


# ***The Ryde School***

***COVID-19 Risk Assessment***

***March 2021***



<b>RISK ASSESSMENT FOR:</b> School activities during COVID 19 outbreak - opening from March 8th 2021			
<b>Establishment:</b> The Ryde School	<b>Assessment by:</b> Sue Thompson	<b>Date:</b> 1 <sup>st</sup> March 2021	
<b>Risk assessment number/ref:</b> <b>RA-003</b>	<b>Manager Approval:</b> Governors Finance and Premises Committee	<b>Date:</b> 4 <sup>th</sup> March 2021	

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 meaning staff / pupils more vulnerable to COVID-19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>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.</p> <p><b>Since 20th December when Hertfordshire entered tier 4.</b> all children still deemed clinically extremely vulnerable were advised not to attend school.</p> <p>Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students 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 clinically vulnerable to have <a href="#">a risk assessment</a> undertaken on their role and ability to maintain social distancing.</p>	<p><b>Clinically extremely vulnerable pupils and staff are not to attend work /school until 31<sup>st</sup> March 2021 at earliest</b></p> <p><b>Since 20th December when Hertfordshire entered tier 4</b> those staff who are clinically extremely vulnerable are to work from home and not to come into work. If someone in</p>			

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		<p>Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed.  See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p>	<p>this category cannot perform any work duties from home, then they should not attend the school site and should remain at home.</p>			

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<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. <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>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result 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> Ensure SLT / Head are notified.</p> <p>Individual goes home immediately. While awaiting collection by their parent, the child will isolate in a designated area in the school hall at least 2m away from others. External doors and some windows will be opened to ventilate the room.</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), a visor, 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>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (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> )</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 <b>10</b> days (reduced from 14 days from Monday 14<sup>th</sup> December). See <a href="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/">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/</a></p>	<p>Restricted attendance in primary and secondary schools during national lockdown period continues until 08/03/21 from when all pupils should attend school</p>			

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		<p><b>Testing</b> Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p>From 26<sup>th</sup> August schools were provided with 10 home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <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 be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p><b>Positive case in school</b> 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> See <i>COVID-19 case reporting flowchart for schools</i> <a href="https://thegrid.org.uk/covid-19/key-documents-for-schools">https://thegrid.org.uk/covid-19/key-documents-for-schools</a> 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><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary. Home testing kits for primary school staff in place from w/c 25/1/21 See <a href="#">separate Lateral flow testing risk assessment</a></p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>From 16<sup>th</sup> Sept more PCR kits able to be ordered via <a href="https://request-testing.test-for-coronavirus.service.gov.uk/">https://request-testing.test-for-coronavirus.service.gov.uk/</a></p>			

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<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective hygiene protocols</b></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.</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. These are in place above all sinks to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required e.g, to reduce congestion at toilets / where soap and water is not available.</p> <p>Hand sanitiser is located in every class room and in every communal area.</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.</p> <p>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. Lidded rubbish bins for hand towels and tissues are in every wash area. There will be regular removal and disposal of waste.</p> <p>Adequate supplies of soap, hand sanitiser and paper towels are in stock and securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Posters are around the school. Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the lidded bin outside the classroom 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>All staff and children will wash their hands every time they enter the building and use hand sanitiser every time they exit the building.</p> <p>Procedures given at Inset day and reminders at following staff meetings and as necessary.</p> <p>To regularly check posters are in place.</p>			
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></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, door push panels, taps, flush handles, toilet door handles, table / desktops, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>All classrooms have been provided with two cleaning kits, one for the classroom (sanitiser solution) and one for the toilet/wash areas (sanitiser solution).</p>	<p>Continue to follow advice given by NHS in report following site visit.</p> <p>Sanitiser solution as advised by NHS report.</p>			

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		<p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Class cleaning kits will be used to clean these areas during the school day.</p> <p>Where toilets are shared between different groups these will be cleaned after each group uses the facilities (focus on high contact surfaces) and the importance of thorough hand washing reinforced. Staff will clean toilets and wash rooms after every time their group has used the facility.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school will be used.</p> <p>The school cleaner will adhere to all points in this risk assessment.</p> <p>Each room/area will be thoroughly cleaned at the end of each day, and a deeper clean to be given at the weekends.</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.) will be used.  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>• 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.</p>				

