Appendix 2: Risk Assessment

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from November 2020	

Establishment: Roundwood Park School	**Assessment by:** Paul Seymour	**Date:** 06/11/20
Risk assessment number/ref: RPS-003	**Manager Approval:** Alan Henshall	**Date:** 06/11/20

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 / students more vulnerable to COVID-19	Staff/students/ wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable paused on 1st August and the Government no longer advises these individuals to shield. Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those students unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Existing individual health care plans in place for students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.	**During the New national restrictions** Those children whose doctors have confirmed they are still clinically extremely vulnerable to be educated remotely and not attend education whilst the national restrictions are in place.	HoY or HR SEND team AHe	On return On return 14th August	Info Info Done

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
		Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier. Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable , for staff who are extremely clinically vulnerable new advice for those identified through letter form NHS was published on Oct 13th	**During the New national restrictions** Those staff who are clinically extremely vulnerable to work from home and not to come into work during the period of national restrictions. If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home for the period of lockdown to 2nd December 2020. RAs to be completed by HR and authorised by AHe	HR and AHe HR and Line Managers	4th Sept Daily	Info
School occupants coming into contact with those with Coronavirus symptoms	Staff/students/ wider contacts Spread 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 followed. These have been communicated to all. No symptomatic individuals to be present on site. **In the event of a suspected case whilst working on site** Ensure SLT / Headteacher 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. 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.	Letter from the Headteacher Individuals taken to Covid-19 medical room which is permanent gazebo on grass area in front of Art Block PPE will be provided for medical staff and any staff treating the student	AHe	14th August	Info Info Info

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
		If direct care (such as for a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves. 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) 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/ **Testing** Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance. Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access. From 26th August schools will be provided with 10 home testing kits which can be provided in the **exceptional circumstance** that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer. **Positive case in school** In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk *See COVID-19 flowchart for schools* *http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml*	A 2nd gazebo will be used whilst the other one is closed for cleaning. All other areas affected will be cleaned following the government guidance. **Staff and students who are tested for Covid-19 to inform the school of result and date of test.** From 16th Sept more kits can be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/	Site Team AHe/ISt AHe	On the day On the day	Info Info Info Info Info

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		HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.				
General Transmission of COVID-19 **Ineffective hygiene protocols**	Staff/students / wider contacts Spread 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.		PSe	31st August	Info
		Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water are not available. Review existing levels / location of hand sanitiser stations.	All entrances to blocks will have hand gel dispensers, all classrooms will have gel, all toilets areas checked for running water, soap and hand dryers all working on a daily routine and area cleaned.	Site Team/PSe	31st August	
		Alcohol hand sanitiser provided at reception/entrance/exit points and should be used by all persons when entering/leaving.	As above			
		Additional hand sanitiser within classrooms where required. Build use into staff and students routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.	Every classroom will have hand gel and there will be additional gel stations around the school.			Info
		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.		Site Team	Daily	
		Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.	Locked away in site cupboard	Site Team	Daily	
		Catch it, kill it, bin it messages reinforced.	Posters up around the school	PSe	3rd Sept	
		Tissues will be provided for classrooms. Site 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)			Daily	
		All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.		All		Info

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
General Transmission of COVID-19 **Ineffective cleaning**	Staff/students/ wider contacts Spread 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 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.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance **When cleaning a contaminated area:** Cleaning staff to: • Wear disposable gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely	Note further guidance on general cleaning is expected by Public Health England before Autumn term – HCC Cleaning shifts in operation Canteen – cleaned by lunchtime supervisors, service points cleaned by canteen staff, high use areas cleaned by site team and day cleaners. Churchills will provide.	PSe Site team/PSe PSe	Daily Daily 31st August	Info Info Info Info

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		• 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.				
General Transmission of COVID-19 **Minimising contact and Maintenance of social distancing**	Staff/students/ wider contacts Spread 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 as small as practicable to reduce transmission risk whilst delivering the full curriculum). Groups to remain clear and consistent. Document how these groups will be kept apart from others. Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; No groups are coming together for assemblies, events, school fairs, school trips etc. Wider assemblies / collective worship conducted via on an online platform. 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 students, 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.	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. Determine any pinch points, congested corridors etc and review controls to keep groups apart. All assemblies, events, school trips cancelled until further notice. To include staff briefings PSe to set up classrooms. Hand gel provided in each classroom 2m markers still in use on corridors, where possible as much space (1m – 2m) is given between teacher's space and 1st desk.	KBa/GPe KBa/GPe KBa/GPe PSe PSe	31st August Daily Daily 31st Aug 31st Aug	 Info Info Info

