

COVID RISK ASSESSMENT FOR SEPTEMBER 2020

School activities during COVID 19 outbreak - opening from January 2021



Establishment:

Hormead First School

Assessment by:

Linda Tompkins & Lynda Cowler

Date:

07/01/2021

Risk assessment number/ref:

(add your own if so desired): RA-001

Manager Approval:

Date:

Rev 11 06/01/21 updated to remove reference to tiered system and announcement on 4th January of a national lockdown for all England **Changes highlighted in green.**

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>Individual risk factors, meaning staff / pupils more vulnerable to COVID-19</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • 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 Public Health advice (e.g. a letter from their consultant) will be provided with remote education • Existing individual health care plans in place for pupils/students to be reviewed. • 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>Staff</p> <ul style="list-style-type: none"> • Wider government advice remains to work from home where possible – roles which are able to do so effectively will be considered. • 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. • Any existing individual risk assessments to be reviewed. • See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable 	<p>Seek guidance on Pregnant staff – 28 weeks (LT)</p> <p>Risk assessment reviewed for CW, Lto, LT, LC</p>	<p>LT</p> <p>LT</p>		

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School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> 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. Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed. No symptomatic individuals to present on site. These expectations have been communicated to all. <p>In the event of a suspected case whilst working on site</p> <ul style="list-style-type: none"> Ensure Head is notified. Individual goes home immediately (if awaiting collection by their parent, isolate child in office corridor, or an area at least 2m away from others, open a window for ventilation) and self-isolate. 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. Clear message sent to parents that if a student is unwell at school they are to be sent home or collected immediately. 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) Staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days. See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ 	<p>From 5th January school moved to remote learning and remain open only for vulnerable children and the children of critical workers</p> <p>Reminders in school newsletters</p> <p>Regular reminders – notices in staff room</p>	LC LC LC	04/01/21 weekly	

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		<p>Testing</p> <ul style="list-style-type: none"> Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance. Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access. Home testing kits, (10 provided to schools), can be given out in the exceptional circumstance where an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer. <p>Positive case in school</p> <ul style="list-style-type: none"> In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk See <i>COVID-19 flowchart for schools – copy in staff room</i> http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case. 	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.- parents & staff are required to show proof of negative test</p> <p>More kits can be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/</p> <p>Headteacher to be notified immediately of all positive cases</p> <p>LC & Office Staff to generate letters to anyone in close contact</p>	<p>ES / LC</p> <p>ES</p> <p>All</p> <p>LC & ES</p>	<p>ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> 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. Alcohol hand sanitiser used in addition where required e.g, to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations. Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving. 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. 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. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste) All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. 	<p>to check – order if required</p>	<p>All staff WS HBu</p> <p>WS</p>		

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<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> Documented cleaning schedule in place. Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly. Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Toilets shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. 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. Only cleaning products supplied by school / contract cleaners 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. Thorough cleaning of rooms at the end of the day. <p>In the event of a suspected case / confirmed positive case on site</p> <ul style="list-style-type: none"> For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance <p>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. PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Any cloths and mop heads used must be disposed of as single use items. 	<p>Classroom Staff to do a light clean / wipe of resources / tables at end of day</p> <p>Individual bubble toilets</p> <p>Review COSH register</p> <p>Cleaner / Caretaker to stock take items and re-order when needed</p>	<p>LT / WS Cleaner/ Caretaker (WS / HBa)</p> <p>Office Staff</p> <p>WS</p> <p>HBa</p> <p>Cleaner HBa Caretaker WS</p> <p>Cleaner HBa Caretaker WS</p>	<p>ongoing</p>	

