


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			
IN SCHOOL			
Establishment: Ashlyns School	Assessment by: Wider leadership group (Overseen by AWe)	Date: November 2020	
Risk assessment number/ref: RA-007 HCC Rev 5: (October 2020) includes 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, changes from previous version highlighted in yellow.	Manager Approval: J Shapland	Date: November 2020	

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 Awe/RPe	Staff, Students 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 / students who previously were shielding are able to return to school. 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. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning.	Survey stakeholders using Google Forms Staff to be consulted on this RA and responses to be considered and actioned where appropriate Individuals to be identified and where necessary a separate RA completed	AWe RPe/AWe RPe/AWe		Yes

		<p>Those students 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 are in place for students and to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. https://docs.google.com/document/d/1TVBnkutQI-7XTRggiPonybbcl.qJK_B9lwFcQ_TinZqD0/edit#heading=h.gjdgxs</p> <p>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>EHz/ MKr</p> <p>RPe/HKh</p> <p>AWe/HR Officer</p>	<p>w/c 1/09/2020</p>	
		<p>School community is 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.</p> <p>These have been communicated to all. Arrangements in place to ensure symptomatic staff / students do not return until the isolation period has passed or a negative test result is confirmed and safe return advised.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site If a person displays symptoms of coronavirus : high temperature (37.8 or more), a new continuous cough or a loss or change to their sense of smell or taste they should follow the instructions provided in each classroom/work area: - See 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</p>	<p>Reiterate in communications</p> <p>First Aider on duty to be contacted in the first instance. PPE to be worn before temperature checks and any other intervention</p> <p>First Aid kit in each classroom will include symptom procedure /flowchart, PPE and instructions for use.</p>	<p>RPe/AWe</p> <p>AWe staff inset days</p> <p>JSh/RPe</p> <p>AWe</p> <p>AWe/MKr</p>	<p>w/c 01/09/2020</p>	

