The Collett School

COVID RISK ASSESSMENT May 2021

Monitoring and reviewing

As the school continues to operate during the pandemic and subsequent waves of infection, 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 our operational activities and curriculum are delivered.

The measures listed are based on 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

- **09/10/20 updated link to reporting of positive cases, use of NHS COVID-19 app and link to supplementary hire conditions added, updated Association of PE links added**

- **5/11/20 updated with measures from the National Lockdown 2.0**

- **4/1/21 updated with measures regarding new variant Covid-19**

- **16/521 updated with new guidance for 17/5/21**

Rev 12/05/21 reviewed following revised DfE guidance of May 10th to reflect step 3 of roadmap (from May 17th) changes made highlighted in yellow relate mainly to face coverings, educational visits and wraparound / extra-curricular activity.

RISK ASSESSMENT FOR: The Collett School activities during COVID 19 outbreak.	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 September 2020 Review – changes including facecoverings October review Lockdown 2.0 Covid variant Covid variant and new lockdown Update regarding PPA cover Update regarding Visitors & disposal of PPE equipment Covid LFTs and Oxygen level concerns All pupils return to school	**Date:** 18 May 2020, 1 June 2020, 3 June 2020 4 June 2020 11 June 2020 15 June 2020 13//7/20 28/8/20 9/10/20 5/11/20 4/01/21 5/01/21 6/01/21 8/1/21
Risk assessment number/ref: RA 16/5/21	**Manager Approval:** Stephen Hoult-Allen	**Date:** 16/5/.21

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, Students / pupils / wider contacts Spread of COVID 19	School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Those CEV pupils unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education. 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. **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. Individuals classed as clinically extremely vulnerable / 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	**Clinically extremely vulnerable (CEV) pupils and staff able to return to school. Shielding for CEV individuals paused on 31st March 2021.** From 1st April CEV staff are able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they **cannot** work from home. 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.			

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 occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	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. These expectations have been communicated to all. 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. **In the event of a suspected case whilst working on site** Ensure SLT / Head are notified. Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. 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 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) Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for **10** days (reduced from 14 days from Monday 14th December). 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/	Head of School has notified all staff Head of School/ Reception			

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
		Testing Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance. Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access. From 26th August schools were provided with 10 PCR home testing kits which can be provided in the **exceptional circumstance** that you believe 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. **Positive case in school** In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk *See COVID-19 case reporting flowchart for schools* *https://thegrid.org.uk/covid-19/key-documents-for-schools* HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case. **Asymptomatic testing (LFD testing)** Testing remains voluntary but strongly encouraged. Secondary schools had access to additional coronavirus (COVID-19) LFD testing from the first week of January. This moved to a home testing model for staff on wider return (2x tests / week) and secondary students after 3 LFD tests on site. Home testing kits provided to students (2x tests / week). Home testing kits for primary school staff in place from w/c 25/1/21 Primary age pupils are not tested with LFDs See **separate Lateral flow testing risk assessment**	Staff and pupils who are tested for Covid-19 to inform the school of result and date of test. From 16th Sept more PCR kits able to be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/			
General Transmission of COVID-19	Staff,	Welfare facilities are provided which contain suitable levels of soap and paper towels.	Premises staff			

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
Ineffective hygiene protocols	Students / pupils / wider contacts Spread of COVID 19	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. The school was reviewed by the NHS Covid Compliance team in a visit to the school in February 2021 to examine our procedures; evidencing how we feel we are Covid Compliant, whilst also ensuring any further good practices can be put in place. The measures in place were effectitve. This will hopefully reassure all stakeholders that measures in place are strong. 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.	Reception and in classrooms checked daily by Premises Checked by Reception			
General Transmission of COVID-19	Staff, Students / 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		Head of Ops Premises and staff using		

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
Ineffective cleaning	Spread of COVID 19	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. Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. (consider signage allocating cubicle / sinks for specific bubbles in shared toilets) 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 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. Cleaning of rooms at the end of the day. **In the event of a suspected case / confirmed positive case on site** For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is **effective against enveloped viruses** i.e. a product to BS EN14476. **When cleaning a contaminated area:** Cleaning staff to: • 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.	HoO has certificates in place	wipes provided		

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
		Any cloths and mop heads used must be disposed of as single use items.				

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
General Transmission of COVID-19 **Minimising contact and Maintenance of social distancing**	Staff, Students / pupils / wider contacts Spread of COVID 19	==**Bubbles/ Groups remain in place from 17th May until further guidance is issued**== Groups to remain clear and consistent and separated from other groups. Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc. No groups are coming together for assemblies, events / school fairs, 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) 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. Schools can continue to engage supply and peripatetic teachers including staff from music education hubs. *"It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children"* Ideally the teaching space / workstation 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+, consider use of perspex screens. Keep space at front of class for SLT 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 remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face.	Ongoing monitoring of movement around school and ability of groups to remain apart. Determine any pinch points, congested corridors etc and review controls to keep groups apart.			

