

COVID RISK ASSESSMENT FOR SEPTEMBER 2020 / January 2021 / March 2021 / May 2021

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus. As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.
- During this evolving situation please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

Notes on completion:

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

This document was emailed to all staff 24.8.20 and feedback requested by 28.8.20.

This document has been updated 5th Jan 2021 by Lisa Clayton following National Lockdown and school closure – see Green elements.

Updated 4th March 2021 by Lisa Clayton following National Lockdown and school closure – see Blue elements Updated 10.5.21

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

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the ‘What are you already doing?’ column to the ‘What further action is necessary?’ column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

Share the risk assessment

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

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

Monitor and review

Risk Assessment adapted and updated Aug 2020 with added elements from staff members. Comments and additional aspects from Julie Nunn (TA), Mary Banton (Caretaker), Emma Woollon (Pastoral Manager), Nicky Lacey (TA), Zoe Mason (HPBSS), Liz Stephenson (Teacher / SLT), Ana Lopez (Teacher), Liz Daniels (Teacher)

Other staff read and expressed that they understood it and did not have anything to add.

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

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020 HCC James Ottery (Health and Safety Team) advisor.		
Establishment: Oughton Primary and Nursery School	Assessment by: Lisa Clayton	Date: 4 th August 2020 v1 updated 24.8.20 v2 5.1.21 v3
Risk assessment number/ref: (add your own if so desired): RA-002	Manager Approval:	Date:

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield.	Meetings – virtually or phone calls to staff who are concerned about returning. Risk Assessments to be completed. 20.12.20 Hertfordshire in Tier 4 – all children who are clinically extremely vulnerable advised not to attend school. Health Care Plans to be updated. Letters to Parents prior to start of school. Now Gov guidance is all return. Where needed, due to lack of space, areas to be set out to work. Reviewed Nov 2020 then on return 1.12.20.	L. Clayton and staff C Phillipson L. Clayton L. Clayton H. Channa L. Clayton	By end of August	Done
		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.			1/9/20	Done
		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.			1/9/20	Done
		Existing individual health care plans in place for pupils and to be reviewed.			1/9/20	24.8.20 Done
		Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.			1/9/20	Done
		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			1/9/20 Nov 2020 Dec 2020	Done

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		<p>maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>20.12.20 Hertfordshire in Tier 4 – all staff who are clinically extremely vulnerable advised not to attend school and to work from home until 31st March at the earliest. If staff cannot perform work duties from home, they should not attend the school site and should remain at home.</p> <p>Risk Assessment where needed for individuals / review of previous.</p>			
<p>School occupants coming into contact with those with Coronavirus symptoms</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 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 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 – recorded by Office staff. TJ to record all information as part of daily attendance sheet to monitor isolation period. This will be ongoing and part of daily routine.</p> <p>No symptomatic individuals to present on site.</p> <p>If a child states that they are hot or do not feel well – temperature is taken. Additional non contact thermometers across the site to ensure that children are not taken to the front office, then back again. Thermometer in Lime, Reception class, Alder (upstairs) and Willow as well as the front office. Non-contact thermometers purchased. If high temperature – response as below.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. Use of Cherry.</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</p>	<p>Letter to Parents and on website – updated guidelines. Letter sent to all Parents 24.8.20.</p> <p>5.1.21 On site education only open to ch of critical workers, vulnerable chn and EHCP chn.</p> <p>Restricted attendance continues until 8.3.21 when all pupils should attend.</p> <p>Email risk assessment to staff to remind them of these procedures.</p> <p>To send updated copies.</p> <p>Letter to Parents</p> <p>Staff reminded of these procedures</p>	<p>L. Clayton</p> <p>L. Clayton</p> <p>L Clayton</p> <p>L Clayton</p> <p>L Clayton</p> <p>L Clayton – all elements</p>	<p>End of August</p> <p>End of August</p> <p>Jan 21</p> <p>End of August</p> <p>End of August</p> <p>End of August</p>	<p>24.8.20 done</p> <p>All aspects in this section done</p> <p>24.8.20 done</p>

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		<p>needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Box of PPE equipment in First Aid room, Lime, Reception, Nursery, disabled toilet KS 1 and Cherry.</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 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of pupils and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test. Result to be sent into school. On letter to Parents. Continual reminders to Parents – newsletters / letters.</p> <p>National advice and roll out of kits expected by Autumn term – received autumn 2020</p> <p>Staff informed – via this document</p>	<p>within this section.</p> <p>L. Clayton</p> <p>L Clayton</p>	<p>End of August</p> <p>End of August</p> <p>Aug 20</p>	<p></p> <p>Done</p> <p>Done</p>

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		<p>Asymptomatic testing (LFD testing) Testing remains voluntary. Lateral flow tests now in use – twice weekly for staff. Home testing kits for primary school staff in place from w/c 25/1/21 Staff to see separate Lateral flow testing risk assessment This was previously emailed out to staff 26.1.21.</p>	<p>LF Tests to be given to those staff who have not been in school from Jan 21.</p>	<p>H. Channa</p>	<p>5.3.21</p>	<p>Done</p>
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations - front of school, shared areas – staff toilets / staffroom / dining rooms – in place.</p> <p>Alcohol hand sanitiser provided at front entrance/exit points. All children wash hands on entering and leaving classroom. Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Extra hand santisers in the outside EYFS area. Hand santisers to be taken outside if pupils – PE lessons – to have if needed. Build use into routines for staff and pupil e.g. on arrival, when returning from breaks, before / after eating. Checklist in place.</p> <p>Site - cleaning staff to regularly clean the hand washing facilities and check consumables – each day. MDSAs to clean the sinks& toilets plus remove rubbish bins at lunchtime. 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 the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Classrooms organised following Government guidance as far as possible. Where there are tables for children to sit at, all facing the front.</p>	<p>Guidance around the school. Classes retaught this at the start of the autumn term and reminded daily.</p> <p>Autumn class checklist to be reviewed and distributed.</p>	<p>L. Clayton</p>	<p>End of August</p>	<p>Done</p>