		<p>Ensure Duty SLT / Head are notified.</p> <p>Go 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.</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>School staff supervising the child or staff member 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 child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR) , disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>Areas occupied and equipment used by the affected person are to be immediately evacuated and thoroughly cleaned using disinfectant cleaner (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>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 14 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> <p>Testing Staff / students 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>Stock levels, distribution and protocol to be monitored by AWe/Matron</p> <p>An alternative temporary area to be provided for staff/students for the cleaning period.</p> <p>AWe/Matron to provide protocol.</p> <p>If queries or concerns to contact Clare Richardson (HR Officer)</p>	<p>AWe</p> <p>RPe/AWe</p>		
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<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students wider contacts</p> <p>Spread of COVID 19</p>	<p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>Schools have been provided with a limited number of home testing kits to be used in exceptional circumstances when we 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. The school will make available testing kits when the criteria outlined in the <i>exceptional circumstances</i> are met.</p> <p>Positive case in school In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk. See COVID-19 flowchart for schools 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> <p>Records kept of students and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p> <p>NHS Test & Trace Schools must ensure they understand the NHS Test and Trace process and how to contact their local health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> ● book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ● provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 	<p>Initial 10 kits received, 2nd order of 20 now received</p> <p>Ensure class lists and attendance information is accurate</p> <p>Support and advice provided by Clare Richardson (HR Officer)</p>	<p>AWe/MKr</p> <p>AWe/RPe</p> <p>JSh/RPe</p>		
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<p>General Transmission of COVID-19</p> <p>Ineffective cleaning protocols</p>		<ul style="list-style-type: none"> ● <u>self-isolate</u> if they have been in close contact with someone who develops Covid-19 symptoms or comes into contact with someone who develops symptoms. <p>The school will not routinely share the names or details of people with coronavirus unless it's essential for protecting others.</p> <p>If there is a possible outbreak the school will work with our local health protection team to decide if additional action is needed.</p> <p>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.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. 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)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Documented cleaning schedule in place.</p>		<p>RPe/HKh</p> <p>JSh/RPe</p> <p>AWe</p> <p>JSh/RPe</p> <p>AWe (DPO)</p> <p>JSh/RPe?A We</p> <p>AWe</p>		
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	<p>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.</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 must be 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. 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> <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 ● 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. Any cloths and mop heads used must be disposed of as single use items.</p>		<p>AWe</p> <p>AWe</p> <p>AWe</p>		
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	<p>should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</p> <p>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, and greater scope for physical distancing by staff within classrooms.</p> <p>All assemblies kept within each group, events and extra-curricular clubs will also follow the same protocol. No House Assemblies as these are across year groups. If wider assemblies cannot be avoided they will be conducted via video link. Arrangements for lesson changeover detailed later in this document.</p> <p>Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Hiring and lettings - Temporarily suspended. To be reviewed and protocols and RA to be updated. Risk assessments on delivery will be required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained. Supplementary conditions of hire in place. See http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?</p> <p>The NHS QR code poster and check in function is to be used for members of the public when sports facilities 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> <p>Breakfast and afterschool clubs School RA to be followed at all times . 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) Provision should where possible replicate the groups in place during the school day to minimise potential transmission between the school's groups.</p> <p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups). Where this is not possible keep the before / after school groups consistent to reduce mixing.</p>	<p>Communications to parents/staff</p> <p>Communications to stakeholders</p> <p>Communication and breaks scheduled</p> <p>Communications to parents</p> <p>Communication to staff</p> <p>Communications to parents and students</p> <p>Communications to stakeholders</p> <p>Reminders displayed</p>	<p>AWe</p> <p>AWe</p> <p>RPe</p> <p>RPe</p> <p>RPe</p> <p>RPe/AWe</p> <p>AWe</p> <p>RPe/AWe</p>		
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		<p>As with physical activity during the school day, contact sports should not take place.</p> <p>Water Fountains to be available to REFILL water bottles only not to drink from directly. Each water fountain will be allocated a group for their sole use.</p> <p>Advice to be provided to parents/students regarding limitation of equipment/clothing/bags to be brought into school to reduce risk of contamination</p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>Alcohol hand sanitiser provided at reception / entrance / exit and should be used by all persons when entering/leaving.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser (if soap and water is not available) hand washing technique to be adopted as directed by NHS guidance and displayed.</p> <p>Site staff and/or cleaning contractor to regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Tissues will be provided for classrooms/offices. Staff to replenish as needed. Staff / students use tissues when coughing or sneezing and then place the used tissue in a lidded bin before washing hands.</p> <p>Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p> <p>Clothing - Students are expected to wear uniform. Uniforms won't need to be cleaned any more than usual, or with methods different from normal.</p> <p>Staff to follow staff dress code.</p> <p>Windows and doors are required to be left open for ventilation so may need to encourage the use of warmer clothing in case of cooler weather</p>	<p>EHz currently undertaking</p> <p>Allocate and staff exit room</p> <p>Review/update individual RAs where necessary</p>			
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		<p>Staff and students are not currently required to wear facemasks in school unless subject to local lockdown arrangements. At Ashlyns, staff and students are expected to wear face coverings when moving between lessons and in communal indoor spaces.</p> <p>Students will need to bring a bag suitable to carry all they need for their time in school including a water bottle, hand sanitizer, tissues, snack, pen and a chromebook if they have one.</p> <p>Lockers are available to students but visits to lockers may be limited to reduce unnecessary movement around the school.</p> <p>Students with Special Educational Needs who also have an EHCP will be briefed on the protocols separately where appropriate by a member of the Inclusion team. These students will be invited into school before joining their form group where appropriate. Some students with autism may find these changes challenging and may become anxious in a classroom. A room will be allocated and supervised by a member of the Inclusion team for these students to go to if and when they have heightened anxiety. In extreme cases, it may be necessary for a parent to collect the student from the front gate.</p> <p>The Inclusion Co-ordinator has considered the risk for each individual student with an EHCP and the potential risk to the wider school community. A document has been created detailing the risk assessment for this group of students.</p>		EHz		
Access to & egress from site AWe/RPe	<p>Staff, Students / wider contacts</p> <p>Monitor site access points to facilitate social distancing – allocate access points to classroom COVID 19</p>	<p>Lengthened start and finish times are introduced to reduce congestion and contact at all times. Communicate changes and allocate times to parents.</p> <p>Monitor site access points to reduce contact between groups. This includes gates and building entrances.</p> <p>Staff on duty to monitor arrival / departure and to greet students to remind them to remain within designated groups during the school day and on the way home.</p> <p>If students arrive on public transport they will be wearing face coverings and must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>All students are to wash their hands on arrival in school.</p>	<p>Parents to be advised through communications</p> <p>Signage and tape where required</p> <p>Encourage students to walk when possible</p> <p>Identified facilities to be allocated</p>	<p>RPe</p> <p>RPe/AWe</p> <p>RPe/AWe</p> <p>RPe</p>	w/c 1/09/2020	

