

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

<p><b>RISK ASSESSMENT FOR:</b>  <b>School activities during COVID 19 outbreak</b>  <b>- opening from March 8th 2021</b></p> <p><b>During this evolving situation please monitor and follow government guidance given in the web links provided</b></p>			
<p><b>Establishment:</b>          Ashlyns School</p>	<p><b>Assessment by:</b>          Wider leadership group          (Overseen by AWe)</p>	<p><b>Date:</b>          April 2021</p>	
<p><b>Risk assessment number/ref:</b>  <b>RA-012</b></p> <p><b>HCC Rev 13 01/04/21 review following updated DfE guidance and pause in shielding for CEV individuals from 31<sup>st</sup> March changes highlighted in green</b></p> <p>HCC Rev 12 23/02/1 updated to reflect new DfE guidance applicable from March 8<sup>th</sup>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p>Take this opportunity to review and refresh all now 'normal' measures on site, ensure that any signage and floor markings which may have faded / lost their impact are reinstated and re-communicate the importance for staff and students of social distancing, wearing of face coverings, hand hygiene and maintaining ventilation.</p>	<p><b>Manager Approval:</b>          J Shapland</p>	<p><b>Date:</b>          April 2021</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors</b> <b>AWe/RPe</b>	Staff, Students wider contacts  Spread of COVID 19	<p>Individual risk assessments will be conducted where required to determine if additional measures are required.</p> <p>Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning.</p> <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><b>Staff</b>            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 <b>clinically extremely vulnerable</b> / clinically vulnerable to have <a href="#">a risk assessment</a> undertaken on their role and ability to maintain social distancing.            Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p>	<p>Staff to be consulted on this RA and responses to be considered and actioned where appropriate</p> <p><b>Clinically extremely vulnerable (CEV) students and staff are able to return to school. Shielding for CEV individuals pauses on 31st March 2021.</b></p> <p><b>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.</b></p> <p>Individuals to be identified and where necessary a separate RA completed and reviewed.</p>	AWe/RPe  AWe EHz/ MKr RPe/HKh  AWe/HR Officer	w/c 01/04/2021	Yes
<b>School occupants coming into contact with those with</b>	Staff, Students / wider contacts	<p>School community is clear on symptoms of coronavirus: high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed.</p> <p>These expectations have been communicated to all.</p>	<p>Reiterate in communications</p> <p>First Aider on duty to be contacted in the first</p>	RPe/AWe  AWe	w/c 08/03/2021	

<p><b>Coronavirus symptoms</b></p>	<p>Spread of COVID 19</p>	<p>Arrangements in place to ensure symptomatic staff / students do not return until the isolation period has passed or a negative test result is confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> 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 <a href="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.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</a></p> <p>Staff / students 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 <a href="#">COVID-19: getting tested guidance</a>.</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. See <a href="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">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</a></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 <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>) 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. See</p>	<p>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>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>JSh/RPe</p> <p>AWe</p> <p>AWe/MKr</p> <p>AWe</p> <p>RPe/AWe/RMc</p>		
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<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/>

### Testing

**Asymptomatic 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).**

Individuals with a positive LFD test result will need to self-isolate in line with the [guidance for households with possible coronavirus infection](#). Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). They should continue to apply the measures in the system of controls to themselves and the wider school setting.

**Home testing** Both students and staff will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and students should also share their result, whether void, positive or negative, with their school to help with contact tracing. Students aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary

Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures. Schools have been provided with a limited number of PCR home testing kits to be used in **exceptional circumstances** when we believe an individual may have barriers to accessing testing elsewhere. See

AWe/MKr

AWe/RPe

<p><b>General Transmission of COVID-19</b></p>	<p>Staff, Students wider contacts</p> <p>Spread of COVID 19</p>	<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>. Kits are not to 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><b>Positive case in school In the event of a positive case report to HCC via <a href="mailto:COVID.EYSEducation@hertfordshire.gov.uk">COVID.EYSEducation@hertfordshire.gov.uk</a>.</b></p> <p><b>HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.</b></p> <p>Records kept of students and staff in each group.</p> <p>A template letter has been provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p> <p><b>NHS Test &amp; Trace</b> Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">health protection team</a>. 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"> <li>● <a href="#">book a test</a> 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</li> <li>● 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</li> <li>● <a href="#">self-isolate</a> if they have been in close contact with someone who develops Covid-19 symptoms or comes into contact with someone who develops symptoms.</li> </ul> <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 (2 cases or more) 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.</p>	<p>If queries or concerns to contact Clare Richardson (HR Officer)</p> <p>Ensure class lists and attendance information is accurate</p> <p>Support and advice provided by Clare Richardson (HR Officer)</p>	<p>JSh/RPe</p> <p>RPe/HKh</p> <p>JSh/RPe</p> <p>AWe</p> <p>JSh/RPe</p> <p>AWe</p> <p>JSh/RPe?A We</p>		
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<p><b>General Transmission of COVID-19</b></p>	<p>Staff, Students wider contacts</p>	<p>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>AWe</p>		
<p><b>Ineffective hygiene protocols</b></p>	<p>Spread of COVID 19</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>AWe</p>		
<p><b>Ineffective cleaning protocols</b></p>		<p>Documented cleaning schedule in place. Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>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. 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.</p>				