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<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Bubbles/ Groups: Ash Bubble – Nursery & Reception – including bubble staff + ES & LT & WS Willow Bubble – Year 1 & 2 – including bubble staff + LC Oak Bubble – Year 3 & 4 – including bubble staff + SP Groups to remain clear and consistent and separated from other groups.</p> <p>During Lockdown:</p> <ul style="list-style-type: none"> Identify the likely numbers of pupils (critical worker and vulnerable children who will need a place on site) and thus staffing requirements. Pupils split into small, consistent groups and kept in that same group throughout the day. In the absence of any national guidance on group sizes then a maximum size of 15 in line with advice for out of school provision and previous lockdown is used as a guide. <p>Limiting interaction between groups by:</p> <ul style="list-style-type: none"> Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. hall, school library etc. No groups are coming together for assemblies, events, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children). Where staff move across groups (bubbles), visor or face covering to be worn, hands to be washed / sanitised before and after and social distancing (2m) to be maintained from other staff and adults as far as is reasonable. Wherever possible, 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 at least 1m+). Keep space for Headteacher to enter and be present whilst maintaining social distancing. All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. Pupils sitting side by side rather than face to face wherever possible. Face coverings for visitors are required due to social distancing not being able to be maintained in all areas. 	<p>Teaching kitchen- Ash only Staff Room – Willow & Only</p> <p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Grouping of bubbles & staff + staff rota timetable</p> <p>Order face visors for all staff</p>	<p>LC</p> <p>LC</p> <p>LC</p> <p>LC</p> <p>LC</p>	<p>Start of lockdown</p> <p>Jan 21</p>	

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		<ul style="list-style-type: none"> Those wearing face coverings should clean hands before and after touching – including to remove or put them on. DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms. See guidance on face coverings in Education The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so. <p>Extra-curricular clubs</p> <ul style="list-style-type: none"> No clubs running at present - we cannot ensure delivery replicates school groups / bubbles. During lockdown these would only run only where essential as wraparound care for those children eligible to be in school for on-site provision. <p>Hiring and lettings</p> <ul style="list-style-type: none"> risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Supplementary conditions of hire in place See http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1 Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions. 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. 	<p>Only essential visitors</p> <p>Purchase disposable bags for used PPE</p> <p>Check furlough – changes to contract for staff running clubs</p> <p>No letting during the pandemic until further notice</p>	<p>LT</p> <p>LT</p>		

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		<ul style="list-style-type: none"> Is any additional signage for hired spaces to remind users on social distancing, hand washing etc. 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. Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school. Schools to decide if the NHS QR code poster and check in function is to be used for members of the public when premises are let to external providers. Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations. <p><u>Breakfast and afterschool clubs.</u></p> <ul style="list-style-type: none"> See protective measures for holiday and after school clubs, and other out of school settings which recommend a max 15 children per group (multiple groups can use the same space, only if there is robust social distancing between groups). Wrap around care, Breakfast/ afterschool clubs can continue to operate for those children eligible to attend school for full time provision on site where essential as childcare for parents/carers to work. Provision should, where possible, replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups. Review space / layout and occupancy to determine if children from different groups can maintain social distancing (2m between children from different groups). Where this is not possible keep the before / after school groups consistent to reduce mixing. <p><u>Offsite visits</u></p> <ul style="list-style-type: none"> No overnight visits to be run. Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment. Face coverings: Government guidance applies to members of the public who are required to wear a face covering inside a wide list of indoor settings 	<p>Clubs cancelled at present, due to social distancing.</p>	<p>LC</p>		

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		<p>such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one.</p> <ul style="list-style-type: none"> • See full list here 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 • Staff and pupils should comply with expected requirements when visiting such venues. <p>Music-dance and drama</p> <ul style="list-style-type: none"> • Social distancing to be observed. This may limit group numbers. • Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. • If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups. <p>Singing and wind / brass instruments</p> <ul style="list-style-type: none"> • Increased risk of aerosol transmission with volume and numbers of individuals within a confined space is likely. • Accumulation of aerosols to be limited by keeping the actual singing / playing time short. • Activity to take place outside where possible. • Where using indoor spaces ensure good ventilation through the use of opening windows and doors. • Limit group size in relation to the space, use hall for larger groups. • If using hall (shared space), then ventilate the empty room for at least 15 minutes before another group uses the space and clean all touch surfaces before use by another group. • Larger groups e.g. more than a class of 30, would need to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present). • Face to face activity is to be avoided (Pupils positioned back-to-back or side-to-side when playing or singing). • Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and pupils • Use microphones. Sing / play quietly to reduce aerosol risk. 	<p>Residential trips have been suspended.</p> <p>During lockdown period Hiring / lettings reviewed and suspended in line with national advice and restrictions.</p> <p>Hires for Community use to cease unless an exempt activity e.g. support group, childcare etc.</p> <p>No adult indoor /outdoor sport / leisure permitted (e.g. gyms, courts & swimming pools etc. must close).</p> <p>Indoor sport for under 18's is only permitted as part of formal education or to facilitate childcare for parents to work.</p> <p>See also Sport England FAQs on return of sport</p> <p>Sporting activities via Zoom for home learning</p> <p>Class staff ensure social distancing is adhered to regarding face to face singing.</p>	<p>LC</p> <p>LC/LT</p>		

