



The Collett School


COVID RISK ASSESSMENT FOR SEPTEMBER 2020

Monitoring and reviewing

As the school returns in September, we will continue to review how staff and pupils adapt to our controls, and will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

The measures listed are based on current (as at 10 July 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided		The Collett School 631			
Establishment: The Collett School		Assessment includes contributions from several members of staff. Whole school meeting 2.3hrs 1/6/20 Union school reps additional comments and amendments SHA updates 3/6/20 SHA AC review 4/6/20 SHA update 6/6/20 PS with AC,CS Update 2m to 1m social distancing change September 2020 Review		Date: 18 May 2020, 1 June 2020, 3 June 2020 4 June 2020 11 June 2020 15 June 2020	
Risk assessment number/ref: RA 13/7/20		Manager Approval: Stephen Hoult-Allen		Date: 13/7/20	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Pupils / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. Staff / pupils who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place.	SHA contact shielding staff.	SHA JP/PS	31/7/20 31/7/20	

		<p>Individual risk assessments will be conducted where required to determine if additional measures are required.</p> <p>Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. 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.</p> <p>Existing individual health care plans in place for pupils/pupils to be reviewed.</p> <p>Clear message sent to parents that pupils should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>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>	<p>Update Individual Risk Assessments of staff</p> <p>SHA – letter</p> <p>Individual Risk Assessments</p>	<p>SHA</p> <p>SHA</p> <p>SHA</p>	<p>31/7/20</p> <p>15/7/20</p> <p>31/7/20</p>	
School occupants coming into contact with those with Coronavirus symptoms	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), 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. These have been communicated to all.</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>	SHA – letter	SHA	15/7/20	

	<p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door – Meeting Room or Medical Room, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a pupil 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>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1</p>	<p>SHA – Letter</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term</p>	<p>SHA</p>	<p>15/7/20</p>	
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		https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt Records kept of pupils and staff in each group.				
General Transmission of COVID-19 Ineffective hygiene protocols	Staff, Pupils / pupils / wider contacts Spread of COVID 19	Toilets 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 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 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 / pupils 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.				
General Transmission of COVID-19 Ineffective cleaning	Staff, Pupils / pupils / wider contacts	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	Further guidance on general cleaning is expected by Public Health England before Autumn term	MS	1/9/20	

	<p>Spread of COVID 19</p>	<p>handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these are cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School has obtained the risk assessment COSSH information of materials bought for the school and that from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day by contracted cleaning staff.</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</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely 				
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		<ul style="list-style-type: none"> Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> Pupils will be taught in their new Academic Year Learning Groups. Classes will be grouped in 'zones' – three groups that will use the same play area, resources and toilet facilities. Break and playtimes will support the reduced contact of children by using the allocated zones <p>We have minimised spaces being shared across groups;</p> <p>No groups are coming together for assemblies, events / school fairs, school trips etc.</p> <p>Wider assemblies / collective worship conducted via video link.</p> <p>Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable.</p> <p>Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for school leaders to enter and be present whilst maintaining social distancing.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Teachers and Interventions programme staff will move between classes wherever possible.</p> <p>Extra-curricular clubs are not essential and therefore suspended.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any further pinch points when term starts, and review controls to keep groups apart.</p>	PS/SHA		

