

COVID RISK ASSESSMENT FOR SEPTEMBER 2020 **Updated Nov 2020**

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools 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> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

Notes on completion:

- This risk assessment should be completed by the Head and SLT in consultation with staff.

Consultation with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own 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. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. 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.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

Share the risk assessment

Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

- You may choose to publish the risk assessment on your website to provide a clear transparent approach to the wider school community.

Monitor and review

As the school returns continue to review how staff and students adopt to your controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020 Updated October 2020 Reviewed 5/11/20		 Hertfordshire	
Establishment: The Reddings Primary School	Assessment by: Tracy Prickett	Date: 05.11.2020	
Risk assessment number/ref: RA-003	Manager Approval: Emma Fleet	Date: 05.11.2020	

Rev 1: updated template following issue of Government advice on July 2nd [Actions for schools during coronavirus outbreak](#)

Rev 2: 16/07/20 updates to swimming pool section following confirmation of re-opening from 25th July, additional controls added to hire / lettings, some other minor changes;

Rev 3: 13/08/20 updated to take account in changes in national advice regarding face coverings

Rev 4: 01/09/20 updated following updated [DfE guidance on full opening](#) (28/8/20), [face coverings in education](#) (year 7 and above), testing kits and DfE guidance on [extra curricular activity](#)

Rev 5: 09/10/20 updated link to reporting of positive cases, use of NHS COVID-19 app and link to supplementary hire conditions added, updated Association of PE links added, changes from previous version highlighted in yellow.

Rev 6: 04/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5th until 2nd December all changes from previous version highlighted in green (See also How 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>)

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
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Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts	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 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. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.	During the New national restrictions Those children whose doctors have confirmed they are still clinically extremely vulnerable to be educated remotely and not attend education whilst the national restrictions are in place Those staff who are clinically extremely vulnerable to work from home and not to come into work during the period of national restrictions. If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home for the period of lockdown to 2 nd December 2020. Risk Assessment to be reviewed for extremely clinically vulnerable before return to work Individual risk assessments to be completed for individual children with updated guidance	No staff or children identified as of Nov		Completed
	Spread of COVID 19	Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier. Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable , for staff who are extremely clinically vulnerable new advice for those identified through letter form NHS was published on Oct 13 th	Information sent to parents as part of full opening information. Reminder message sent to all parents Review which roles could effectively be undertaken at home and implement as appropriate All risk assessments in place and reviewed at the end of the Summer Term 2020. Staff aware that further reviews will occur September 2020 All risk assessments to be reviewed	EM	2.11.20	Completed

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School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a 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. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>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 / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p>	<p>Staff to have their mobile phones available (on silent) to phone main office / HT to notify senior team members</p> <p>Entrance / exit route in place. Child to be taken to isolation room via exterior doors and exit via dining room doors</p> <p>Staff to wear a visor in addition to a mask if supervising a child. Masks to be available in isolation zone</p> <p>Classroom staff to clean area in class immediately. Resources to be disinfected / put in dishwasher</p> <p>Isolation Zone to be cleaned by a staff member who doesn't have a risk assessment</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term</p> <p>Staff have had access to Herts</p>	<p>Staff</p> <p>SLT</p> <p>TP</p> <p>Staff</p> <p>SLT / Office</p>	<p>01.09.2020</p> <p>In place since 01.06.2020</p> <p>In place since 01.06.2020</p> <p>As required</p> <p>As required</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>

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		<p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>From 26th August schools will be provided with 10 home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</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>Keyworker testing protocol and shared with all staff- direct link shared with school staff</p> <p>Additional testing kits in school</p> <p>Office team to create record log for staff and pupils and complete as required</p> <p>Template letter to be saved centrally ready to send</p> <p>Updated advice in place for protocol for reporting cases</p>	<p>EF</p> <p>MK</p> <p>MK</p>	<p>Updated 12/10/20 11/11/20</p> <p>1/10/20</p> <p>03.09.2020</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<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 e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</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</p>	<p>Posters throughout the school. Posters to be displayed in link toilets</p> <p>HT and caretaker to review location of hand sanitisers. Increase as required</p> <p>Sanitisers with stands to be purchased to go outside link and dining room. Further automatic dispensers to be purchased and erected around school</p> <p>No further action - in place since 01.06.2020</p> <p>Daily clean and check of hand</p>	<p>TP</p> <p>TP</p> <p>EF & JT</p> <p>TP & EF</p> <p>Teachers / TAs /</p>	<p>In place</p> <p>01.09.2020</p> <p>04.09.2020</p> <p>31.08.2020</p>	<p>Completed</p> <p>Ongoing - protocol established</p> <p>Completed</p> <p>Completed</p> <p>ongoing - protocol</p>

