

**RISK ASSESSMENT FOR:  
School activities during COVID 19  
outbreak – After July 19<sup>th</sup> 2021**



<b>Establishment: Heathlands School</b>	<b>Assessment by: Lesley Reeves Costi</b>	<b>Date: 31.08.2021</b> <b>03.01.22</b> <b>21.1.22</b> <b>3.3.22</b> <b>19.4.22</b>
<b>Risk assessment number/ref: (add your own if so desired): RA-001</b>	<b>Manager Approval: Sarah Shields</b>	<b>Date: 02.09.21</b>

**Rev 15: revised to reflect move to Step 4 from July 19<sup>th</sup> 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

**3.3.22** revised to reflect Living with Covid guidance

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>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b></p> <p><b>Clinically extremely vulnerable (CEV) pupils and staff</b></p> <p><b>Shielding for CEV individuals paused on 1<sup>st</sup> April 2021.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Pupils</b> Those pupils who are 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. 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> Individuals previously 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, 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 <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Encourage vaccine take up for staff and students.</p> <p><b>Asymptomatic testing (LFD testing)</b> This has now paused for all schools and is no longer required.</p>	<p>From 1st April 2021 CEV staff were able to return to the workplace</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>			

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>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on main symptoms of coronavirus: a high temperature, a new continuous cough, or a loss of, or change, in their normal sense of taste or smell.</p> <p>Updated public health advice communicated to staff, students and parents, if unwell the advice remains to stay at home and avoid contact with other people. See <a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts">COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)</a></p> <p>Those with COVID symptoms <a href="#">should order a PCR test</a> and are advised to stay at home and avoid contact with other people while waiting for the test result.</p> <p>Where a student is unwell at school they will be sent home or parents asked to collect.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified. Staff and students who are unwell should return home. As far as possible students awaiting collection will be kept away from others in a well-ventilated space in order to reduce the risk of onward transmission. Areas occupied by them to be cleaned after collection (see advice below). Any school staff supervising the child and in close contact to wear a fluid resistant surgical mask, type IIR).</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 <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>Pupils, staff and other adults should follow public health advice on <a href="https://www.nhs.uk/conditions/coronavirus/covid-19/when-to-self-isolate-and-what-to-do">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p>	<p>If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, a decision to refuse the pupil can be made, if 'in your reasonable judgement', it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>School occupants coming into contact with those with Coronavirus symptoms</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Testing</b> Staff / pupils who develop symptoms should still 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 <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p>Schools were initially provided with 10 PCR 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(s) in school setting</b> From 24<sup>th</sup> Feb 2022 whilst no longer a legal requirement those with COVID-19 should still self-isolate and not return to school until the end of self-isolation period.</p> <p>For students, self isolation is three days after their positive Covid test result, they can then return to school if they no longer have symptoms. For staff, this is 5 days after their positive Covid test result providing they feel well enough, they can then return.</p> <p>See 'when to contact the LA Covid response team' <a href="https://thegrid.org.uk/covid-19/key-documents-for-schools">https://thegrid.org.uk/covid-19/key-documents-for-schools</a> <a href="mailto:COVID.EYSEducation@hertfordshire.gov.uk">COVID.EYSEducation@hertfordshire.gov.uk</a></p>	<p>In the case of a potential outbreak, school can request a set of LFTs from the LA Covid response team.</p>			
<b>General Transmission of COVID-19</b>  <b>Ineffective hygiene protocols</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Hand Hygiene</b> Welfare facilities are provided which contain suitable levels of soap and paper towels. 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>				

