


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.

<b>RISK ASSESSMENT FOR:</b> School activities during COVID 19 outbreak - opening from September 2020			
<b>Establishment:</b> Barnwell School	<b>Assessment by:</b> SLT Operations	<b>Date:</b> 15 October 2020	
<b>Risk assessment number/ref:</b> Covid 19.4	<b>Manager Approval:</b>	<b>Date:</b>	

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**.

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>General Actions</b>		<p>This risk assessment follows the most recent guidance from the DfE regarding schools opening in September 2020, and has been produced by the SLT Operations team, with input from trade unions.</p> <p>This risk assessment is concentrating on the prevention factors to minimise the spread of infection and the response taken by the school should any infection occur or be suspected. This document should also be read in conjunction with Barnwell Schools reopening plans.</p>				

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		<p><u>Actions concerned with the prevention of Covid19</u></p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those who have CV19 symptoms, or has someone in their household with symptoms does not attend school.</li> <li>2. Clean hands thoroughly and more often</li> <li>3. Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'</li> <li>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using products such as detergents and bleach</li> <li>5. Minimise contact between individuals and maintain social distancing where possible</li> <li>6. Wear appropriate PPE, where necessary</li> </ol> <p>Numbers 1-4 must be in place at all times  Number 5 must be properly considered and measures should suit the schools particular circumstances  Number 6 applies to specific circumstances</p> <p><u>Response to infections</u></p> <ol style="list-style-type: none"> <li>7. Engage with the NHS Test and Trace process</li> <li>8. Manage confirmed cases on CV19 amongst the school community</li> <li>9. Contain any outbreak by following local health protection team advice</li> </ol> <p>Number 7-9 must be followed in every case where relevant.</p> <p>*The above is taken from the DFE return to school guidance  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>				
<p><b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Shielding for those who are extremely clinically vulnerable paused on 1<sup>st</sup> August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield.</p> <p>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.</p> <p>Individual risk assessments will be conducted where required to determine if</p>				

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		<p>additional measures are required.</p> <p>Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. 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. There is an expectation that staff will return to school from September. Where considered clinically vulnerable and individual risk assessment will be undertaken</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing.</p> <p>Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p>Members of staff with significant risk factors are concerned with returning to school should discuss their concerns with the Headteacher, and an individual risk assessment will be completed. This may include BAME staff. Refer to the Joint union's advice on medically vulnerable and higher risk groups <a href="https://www.unison.org.uk/content/uploads/2020/08/Joint-Unions-guide-for-medically-vulnerable-and-higher-risk-staff.pdf">https://www.unison.org.uk/content/uploads/2020/08/Joint-Unions-guide-for-medically-vulnerable-and-higher-risk-staff.pdf</a></p> <p>Staff should refer to the Schools 'What if' document for staff showing Covid symptoms, <a 195="" 631="" 783="" 924"="" href="https://barnwellschool-&lt;/a&gt;&lt;/p&gt; &lt;/td&gt; &lt;td data-bbox="></a></p>				

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		<p><a href="https://my.sharepoint.com/:w:/g/personal/m_roberts_barnwell_herts_sch_uk/EQ11y-V2tI9Aob3y8mVg4egBKPyrREtnYXan4768_DbZ1g?e=40JPxd">my.sharepoint.com/:w:/g/personal/m_roberts_barnwell_herts_sch_uk/EQ11y-V2tI9Aob3y8mVg4egBKPyrREtnYXan4768_DbZ1g?e=40JPxd</a></p> <p>Staff absence will be reported to the Schools HR Manager, whether CV19 symptoms, or otherwise. If the absence is CV19 related, the school will follow guidance in relation to next steps.</p> <p><b>Students</b> School attendance will be mandatory again from September 2020, and the usual school arrangements for reporting student absence will return.</p> <ul style="list-style-type: none"> <li>• It is the parent's duty to ensure their child attends regularly at school.</li> <li>• It is the school's responsibility to record attendance and follow up absence</li> <li>• The school will have the availability to issue sanctions, including fixed penalty notices in line with the local authorities codes of conduct.</li> </ul> <p>If the absence is CV19 related, the school will follow guidance in relation to next steps.</p> <p>It is expected that the vast majority of students will return to school. There may however be instances where students are required to shield or self-isolate</p> <ul style="list-style-type: none"> <li>• A small number of students may be unable to attend school because they are self-isolating and have had symptoms or a positive test result for CV19, or because they have been in close contact with someone who has CV19</li> <li>• Shielding advice will pause on 1<sup>st</sup> August, subject to the continued decline in the rates of infection, meaning that students previously on the shielding list or have family members who are shielding, can return in September. Consideration given here to the <a href="#">current advice on shielding</a></li> <li>• Students who are under the care of a specialist health professional may need to discuss their return with their consultant.</li> </ul> <p>Where students are unable to attend school, we will provide access to remote education</p> <p>Where students are unable to attend school because parents are following clinical or public health advice, absence will not be penalised.</p> <p>Existing individual Health care plans in place for pupils/students to be</p>				