		<p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>One-way system/traffic through external doors to avoid face to face passing and maximise outdoor travel.</p> <p>Visitors Review visitors required/allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of hand 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 Signage in reception regarding good hygiene. Use of Perspex screens for reception and tape / visual markers to reinforce social distancing (2 m where possible) A record should be kept of all visitors to aid track and trace. Where visits can happen outside of school hours, they should.</p> <p>Staff On arrival all staff are also required to wash hands using the sink in the nearest available set of toilets or use the sanitiser provided at reception / staff room and all entrance areas.</p> <p>New ID badges have been provided for all staff to avoid the use of fingerprint when signing in and out.</p> <p>The Staffroom Use of the staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. The facilities in the kitchen area are available and should be kept clean and clear of used/soiled utensils/cups.</p> <p>Staff briefings - review of venue/s. Alternative arrangements to be considered..</p>	<p>Visitor ID protocols updated. Removal of fabric lanyards replaced with coloured stickers</p> <p>Reminders displayed</p> <p>Distribute new 'contactless' sign in/out cards Use a paper hand towel when touching shared items e.g. water heater</p>	<p>AWe</p> <p>AWe</p> <p>AWe</p>		
During the School Day	Staff, Students / wider contacts	<p>Movement between lessons</p> <p>Face coverings (ensuring the nose and mouth are covered) to be worn at all times whilst in doors.</p> <p>One way system/movement around school:</p> <ul style="list-style-type: none"> Internally 1 way around the horseshoe Externally 2 loops; one within the building i.e. around the chapel, one outside ie around the ring round. Of these one clockwise, one anticlockwise 	<p>Internal and external one way systems implemented</p> <p>Communication to parents/students</p>	<p>RPe/HKh</p> <p>JSh/RPe</p>	<p>w/c 01/09/20</p>	