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



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<p><b>General Transmission of COVID-19</b></p> <p><b>Minimising contact and Maintenance of social distancing</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Bubbles/ Groups:</b> Each class will be taught in their own bubble in their own classroom. At play times and lunch time two classes will join together to share a larger space outside and to support mental health and well-being. Reception and Year 1 Year 2 and Year 3 Year 4 and Year 5 Year 6 will have its own designated space outside.</p> <p>Groups to remain clear and consistent and separated from other groups.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Shared spaces will be cleaned between use by different groups e.g. canteen, school library etc. No groups are coming together for assemblies, events / school fairs, school trips etc. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <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. Schools can continue to engage supply and peripatetic teachers including staff from music education hubs.</p> <p>Ideally the teaching space should be <b>2m</b> from pupils, and always more than 1 metre where possible.</p> <p>Keep space at front or back of the 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 where possible.</p> <p><b>Primary Settings</b> to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face. Face coverings for visitors and staff to be worn in corridors and communal areas, including staffrooms (where 2M social distancing can't be maintained).</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>			

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		<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.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</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 required from providers, suspend if controls are not as robust as the school's.</p> <p>Supplementary conditions of hire in place See <a href="https://thegrid.org.uk/Restricted-assets/covid-19-supplementary-hire-conditions-jan2021-v6.docx">https://thegrid.org.uk/Restricted-assets/covid-19-supplementary-hire-conditions-jan2021-v6.docx</a></p> <p>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).</p> <p><b>Review hirers activity against relevant Government guidance and any existing restrictions.</b></p> <p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers</p> <p>Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact.</p> <p>Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</p> <p>Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.</p> <p>Is any additional signage for hired spaces to remind users on social distancing, hand washing etc.</p> <p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p>				

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		<p>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.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p><b><u>Breakfast and afterschool clubs</u></b> –</p> <p>Provision will where possible replicate the groups (bubbles) 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, the space/ layout and maximum occupancy will be reviewed to achieve social distancing (ideally 2m between children from different groups).</p> <p>Where this is not possible keep the before / after school groups consistent to reduce mixing.</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a> which recommend a <b>max 15 children per group</b> (multiple groups can use the same space, only if there is robust social distancing between groups).</p> <p>Wrap around care, Breakfast/ afterschool clubs able to resume from March 8<sup>th</sup>.</p>	<p>Hirings / lettings reviewed, determine when these may be able to return to school in line with national advice and relaxation of restrictions as and when return requested by hirer.</p> <p>Activities as part of educational provision and wraparound care can return from March 8<sup>th</sup></p> <p>No return of grassroots outdoor sport until at least March 29<sup>th</sup></p> <p>See also <a href="#">Sport England FAQs on return of sport</a></p>			

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		<p><b>Offsite visits</b> No offsite visits to be run.</p> <p><b>Music-dance and drama</b> 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>Performances could be virtual / and possibly recorded for parents, no audiences in order to minimise risks. All undertaken in same consistent school bubbles.</p> <p><b>Singing and wind / brass instruments</b> Increased risk of aerosol transmission with volume and numbers of individuals within a confined space is likely. Accumulation of aerosols to be limited by keeping the actual singing / playing time short. Activity to take place outside where possible.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Limit group size in relation to the space, use larger rooms with high ceilings for larger groups. If using a shared space (hall etc.) then ventilate the empty room for at least 15 minutes before another group uses the space and clean all touch surfaces before use by another group.</p> <p>Larger groups e.g. more than a single class of 30, would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present).</p> <p>Face to face activity is to be avoided (Pupils positioned back-to-back or side-to-side when playing or singing). Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and pupils (if 2m is not viable further <b>robust</b> risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.)</p>				

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		<p>Use microphones. Sing / play quietly to reduce aerosol risk. Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service.  <a href="http://www.hertsmusicservice.org.uk/schools-covid-update/">http://www.hertsmusicservice.org.uk/schools-covid-update/</a></p> <p><b><u>PE / school sport</u></b>  PE will be delivered by reputable outside providers with full risk assessments provided and approved.  Schools must only provide team sports listed on the <a href="#">return to recreational team sport framework</a>.</p> <p>No requirement to wear face coverings in PE  <b>Pupils to be kept in class groups</b>, sports equipment will be thoroughly cleaned between each use by different groups, and contact sports limited. The sports coaches will be responsible for the cleaning of PE equipment, even though at times, it may be carried out by the class teaching assistant.</p> <p>(The AfPE's position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson).</p> <p>Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance.  <a href="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">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</a>.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/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</a></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, maximising distancing between pupils and natural ventilation.</p>	<p>Organisation of hall space so that each class can sing together as a group (of 30).</p> <p>Sport as part of educational provision and wraparound care can return from March 8th</p>			