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		<ul style="list-style-type: none"> • Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments. • Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. • http://www.hertsmusicservice.org.uk/schools-covid-update/ <p><u>PE / school sport</u></p> <ul style="list-style-type: none"> • PE subject lead to review existing risk assessments and schemes of work to include management of COVID-19 risks. • Schools must only provide team sports listed on the return to recreational team sport framework. • Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use, 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). • Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation. • Sharing of equipment during PE is limited. • Outdoor sports prioritised where possible, and hall spaces used where not, maximising distancing between pupils and natural ventilation. • Build in time for handwashing / sanitising before / after lesson. • See advice and FAQ's from Association for Physical Education, (Revised 29/9/20) AfPE have also published a model risk assessment for PE. • Fixtures against other schools: • All such fixtures suspended during lockdown in line with national restrictions. 	<p>Music lessons from external provider, Herts Music Service have been suspended</p>	<p>LF Class staff LC/LF</p>		

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Access to & from site	Staff, Students / pupils / wider contacts	<ul style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion and contact at all times. School to open at 8:45, register to close at 9:10am Parents are socially distancing whilst collecting and dropping off their children. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils. Staff on duty to monitor arrival / departure and site access points to facilitate social distancing. Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents. Consider one-way traffic through external doors to avoid face to face passing. 	Request that parents wear face coverings during pick up and drop off this time. Request that parents do not enter the school grounds – drop off at gate where a member of staff will be on duty.	LC		Done
	Spread of COVID 19	<p>Visitors</p> <ul style="list-style-type: none"> Only essential visitors allowed on site. 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. Parents instructed only to come onto premises by appointment or in event of an emergency. Volunteers, temporary staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including the need to maintain distance (2m where possible) from other staff and pupils. Where visits can happen outside of school hours, they should. A record is kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time) Signage in reception regarding good hygiene. 	If we require an essential visitor to access the premises, we will ask them to attend after the children have gone home. If it is for a specific child, we would ask for face masks to be worn.	LC/LTo		
		<p>Staff / pupils</p> <ul style="list-style-type: none"> On arrival all staff and pupils to wash hands using nearest available basin or use the sanitiser provided at their point of entry. 	LT to Review current records Staff time in – time out sheet	LTo		
				All staff		Done

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<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> Parents to ensure children have their own water bottles in school to reduce contact with taps / sharing cups. Staff have their own basic equipment (pens, pencils etc.) to avoid sharing. Packs prepared for each child with own whiteboard, pen etc Pupils are asked not to take resources home or bring items in from home. Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). <p>Activities and resources</p> <ul style="list-style-type: none"> Classroom resources which are shared within groups (bubbles) are cleaned regularly. Those shared across groups must be cleaned between use. Minimise all unnecessary sharing of resources, taking books home etc. Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use. Build cleaning into end of lesson activity routines. . 	<p>Remote learning pupils receive reading books which when returned will be placed in a box and not touched for 72 hours.</p> <p>Ensure anti-bacterial wipes are available when children are using laptops / ipads. Ensure children wipe down laptops after use. If child too young then staff to do this for them</p>	<p>All staff</p> <p>Cleaner/Office staff Class staff</p> <p>All staff</p>		