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		<p>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.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>washing facilities. Dispose of hand towels rubbish bag at lunchtime. Bag to be tied and left outside external door for caretaker to collect and dispose of in main bins. Bins to be emptied at end of day</p>	Caretaking team	02.09.2020	<p>established</p> <p>Completed</p> <p>Ongoing - protocol established</p>
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.</p> <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, 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. Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>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:</p>	<p><i>Note further guidance on general cleaning is expected by Public Health England before Autumn term</i></p> <p>Classroom cleaning boxes to be replenished and returned to classes.</p> <p>Classroom cleaning logs to be revised to exclude vacuuming as undertaken at end of day Toilets not being shared</p> <p>Daily / Weekly cleaning log written Link toilets to be used only by Year 6 door from Year 4 to link toilets to be wedged open during break and lunchtime periods</p> <p>Cleaning of rooms as part of cleaning schedule</p> <p>Additional cleaning of hall fall to accommodate further use for PE</p> <p>Communicate information to staff</p>	<p>Schedule in place-</p> <p>Caretaking team</p>	<p>Ongoing</p> <p>Mondays from 9.11.20</p>	<p>Completed</p> <p>Completed</p> <p>In place</p>

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		<p>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.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>	<p>team</p> <p>Protocol in place</p>			
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Bubbles/ Groups: Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc.;</p> <p>No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Determine if face coverings for visitors and staff are required due to social distancing not being able to be maintained in communal areas, including staffrooms. 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.</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 / bubbles, and greater scope for physical distancing by staff within classrooms.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>All collective gatherings done via MSTeams</p> <p>Staff in lunch hall to wear masks All visitors to wear masks in school Visitors kept to absolute essential key personnel- Visitor Policy in place</p> <p>Parents supported to wear masks on the playground- letter to parents</p>	<p>Staff / SLT</p> <p>Staff / SLT Changes in place for bottom playground from 3.11.20</p> <p>Teachers</p> <p>SLT</p> <p>Staff</p> <p>EF</p> <p>EM</p>	<p>Staff / SLT to monitor throughout the day and revisions made as required</p> <p>ongoing</p> <p>02.11.2020</p> <p>Oct 20</p> <p>9.11.20</p>	<p>Ongoing</p> <p>Completed]</p> <p>In place</p> <p>In place</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>

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		<p>Where staff move across groups (bubbles) hands to be washed / sanitised before and after and social distancing (2m) to be maintained from other staff and adults as far as is reasonable.</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>Ideally the teaching space / workstation should be 2m from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+).</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</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>Primary to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face.</p> <p>Secondary Zone school assigning groups to different areas. Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classes wherever possible.</p> <p>Staggered timetable to keep groups apart and minimise contact at lesson change. Timetable specialist rooms to keep groups apart. SLT supervise corridor / communal areas during changeover to facilitate. Use of a one-way system where practical</p> <p>Face coverings: Schools teaching Yr 7 and above: determine if face coverings for students, visitors and staff are required due to social distancing not being</p>	<p>Lesson study drop ins to be conducted by staff within bubble and where it is required that it is with or by another member of staff – to wear masks and remain 2m apart within a well ventilated classroom</p> <p>Changes to environment in place for Phase 2 to support teaching and learning</p> <p>During the New national restrictions In schools where pupils in year 7 and above are educated, face coverings are to be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained</p>	<p>SLT + MB (maths)</p> <p>Class staff</p>	<p>20.07.2020</p> <p>Wk beg. 23.11</p>	<p>Completed</p> <p>Completed</p>

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		<p>able to be maintained in communal areas. 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.</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 / bubbles, and greater scope for physical distancing by staff within classrooms. (see also Stairs / corridors)</p> <p>New guidance on face coverings in Education was released on 26th August and in schools teaching Yr 7 and above in the event of moving into a local COVID alert level of High or very High they should be worn by both adults (staff and visitors) and students when moving around in communal areas and corridors where social distancing is difficult to maintain.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Supplementary conditions of hire in place See http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1</p> <p><i>Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions.</i></p> <p><i>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers</i> <i>Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact.</i> <i>Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</i></p>	<p>Sports Apprentice to continue lunch clubs- reduced to single class clubs from Nov 2020 During the New national restrictions extra-curricular activities /clubs only continue where they are reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care</p> <p>All hiring's / lettings reviewed and suspended in line with national advice and restrictions. (sports clubs, dance, swimming, social groups etc.) https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p>	TO'C + Sports Apprentice	3.11.20	Completed