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		<p>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><u>Symptoms:</u>            High temperature            New and persistent cough            Loss or change in sense of taste or smell</p>				
<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: high temperature (37.8°C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p><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 (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</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>				

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		<p>Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 14 days. See <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>Staff should refer to the Schools 'What if' document for staff showing Covid symptoms, <a href="https://barnwellschool-my.sharepoint.com/:w:/g/personal/m_roberts_barnwell_herts_sch_uk/EQ11y-V2tI9Aob3y8mVg4egBKPyrREtnYXan4768_DbZ1g?e=40JPxd">https://barnwellschool-my.sharepoint.com/:w:/g/personal/m_roberts_barnwell_herts_sch_uk/EQ11y-V2tI9Aob3y8mVg4egBKPyrREtnYXan4768_DbZ1g?e=40JPxd</a></p> <p>Barnwell School has produced a 'what do if' for parents and carers in respect to students displaying Covid symptoms or receiving a positive test, <a href="https://barnwellschool-my.sharepoint.com/:w:/g/personal/m_roberts_barnwell_herts_sch_uk/EUJPIht8hx1GhJlp6aY6u7EBIq0XS8Jw1JjvQPOLcGfIEQ?e=b7tuaP">https://barnwellschool-my.sharepoint.com/:w:/g/personal/m_roberts_barnwell_herts_sch_uk/EUJPIht8hx1GhJlp6aY6u7EBIq0XS8Jw1JjvQPOLcGfIEQ?e=b7tuaP</a></p> <p><b>Testing</b> Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <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 will be 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>Additional testing kits have been made available, and the school has ordered and received a further 20 kits. Use of kits will be managed by the SBM who will explain procedure and log test kits that have been issued.</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></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 kits can 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>See COVID-19 flowchart for schools  <a href="http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml">http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml</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>Use of PPE</b>  Following government guidance, the majority of staff and students in schools were initially not required to wear PPE beyond what they would normally need for their work. The exception to this was areas of local lockdown, where the wearing of PPE (face masks) by students and staff would be mandatory in communal areas and corridors. There was no expectation for the wearing of masks in lessons.</p> <p>As numbers of cases increased locally, Barnwell School decided that the wearing of masks in communal areas and corridors would become mandatory for staff and students, wef 21.9.20</p> <p>Outside of those areas, PPE may only be needed in a small number of cases:</p> <ul style="list-style-type: none"> <li>• Where a student becomes ill with CV19 symptoms while at school, and a 2m distance cannot be maintained</li> <li>• Where a student already has routine intimate care needs that involves the use of PPE.</li> </ul> <p>Where staff are conscious that they may be in close contact with a student, PPE should be worn. Visors have been made available for staff for use in lessons and for undertaking cleaning</p> <p>Staff who are manging corridor use, dining hall duties, etc will have access to PPE.</p>				
<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. These are checked frequently during the day and replenished as necessary</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p>				