	<p>School holds up to date 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><b>In the event of a suspected case / confirmed positive case on site</b>  For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p><b>When cleaning a contaminated area:</b>  Cleaning staff to:</p> <ul style="list-style-type: none"> <li>● Wear disposable gloves and apron</li> <li>● Wash their hands with soap and water once they remove their gloves and apron</li> <li>● Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>● Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then 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>				
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<p><b>General Transmission of COVID-19</b></p>	<p>Staff, Students /wider contacts</p>	<p><b>Groups to remain clear and consistent.</b> All students are to remain within their allocated groups i.e. year group wherever possible. This includes lessons, break, lunch.</p>	<p>RPe</p>	<p>w/c 01/09/2020</p>	
<p><b>Minimising contact and Maintenance of social distancing;</b></p>	<p>Spread of COVID 19</p>	<p>Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.</p>	<p>RPe/MBe</p>		
<p><b>Effective hygiene protocols</b></p>		<p><i>“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”</i></p>	<p>HKh</p>		
<p><b>RPe/AWe</b></p>		<p>Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+</p>	<p>HKh/AWe</p>		
		<p>Classrooms to be arranged with front facing desks allowing a 2 metre distance for teaching staff. Suitable mitigation measures should be employed where this is difficult. These may include:</p>	<p>RPe/AWe</p>		
		<ul style="list-style-type: none"> <li>● Perspex screen to create a 'safe zone'</li> <li>● Clear visor and fabric face covering when not addressing students</li> </ul>	<p>RPe</p>		
		<p>Students instructed on their allocated groups (i.e. year groups) and kept in that same group throughout the school day.</p>	<p>RPe</p>		
		<p>Keep space at front of class for SLT/HoDs/HoFs to be present whilst maintaining social distancing.</p>	<p>RPe</p>		
		<p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	<p>RPe</p>		
		<p>Clean shared spaces between use by different groups e.g. classrooms, canteen, school library and establish protocols.</p>	<p>RPe</p>		
		<p>Reduction in contact situations planned for all stages in the school day e.g. travel, arrival, lessons, lesson changeover, break, lunch, leaving school.</p>	<p>RPe/AWe</p>		
		<p>SLT/teaching staff to supervise corridor / communal areas during changeover to facilitate.</p>	<p>AWe</p>		
		<p>A one way system has been implemented..</p>			
		<p><b>Face Coverings:</b> In school where students in year 7 (which would be children who were aged 11 on 31August 2020) and above are educated, in line with government advice face coverings should be worn by adults and pupils when moving around the inside of premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by students when outdoors on the premises.</p>			

	<p>In addition, we now ask that face coverings should be worn in classrooms or during activities unless 2M social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on <a href="#">face coverings in education</a></p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</p> <p>All events and extra-curricular clubs will also follow the same, consistent year groups, consistent year groups protocol.</p> <p>No Assemblies - to be kept under review, If wider assemblies required they will be conducted via video link. Arrangements for lesson changeover detailed later in this document.</p> <p>Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p><b>Extra-curricular clubs</b> determine if these are essential and ensure delivery replicates school groups / bubbles. Able to resume all before / after school activities and wraparound care from March 8<sup>th</sup> where this supports parent/ carers working etc.</p> <p><b>Hiring and lettings</b> - 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 <a href="http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?">http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?</a></p> <p>The <a href="#">NHS QR code poster</a> 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><b>Breakfast and afterschool clubs</b></p> <p><b>As of April 12<sup>th</sup> all parents can access wraparound provision with no restrictions on reasons for attendance.</b></p> <p>School RA to be followed at all times . See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a> which recommend a max 15 children per group (multiple groups can use the same space, only if there is robust social distancing between groups)</p>	<p>All hirings / lettings reviewed in line with national advice and restrictions. (sports clubs, dance, social groups etc.)</p> <p>Extra-curricular activities paused during national restrictions may now be able to resume.</p> <p>Supervised sport and physical activity for Under 18's can take place both indoors and outdoors from 29.03.2021</p> <p>See also <a href="#">Sport England FAQs on return of sport</a></p>	<p>AWe</p> <p>RPe</p> <p>RPe</p> <p>RPe</p> <p>RPe/AWe</p> <p>AWe</p> <p>RPe/AWe</p> <p>NWe/RPe</p>		
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	<p>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>Water Fountains to be available to REFILL water bottles only not to drink from directly.</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. Site 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>Staff and students are expected to wear face coverings when moving between lessons and in communal indoor spaces.</p>				
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<b>Access to &amp; egress from site AWe/RPe</b>	<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 time to continue 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/sanitise their hands on arrival in school.</p> <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>		TKi/EHz	RPe	w/c 1/09/2020	
				RPe/AWe			
				RPe/AWe			
				RPe			