		<p>Staggered times involving eg:</p> <ul style="list-style-type: none"> • Start/end of school day • Lesson change over e.g. phased between 1&2, 3&4 etc. • Tutor time • Break/lunch • Review use of bells where appropriate <p>Classroom cleanliness:</p> <ul style="list-style-type: none"> • Review use of wipes for desks or non-wipe spray • Hand sanitising at the start/end of the lessons • Students have all own equipment (check in tutor time, packs available) • Lidded bins in each classroom <p>Reducing student movement around school through the school timetable:</p> <ul style="list-style-type: none"> • Increased number of double lessons in the sixth form where appropriate. Timetabling lessons to minimise movement between P1+2 and 3+4 • Timetabling rooms to minimise student movement between P1+2 and 3+ 4 	<p>Cleaning Team to be instructed</p> <p>Carry out timetable review</p>	<p>AWe/RPe</p> <p>HKh</p>		
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<p>Contact points Equipment use printers, workstations, apparatus, machinery etc. AWe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure students have their own filled water bottles in school to eliminate 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 students have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources Plan lessons / activities to avoid shared resources. Review extent/scope of practical work required in DT, science. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned before / after use or quarantined for a suitable time period.</p> <p>For secondary science and DT also review CLEAPSS advice (GL336 to GL 345) for suggested considerations in undertaking practical work</p> <p>Classroom resources which are shared within groups 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. 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).</p> <p>Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use.</p> <p>Try to avoid equipment that is used by others i.e. photocopiers.</p> <p>Schools to ensure appropriate cleaning measures are available in all IT rooms and staff to ensure students wipe down after use. Consider Yr group allocated rooming model for IT rooms.</p> <p>Build cleaning into beginning of/end of lesson activity routines.</p>	<p>Communications with parents</p> <p>As advised by AWe to Evergreen</p> <p>Advised as part of protocols to staff.</p> <p>Develop protocols</p> <p>Establish and put in place procedure</p> <p>Utilise reprographics service in advance (JTh) only if copies are absolutely necessary. IT room use is limited to specific circumstances. Additional measures Incorporated into usage protocols.</p>	<p>RPe/HKh</p> <p>Evergreen/ Office staff</p> <p>RPe/AWe</p> <p>RPe/RKi</p> <p>RKi/AWe</p> <p>RKi/RPe</p> <p>AWe/JTh</p> <p>RPe</p> <p>RKi/NWe</p>	<p>w/c 01.09.20</p>	
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		<p>Music</p> <p>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.</p> <p>Singing and wind / brass instruments Cumulative aerosol transmission from both those performing in and attending events is likely to create risk. Consider if small groups in music lessons can take place outside / or indoors with improved ventilation E.g. through the use of mechanical systems and/or opening windows and doors. Limit group size in relation to space, use larger rooms with high ceilings.</p> <p>In line with the advice for out of school provision a maximum group size of 15 is still recommended (no larger school choirs / ensembles etc.) <i>Larger groups would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. large spaces, strict social distancing and good ventilation (min of 10l/s/person for all present)</i></p> <p>Ensure 2m physical distancing for both 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.)</p> <p>Use microphones. Sing / play quietly to reduce aerosol risk.</p> <p>Students should be positioned back-to-back or side-to-side when playing or singing and not facing each other.</p> <p>Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service.</p> <p>http://www.hertsmusicservice.org.uk/schools-covid-update/</p> <p>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.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited.</p>	<p>Review protocols for marking. Consider how electronic and oral feedback can be prioritised - feedback from Faculties. Inset day training</p>	<p>RKi/NWe</p> <p>NWe/AWe</p> <p>NWe/AWe</p>		
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		<p>(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.</p> <p>Multiple groups not permitted to use PE / outdoor equipment simultaneously</p> <p>Sharing of equipment during PE is limited</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and natural ventilation</p> <p>Build in time for handwashing / sanitising before / after lessons. See protocols for use of the changing rooms PE Changing Rooms Procedures</p> <p>See advice and FAQ's from Association for Physical Education, (Revised 29/9/20) AfPE have also published a model risk assessment for PE.</p> <p>Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools</p> <p>Try to avoid working with paper/other materials which are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically/quarantine/oral), photocopying, etc. Staff to wash hands, and surfaces, before and after handling students' books.</p>			<p>w/c 1/11/2020</p>	