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		<p>Hand sanitiser stations are located at various points throughout the school at entrances to blocks and dining/communal areas. Hand sanitiser is checked on a regular basis and staff instructed to report to site when dispensers have run out.</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 for students to sanitise as they enter/leave a classroom. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Hand sanitiser is place in staff areas where there are common touch areas, such as copier and fridges.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in a disposable plastic sack (provided) prior to placing in the bin before washing hands.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>				
<p><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>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Cleaning contractor staff are in school throughout the day (previously only in after school). Cleaning of classrooms undertaken jointly by teaching staff and cleaners. Communal areas cleaned by cleaning staff and site staff.</p> <p>Cleaning contractor provided with a schedule of classrooms requiring a clean where there has been a change of bubble class, and where classroom teacher will not have the opportunity to clean. Cleaning staff regularly discuss with occupying teacher to confirm requirements. Traffic light system is in place to indicate to cleaning staff whether a room clean is required.</p>				



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		<p>Where possible areas are designated to year group bubbles. Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Toilets have been designated to specific year groups on both campuses. KS4 and 5 use N block toilets when on Middle, having a cubicle available for each year group, (KS5 combined).</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff, with instructions on use. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>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. <a href="H:\Corona Virus\Cleaning\RC distancing whilst working.pdf">H:\Corona Virus\Cleaning\RC distancing whilst working.pdf</a>  <a href="H:\Corona Virus\Cleaning\RC Social Distancing TBT.pdf">H:\Corona Virus\Cleaning\RC Social Distancing TBT.pdf</a></p> <p>Thorough cleaning of rooms is also undertaken at the end of the day.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b>  For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).  See PHE advice <a href="https://www.gov.uk/guidance/covid-19-cleaning-of-non-healthcare-settings">COVID-19: cleaning of non-healthcare settings guidance</a>  Cleaning company method statement for a suspected case, <a href="H:\Corona Virus\Cleaning\Corona (Suspected) - Risk Assessment 09.20.pdf">H:\Corona Virus\Cleaning\Corona (Suspected) - Risk Assessment 09.20.pdf</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> </ul>				

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		<ul style="list-style-type: none"> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Cleaning company method statement for a confirmed case, <a href="H:\Corona Virus\Cleaning\Cleaning after Corona Outbreak- Risk Assessment 9.20.pdf">H:\Corona Virus\Cleaning\Cleaning after Corona Outbreak- Risk Assessment 9.20.pdf</a></p>				
<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> Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc.; 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. Signage placed throughout the school promoting social distancing. One-way systems in place where practical.</p> <p>There will be staggered start and end times for each year group, to avoid the potential of mixing with other year groups. Start times are below:</p> <p>Middle Campus Year 7 – 08:35 Year 8 – 08:45 Year 9 – 08:55</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>Upper Campus Year 10 – 08:55 Year 11 – 08:35 Post 16 – 08:45</p> <p>Students will arrive on Middle Campus using the student access route or the A602 gate. Students will arrive on the Upper Campus using the C/D link door. The A602 gate will also be open.</p> <p>Staff will supervise each entrance point to ensure social distancing is observed and that students are sanitising their hands. Duty staff provided with hand sanitiser sprays to ensure this is observed.</p> <p>Students will go straight to their classroom for lesson one. If students arrive early, they will be asked to wait in their year group zones outside.</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.</p> <p><i>“It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children”</i></p> <p>Ideally the teaching space / workstation should be <b>2m</b> from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+).</p> <p>Teacher space marked out in each area.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Face shields available to staff on request</p> <p>Zones assigning groups to different areas. Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary.</p>				

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		<p>Teachers largely remain in their classroom, with students moving between lessons. Teachers own their rooms and have confidence that areas are sufficiently cleaned. Students are required to sanitise their hands as they enter a classroom. Where there is a change in bubble in a class, the classroom teacher/cleaning contractor will ensure the room is cleaned.</p> <p>Staggered timetable to keep groups apart and minimise contact at lesson change.  Timetable specialist rooms to keep groups apart.  SLT supervise corridor / communal areas during changeover to facilitate.  Use of one-way system where practical</p> <p>Schools teaching Yr 7 and above: determine if face coverings for students, visitors and staff are required due to social distancing not being able to be maintained in communal areas, corridors and stairwells. Those wearing face coverings should clean hands before and after touching. The wearing of face coverings is not mandatory in classrooms.</p> <p>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms.</p> <p>New guidance on <a href="#">face coverings in Education</a> was released on 26<sup>th</sup> August and in schools teaching Yr 7 and above they will now be <b>expected</b> to be worn in local lockdown areas by both adults and students in communal areas and corridors where social distancing is difficult to maintain. Otherwise this is at the discretion of the Headteacher.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.  (The <a href="#">HSE says</a> that if staff choose to wear face coverings this should be supported by employers.)</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</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.  <b>Supplementary conditions of hire in place</b></p>				