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>Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations <b>at key sites in school- mainly entrances and in areas involving food</b>. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in classrooms.</p> <p>Build use into routines for staff and pupils eg. On arrival, when returning from breaks, 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.</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><b>High Contact points</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points e.g door handles, taps, flush handles, toilet door handles, table, desktops, banisters, telephones, keyboards are cleaned and disinfected regularly.</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. 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><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</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>chlorine (av.cl.) or 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>• 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 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>Poorly ventilated spaces</b>	<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>Use of CO<sub>2</sub> monitors to help identify if the space is poorly ventilated (CO<sub>2</sub> levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>Where mechanical ventilation is present that removes and circulates air to <b>multiple</b> 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 <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 ventilation guidance</a> (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><b>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</b></p>	<p><b>Library external door (and door into library) to be kept open when library is in use.</b></p> <p>Use high level windows where available to minimise drafts.</p> <p>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.</p>			
<b>General Transmission of COVID-19</b>	Staff,	<p><b>Meetings</b> Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate</p>	School outbreak management plan to include possibility that it may become necessary to			

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>Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff briefings to remain on Zoom <b>at CoHeads discretion</b></p> <p><b>Face coverings</b> Any individuals who continue to choose to wear face coverings in <b>communal areas</b> should be supported to do so.</p> <p><a href="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">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</a></p> <p><b>Staffroom</b> Staffroom is accessible to all staff. Hot drinks can also be taken into classrooms providing they are in suitable flasks with a secure clip on/screw lid.</p>	<p>reintroduce 'bubbles' for a temporary period, to reduce mixing between groups and to move around school via external doors.</p>			
<p><b>General Transmission of COVID-19 wider use of school by 3<sup>rd</sup> parties / beyond school day</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Hiring and lettings</b> 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 <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</a></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 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.</p> <p>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><b>Performances</b></p> <p>Audiences indoor / outdoor have been permitted since May 17<sup>th</sup> (see also <a href="#">performing Arts guidance</a>). 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>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> <p>In the event of a local outbreak additional measures may be required. School outbreak management plan to consider any individual events. Be prepared to change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Access to &amp; egress from site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<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.  Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.  Signage in reception regarding good hygiene.				
<b>Curriculum activities</b>		<b>PE / school sport</b> Students to attend wearing school PE kit on PE days.  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.  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>  See advice and FAQs 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>  <b>Science / DT</b> For secondary science and DT see also CLEAPPS advice (GL343) for suggested considerations in undertaking practical work. <a href="#">CLEAPSS Home page</a>  <b>Music Singing and wind / brass instruments</b> No limits on the number of people who can sing indoors or outdoors. However, there is increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.  Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school Hall) for larger groups. Encouraging the use of outside space where practical	In the event of a local outbreak additional measures may be required. School outbreak management plan to consider any individual events. Be prepared to change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team.			



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>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service.  <a href="https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx">https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx</a></p> <p><b>Offsite visits</b>            Separate Off site visits risk assessment to be undertaken and include IPC measures.            For international travel see  <a href="https://www.gov.uk/government/travel-and-travelers/coronavirus">Travel to England from another country during coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p>	<p>Requirements (and broader international travel policy) is subject to change, contingency plans required.</p> <p>Children 17 and under do not have to take any COVID-19 travel tests or quarantine on arrival in England.</p>			
<b>Canteen use / lunchtimes</b>	<p>Staff,            Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Reinforce handwashing prior to eating food.            Hand sanitiser should be available at the entrance of any room where people eat</p> <p><b>Canteen use</b>            Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p>				
<b>Minibus use</b>	<p>Staff,            Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Sanitiser / disinfectant wipes to be available on the vehicle for cleaning of vehicle contact points (handles, keys, display and controls etc.).</p> <p>Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation.</p> <p>Windows to be open for ventilation (open partially if cold).</p>	<p>Driver responsible to replace wipes if they have used them up.</p>	Drivers	Ongoing	
<b>Contractors</b>	<p>Contractors,            Staff,            Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>. School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.            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).</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.</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
		School to seek confirmation of the contractor's method statement / risk assessment.				
<b>Provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	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. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly and removed with care. Wash hands immediately and thoroughly before and after removing PPE. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b>  First aiders to be aware of advice on CPR from The Resuscitation Council <a href="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings   Resuscitation Council UK</a>				
<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	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.  If direct care of student with COVID symptoms (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.				
<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.				

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>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>				
<b>Lack of awareness of PHE / school controls</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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.</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.</p>				
<b>Staffing levels</b>	<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, remote learning, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</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.			