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<p>Proximity of students/ staff RPe/AWe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of staff that use each room/area and follow government guidance for schools.</p> <p>Identify and remove 'unnecessary' equipment from classrooms where appropriate. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other Students must be encouraged to do the same. Rooms to be kept as well ventilated as possible (opening windows and doors).</p> <p>Consider opportunities for outdoor learning.</p> <p>Staff to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <p>Meetings / 1-2-1s / training Limit face-to-face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain government guidelines; or via electronic means.</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p>Offices / IT suites etc Workstations acceptable distance apart/ alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Home/remote working to be considered for staff in offices where social distancing limited/not possible and alternative arrangements/accommodation not possible.</p> <p>Stairs / corridors Maximise use of outside routes as far as possible. Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes/stairs/outside) Stagger use and numbers using circulation spaces at the same time. Avoid multiple groups queuing in the same shared areas/ narrow corridors etc. Pupils queuing will need supervision and floor markings to aid distancing.</p> <p>Changing rooms Introduce staggered use to reduce congestion and contact at all times.</p>	<p>Social distancing protocol to be displayed in relevant areas Site team to coordinate and liaise with staff where appropriate</p> <p>Review of practical work planned for autumn term - demonstrations, video etc</p> <p>To be informed by programme of face-to-face sessions</p> <p>Communicate plan for use of shared staff spaces</p> <p>Rooms in use identified to minimise corridor movement. Schedule timing of movement around school to minimise overlaps</p>	<p>AWe</p> <p>AWe</p> <p>RKi</p> <p>RPe</p> <p>AWe</p> <p>RPe/HKh</p> <p>RKi/JPr</p>	<p>w/c 1/09/2020</p>	
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	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient lidded rubbish bins in these areas with regular removal and disposal.</p> <p>Toilets Regulate the number of people using toilet facilities at any one time e.g. use a welfare attendant or arrange supervision.</p> <p>Break / Playgrounds Avoid any group activities which require students to be in close physical contact with each other.</p> <p>Limit numbers and zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. Use playing fields when weather permits. Brief all staff on expectations. 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 or left for a period of 48 hrs (72 hrs for plastic) between use by different groups. Pupils should wash / sanitise their hands before and after use.</p>	<p>Organised with Evergreen</p> <p>Rota in place</p> <p>Groups allocated specific toilet facilities. Supervised communal area</p> <p>Supervised group based breaktime, limited break</p> <p>Rooms and routes are identified and timetabled with staggered start/end times as required with appropriate supervision</p> <p>N/A - activities will be planned to ensure equipment is not shared</p>	<p>AWe</p> <p>AWe</p> <p>RPe/HKh</p> <p>RPe</p> <p>RPe</p> <p>RPe</p>		
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Catering Provision and Dining Room use/breaktime RPe/AWe	Staff, Students / wider contacts Spread of COVID 19	<p>Encourage parents to supply filled drinking bottles from home.</p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc. during the school day.</p> <p>Break times should be staggered to reduce congestion and contact at all times. Rota for use of dining areas</p> <p>Reinforce hand washing/hand sanitiser use prior to eating food. Hand sanitiser is 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>All persons should remain in designated groups whilst eating. Seating should not be arranged facing each other where possible.</p> <p>Ensure all rubbish and waste is put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating to be thoroughly cleaned at the end of each break and shift, including tables, chairs, floors and door handles.</p> <p>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>Lunchtime sessions staggered and across both dining rooms to allow for greater control of distancing measures e.g of a possible model:</p> <ul style="list-style-type: none"> • 13:20 yrs 7 & 8 • 13:35 next two yr groups • 13:45 final year group • Yr 12 & 13 6th form Cafe <p>Students can enter the dining rooms in their allocated groups at their allocated times and leave to go to their designated areas Introduction of controlled queuing to aid social distancing Meals to be eaten as far apart as possible</p>	<p>Secure site Communicate with Staff and 6th Fm</p> <p>Rota, including supervision to be communicated</p> <p>Display protocol in designated areas Communicate reminders to students</p> <p>Reminders and protocols displayed</p> <p>Areas supervised</p> <p>Detailed routine in place with Evergreen</p> <p>Eating in marked points outdoors in good weather. Allocated areas in groups if wet.</p> <p>Supervision put in place</p>	RPe/HKh AWe/RMu RPe/HKh AWe/RPe AWe/RPe RPe AWe RPe/HKh RPe	w/c 01/09/2020	
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		<p>Perspex screens in front of the servery to allow food to be displayed clearly and safely.</p> <p>Considerations include: changes to meal/menu provision, reintroduction of single use items, amount of drinks and food in chillers and how to avoid touching neighbouring products, self-service replaced by service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc. Payments should be taken by contactless methods wherever possible. Fingerprint contact payment to be replaced with a card or PIN for staff and students.</p> <p>Perspex screens in front of the tills.</p>	<p>Revise provision</p> <p>Finance team to contact parents to encourage disuse of cash. Fingerprint system discontinued replaced with contactless to be cards issued</p>	<p>AWe/MBe</p> <p>AWe/RMc</p> <p>AWe/TWi</p>		
<p>Transport/Travel off site RPe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Offsite visits No overnight or overseas visits to be run.</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>Face coverings From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. 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</p> <p>Staff and pupils should comply with expected requirements when visiting such venues.</p> <p>Face coverings are not a legal requirement for staff working in such settings unless as the result of a specific risk assessment. Other controls to be in place to ensure staff are not in close proximity to public / people they do not normally meet.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. (The HSE says that if staff choose to wear face coverings this should be supported by employers.)</p> <p>Encourage walking / cycling to school</p>	<p>Communicate to stakeholders</p> <p>Guidance to be communicated to stakeholders</p>	<p>RPe/AWe</p> <p>RPe</p>	<p>w/c 01/09/2020</p>	