		<p>One-way system/traffic through external doors to avoid face to face passing and maximise outdoor travel.</p> <p><b>Visitors</b> 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><b>Staff</b> On arrival all staff are also required to wash hands using the sink in the nearest available set of toilets <b>or</b> use the sanitiser provided at reception / staff room and all entrance areas.</p> <p>Touch in/out ID badges have been provided for all staff to avoid the use of fingerprint when signing in and out.</p> <p><b>The Staffroom</b> 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 using electronic daily update and periodic short HT Google Meet as required</p>		AWe  AWe  AWe		
<b>During the School Day</b>	Staff, Students / wider contacts	<p><b>Movement between lessons</b> Face coverings (ensuring the nose and mouth are covered) to be worn at all times whilst in communal areas. One way system/movement around school:  <ul style="list-style-type: none"> <li>● Internally 1 way around the horseshoe</li> <li>● 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</li> </ul> </p> <p><b>Adjusted/lengthened start times involving eg:</b>  <ul style="list-style-type: none"> <li>● Start of school day</li> <li>● Lesson change over Tutor time</li> <li>● Break/lunch</li> </ul> </p> <p><b>Classroom cleanliness:</b></p>	Internal and external one way systems implemented  Communication to parents/students	RPe/HKh  JSh/RPe	w/c 01/09/20	

	<ul style="list-style-type: none"> <li>• Use of wipes for desks or non-wipe spray</li> <li>• Hand sanitising at the start/end of the lessons</li> <li>• Students have all own equipment (check in tutor time, packs available)</li> <li>• Lidded bins in each classroom</li> </ul>	Cleaning Team to be instructed	AWe/RPe		
	<p><b>Reducing student movement around school through the school timetable:</b></p> <ul style="list-style-type: none"> <li>• Increased number of double lessons in the sixth form where appropriate. Timetabling lessons to minimise movement between P1+2 and 3+4</li> <li>• Timetabling rooms to minimise student movement between P1+2 and 3+ 4</li> </ul>	Carry out timetable review	HKh		