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		<p>Time will be built in for handwashing / sanitising before / after lesson. See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. <a href="https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/">https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</a></p> <p><b>No fixtures against other schools (in line with restrictions on grassroots sport)</b> AfPE are still advising against school fixtures due to contact / transmission risks across schools.</p>				
<p><b>Access to &amp; egress from site</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staggered start and finish times will be introduced to reduce congestion and contact at all times. Access points will be reviewed regularly. Classes will be allocated different times / entrance points. Changes and allocated times will be communicated to parents and pupils.</p> <p>Monitoring of site access points will be carried out to facilitate social distancing. Parents will be discouraged from gathering at the school gates when dropping off or picking up their children.</p> <p>All parents/carers entering the school site will be asked to wear a face covering.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing where controlled queuing will be expected (mainly outside the nursery building). Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p>	<p>Timetables to be distributed to parents.</p>			

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		<p><b>Visitors</b>  Only essential visitors allowed on site.  We will ensure all visitors wear face coverings while in the building, unless teaching children. All building users to be made aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and exit and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Parents instructed only to come onto premises by appointment or in event of an emergency.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including the need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they will.  A record will be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)  Signage in reception regarding good hygiene.  Visual markers to reinforce social distancing (2 m where possible)</p>				
<b>Contact points  Equipment use  printers,  workstations,  apparatus,  machinery etc.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Staff / pupils</b>  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>Children will be supplied with their own water bottles in school, which will be washed in the dishwasher daily.</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><b>Activities and resources</b>  Classroom resources which are shared within groups (bubbles) are cleaned regularly.  Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.</p>				

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		<p>Those shared across groups must be cleaned between use, or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>Otherwise all resources shared across groups (sports ,art ,science equipment etc.) will 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>When equipment is quarantined it will be clearly labelled with day used / next day available for use.</p> <p>Cleaning will be built into the end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teachers will ensure students wipe down after use. If a student is too young then arrangements for support staff etc. to clean will be made.</p>				
<b>Proximity of students/ staff</b>	<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>Outdoor learning will be planned for all classes to assist in social distancing.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Occupied rooms to be kept as well ventilated as possible, 2 top windows in every classroom will be open all day, every day. Where possible external doors will be kept open too.</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc.</p> <p>Use heating / additional layers of clothing to maintain comfortable temperatures. Key fire doors will not be compromised / wedged open.</p> <p>Staff will follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible.</p>	<p>Use high level windows where available to minimise drafts</p> <p>No staff or children should enter the office area.</p>			



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		<p><b><u>Meetings / 1-2-1's / training</u></b>  Limit face to face meetings to those which are essential and cannot be delivered in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)  No physical large scale / all staff briefings should be undertaken.</p> <p><b><u>Staff rooms</u></b>  There are three staffrooms to accommodate staff breaks on a rota basis to preserve each class/es bubble/s and admin staff bubble.</p> <p><b><u>Corridors</u></b>  Groups (bubbles) will not transition at the same time to ensure there is brief or no contact. (passing briefly in circulation spaces is a low risk)  Staggering of groups using back corridor.  Classes 2 and 3 need to rota the use of toilets to maintain social distancing at break and lunch times.  Queueing for the toilets at break and lunch times to be monitored by an adult to ensure social distancing.</p>				

		<p><b><u>Break / Playgrounds</u></b></p> <p>Group activities that require pupils to be in close physical contact with each other will be avoided.</p> <p>Group interaction will be limited by clearly zoning areas and staggering breaks.</p> <p>Use of the field and other area of the school grounds will continue while the weather permits.</p> <p>All staff will be briefed on expectations.</p> <p>There will be increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>Outdoor play equipment will be cleaned between use or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p>				
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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>Canteen use / lunchtimes</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Break times staggered to reduce congestion and contact between groups. There will be a rota at lunch time for serving lunches and playground space to ensure limited contact between groups.</p> <p>Handwashing routines will be in place prior to eating food. Hand sanitiser will be available at the internal entrance of any room for adults to use where people eat and will be used by all persons leaving each area or the building.</p> <p>All tables used to eat from will be sanitised before and after use at lunchtime by either the school cleaner, MSA or TA.</p> <p><b>Canteen use</b> 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>Some pupils will enter the hall in their allocated groups to be served their meals and then return to their classrooms to eat them. Others will use the dining hall and hall on a rota basis.</p> <p>Discussions have been had about provision and delivery of meals with HCL. A full menu will be offered.</p> <p>Children will use their individual water bottles at lunch time.</p> <p>All rubbish and waste will be put straight in the bins provided, This should be done by the pupils (supported as necessary) and then pupils will remove trays and cutlery to the trolley provided in the hall or classrooms. A dustpan and brush will be available in each classroom where lunches are eaten to clear up any mess made on the floor.</p> <p>All areas used for eating will be thoroughly cleaned before, between groups and at the end of each break and shift, including chairs, door handles, etc.</p>				
<b>Transport / Travel off site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Encourage walking / cycling to school Review travel plan</p> <p>All persons to limit their use of public transport. Nobody uses public transport to travel to school. Two families use taxis occasionally. Drivers and PAs must wear face coverings in the vehicle (unless physically separated by a screen)</p>	Travel Plan to be reviewed.			