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
		Face coverings for visitors and staff to be worn in corridors and communal areas, including staffrooms (where 2M social distancing can't be maintained). Requirements for students and staff to wear face coverings in classrooms removed from 17th May as part of step 3 of the Government roadmap. However, those wishing to continue to wear them may do so. Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classes wherever possible. Staggered timetable to keep groups apart and minimise contact at lesson change. Timetable specialist rooms to keep groups apart. SLT supervise corridor / communal areas during changeover to facilitate. Use of a one-way system where practical. The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. **Extra-curricular clubs** ensure delivery replicates school groups / bubbles. (**see also breakfast / after school clubs below).** Children kept in consistent groups. From April 12th all parents can access wraparound and extra-curricular provision with no restrictions on reasons for attendance. From May 17th wraparound and other extra-curricular activities for children taking place indoors are able to take place in groups of over 15. Continue to minimise mixing between children, where possible. See also out of school settings guidance Size of room and ventilation levels able to support group number.	Requirements for students in Yr 7 and above to wear face coverings in classrooms or communal areas and for staff to wear face coverings in classrooms removed from 17th May as part of step 3 of the Government roadmap. Hirings / lettings reviewed, determine when these may able to return to school in line with national advice and relaxation of restrictions.			

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
		Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Supplementary conditions of hire in place for COVID see https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related 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. 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.	See also Sport England FAQs on return of sport			

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
		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. **Breakfast and afterschool clubs** – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools. See protective measures for holiday and after school clubs, and other out of school settings From April 12th all parents can access wraparound provision with no restrictions on reasons for attendance. From May 17th the maximum group size of 15 indoors for wraparound care has been removed (multiple groups can use the same space, only if there is robust social distancing between groups). 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. **Offsite visits** Offsite visits (day visits) able to be run from 12th April in line with the Government's roadmap. Domestic residential visits can take place from 17th May Off site visits risk assessment to be undertaken, children kept in the same consistent group as usual during the visit. COVID secure measures at destination and ability of school group to socially distance from others to be risk assessed. **Residential visits:** Existing school bubbles are replicated for residential visits.				

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
		Bubbles of no more than 30 children, accompanying staff are from within same bubble. See also Hotel and Guest accommodation guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation *"Where a school/college/further education/higher education facility is organising a visit with more than 30 pupils or students, they should split their group into more than one bubble"* Parents / volunteers should not accompany the visit in order to maintain integrity of the bubble. Contingency plan in place in event of symptoms developing in the group or someone needing to self-isolate Staff and Students in Year 7 and upward to undertake LFD testing x 2 weekly **Sleeping / room sharing** Room sharing limited, capacity in shared dormitory rooms reduced – school to clarify with provider, max of 6 strongly recommended. Members of school staff have their own single room. **Music-dance and drama** 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. **Performances:** All undertaken in same consistent school bubbles. Audiences indoor / outdoor are permitted from May 17th (but performing Arts guidance as referred to by DfE not yet updated to reflect Step 3, last updated April 14th). Live streaming / recording recommended at Step 3. **Singing and wind / brass instruments** 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 mechanical systems and/or opening windows and doors. Limit group size in relation to the space, use larger rooms with high ceilings for larger groups.	School visit risk assessment undertaken via Evolve Request provider risk assessment prior to any visit. In particular accommodation provider to confirm arrangements for •Preventing mixing between bubbles; •Sleeping arrangements; •Appropriate ventilation; •Enhanced cleaning schedule For a live audience significant reduction in capacity, seating arrangements to ensure social distancing is maintained and			

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
		If using a shared space (hall etc.) 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 single class of 30, would need schools 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 (if 2m is not viable further **robust** risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.) Use microphones. Sing / play quietly to reduce aerosol risk. 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/ **PE / school sport** PE subject lead / head of PE 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. No requirement to wear face coverings in PE. **Pupils to be kept in consistent groups,** sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited. (The AfPE's position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson). 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.	other required controls would require a specific risk assessment.			

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
		https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework Multiple groups not permitted to use PE / outdoor equipment simultaneously Sharing of equipment during PE is limited. Outdoor sports prioritised where possible, and large indoor 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, AfPE have also published a model risk assessment for PE. https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/ From 29th March outdoor fixtures against other schools are permissable (in line with restrictions on grassroots sport). From 12th April indoor competition between different schools was permissible. See guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England				
Access to & egress from site	Staff, Students / pupils / wider contacts Spread of COVID 19	Introduce staggered start and finish times to reduce congestion and contact at all times. 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 – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. 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.				