	<p>Hiring and lettings We have suspended lettings and hiring of school premises – to be reviewed after half term (November 2020)</p> <p>Offsite visits No overnight or overseas visits to be run.</p> <p>Local, known to the pupils trips can operate with the usual risk assessments in place including transporting them.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance.</p> <p>Consider if small groups in music lessons can take place outside / or with improved ventilation.</p> <p>Ensure 2m physical distancing for staff and pupils if singing</p> <p>No face to face contact (pupils back-to-back or side-to-side)</p> <p>No sharing of wind / brass instruments.</p> <p>PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils.</p> <p>Build in time for handwashing / sanitising before / after lesson.</p>	<p>Further DfE guidance on music delivery expected</p>			
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		See advice from Association for Physical Education 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 .				
Access to & exit from site	Staff, Pupils / pupils / wider contacts Spread of COVID 19	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Allocation of transport and parents different times and entrance points. Communicated to parents / pupils.</p> <p>Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.</p> <p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should.</p> <p>A record should be kept of all visitors to aid track and trace.</p> <p>Signage in reception regarding good hygiene.</p> <p>Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / pupils On arrival all staff and pupils to wash hands using classroom facilities or use the sanitiser provided at their point of entry.</p>	<p>Communicate expectations to parents.</p> <p>Admin to advise all visitors.</p>	SHA	Admin	

<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources Classroom resources which are shared within zones are cleaned regularly; Those shared across groups must be cleaned between use</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.</p> <p>Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure pupils wipe down after use. If pupil too young then arrangements for IT support staff etc. to clean.</p>				
<p>Proximity of pupils/ staff</p>	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible.</p>				

		<p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Staff rooms Set maximum occupanc of three adults; staff to stagger use to enable distancing.</p> <p>Stairs / corridors Minimise groups transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk)</p> <p>Stagger use and numbers using circulation spaces at the same time.</p> <p>Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Swimming pools No hiring of swimming pools.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other.</p> <p>Limit group interaction by clearly zoning areas and staggering breaks.</p> <p>Use playing fields when weather permits.</p> <p>Brief all staff on expectations.</p> <p>Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>Outdoor play equipment to be cleaned between use by different groups.</p>				
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<p>Canteen use / lunchtimes</p>	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas</p> <p>Reinforce handwashing prior to eating food.</p> <p>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> <p>Pupils to enter canteens in their allocated groups or, collect food from the dining area.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, etc.</p>				
<p>Transport / Travel off site</p>	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use Used by those within same teaching group</p> <p>Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle).</p>				

		<p>Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups.</p> <p>Use hand sanitizer on entering / leaving vehicle.</p> <p>Windows to be open for ventilation.</p> <p>Staff to wear disposable gloves when refueling.</p>				
Contractors	<p>Contractors, Staff, Pupils / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment.</p>				
Provision of first aid	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council</p>				

		<p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>Arrangements for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area (outside Head of School's room)</p>				
Provision of personal care	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required for intimate care, to be risk assessed and to be based on nature of task and level of contact</p> <p>A disposable apron, gloves, fluid resistant surgical mask are available in the rooms where identified risks of splashing to the eyes, coughing, spitting, vomiting. PHE have advised that there is no need to wear additional PPE to what was worn pre-Covid. However, for individual's to make this decision for themselves, PPE is provided.</p> <p>Spitting As above - a disposable apron, gloves, fluid resistant surgical mask are available in the rooms where identified risks of splashing to the eyes, coughing, spitting, vomiting. PHE have advised that there is no need to wear additional PPE to what was worn pre-Covid. However, for individual's to make this decision for themselves, PPE is provided.</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required for a child with Covid symptoms, then staff giving care should wear a fluid resistant surgical mask, disposable apron, gloves and visor.</p>				
Emergency procedures (Fire alarm activations etc)	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Maintain groups at assembly points.</p> <p>Increased supervision and reiteration of messages to occupants</p>				

<p>Deliveries & Waste collection.</p>	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>				
<p>Premises safety</p>	<p>Staff, Pupils / 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.</p> <p>Ensure all key services are operational</p> <p>Legionella Follow normal practices for re-opening after summer holiday period. 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>		<p>MS, DB</p>		
<p>Lack of awareness of PHE / school controls</p>	<p>Staff, Pupils / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff consulted on plans and risk assessment.</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p>		<p>SHA, PS</p>		

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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>

Therapeutic use of Hydrotherapy pools ATACP <https://atACP.csp.org.uk/documents/atACP-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>