<p><b>Contact points</b>  <b>Equipment use</b>  <b>printers,</b>  <b>workstations,</b>  <b>apparatus,</b>  <b>machinery etc.</b>  <b>AWe</b></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 reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>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>Staff and students have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p><b>Activities and resources</b>  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><b>For secondary <a href="#">Science and DT</a> also review <a href="#">CLEAPSS advice (GL336 to GL 345)</a> for suggested considerations in undertaking practical work</b></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>Regularly review protocols</p> <p>Continue to review protocols for marking.  Consider how electronic and oral feedback can be prioritised - feedback from Faculties. Inset day training</p> <p>Utilise reprographics service in advance (JTh) only if copies are absolutely necessary.  IT room use is limited to specific circumstances.  Additional measures</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>w/c  01.09.20</p>	
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		<p><b>PE / school sport</b>  <b>No requirement to wear face coverings in PE</b>  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 <a href="#">return to recreational team sport framework</a></p> <p>Students 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.</p> <p>Multiple groups not permitted to use PE / outdoor equipment simultaneously  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  Build in time for handwashing / sanitising before / after lessons.  See protocols for use of the changing rooms  <a href="#">PE Changing Rooms Procedures</a> See <a href="#">advice</a> and <a href="#">FAQ's</a> from Association for Physical Education, (Revised 29/9/20) AfPE have also published a model risk assessment for PE.</p> <p><b>Fixtures against other schools:</b>  <b>From 29<sup>th</sup> March outdoor fixtures against other schools are permissible (in line with restrictions on grassroots sport).</b></p>			w/c 1/11/2020	
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<p><b>Proximity of students/ staff RPe/AWe</b></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. 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 <b>multiple</b> rooms recirculation should be turned off and adjust these to full fresh air where possible)</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation.</p> <p>See <a href="#">HSE guidance</a> and <a href="#">CIBSE October guidance</a></p> <p>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.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</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><b>Meetings / 1-2-1s / training</b> 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><b>Staff rooms</b> Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p><b>Offices / IT suites etc</b> 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</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 spring and summer term - demonstrations, video etc</p> <p>Use high level windows where available to avoid drafts</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>RPe/RKi</p> <p>AWe</p> <p>RPe/HKh</p> <p>RPe/AWe</p> <p>AWe</p>	<p>w/c 1/09/2020</p>	
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		<p>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><b>Stairs / corridors</b> 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>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><b>Toilets</b> Regulate the number of people using toilet facilities at any one time e.g. arrange supervision.</p> <p><b>Break / Playgrounds</b> 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>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>RPe/AWe</p> <p>AWe</p> <p>RPe</p>		
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<p><b>Catering Provision and Dining Room use/breaktime</b> RPe/AWe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<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><b>Entry into the dining room during</b> 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) <a href="#">guidance on good hygiene practices</a> 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> <table border="1" data-bbox="504 1133 795 1268"> <thead> <tr> <th>Canteen 'A'-side</th> <th>Canteen 'B'-side</th> </tr> </thead> <tbody> <tr> <td>1.25pm Y11</td> <td>1.25pm Y7</td> </tr> <tr> <td>1.35pm Y8</td> <td>1.45pm Y10</td> </tr> <tr> <td>1.45pm Y9</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Yr 12 &amp; 13 in 6th form Cafe.</li> </ul> <p>Students can enter the dining rooms in their allocated groups at their allocated times and leave to go to their designated areas Supervised,Supervised, controlled queuing to aid social distancing Meals to be eaten as far apart as possible - taken outside</p> <p>Perspex screens in front of the servery to allow food to be displayed clearly and safely. Considerations include: changes to meal/menu provision, reintroduction of single use items, amount of drinks and food in chillers and how to avoid touching</p>	Canteen 'A'-side	Canteen 'B'-side	1.25pm Y11	1.25pm Y7	1.35pm Y8	1.45pm Y10	1.45pm Y9		<p>Secure site Communicate with Staff and 6th Form</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> <p>Revise provision</p> <p>Finance team to contact parents to encourage disuse of cash.</p>	<p>RPe/HKh</p> <p>AWe/RMu</p> <p>RPe/HKh</p> <p>AWe/RPe</p> <p>AWe/RPe</p> <p>RPe</p> <p>AWe</p> <p>RPe/HKh</p> <p>RPe</p> <p>AWe/MBe</p> <p>AWe/RMc</p> <p>AWe/TWi</p>	<p>w/c 01/09/2020</p>	
Canteen 'A'-side	Canteen 'B'-side													
1.25pm Y11	1.25pm Y7													
1.35pm Y8	1.45pm Y10													
1.45pm Y9														

		<p>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><b>6th Form Cafe - Service is open but communal tables replaced with single occupancy 'exam desks'.</b></p>	Fingerprint system discontinued replaced with contactless to be cards issued			
<b>Transport/Travel off site</b> RPe	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Offsite visits</b> <b>These are conditional on the wider roadmap dates, which are subject to change: No offsite visits to be run until 12<sup>th</sup> April (for day visits) at the earliest. No domestic residentials until 17<sup>th</sup> May at the earliest.</b> <b>Off site visits risk assessment to be undertaken, children kept in the same consistent group during the visit. COVID secure measures at destination and ability of group to socially distance from others to be risk assessed.</b></p> <p><b>Encourage walking / cycling to school</b> Review travel plan Risk assessment of the school's transport provider has been seen and the school consulted on it. For more information on school transport: <a href="https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/home-to-school-transport/coronavirus.aspx#schooltransport">https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/home-to-school-transport/coronavirus.aspx#schooltransport</a></p> <p><b>Public transport</b> 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 <a href="#">how to wear and make a cloth face covering</a> is available. (children and young people aged 11 and over to wear a face covering when travelling on dedicated transport.) Where business travel via car is required use private single occupancy where possible. Wash / sanitise hands on re-entering the building.</p> <p><b>Minibus use</b> 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 (open partially if cold) <b>Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation</b> Staff to wear disposable gloves when refueling.</p>	<p>Communicate to stakeholders</p> <p>Guidance to be communicated to stakeholders</p> <p>Ensure staff using minibus are made aware of the guidance</p>	RPe/AWe  RPe  AWe/MBe	w/c 01/09/2020	

