

***COVID RISK ASSESSMENT FROM MARCH 8TH 2021***

* This risk assessment template is intended to support schools in their decision-makingprocess 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 Schools coronavirus (COVID-19) operational guidance Feb 2021 (applies from 8th March)

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

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.

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| *Review and tailor the contents of this generic risk assessment to meet your school’s individual circumstances, actions determined as required but not yet in place should be moved from the ‘What are you already doing’? column to the “What further action is necessary?’ column. Record any other* ***significant*** *findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.* **RISK ASSESSMENT FOR**:School activities during COVID 19 outbreak - opening from September 2020 |  |
| **Establishment:**Parkside Community Primary School  | **Assessment by:**M Weinstein | **Date:**02/03/2021 |
| **Risk assessment number/ref:*****(add your own if so desired): RA-001*** | **Manager Approval:** C Soyka | **Date:** |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** | **Done** |
| **Individual risk factors meaning staff / pupils more vulnerable to COVID-19** | Staff,Students / pupils / wider contactsSpread of COVID 19 | Shielding for those who are extremely clinically vulnerable pauses on 1st August (subject to continued decline in transmission) and the Governmentwill 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 todetermine if additional measures are required. Some individuals under the care of specialist health professionals mayneed to discuss care at their next planned clinical appointment beforereturning. Those pupils unable to attend school because they are following clinicaland/or Public Health advice (e.g. a letter from their consultant) will beprovided with remote education. School will continue to use Tapestry or Google Classroom for these children. 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 schoolif unwell for both Covid-19 and any other illnesses/symptoms.**Staff** Wider government advice remains to work from home where possible.Limited school roles where this will be the case, roles which are able todo 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 / roleswhere 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](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) , for staff who are extremely clinically vulnerable new advice for those identified through letter form NHS was published on Oct 13th | Letter outlining to parents procedures for illness and covid-19 to be sent.**Clinically extremely** **vulnerable pupils and staff** **are not to attend** **work /school until 31st** **March 2021 at earliest****Since 20th December when Hertfordshire entered tier 4** those staff who are clinically extremely vulnerable are to work from home and not to come into work. 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. | HEADSLTSENCOADMIN | Sept 2020Nov 2020Jan 2021 |  |
| **School occupants coming into contact with those with Coronavirus symptoms** | Staff,Students / pupils / wider contactsSpread of COVID 19 | 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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) followed.These have been communicated to all.Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.No symptomatic individuals to present on site.**In the event of a suspected case whilst working on site** Ensure SLT / Head are notified.Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. This will be the librarySchool staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) **if** a distance of 2m cannot be maintained.If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves. Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.Anyone who has had contact with those with symptoms to wash hands thoroughly.All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> )**Testing** Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the [COVID-19: getting tested guidance](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested).Tests can be booked online through the NHS <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>The school has been provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested. **Positive case in school**In the event of a positive case the local health protection team will be contacted and their advice followed.Public Health England East of England 0300 303 8537 opt 1 <https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt>Records kept of pupils and staff in each group. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.**Positive case in school**In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk*See COVID-19 case reporting flowchart for schools**https://thegrid.org.uk/covid-19/key-documents-for-schools*HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case. 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/>**Asymptomatic testing (LFD testing)**Secondary schools had access to additional coronavirus (COVID-19) LFD testing from the first week of January. This is moving to a home testing model for staff on wider return (2x tests / week). From March 8th returning secondary students are to receive 3 LFD tests on site 3-5 days apart. Thereafter home test kits to be provided to students (2x tests / week).Testing remains voluntary.Home testing kits for primary school staff in place from w/c 25/1/21See[**separate Lateral flow testing risk assessment**](https://thegrid.org.uk/covid-19/mass-asymptomatic-testing) | Restricted attendance in primary and secondary schools during national lockdown period continues until 08/03/21 from when all pupils should attend schoolStaff and pupils who are tested for Covid-19 to inform the school of result and date of test.Kits to be re-ordered as necessary. | HeadSLTADMIN –notify parents, issue test, issue letterTEACHERS AND SUPPORT STAFF | ONGOING |  |
| **General Transmission of COVID-19****Ineffective hygiene protocols** | Staff,Students / pupils / wider contactsSpread of COVID 19 | 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.Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.Review existing levels / location of hand sanitiser stations. Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust.Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.Site staff to regularly clean the hand washing facilities and check consumables.Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.Catch it, kill it, bin it message reinforced.Tissues will be provided for classrooms. Staff to replenish as needed.Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste) All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.Provide areas for people to store personal belongings and keep personal items out of work areas.Reducing the numbers of people using lifts | MH to check stock levels of cleaning products, soap, santiser, paper towels on a Thursday to ensure orders are ready by a Friday a.m to be received on Tuesdays.Cleaners store personal belonging together –provide lockers | CLEANERSMH (SM)TEACHERS AND SUPPORT STAFFMSAs | ONGOING |  |
| **General Transmission of COVID-19****Ineffective cleaning**  | Staff,Students / pupils / wider contactsSpread of COVID 19 | Documented cleaning schedule in place.Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards, light switches etc. are all cleaned and disinfected regularly. Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.Only cleaning products supplied by the school / contract cleaners are to be used.School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.Thorough cleaning of rooms at the end of the day.**In the event of a suspected case / confirmed positive case on site**For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). if an alternative non-chlorine based disinfectant is used ensure that it is **effective against enveloped viruses** i.e. a product to BS EN14476.  See PHE advice [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)**When cleaning a contaminated area:**Cleaning staff to:* 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.

PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.Any cloths and mop heads used must be disposed of as single use items.  | Note further guidance on general cleaning is expected by Public Health England before Autumn termIssue the checklist to the cleaners | HEADSLTMHCLEANERS | ONGOING |  |
| **General Transmission of COVID-19****Minimising contact and** **Maintenance of social distancing** | Staff,Students / pupils / wider contactsSpread of COVID 19 | 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 a small as practicable to reduce transmission risk whilst delivering the full curriculum). Parkside will use year group bubbles Fruit (snacks) will be handed out for break time by a member of staff wearing gloves. Gloves will be kept in the classroom. Groups to remain clear and consistent. Document how these groups will be kept apart from others. See playground and lunch rotas**Primary Settings** 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). 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. Limiting interaction between groups by:Staggering breaks and lunch;Minimise rooms / spaces being shared across groups;Cleaning shared spaces between use by different groups; e.g. canteen, school library etc.;No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link.Continue to use social distancing wherever possible (more emphasis on this is likely with older children).Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+. Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.**Primary** to remain in class groups for the majority of the time, except in certain cases such as PPA for year 1Pupils sitting side by side rather than face to face**Extra-curricular clubs** 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 8th where this supports parent/ carers working etc. **Hiring** **and** **lettings** risk assessments on delivery required from providers, suspend if controls are not as robust as the school’s.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 restrictionsSee <https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance>for details of business which remain closed.Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirersTime of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact.Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.Is any additional signage for hired spaces to remind users on social distancing, hand washing etc.All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in ‘quarantine’ for 72 hours before being used by the school / other users.Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace.In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school.Supplementary conditions of hire in place See <http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1>Schools to decide if the [NHS QR code poster](https://www.gov.uk/create-coronavirus-qr-poster) and check in function is to be used for members of the public when premises are let to external providers. Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations.  **Breakfast and afterschool clubs** – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools. See [protective measures for holiday and after school clubs, and other out of school settings](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) which recommend a **max 15 children per group** (multiple groups can use the same space, only if there is robust social distancing between groups).Wrap around care, Breakfast/ afterschool clubs able to resume from March 8th. Provision should, where possible, replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school’s groups.Review space / layout and occupancy to determine if children from different groups can maintain social distancing (2m between children from different groups). Where this is not possible keep the before / after school groups consistent to reduce mixing. **Offsite visits**No offsite visits to be run.**Music-dance and drama**Social distancing to be observed. This may limit group numbers. Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups. Performances to be virtual / recorded for parents, no audiences in order to minimise risks. All undertaken in same consistent school bubbles. **Singing and wind / brass instruments** Increased risk of aerosol transmission with volume and numbers of individuals within a confined space is likely.Accumulation of aerosols to be limited by keeping the actual singing / playing time short.Activity to take place outside where possible.Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors.Limit group size in relation to the space, use larger rooms with high ceilings for larger groups.If using a shared space (hall etc.) then ventilate the empty room for at least 15 minutes before another group uses the space and clean all touch surfaces before use by another group.Larger groups e.g. more than a single class of 30, would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present). Face to face activity is to be avoided (Pupils positioned back-to-back or side-to-side when playing or singing). Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and pupils (if 2m is not viable further **robust** risk mitigation will be needed- screens, ‘moisture guard’ covers for mouth blown instruments and good ventilation.)Use microphones. Sing / play quietly to reduce aerosol risk. Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service.<http://www.hertsmusicservice.org.uk/schools-covid-update/>**PE / school sport**PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.Schools must only provide team sports listed on the [return to recreational team sport framework](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework).No requirement to wear face coverings in PE**Pupils to be kept in consistent groups,** sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited.(The AfPE’s position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson). Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>.<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>Multiple groups not permitted to use PE / outdoor equipment simultaneouslySharing of equipment during PE is limited.Outdoor sports prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and natural ventilation. Build in time for handwashing / sanitising before / after lesson. See advice and FAQ’s from Association for Physical Education, AfPE have also published a model risk assessment for PE. <https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/>**No fixtures against other schools (in line with restrictions on grassroots sport)** AfPE are still advising against school fixtures due to contact / transmission risks across schools. | Ongoing monitoring of movement around school and ability of groups to remain apart.Determine any pinch points, congested corridors etc and review controls to keep groups apart.Issue rotasAll hirings / lettings reviewed and suspended in line with national advice and restrictions. (sports clubs, dance, swimming, social groups etc.)Hirings / lettings reviewed, determine when these may able to return to school in line with national advice and relaxation of restrictions. Activities aSports part of educational provision and wraparound care can return from March 8thNo return of grassroots outdoor sport until at least March 29th See also [Sport England FAQs on return of sport](https://www.sportengland.org/how-we-can-help/coronavirus)Teacher’s to see latest Charanga updates sent via email.Sport as part of educational provision and wraparound care can return from March 8th | HEADSLTTEACHERS AND SUPPORT STAFFMSAsADMINMHALL STAFFALL STAFFECALL STAFFLW | Jan 2021To be reviewed fortnightly in Staff Meetings or by SLT |  |
| **Access to & egress from site** | Staff,Students / pupils / wider contactsSpread of COVID 19 | Introduce staggered start and finish times to reduce congestion andcontact at all times. Review access points, open up alternative gates.Allocate groups different times / entrance points.Communicate changes and allocated times to parents / pupils.Monitor site access points to facilitate social distancing – may need tochange the number of access points, either increase to reduce congestionor decrease to enable monitoring. Discourage parents picking up their children from gathering at the school gates.Introduce visual aids to help parents socially distance / supervise entryand collection.Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.Communicate expectations to parents.Consider one-way traffic through external doors to avoid face to facepassing.**Visitors**Only essential visitors allowed on site.Ensure all visitors / building users are aware of school’s expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.Parents instructed only to come onto premises by appointment or in event of an emergency –they should wear a facemask  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.Where visits can happen outside of school hours, they should. A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)Signage in reception regarding good hygiene.Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)**Staff / pupils**On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.  |  | HEADSLTADMINALL STAFFVISITORS | March 2020 |  |
| **Contact points** **Equipment use printers, workstations, apparatus, machinery etc.** | Staff,Students / pupils / wider contactsSpread of COVID 19 | Parents to ensure children have their own water bottles in school to reduce contact with water fountains.Parents to ensure their children wear clean uniform to school everyday.Regularly clean and disinfect common contact surfaces in reception,office, access control etc. (screens, telephone handsets, desks).Staff and pupils have their own basic equipment (pens, pencils etc.) toavoid sharing.**Activities and resources** Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned betweenuse Minimise all unnecessary sharing of resources, taking books home etc. Children should NOT return books to their storage area but instead have a ‘book quarantine area’ so they are taken out of circulation for 72 hours. Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups (sports ,art ,science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or ‘quarantined’ and left unused (for 48 hrs, 72 hours for plastic) before being used by another group (bubble).Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use.Build cleaning into end of lesson activity routines.Schools to ensure anti-bacterial wipes are available in all rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean. |  | HEADSLTCLEANERSALL STAFFPARENTS | Sept 2020 |  |
| **Proximity of students/ staff**  | Staff,Students / pupils / wider contactsSpread of COVID 19 | Staff are to maintain a safe distance between each other (2 metres wherever possible)Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to **multiple** rooms recirculation should be turned off and adjust these to full fresh air where possible)There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation.See [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun) and [CIBSE October guidance](https://go.cibse.org/l/698403/2020-10-24/3bvyrx/698403/1603540438B53rOzcU/Covid_19_Ventilation_guidance_v4.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.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.Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilationCleaning wipes to be used before using photocopier.Hand santiser to be supplied in PPA room and IT equipment wiped downWhere 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.