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		<p><i>Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.</i></p> <p><i>Is any additional signage for hired spaces to remind users on social distancing, hand washing etc.</i></p> <p><i>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</i></p> <p><i>School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</i></p> <p><i>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace.</i></p> <p><i>In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school.</i></p> <p>Schools to decide if the NHS QR code poster and check in function is to be used for members of the public when premises are let to external providers. Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools. See protective measures for holiday and after school clubs, and other out of school settings 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>Provision should, where possible, replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups. Review space / layout and occupancy to determine if children from different groups can maintain social distancing (2m between children from different groups). Where this is not possible keep the before / after school groups consistent to reduce mixing.</p> <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</p>	<p>No hiring's or lettings happening</p> <p>Breakfast club run by staff, within bubbles</p> <p>After school club risk assessment in place at Lime Walk, Reddings Children in separate area of club</p> <p>During the New national restrictions Breakfast / afterschool clubs only continue where they are reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care</p> <p>No offsite visits to take place</p>	<p>GR/DC</p> <p>Lime Walk</p>	<p>Ongoing</p> <p>3.11.20</p>	<p>Complete</p>

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		<p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own Staff and pupils should comply with expected requirements when visiting such venues.</p> <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.) Use microphones. Sing / play quietly to reduce aerosol risk. Pupils should be positioned back-to-back or side-to-side when playing or singing and not facing each other. 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. 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. Schools must only provide team sports listed on the return to recreational team</p>	<p>Dance and music curriculum as part of class sized bubble</p> <p>Music sessions with Rock Steady postponed</p> <p>Music lessons continuing in well ventilated classrooms with singing occurring in class bubbles with awareness of singing quietly away from each other</p> <p>PE lessons to continue within class bubbles with all resources</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Completed</p> <p>Completed</p> <p>Ongoing Cleaning</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
		<p>sport framework.</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. (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).</p> <p>Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</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 not, maximising distancing between pupils and natural ventilation. Build in time for handwashing / sanitising before / after lesson. See advice and FAQ's from Association for Physical Education, (Revised 29/9/20) AfPE have also published a model risk assessment for PE.</p> <p>Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools.</p>	<p>used cleaned and quarantined</p> <p>Sessions to be held outside weather and topic permitting Rota in place for PE sessions when required to be in the hall</p> <p>Additional cleaning of hall rota in place Football to take place outside only</p> <p>During the New national restrictions No matches between other schools in line with the wider restrictions on grassroots sport.</p>	<p>Sports Apprentice TO'C</p> <p>Caretaker</p>	<p>ongoing</p>	<p>and hall timetable - complete</p>
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray)</p>	<p>In place and communicated to parents</p> <p>Top gate to remain locked: 9.15am to 2.55pm. Caretaker to lock / unlock Bottom gate locked from 9:15</p> <p>Additional advice and support provided to parents on dropping off and picking up</p>	<p>EF</p> <p>JT</p> <p>EF</p>	<p>Updated Sept and then Nov 2020</p> <p>Updated Oct</p> <p>Updated Nov 01.09.2020</p>	<p>Complete</p> <p>Complete</p> <p>Complete</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
		<p>where controlled queuing will be expected. Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. Signage in reception regarding good hygiene. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>	<p>One-way traffic through link (top playground to lower playground). Signage to be clear for parents</p> <p>In place - new InVentory signing in system in place</p> <p>Visitor policy in place</p> <p>In place since June 2020</p> <p>In place since June 2020</p>	<p>JT</p> <p>Office team</p> <p>EF</p> <p>Office team on arrival</p> <p>Staff / class staff</p>	<p>02.09.2020</p> <p>Oct 2020</p> <p>daily</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>In place</p>
Contact points Equipment use printers, workstations, apparatus, machinery etc.	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources Classroom resources which are shared within phases (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use Minimise all unnecessary sharing of resources</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or</p>	<p>Reminder letter to parents Water fountain switched off</p> <p>In place</p> <p>All pupils have named equipment sets - in place</p> <p>Cleaning rota in place with additional cleaning taking place during the day as well as at the end.</p>	<p>TP</p> <p>Teachers / RP</p> <p>Caretaking and all staff</p> <p>Class staff / sports apprentice</p>	<p>01.09.2020</p> <p>20.07.2020</p> <p>ongoing</p> <p>ongoing</p>	<p>Complete</p> <p>Complete</p> <p>Complete</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
		<p>'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p>	Anti-bacterial wipes to be placed in computer suite	Class staff + JT		
Proximity of students/ staff	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p>Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to multiple rooms recirculation should be turned off and adjust these to full fresh air where possible) There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE October guidance</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. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Stairs / corridors Minimise phases (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk)</p>	<p>Office permitted to access the main office. 4 staff members at a time in staff room (notices in place) Additional facilities in place in dining hall for staff lunch time</p> <p>Windows and skylights to be open throughout the day (as current practice) and weather permitting, doors to remain open following gate closure</p> <p>Link to be used only to access toilets for phase 3 (via Yr4 external door) external doors to be used unless inclement weather</p> <p>Staff meetings held in the hall with staff 2m apart and ventilated</p> <p>During the New national restrictions All Swimming pool hirings / lettings suspended in line with national advice and restrictions - no swimming taking place Autumn term https://www.gov.uk/guidance/new-national-restrictions-from-5-november Learners to largely stay within classes, lunches timetabled to avoid passing others</p>	<p>Office</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>staff</p>	<p>02.09.2020</p> <p>Oct & ongoing</p> <p>Ongoing with practise revised in line with new guidance</p> <p>01.09.2020</p> <p>Ongoing</p> <p>ongoing</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>complete</p> <p>In place</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
		<p>Implement one-way system (where possible) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. <u>Outdoor play equipment to be cleaned between use by different phases</u></p>	<p>Phased approach to breaks. Weekly access to trim trail / tractor</p> <p>Lunch time arrangements adapted to minimize contact further- using the hall for lunch</p>	<p>Staff on duty</p> <p>SLT + MSA's to support</p>	<p>ongoing</p> <p>Nov 2020</p>	<p>In place</p> <p>In place</p>
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups. Timetable for use of dining areas</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated phases.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, etc.</p>	<p>Reception first sitting, Phase 2 second sitting, Phase 3 third sitting (yr 1 and 6 eating in hall)</p> <p>Hand sanitiser units to be purchased and stationed at both entrances to the dining room</p> <p>Screen in place between servers and children</p> <p>Current practice - no further action</p> <p>TAs at lunchtime to clean down the area before phase 2 and 3 arrives</p>	<p>Teachers TAs at lunchtime TP & EF</p> <p>JT</p> <p>HCL</p> <p>Children</p> <p>Children</p> <p>TAs at lunchtime</p>	<p>Adapted 1.11.20</p> <p>31.08.2020</p> <p>Oct 2020</p> <p>01.09.2020</p> <p>01.09.2020 and ongoing</p> <p>01.09.2020</p>	<p>In place</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
Transport / Travel off site	<p>Staff, Students / pupils / wider contacts</p>	<p>Encourage walking / cycling to school</p> <p>Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.</p>	<p>Letter to parents as part of 'welcome back to school'</p> <p>Staff do not travel for business</p>	<p>EF / MK</p>	<p>03.09.2020</p>	<p>Complete</p>