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<p>Proximity of students/ staff</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • Staff are to maintain a safe distance between each other (2 metres wherever possible) • Occupied rooms to be kept as well ventilated as possible (by opening windows and doors) See HSE guidance and CIBSE October guidance • In cooler weather open windows just enough to provide constant background ventilation, open windows more fully during breaks etc. • Use heating / additional layers of clothing to maintain comfortable temperatures. Parents have been advised to send their children in layers. • Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) • Consider opportunities for outdoor learning to assist in social distancing. • 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 and wear a face covering. <p><u>Meetings / 1-2-1's / training</u></p> <ul style="list-style-type: none"> • Limit face to face meetings to those which are essential and cannot be delivered in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means, Teams etc.) <p><u>Staff rooms</u></p> <ul style="list-style-type: none"> • maximum of three staff in the staffroom & teaching kitchen at any one time, due to the size of the room and social distancing. Doors and windows open whenever not possible <p><u>Corridors</u></p> <ul style="list-style-type: none"> • Corridors are only used for staff or pupils using the facilities and coat hooks • Care is taken regarding social distancing - Avoiding queuing in corridors <p><u>Break / Playgrounds</u></p> <ul style="list-style-type: none"> • Avoid any group activities that require pupils to be in close physical contact with each other. • Limit group interaction by clearly zoning areas and staggering breaks. • Use playing fields when weather permits. • Brief all staff on expectations. • Increased supervision to aid enforcement of social distancing as far as is reasonable. • Outdoor play equipment to be cleaned between use by different groups or left for period of 48 hrs (72 hrs for plastic) between use by different groups. • Pupils should wash / sanitise their hands before and after use. 	<p>Use high level windows where available to minimize drafts.</p> <p>Where 1:1 teaching is needed, staff will wear face coverings.</p>	<p>All staff</p>		

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Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas. 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>Canteen use</p> <ul style="list-style-type: none"> 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. Pupils to enter canteens in their allocated bubbles. Ash bubble to eat dinners in hall. Oak and Willow to eat in classrooms Drinking water provided however children are encouraged to bring in water bottles from home. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles. . 	<p>Lockdown</p> <p>Due to numbers of pupils in school, TA's collect boxed lunches and take them to the classrooms. This limits movement within communal areas. Children clean hands before eating food.</p>	LC and class staff		
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Minibus use</p> <ul style="list-style-type: none"> Used by those within same school, reduce numbers on board to aid distancing. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling. <ul style="list-style-type: none"> Risk assessment of the school's transport, Grahams Taxi's has been seen and the school consulted on it. 	Review travel plan - Due to location of the school, most pupils arrive by car.	LC /LT		

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
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	<ul style="list-style-type: none"> 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 a safe distance between themselves and others (2 metres 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. Site inductions are to be carried out following social distancing principles. School to seek confirmation of the contractors method statement / risk assessment. 	Essential / statutory maintenance deemed necessary to the safe running of the school to continue during lockdown.	Caretaker/ cleaner/LC Office staff		
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> 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. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ 		All staff		
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection should be worn.) 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. 				

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
Emergency procedures (Fire alarm activations etc)	Staff, pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> 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. 	New evacuation procedures in place to ensure social distancing is adhered to	LC		
Deliveries & Waste collection.	Staff, pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Do not approach delivery staff, allow packages to be left in a safe place. Hands to be thoroughly washed after handling all deliveries or waste. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). 	<p>Deliveries are placed in the school's reception area.</p> <p>Cleaner empties bins in the morning before staff arrive</p>	Office staff Cleaner		
Premises safety	Staff, pupils Wider safeguarding / safety risks	<ul style="list-style-type: none"> 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>Legionella</p> <ul style="list-style-type: none"> 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.) 	<p>Caretaker to take readings regularly and noted.</p> <p>Caretaker checks daily.</p>	WS WS		
Lack of awareness of PHE / school controls	Staff, pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> 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, and 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, temp 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. 		LC		
Staffing levels	Staff, pupils Spread of COVID 19 Wider safeguarding / safety risks	<ul style="list-style-type: none"> 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.	LC		

Relevant links

- Guidance for educational settings
- <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
- Guidance for full opening from Sept 2020
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for return in Jan 2021 <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>
- Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>
- Protective measures for holiday and after-school clubs <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>
- Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>
- New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings
- <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>
- New national restrictions from Nov 5th <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>
- Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
- <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>
- Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>
- Stay at home guidance
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
- Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>
- Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>