<p><b>Cleaning AWe</b></p>	<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.) <b>or</b> 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>● Wear disposable gloves and apron</li> <li>● Wash their hands with soap and water once they remove their gloves and apron</li> <li>● Fluid resistant surgical mask if splashing likely</li> <li>● Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>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>	<p>Evergreen on site as per contract. Revised procedures in place.</p> <p>Staff to be limited access to areas after school to allow monitoring of areas requiring cleaning</p> <p>Evergreen RA on file.</p> <p>Evergreen RA</p>	<p>AWe</p> <p>AWe</p> <p>AWe</p> <p>AWe/MBe</p>	<p>w/c <b>01/09/2020</b> and ongoing</p>	
<p><b>Contractors AWe</b></p>	<p>Contractors, Staff,</p>	<p>School and any on site contractors (Catering, cleaning, etc.) to co-operate and share risk assessments.</p>	<p>Communicated with contactors</p>	<p>AWe/MBe</p>	<p>Ongoing</p>	

	<p>Students / wider contacts,</p> <p>Spread of COVID 19</p>	<p>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</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p> <p>All essential / statutory maintenance deemed necessary to the safe running of the school was continued during periods of national lockdown.</p>	<p>Contractor scheduled outside school hours if possible</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><b>Awareness of PHE / school controls</b></p> <p>AWe/RPe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff consulted on plans and risk assessment.</p> <p>Parents/ carers and students informed of measures in place to protect them</p> <p>Posters will be displayed (and refreshed where necessary) 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 and ongoing</p>	
<p><b>Provision of first aid</b></p> <p>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>Wash hands before/after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>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 1<sup>st</sup> 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 08/03/2021</p>	

<p><b>Provision of personal care</b> 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.) <b>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.</b></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 08/03/2021</p>	
<p><b>Emergency procedures (Fire alarm activations etc)</b> RPe/AWe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Appropriate social distancing at assembly area.</p> <p>Increased supervision and reiteration of messages to students Maintain groups / bubbles at assembly points.</p> <p>Staff to ensure doors and windows closed as they leave the building</p>	<p>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.</p>	<p>AWe/RPe</p>	<p>w/c 8/03/2021</p>	
<p><b>Deliveries &amp; Waste collection.</b> AWe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p>Office and Site Team informed - protocol in place</p> <p>Reminders in place</p> <p>Site team to coordinate</p>	<p>AWe/MBe</p>	<p>Ongoing</p>	
<p><b>Staffing levels</b> RPe</p>	<p>Staff, Students</p> <p>Spread of COVID 19</p> <p>Wider safeguarding / safety risks</p>	<p>Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with students and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, slitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>	<p>Local decisions on partial closure / closure to be made in the event of insufficient available teachers or staff to supervise the groups. Revised daily. With a move to remote learning in such circumstances for those pupils affected.</p>	<p>RPe</p> <p>HKh/HR</p>	<p>Ongoing</p>	
<p><b>Premises safety</b> AWe</p>	<p>Staff, Students</p>	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational</p> <p><b>Legionella</b> Any new 'seldomly' used water outlets to be flushed weekly.</p>	<p>All compliance checks and maintenance carried out routinely. Confirmed as up to date.</p> <p>Ensure operation is compliant with guidance</p>	<p>MBe</p>	<p>w/c 01/09/20</p>	

	Wider safeguarding / safety risks	<p><b>Post any lockdown</b> / 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. Flush all water outlets thoroughly in areas of the school which have been closed for a period of time.</p> <p>Review heating/air conditioning systems and their operation where appropriate.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	Inform staff as part of site protocols. Site team to regularly check.			
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**Relevant links**

Guidance for educational settings

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

Guidance for full opening from Sept 2020

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

Guidance for return in Jan 2021

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Restricting attendance during the national lockdown: schools

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

Schools Coronavirus (COVID-19) Operational guidance applies from March 8th

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

Contingency Framework

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>

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

New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

New national restrictions from Nov 5<sup>th</sup> <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

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

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP

<https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Return to Recreational team sport framework

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

**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](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>