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
		Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. **Secondary** Zone school assigning groups to different areas Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classes wherever possible. 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. (see also stairs/corridors) **Face coverings**: Schools teaching Yr 7 and above: determine if face coverings for students, visitors and staff are required due to social distancing not being able to be maintained in communal areas. Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms. (see also Stairs / corridors) New guidance on face coverings in Education was released on 26th August and in schools teaching Yr 7 and above in the event of moving into a local COVID alert level of High or very High they should be worn by both adults (staff and visitors) and students when moving around in communal areas and corridors where social distancing is difficult to maintain. The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so.	Ongoing monitoring of movement around school and ability of groups to remain apart. Ongoing monitoring of movement around school and ability of groups to remain apart. **During the New national restrictions** In schools where pupils in year 7 and above are educated, face coverings are to be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	KBa/GPe KBa/GPe	31st Aug 31st Aug	Info Info Info

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
		Extra-curricular clubs: determine if these are essential and ensure delivery replicates school groups/bubbles.	**During the New national restrictions** extra-curricular activities /clubs only continue where they are reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care	PSe/Club Lead	8th Sept	
		Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Supplementary conditions of hire in place See http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1 Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions. Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers Time 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.	All hirings / lettings reviewed and suspended in line with national advice and restrictions. (sports clubs, dance, swimming, social groups etc.) https://www.gov.uk/guidance/new-national-restrictions-from-5-november Where possible educational clubs will continue following individual risk assessments being completed. All hirers have been asked for individual risk assessments. With staff on furlough we will have a reduced reopening until we are fully staffed.	MHa/PSe	31st Aug	Info Info Info Info

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		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. Schools to decide if the NHS QR code poster and check in function is to be used for members of the public when premises are let to external providers. Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations. **Breakfast and afterschool clubs** – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools. See protective measures for holiday and after school clubs, and other out of school settings which recommend a max 15 children per group (multiple groups can use the same space, only if there is robust social distancing between groups) 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 overnight or overseas visits to be run. Any day 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. **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. **Singing and wind / brass instruments**	Lettings team to set up a record/visitors' book Information copied to Head of Music Further DfE guidance on music delivery expected - HCC	MHa	1st Aug	Done Info Info Info Info Done

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		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. 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.) *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)* 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. 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. 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-	Information copied to Head of PE			Done Info Info

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		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 simultaneously Sharing 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, (Revised 29/9/20) AfPE have also published a model risk assessment for PE. **Fixtures against other schools:** AfPE are still advising against school fixtures due to contact / transmission risks across schools.	**During the New national restrictions** No matches between other schools in line with the wider restrictions on grassroots sport.			
Access to & egress from site	Staff/students/ wider contacts Spread of COVID 19	Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / students. Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents. Consider one-way traffic through external doors to avoid face to face passing.	See plans for fully reopening in September	GPe	14th August	Info Info Info

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		Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. 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 students. Where meetings can happen outside of school hours, they should: Ensure a record is 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) Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible) **Staff / students** On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.	Reception team to ensure hand sanitiser is used by all visitors Line manager must ensure communications are forwarded to these groups	Reception/JWa Line managers Person in charge of meeting	Daily Daily Daily	Info Info Info
Contact points: Equipment use e.g. printers, workstations, apparatus, machinery etc.	Staff/students / wider contacts Spread of COVID 19	Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains. Regularly clean and disinfect common contact surfaces in reception, offices, access control etc. (screens, telephone handsets, desks). Staff and students have their own basic equipment (pens, pencils etc.) to avoid sharing. **Activities and resources** Classroom resources which are shared within groups (bubbles) are cleaned regularly. Those shared across groups must be cleaned between use	Parents are advised via letter home to parents from Headteacher that students are to bring in own water, enough for the day as external water fountains will be turned off. Message from Headteacher to all staff and students Limit use of any shared resources	AHe AHe All staff	14th August 14th Aug Daily	

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
		Minimise all unnecessary sharing of resources. **For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.** Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, iPads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group. Build cleaning into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use.	Information copied to Head of Science and D&T Information shared with IT Manager, Librarian for information sharing and controls to be implemented.	Teaching Staff Teaching Staff	Daily Daily	Info Info
Proximity of students/ staff	Staff/students/ wider contacts Spread 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 (opening windows) or via ventilation units (where mechanical ventilation is present adjust these to full fresh air where possible). There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE October guidance 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 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 students and other staff as much as they can, ideally 2 metres from other adults.	Any meeting taking place must be booked in advance, socially distanced and well ventilated. Wipes will be provided for the lead meeting person to clean down tables and chairs after use.			Info Info Info Info Info Info