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		<p>See <a href="http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1">http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1</a></p> <p>Risk assessments reviewed for each returning hirer. Revised terms and conditions provided and required return from hirers, which includes the CV19 supplementary conditions. Hirers will be regularly reminded of conditions of hire in respect to Covid</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>Review hirers activity against relevant Government guidance and any existing restrictions.</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>Hirers allocated a separate entrance/exit to avoid contact with other hiring groups. Start/end times staggered slightly to aid social distancing.</p> <p>Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Where practical welfare facilities allocated to specific groups.</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. All areas cleaned after use by the hirer or 1<sup>st</sup> thing in the morning (Leisure Centre)</p> <p>School equipment should not be used by hirers, unless agreed in advance. 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.</p> <p>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>The <a href="#">NHS QR code poster</a> and check in function is to be used for members of the public when premises are let to external providers. Posters are sited in the</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>entrance to each venue. Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations.</p> <p><b>Breakfast and afterschool clubs</b> – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools. See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a> which recommend a max 15 children per group (multiple groups can use the same space, only if there is robust social distancing between groups)</p> <p>Provision should, where possible, replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups. Review space / layout and occupancy to determine if children from different groups can maintain social distancing (2m between children from different groups). Where this is not possible keep the before / after school groups consistent to reduce mixing.</p> <p><b>Offsite visits</b> No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment.</p> <p><b>Face coverings</b> From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here <a href="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">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</a></p> <p>Staff and pupils should comply with expected requirements when visiting such venues.</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>	Not currently in place			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p><b>Singing and wind / brass instruments</b>  Cumulative aerosol transmission from both those performing in and attending events is likely to create risk.  Consider if small groups in music lessons can take place outside / or indoors with improved ventilation E.g. through the use of mechanical systems and/or opening windows and doors.  Limit group size in relation to space, use larger rooms with high ceilings.</p> <p>In line with the advice for out of school provision a maximum group size of 15 is still recommended (no larger school choirs / ensembles etc.) <i>Larger groups would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. large spaces, strict social distancing and good ventilation (min of 10l/s/person for all present)</i></p> <p>Ensure 2m physical distancing for both staff and pupils (if 2m is not viable further robust risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.)  Use microphones. Sing / play quietly to reduce aerosol risk.  Pupils should be positioned back-to-back or side-to-side when playing or singing and not facing each other.  Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service.  <a href="http://www.hertsmusicservice.org.uk/schools-covid-update/">http://www.hertsmusicservice.org.uk/schools-covid-update/</a></p> <p><b>PE / school sport</b>  PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited.  (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>				

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		<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>Additional sports equipment has been purchased dedicated to each year group bubble. Sports equipment is sanitised following use.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and <b>natural ventilation.</b> Build in time for handwashing / sanitising before / after lesson. <b>See <a href="#">advice</a> and <a href="#">FAQ's</a> from Association for Physical Education, (Revised 29/9/20)</b> AfPE have also published a model risk assessment for PE.</p> <p><b>Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools</b></p> <p>Fixtures will be reviewed in the New Year.</p>				
<b>Access to &amp; egress from site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates, if necessary. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>Staff on duty to monitor arrival / departure and site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Members of SLT are on each entrance at the start of the day to supervise access, sanitise hands and ensure the wearing of face coverings.</p> <p>Discourage parents picking up their children from gathering at the school gates. This has been communicated to parents.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection. Signage in place</p>				