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>Children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. Guidance on <a href="#">how to wear and make a cloth face covering</a> is available.</p> <p>Wash / sanitise hands on re-entering the building.</p> <p><b>Minibus and coach use</b></p> <p>There is no plan to use mini buses or coaches during the summer term.</p>				
<b>School Swimming pools</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a></p> <p>Reopening a pool after COVID-19 shutdown : <a href="https://www.pwtag.org/reopening-pool-after-covid19-shutdown/">https://www.pwtag.org/reopening-pool-after-covid19-shutdown/</a></p> <p>Operation after COVID-19 shutdown <a href="https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/">https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/</a></p> <p>Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4;</p>	<p>School swimming as part of educational provision and wraparound care can return from March 8<sup>th</sup></p> <p>No wider use / hire at this time</p> <p>There will be no school swimming at the present time until parents have been surveyed.</p>			
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.</p> <p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works or grounds works. Where works can be conducted outside of the school day they should be.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>School to seek confirmation of the contractor's 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>All contractors carrying regular contracted works will have agreed days and times to attend the school site.</p>			
<b>Provision of first aid</b>	<p>Staff, Students / pupils / wider contacts</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Wash hands before / after treatment.</p>				

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	<p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p><b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council  <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>A first aid station will be set up in the hall for when TAs are unavailable to treat the children in their class. Children will be socially distanced from each other while being treated in the first aid area.</p> <p>All classrooms have their own first aid kit.</p> <p>An area has been set aside in the hall for children to wait if they need to be collected by a parent.</p> <p>Daily medication will be administered in the classroom by the TA and teacher.</p> <p>Medicines will still be stored centrally to ensure the safety of all pupils and also for ease of use.</p>				
<b>Provision of personal care</b>	<p>Staff, Students / pupils / 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 e.g. coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</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>Emergency procedures (Fire alarm activations etc)</b>	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).  All classes exit from their external classroom doors and assemble in their classes, socially distanced, on the netball court.	Fire drill to be carried out at least termly.			
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Delivery staff are not approached and packages are left outside the front door.  Bigger scheduled deliveries will be brought in to the school hall by the driver and then left for 48 hours before unpacking – unless sanitised before moving.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections are made when there is a minimum number of persons on site and before normal opening hours.				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	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  <b>Legionella</b> Normal practices for re-opening after holiday periods will take place.  Key fire doors will be checked to ensure they are not being compromised or wedged open.				
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them  Posters will be displayed in the reception, welfare areas and in suitable places around site for good handwashing practice, Catch it, Bin it, Kill it, etc.  A clear briefing will be given to 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 will be briefed on the school's arrangements for managing and minimising risks, including the need to maintain a social distance (2m where possible) from other staff and pupils.				
<b>Staffing levels</b>	Staff,	Dynamic decisions on staffing levels will be made dependent on numbers / needs of pupils present in school.	Local operational decisions on partial closure / closure to be			

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>Students / pupils</p> <p>Spread of COVID 19</p> <p>Wider safeguarding / safety risks</p>	<p>Reviews as necessary to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>	<p>made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.</p>			

## Previous revisions

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

Rev 2: 16/07/20 updates to swimming pool section following confirmation of re-opening from 25<sup>th</sup> 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 5<sup>th</sup> until 2<sup>nd</sup> December (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>)

19/11/20 – minor addition only to clarify extracurricular activities / clubs can include activities related to PE, sport, music etc. where this is to enable parents / carers to work etc.

Rev 7: 01/12/20 Applicable from 2<sup>nd</sup> December updated to reflect end of national restrictions and Hertfordshire entering tier 2. Also maximum group size of 15 for singing / playing wind/ brass instruments removed and section on music revised.

14/12/20 minor update to reflect change in self-isolation period for close contacts from 14 days to 10 days with self-isolation period beginning on the day after exposure, a test or the start of symptoms.

Rev 8: 15/12/20 update to reflect the following District / Borough Councils moving into tier 3 very high alert on 12:01am on 16th December: Broxbourne, Hertsmere, Three Rivers, Watford See <https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area> ;

17/12/20 - minor update to reflect all of Hertfordshire entered tier 3 as from 00:01 Saturday 19th December

Rev 9: 23/12/20 update to reflect Hertfordshire entering tier 4 as from Sunday 20<sup>th</sup> December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1<sup>st</sup> week in January.

Rev 10: 04/01/21 updated in line with revised national [guidance on return in January 2021](#) and Contingency framework implementation this applies to Schools in Broxbourne, Watford , Three Rivers and Hertsmere <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings> changes highlighted in yellow



**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>