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		Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing or via electronic means (Microsoft Teams etc.)				Info
		Office Use Where possible social distancing must be observed. It may be decided that staff furniture will need to be removed/relocated to distance tables, staff visiting offices may be asked to wait outside or to wear a face mask when entering the office.				
		Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy; staff to stagger use to enable distancing.	Staff room set up at 1 metre distance, maximum number is 29	PSe		Done
		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.	One-way system through blocks to be implemented as is entry/exit to classrooms with external doors. See Plans for fully reopening in September	PSe/GPe	14th Aug	
		Changing rooms Reduce numbers needing to use by allowing students to wear PE kit to school.	Changing rooms will remain closed. If a student has PE on that particular day they will be allowed to wear PE kit as their uniform for the day.			Info
		Break / Playgrounds Avoid any group activities that require students to be in close physical contact with each other.	See Plans for fully reopening in September			Info
		Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits.	See Plans for fully reopening in September			Info
		Brief all staff on expectations.	See Plans for fully reopening in September			Info

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		Increased supervision to aid enforcement of social distancing as far as is reasonable.				
Canteen use / lunchtimes	Staff/students/ wider contacts Spread of COVID 19	Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. **Canteen use** Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Students to enter canteen/food serving points in their allocated groups. Discuss provision and delivery with catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.	Canteen not in use at breaktime Lunch times: see Plans for fully reopening in September Staff to be on duty at all entry points to enforce this Information shared with Catering Manager 3 serving points in canteen: one for hot food, one for wraps/pasta, one for cold food and sandwiches. This will service Years 7 through to 6th form There is a new serving point at the crossover of English/Humanities serving hot snacks and cold food to 6th form at breaktime The 6th form café will provide hot snacks and cold food to the 6th form throughout the day. These arrangements could be subject to change once the school is up and running. Students to bring in own drinks	All staff	Daily	Info Info Info Info Info Info Info

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		Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitising is enforced). All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up to stop cross contamination. All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles and tables	Use of Biometrics to continue but students will gel before and after use.	All students Lunchtime supervisors to clean the canteen furniture.	Daily Daily	Info Info Info
Transport / Travel off site	Staff/students/ wider contacts Spread of COVID 19	Encourage walking / cycling to school **Public transport** All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available. (children and young people aged 11 and over to wear a face covering when travelling on dedicated transport.) Where business travel via car is required use private single occupancy where possible. **Minibus use for consortium students** 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 sanitiser on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.	See plans for fully reopening in September.			Info Info Info Info Info Info Info

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
Contractors	Contractors/ staff/students/ wider contacts Spread of COVID 19	All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to 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. Schools to seek confirmation of the contractors method statement / risk assessment.				Info Info Info Info Info
Provision of first aid	Staff/students/ wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. students apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. **See also 'provision of personal care' and 'Suspected case whilst working on site'.** 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 arrangements for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from First Aid rooms then consider if this needs relocating to reduce demand on space.	Gloves, aprons, face masks, face visor and gel all provided. Information shared with JWa to then forwarded to all First Aiders There is a separate Covid-19 location. There is adequate waiting area in the hall foyer so students can obtain/administer medication one by one safely. Where possible First Aiders will go to the casualty. If, however, the casualty needs to go to the medical room	Reception and First Aid team	Daily	Info Done Info Info

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
			there is adequate waiting area in the hall if not an emergency. There is a rota of First Aiders.			
Emergency procedures (Fire alarm activations etc)	Staff/students/ wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for a short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of social distancing messages to students	A new emergency plan will be introduced for 1st Sept and circulated to all staff HoY to reiterate message	PSe HoY	14th August	 Info Info
Deliveries & Waste collection.	Staff/students/ 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).				Info Info Info
Premises safety	Staff/students/ wider safeguarding/ safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational. **Legionella** Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	All up to date All checked All checked Some internal doors will be open to allow circulation. Doors around stairwells will not be compromised	PSe PSe PSe		Done Done Done Info
Lack of awareness of PHE/ school controls	Staff/students/ wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment.	Risk Assessment shared with staff, union reps and Governors with changes made following various meetings.			Info

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
		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 students.	See Plans for fully reopening in September Above plan to be shared with all users by their Line Managers	Line Managers	Daily	Info

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

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

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

KEY:

AHe – Alan Henshall
KBa – Katie Barter
GPe – Glen Pettengell
PSe – Paul Seymour
JWa – Janet Wallis
MHa – Myles Hamilton

HoY – Head of Year
HR – Human Resources

PHE – Public Health England