What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.</p> <p>Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing. This is not practical, however signage promotes social distancing.</p> <p><b>Visitors</b> Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>The schools visitor policy has been updated to reflect Covid arrangements. Where possible the visitor code of conduct is provided in advance of a visit.</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>Visits will be arranged outside of school hours, whenever possible.</p> <p>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). All hirers instructed to maintain records as required.</p> <p>School signing in system records visitors. The Inventory system is sanitised between users.</p> <p>Signage in reception regarding good hygiene.</p> <p>Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible).</p> <p><b>Staff / pupils</b></p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>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>SLT facilitate hand sanitising of students on arrival.</p>				
<p><b>Contact points</b>  <b>Equipment use</b>  <b>printers,</b>  <b>workstations,</b>  <b>apparatus,</b>  <b>machinery etc.</b></p>	<p>Staff,  Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains. Water fountains have been disabled. Water fill up stations have been arranged in each kitchen area for students to fill bottles at break and lunchtime.</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.  Those shared across groups must be cleaned between use.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p><b>For secondary <a href="#">science</a> and <a href="#">DT</a> also consider CLEAPPS advice (GL343 &amp; GL 344) for suggested considerations in undertaking practical work.</b></p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.</p> <p>Otherwise all resources shared across groups (sports ,art ,science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' and left unused (for 48 hrs, 72 hours for plastic) before being used by another group (bubble).</p> <p>Student work stored in boxes until deemed ready to review.</p> <p>Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements</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
		for IT support staff etc. to clean. Cleaning of ICT rooms is built into the daily cleaning schedule.				
<b>Proximity of students/ staff</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Classrooms have been set up in accordance with DfE guidelines to ensure that where possible all tables are facing the front of the room. Social distancing in the classroom has been deemed as not practical for students, and therefore desks will still be arranged as 2 per desk.</p> <p>In ICT suites, where PCs face one another, where practical rooms will be arranged so that 2m face to face distance is in place. NB this can be implemented on the middle campus and post 16 by opening up the desk tops. Where 2m face-to-face distancing cannot be implemented, PVC screens have been be installed between rows of PCs.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to <b>multiple</b> rooms recirculation should be turned off and adjust these to full fresh air where possible) There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See <a href="#">HSE guidance</a></p> <p>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.</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><b>Meetings / 1-2-1's / training</b> Face to face meetings are limited to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)</p> <p><b>Staff rooms</b> Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p>				

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		<p>Staff room furniture has been removed and rooms arranged to ensure social distancing is encouraged. Staff rooms are for the use of collecting printing and preparing lunch/drinks, and staff are asked not to use as social areas.</p> <p><b>Stairs / corridors</b>  Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk).  Face masks to be worn in stairwells and corridors.  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  Pupils queuing e.g. for entry into labs will need supervision and floor markings to aid distancing.</p> <p><b>Changing rooms</b>  Reduce numbers needing to use by allowing pupils to wear PE kit to and from school. Students will change into and out of PE kit when lesson is not P1 or P6.  PE staff clean touch points, cleaners regularly clean changing rooms. Benches have been removed where possible to reduce contact points.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean all contact surfaces between use by different groups.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p><b>Break / Playgrounds</b>  Avoid any group activities that require pupils to be in close physical contact with each other.  Limit group interaction by clearly zoning areas and staggering breaks.  Use playing fields when weather permits.  Brief all staff on expectations.  Increased supervision to aid enforcement of social distancing as far as is reasonable.  Outdoor play equipment to be cleaned between use by different group or left for period of 48 hrs (72 hrs for plastic) between use by different groups. NA</p> <p>Pupils should wash / sanitise their hands before and after use.</p>				
<b>Canteen use / lunchtimes</b>	Staff,	Break times staggered to reduce congestion and contact between groups. Dining areas allocated/rota' for each year group.				