**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, Google Meets, Zoom.) **Staff rooms**Review occupancy levels and layout to facilitate social distancingSet maximum occupancy, staff to stagger use to enable distancing.Staff room not to be used to eat lunch**Stairs / corridors** Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk)Implement one-way system (where possible e.g. multiple routes / stairs)Stagger use and numbers using circulation spaces at the same time.Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.**Changing for PE**Reduce numbers needing to use by allowing pupils to wear PE kit to school. Ensure parents are informed of what days these are.Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean contact surfaces between use by different groups.Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.**Swimming pools** (see also changing rooms and hire) Follow PWTAG and Swim England advice on reopening school pools. Review swimming pool risk assessment and operating procedures.Pupil use is consistent with their groups.See <https://www.swimming.org/swimengland/pool-return-guidance-documents/>Reopening a pool after COVID-19 shutdown : <https://www.pwtag.org/reopening-pool-after-covid19-shutdown/>Operation after COVID-19 shutdown <https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/>Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4;Testing before bathing and every 2 hrs after that.Recalculate bather load to ensure social distancing and communicate new maximum numbers to all users. (min 3 sqm per bather is only a start point, see Swim England recommended figures 6 sqm+)**Hiring** **and** **lettings** risk assessments on delivery, bather numbers and social distancing required from hirers. Ensure these are robust and follow national advice from Swim England. School to provide their operating procedures to hirers (NOP/EAP) and include details on measures taken to control COVID-19Areas used to be cleaned after use / before occupation by school.**Break / Playgrounds** Avoid any group activities that require pupils to be in close physical contact with each other. See rotasLimit group interaction by clearly zoning areas and staggering breaks.KS2 will have 3 bubble zones and may use these for a week and then switch if needed giving the weekend in between.Use playing fields when weather permits.Brief all staff on expectations.Increased supervision to aid enforcement of social distancing as far as is reasonable.Outdoor play equipment to be cleaned between use by different groups or left for period of 48 hrs (72 hrs for plastic) between use by different groups.Pupils should wash / sanitise their hands before and after use. | School swimming as part of educational provision and wraparound care can return from March 8thNo wider use / hire at this time | HEADSLTALL STAFFCLEANERSALL STAFF | Ongoing |  |
| **Canteen use / lunchtimes** | Staff,Students / pupils / wider contactsSpread of COVID 19 | Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas See rota sent out but this to be reviewed by end of w/b 8th MarchReinforce handwashing prior to eating food.Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.**Canteen use**Food operators continue to follow Food Standard Agency’s (FSA) [guidance on good hygiene practices](https://www.food.gov.uk/business-hygiene) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.Pupils to enter canteens in their allocated groups.Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. *(This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)* Payments should be made on school gateway to avoid office staff handling cash/cheques. Including non-uniform/charity payments.Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles,etc. |  | HEADSLTALL STAFFMSAsCATERING HEADSLTTEACHERS AND SUPPORT STAFFMSAs | Oct 2020 |  |
| **Transport / Travel off site** | Staff,Students / pupils / wider contactsSpread of COVID 19 | Encourage walking / cycling to schoolReview travel plan**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](http://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering) is available.Where business travel via car is required use private single occupancy where possible.**Minibus use**Used by those within same school group / bubble, reduce numbers on board to aid distancing.Vehicles to be cleaned after each group’s use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle).Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups.Use hand sanitizer on entering / leaving vehicle.Windows to be open for ventilation.Staff to wear disposable gloves when refueling. | Issue guidance to parents as some do take the bus | HEADSLTALL STAFFPARENTS | Sept 2020 |  |
| **Contractors** | Contractors, Staff,Students / pupils / wider contacts, Spread of COVID 19 | School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.All contractors will read and comply with signs in reception regarding good hygiene.Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.Agree approach to scheduled / ongoing building works.Where works can be conducted outside of the school day they should be.Site inductions are to be carried out following social distancing principles. School’s to seek confirmation of the contractors method statement / risk assessment. |  | HEADSLTMH (SM)ADMIN | Sept 2020 |  |
| Provision of first aid | Staff,Students / pupils / wider contactsSpread 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.PPE to added to the first aid kits so it is on hand.**See also ‘provision of personal care’ and ‘Suspected case whilst working on site’.** First aiders to be aware of advice on CPR from The Resuscitation Council<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space. For diabetic children this will be done in the room in between classes. Asthmatics in classroom. Office staff to administer other medication (prescribed)  | See rota for medical duty at lunch and play | HEADSLTTEACHERS AND SUPPORT STAFFMSAs | Sept 2020Ongoing  |  |