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
		Visitors 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 / supply 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 should be 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. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible) **Staff / pupils** On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.				
Contact points Equipment use printers, workstations, apparatus, machinery etc.	Staff, Students / pupils / wider contacts Spread of COVID 19	Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains. Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing. **Activities and resources** 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. **For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.** Use of shared resources between groups to be minimised, resources allocated				

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
		to individual groups where possible. Otherwise all resources shared across groups (sports ,art ,science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' and left unused (for 48 hrs, 72 hours for plastic) before being used by another group (bubble). 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. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.				
Proximity of students/ staff	Staff, Students / pupils / wider contacts Spread of COVID 19	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) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to **multiple** rooms recirculation should be turned off and adjust these to full fresh air where possible). There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE COVID-19 ventilation guidance In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. Use heating / additional layers of clothing to maintain comfortable temperatures. **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.	Use high level windows where available to minimise drafts. 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.			

Meetings / 1-2-1's / training
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 (Microsoft Teams etc.)
No physical large scale / all staff briefings should be undertaken.

==EHCP Annual Reviews==
==Parents/carers will again be given the option to attend meetings. Those with Connexions involvement are strongly encouraged to attend face-to-face meetings.==

Staff rooms
Review occupancy levels and layout to facilitate social distancing
Set maximum occupancy, staff to stagger use to enable distancing.

Stairs / corridors
Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk)
Implement one-way system (where possible e.g. multiple routes / stairs)
Stagger use and numbers using circulation spaces at the same time.
Avoiding multiple groups queuing in same shared areas/ narrow corridors etc
Pupils queuing e.g. for entry into labs will need supervision and floor markings to aid distancing.

Changing rooms
Reduce numbers needing to use by allowing pupils to wear PE kit to school.

Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean all contact surfaces between use by different groups.

Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Break / Playgrounds
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.

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
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	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. **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. Pupils to enter canteens in their allocated groups. Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. 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, vending machines etc.				
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	Encourage walking / cycling to school Review travel plan Risk assessment of the school's transport provider seen and the school consulted on it. Drivers and PAs must wear face coverings in the vehicle (unless physically separated by a screen) Children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. **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 since 15th June) Guidance on how to wear and make a cloth face covering is available. Where business travel via car is required use private single occupancy where possible.				

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
		Wash / sanitise hands on re-entering the building. **Minibus use** Used by those within same school group / bubble, 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. Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation. Windows to be open for ventilation (open partially if cold). Staff to wear disposable gloves when refueling.				
School Swimming pools	Staff, Students / pupils / wider contacts Spread of COVID 19	See also changing rooms and hire. Follow PWTAG and Swim England advice on reopening school pools. Review swimming pool risk assessment and operating procedures. https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming Pupil use is consistent with their wider groups. See https://www.swimming.org/swimengland/pool-return-guidance-documents/ Reopening a pool after COVID-19 shutdown : https://www.pwtag.org/reopening-pool-after-covid19-shutdown/ Operation after COVID-19 shutdown https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/ Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4; Testing before bathing and every 2 hrs after that. Recalculate bather load to ensure social distancing and communicate new maximum numbers to all users. (min 3 sqm per bather is only a start point, see Swim England recommended figures 6 sqm+) **Hiring and lettings** risk assessments on delivery, bather numbers and social distancing required from hirers. Review in line with wider roadmap dates.	School swimming as part of educational provision and wraparound care resumed from March 8th Outdoor pools able to open from March 29th **Indoor pools able to open from April 12th** children's activities can resume, e.g. learn to swim classes and club sessions for under 18s will be able to resume. Swim England has published detailed guidance for the safe use of swimming pools, club activity and swimming lessons must adhere to this **Returning to the Pool guidance**.			

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
		Ensure these are robust and follow national advice from Swim England. School to provide their operating procedures to hirers (NOP/EAP) and include details on measures taken to control COVID-19. Areas used to be cleaned after use / before occupation by school. See COVID-19 considerations for swimming https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming **Swimming pools & Hydrotherapy in SEND settings** Specific risk assessment required to mitigate the potential transmission of COVID-19, and this must include the pool side, use of equipment and changing areas, as well as the deployment of adults in a safe manner. See guidance document produced by ATACP (Aquatic therapy association of chartered Physios) on 10th June 2020. This must be referred to. **This only applies to pools with a therapeutic use** https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0				
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain 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. All essential / statutory maintenance deemed necessary to the safe running of the school was continued during periods of national lockdown.				
Provision of first aid	Staff, Students / pupils / wider contacts	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.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	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/ First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.				
Provision of personal care	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. 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.				
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants				
Deliveries & Waste collection.	Staff,	Do not approach delivery staff, allow packages to be left in a safe place.				

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
	Students / pupils / wider contacts Spread of COVID 19	Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Premises safety	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 **Legionella** Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)				
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.				
Staffing levels	Staff, Students / pupils Spread of COVID 19	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.			

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
	Wider safeguarding / safety risks					

Relevant links
Guidance for educational settings
https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19

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

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#consider-group

Face coverings in Education https://www.gov.uk/government/publications/face-coverings-in-education

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/

Theraputic 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