between different schools has been permissible.</p> <p>See guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England</p> <p>See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</p> <p>Science / DT For secondary science and DT see also CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work. CLEAPSS Home page</p> <p>Offsite visits Offsite visits (day visits) able to be run since 12th April in line with the Government's roadmap. Domestic residential visits able to take place since 17th May International visits able to commence from start of Autumn term. Off site visits risk assessment to be undertaken and include IPC measures.</p>	Travel list (and broader international travel policy) is subject to change, contingency plans required			
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p>				

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Minibus use	Staff, Students / pupils / wider contacts Spread of COVID 19	Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser / disinfectant wipes to be available on the vehicle). Use hand sanitizer on entering / leaving vehicle. Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation. Windows to be open for ventilation (open partially if cold).				
School Swimming pools	Staff, Students / pupils / wider contacts Spread of COVID 19	Review swimming pool risk assessment and operating procedures. https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming The Government has removed the capacity limits, bather load can return to pre Covid capacity levels. Follow PWTAG and Swim England advice on reopening school pools. PWTAG advice Reopening a pool after COVID-19 shutdown Operation after COVID-19 shutdown Mechanical ventilation should operate on 100% fresh air with no recirculation. Pool cleaning procedures are detailed in Pool's NOP	Swim England has published detailed guidance for the safe use of swimming pools, club activity and swimming lessons must adhere to this Returning to the Pool guidance . These will be replaced after July 19 th with a best practice guide.			
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical). 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. School to seek confirmation of the contractors method statement / risk assessment.				
Provision of first aid	Staff, Students / pupils / wider contacts	Where reasonable 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. Those administering first aid should wear PPE appropriate to the circumstances.				

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	Spread of COVID 19	<p>Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE if the person is Covid positive.</p> <p>All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK</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 (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.</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 close contact is required.</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. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.</p>				
Premises safety	<p>Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p>	<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. Post any 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>				

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Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.				
Staffing levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, remote learning, 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.			