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	Spread of COVID 19	(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.	and are single occupancy to / from school in the car / walking			
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment.	Signage clear and in place (in place since June 2020) Office to ask all contractors to use the alcohol based gel on arrival (as currently in place) Use of visitor lanyards suspended as sign in via INVentry	Office team	01.09.2020	Complete Ongoing-protocol in place
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1 st aid rooms then consider if this needs relocating to reduce demand on space.	First aid reporting station set up in foyer to ensure staff complete forms in a timely manner without the need to cross bubbles in order to access them Medicines stored safely within medical room/ medical fridge and accessed on a known timetable	First Aiders MK/ First Aiders MK/First aiders	01.09.2020	Ongoing-protocol in place Complete Ongoing-protocol in place
Provision of personal care	Staff, Students / pupils / wider contacts	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 and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)	PPE equipment boxes located within each classroom. Restocked for start of term Box to be created and located in community space	DC / MK	01.09.2020	Ongoing-protocol in place

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	PPE equipment already in place in isolation zone including visor Visor to be placed in Nursery and Reception classes	TP	01.09.2020	complete
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain phases / classes at assembly points. Increased supervision and reiteration of messages to occupants	Emergency evacuation procedure to be practised Lockdown procedures CPD- staff meeting	EF / JT EF/JT	30.09.2020 10.05.20	Complete complete
Deliveries & Waste collection.	Staff, Students / pupils / 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).		School staff	01.09.2020	Ongoing-protocol in place
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	In place as part of ongoing practice Wedged doors: dining room and door to link toilets (not key doors)	JT / AB JT	Ongoing Ongoing Ongoing	Ongoing-protocol in place Ongoing-H&S rota in place
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.	Risk assessment to be shared with all staff members in advance reopening (email) Further communication at INSET / team meetings Posters and signage already in place throughout the school. Replace / update as required	TP / SLT / office EF	01.09.2020 07.09.2020 ongoing	Updated in accordance with guidance

Relevant links

Guidance for educational settings

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

Guidance for full opening from Sept 2020

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

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

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

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

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

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