| Provision of personal care  | Staff,Students / pupils / wider contactsSpread of COVID 19 | Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)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 kits to be placed in each classroom.Staff must report if they begin to run low on PPE. |  | HEADSLTADMIN –ordering and distributing PPEALL STAFF | Sept 2020Ongoing |  |
| **Emergency procedures (Fire alarm activations etc)** | Staff,Students / pupils / wider contactsSpread of COVID 19 | Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).Maintain groups / bubbles at assembly points.Increased supervision and reiteration of messages to occupants |  | HEADSLTMH (SM)ALL STAFF | Sept 2020 |  |
| **Deliveries & Waste collection.** | Staff,Students / pupils / wider contactsSpread 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). MH to bring sanitary hygiene bins to a collection point. |  | HEADADMINMH (SM) | Sept 2020Ongoing |  |
| **Premises safety** | Staff,Students / pupils Wider safeguarding / safety risks | Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.Ensure all key services are operational**Legionella**Any new ‘seldomly’ used water outlets to be flushed weekly during lockdown.Post lockdown / in the event of closure of any part of the buildingFollow 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.) |  | HEADMH (SM) | Summer 2020 and ongoing |  |
| **Lack of awareness of PHE / school controls**  | Staff,Students / pupils / wider contactsSpread of COVID 19 | All staff consulted on plans and risk assessment.Parents/ carers and pupils informed of measures in place to protect themPosters 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.  |  | HEADSLTALL STAFFVISITORSPARENTS | Ongoing  |  |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus | StaffPupils | Have regular keep in touch meetings/calls with people working at home to talk about any work issuesTalk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things throughInvolve workers in completing risk assessments so they can help identify potential problems and identify solutionsKeep workers updated on what is happening so they feel involved and reassuredDiscuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours | Share information and advice with workers about mental health and wellbeingConsider an occupational health referral if personal stress and anxiety issues are identified | Headteacher Deputy HeadteacherSenior LeadersGovernors | Ongoing  |  |
| SEN Provision | Staff,Students / pupils / wider contactsSpread of COVID 19 | Key SEN children needing additional support transitioning back to school identified.Transition documents made to support transition (e.g. differentiated social stories, ‘transition back to school’ documents, and ‘my lockdown experience’ documents). Parents of key SEN children phoned to discuss ways in which we are supporting transition back to school once their child is in school, and ways they can support their child at home leading up to the point when they are back in school.-Transition documents emailed to parents to read through and discuss with their child. Parents to then inform the school of key aspects which come out of these discussions, so we can provide additional support at school where neededDelayed start to school for key SEN children where appropriateRisk assessments written for key SEN childrenIndividualised programme of support put in place for key SEN children to enable them to access school whilst still protecting the spread of COVID 19 Photos to be sent home showing how the classrooms look now to ease transition | Parents phoned and transition procedures discussed. Transition documented emailed out.  | Headteacher Senco | July 2020Sept 2020To be reviewed ongoing  |  |
| **Staffing levels** | Staff,Students / pupils Spread of COVID 19Wider safeguarding / safety risks | Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages. | Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected. |  |  |  |

**Previous revisions**

Rev 1: updated template following issue of Government advice on July 2nd [Actions for schools during coronavirus outbreak’](https://www.gov.uk/government/publications/actions-for-schools-during-the-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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) (28/8/20), [face coverings in education](https://www.gov.uk/government/publications/face-coverings-in-education) (year 7 and above), testing kits and DfE guidance on [extra curricular activity](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)

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](https://www.gov.uk/guidance/new-national-restrictions-from-5-november) from November 5th until 2nd 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 2nd 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 20th December,CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1st week in January.

Rev 10: 04/01/21updated in line with revised national [guidance on return in January 2021](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-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>

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 5th <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/

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

Stay at home guidance

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

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

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

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

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

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