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	<p>Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Times are staggered for years 7-9 on the middle campus. Years 10-13 operate the same times, but areas zoned and queues managed by SLT/duty staff. Each year group has its own dining / break area.</p> <p>Reinforce handwashing prior to eating food. Sanitiser on the entrance to the dining hall and at front of queuing area.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p><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>Pupils to enter canteens in their allocated groups, supervised by SLT. Touch areas, such as biometric readers cleaned by catering staff between year groups.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.  <i>(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.)</i></p> <p>All dining furniture has been removed and meals are take-out only. Meals are eaten outside in zoned areas, or in allocated indoor provisions for wet breaks.</p> <p>Payments should be taken by contactless methods wherever possible. Parents reminded to pay on-line. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced, however readers are cleaned between year groups).</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Drinking fountains disabled. Water dispensers in place in each kitchen.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p>				

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
		All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.				
<b>Transport / Travel off site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Encourage walking / cycling to school</p> <p>Risk assessment of the school's transport provider been seen, and the school consulted on it. Following bus transport rules have been explained to parents and students.</p> <p>Students travelling on the school bus will be expected to comply with the HCC bus transport rules</p> <ul style="list-style-type: none"> <li>• Secondary aged pupils will be encouraged to wear face coverings</li> <li>• Contractors will be required to provide hand sanitiser on all buses/coaches, drivers if possible, will wear face masks and (if not screened) will leave the vehicle when pupils are entering/exiting</li> <li>• Schools must provide active supervision of bus/coach loading to ensure that; <ul style="list-style-type: none"> <li>- Pupils enter and exit vehicles on a "First in, last out" basis to avoid passing on vehicles</li> <li>- Pupils sit (as far as possible) in the same seat, with the same child/ren on every journey to minimise contact</li> </ul> </li> <li>• Schools must ensure pupils are able to wash/sanitise their hands when arriving at school</li> <li>• Vehicles will be cleaned regularly</li> </ul> <p>Bus transport companies do not have the capacity to support schools staggered arrival and departure times.</p> <p><b>Public transport</b> All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15<sup>th</sup> June) Guidance on <a href="#">how to wear and make a cloth face covering</a> is available.</p> <p>Where business travel via car is required use private single occupancy where possible. Parents have been reminded of traveling arrangements.</p> <p>Wash / sanitise hands on re-entering the building.</p> <p><b>Minibus use</b> Used by those within same school group / bubble, reduce numbers on board to aid distancing.</p>	Review travel plan			

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>Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle).</p> <p>Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups.</p> <p>Use hand sanitizer on entering / leaving vehicle.</p> <p>Windows to be open for ventilation.</p> <p>Staff to wear disposable gloves when refueling.</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. Regular meetings between school and contractor to discuss safety arrangements, and ensure appropriate coverage.</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>Where possible provide visitor code of conduct.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>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's to seek confirmation of the contractors method statement / risk assessment.</p>				
<b>Provision of first aid</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>The school has a dedicated first aid team spread across both campuses, including pastoral, reception, site and PE staff. There will be at least one trained 3-day first aider on each campus. Additional first aid staff were trained in June to support the return of students in September.</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
		<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>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.</p> <p>If daily medication is administered from 1<sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space.</p> <p>On the Middle Campus, to support the separation of year groups:  Year 7 first aid to the year 7 pastoral hub HBO/SJO at the bottom of G block  Year 8 first aid to year 8 pastoral area in EAB/VMT office (KHU old office) in G Block  Year 9 first aid to year 9 pastoral area in JAL/CL office in H block</p> <p>On the Upper Campus, students report to reception. Will be allocated First aid room and meeting room 4. Rooms will be cleaned between users.</p>				
<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread 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 e.g. 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.				



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	Fire and emergency procedures have been reviewed. 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).  Staff to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants  Fire doors to remain closed				
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
<b>Premises safety</b>	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  <b>Legionella</b> Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)  Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> . In classrooms, it will be important that schools improve ventilation (for example, by opening windows)  The whole school has undergone a through clean of all areas over the summer term and will receive a further full clean prior to return in September.  Security of site remains a priority with gate control and door access systems fully operational. Access to sites will be controlled for students on return and will be monitored by staff at the start and end of each day.				

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
		Solveway has returned to the Upper campus. Security measures have been discussed and their risk assessment agreed regarding access to the school and movement around the school.				
<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.  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.				

### 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>

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>

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>

Risk Assessment << **replace with your own file name**

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>