		<p>Review travel plan Risk assessment of the school's transport provider been seen and the school consulted on it. For more information on school transport: https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/home-to-school-transport/coronavirus.aspx#schooltransport</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. 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. Wash / sanitise hands on re-entering the building.</p> <p>Minibus use Used by those within the 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 vehicles. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.</p>					Ensure staff using minibus are made aware of the guidance	AWe/MBe		
Cleaning AWe	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Reviewed cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. classrooms, door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day. Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day.</p> <p>For a deep clean / 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.). COSHH information has been provided by the cleaning contractor.</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p>	Evergreen on site as per contract. Revised procedures in place.	AWe	w/c 01/09/2020		Staff to be limited access to areas in the afternoon to allow monitoring of areas requiring cleaning	AWe		
			Evergreen RA on file.	AWe						

		<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 • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>Used 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>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>	Evergreen RA	AWe/MBe		
Contractors Awe	<p>Contractors, Staff, Students / wider contacts,</p> <p>Spread of COVID 19</p>	<p>School and any on site contractors (Catering, cleaning, etc.) to co-operate and share risk assessments. Contractors carrying out essential maintenance are to be allowed on site and 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.</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Scheduled / ongoing works to be arranged in order of urgency and to ensure all RAs are followed Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>	<p>Communicated with contactors</p> <p>Contractors to be advised prior to arrival on site</p> <p>Contractors directed as appropriate</p> <p>Reviewed by AWe and MBe</p> <p>As required</p> <p>To be undertaken prior to arrival on site</p>	<p>AWe/MBe</p> <p>AWe/MBe</p> <p>AWe/MBe</p>	Ongoing	

<p>Awareness of PHE / school controls AWe/RPe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>All staff on site, made aware 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>Communicated via email</p> <p>Displayed on site</p> <p>Stakeholder communications - to include the sharing of this document</p>	<p>JSh</p> <p>MBe</p> <p>JSh/AWe</p> <p>AWe/RPe</p>	<p>w/c 01/09/20</p>	
<p>Provision of first aid AWe/RPe</p>	<p>Staff, Students / 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. the student to apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aid rooms can be very busy and are often small rooms. Schools should make 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.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>Separate area identified</p> <p>This will continue to be managed from the reception area as an additional room has been allocated for Covid symptoms</p> <p>Arrangements in place to accommodate this</p> <p>Demand to be ascertained through survey</p>	<p>AWe</p> <p>AWe</p> <p>AWe</p> <p>AWe</p>	<p>w/c 01/09/20</p>	
<p>Provision of personal care AWe/RPe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature or loss of taste/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 is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>	<p>First Aider rota incorporated on to staff list</p> <p>Separate area to be designated as a holding room as the current room is small. Also PPE to be provided in classrooms as required.</p>	<p>RPe/AWe/ Matron</p> <p>AWe</p>	<p>w/c 01/09/20</p>	

Emergency procedures (Fire alarm activations etc) RPe/AWe	Staff, Students / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Appropriate social distancing at assembly area. Increased supervision and reiteration of messages to students Maintain groups / bubbles at assembly points. Staff to ensure doors and windows closed as they leave the building	Students/staff to be given instructions at the beginning of their first session. Issues re one way system and risk points to be identified and discussed with staff and students.	AWe/RPe	04/09/20 and 07/09/20	
Deliveries & Waste collection. AWe	Staff, Students / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. 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).	Office and Site Team informed - protocol in place Reminders in place Site team to coordinate	AWe/MBe	Ongoing	
Staffing levels RPe	Staff, Students Spread of COVID 19 Wider safeguarding / safety risks	It is expected that all staff and students attend school from September 2020. In the event of high absence: Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with students and ensure key competencies (first aid etc maintained) Options such as supply staff, SLT cover, partial closure may be required in event of staff shortages.	Local decisions on partial closure / closure to be made in the event of insufficient available teachers or staff to supervise the groups. Revised daily. Review use of supply staff. Scale down number of groups on site if required	RPe HKH/HR	Ongoing	
Premises safety AWe	Staff, Students 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 Flush all water outlets thoroughly in areas of the school which have been closed for a period of time. Review heating/air conditioning systems and their operation where appropriate. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	All compliance checks and maintenance carried out routinely. Confirmed as up to date. Ensure operation is compliant with guidance Inform staff as part of site protocols. Site team to regularly check.	MBe	w/c 01/09/20	

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>

<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>

Links found on previous iterations of this risk assessment can be found below:

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

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> (applicable to May 31st)

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>