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		<p>Pegs / lockers can be used with cleaning in place. Limit number of children to enter these areas. If it becomes a problem, coats on chairs.</p>				
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place – boards to wipe dry daily for cleaners to fill in. Cleaning checklist.</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. MDSAs to clean toilet / sink areas at lunchtime.</p> <p>Phones / keyboards – if shared – to be cleaned before the next person uses them.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Each class has a box of cleaning equipment.</p> <p>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 are to be used.</p> <p>Thorough cleaning of rooms at the end of the day by cleaners and a checklist followed in every room.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <p>When cleaning a contaminated area: Cleaning staff to:</p>	<p>Staff reminded of routines and guidelines and the importance of following these – INSET day plus emails.</p> <p>Jan 21 – procedures to continue regarding work within school.</p> <p>5.1.21 On site education only open to ch of critical workers, vulnerable chn and EHCP chn – limited children and staff on site to reduce transmission.</p>	<p>L. Clayton</p>	<p>2.9.20</p>	<p>All aspects done in this section</p>

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		<ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Bags are in Cherry and the bag needs to be given to the Caretaker to store securely.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Box of PPE equipment in First Aid room, Lime, Reception, Nursery, disabled toilet KS 1 and Cherry.</p>				
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Bubbles/ Groups: Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. Cohort bubbles, plus Year 4 bubble and EYFS bubble.</p> <p>Groups to remain clear and consistent. Groups will be kept apart from others – defined areas at break / lunchtime, minimal movement around school. Ongoing monitoring of movement around school and ability of groups to remain apart. Limiting interaction between groups by:</p> <p>Staggering breaks and lunch;</p> <p>Minimise rooms / spaces being shared across groups;</p> <p>Classes to have own play equipment for break / lunchtime. No contact sport ie football, basketball.</p> <p>Cleaning shared spaces between use by different groups e.g. dining room, computer room, Lime, hall, gym, library etc. Computer room to be cleaned by TA after the class has left – clean keyboards, chairs, tables and mouse.</p> <p>No groups are coming together for assemblies, events / school fairs, school trips etc. All Assemblies via Microsoft Teams.</p> <p>Continue to use social distancing wherever possible (more emphasis on this is likely with older children – Y4 upwards).</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>Ideally the teaching space / workstation should be 2m from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+). Classrooms adapted to try to have 2m, not always possible.</p>	<p>Staff to be given information on the staggering times - email.</p> <p>5.1.21 On site education only open to ch of critical workers, vulnerable chn and EHCP chn – limited children and staff on site to reduce transmission.</p>	<p>L Clayton</p>	<p>End of August</p>	<p>Done</p>

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		<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>Primary to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face. Classes Year 2 to Year 6 adapted following this. Year 1 will be sitting in table groups to support their learning and social development May 2021.</p> <p>Staggered timetable to keep groups apart. Timetable specialist rooms to keep groups apart ie computer room. Use of one way system where practical – outside. Inside, not possible due to layout.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles - on hold at present. After school provision – discussed re bubbles.</p> <p>Face covering Nov 2020 – Lockdown – staff to wear a face covering in shared areas and corridors and Parents to wear face covering on school grounds. Staff to wear face covering when dismissing children to Parents and having a discussion with a Parent 2m apart. Those wearing face coverings should clean hands before and after touching – including to remove or put on and store them in a hygienic way between use.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles. Able to resume all before / after school activities and wraparound care from March 8th where this supports parent/ carers working etc.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed.</p> <p>Room layouts and areas able to be accessed are agreed.</p>	<p>5.1.21 Pupils on site kept in consistent bubbles until the rest of their year group bubble returns. 2 or 3 year groups combine but small numbers and consistency until rest of the school returns.</p> <p>Email staff and ParentMail Parents.</p> <p>Hirings / lettings reviewed, determine when these may be able to return to school in line with national advice and relaxation of restrictions. Activities as part of educational provision and wraparound care can return from March 8th. No return of grassroots outdoor sport until at least March 29th See also Sport England FAQs on return of sport</p> <p>Meeting 24.8.20 to discuss this with Premier Education. Copy of Risk Assessments to be shared – Oughton / Premier Education. Update prior to 8.3.21.</p>	<p>L. Clayton</p> <p>L Clayton</p> <p>L Clayton</p>	<p>After Oct half term</p> <p>24.8.20</p> <p>2.3.21</p>	<p>Done</p> <p>Done</p> <p>Done</p>

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		<p>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.</p> <p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school. Benches to be cleaned in the hall after use. Wrap around care – Breakfast Club to limit their use – moderate activities, not sitting on floor (sit on benches). Communication between staff and cleaners regarding the use of the hall – shared area between classes for PE and Wrap around Care – after school. School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users. Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Track and Trace procedures to aid record keeping – record to be kept of staff / visitors entering a classroom with children. Everyday Teacher / TA need not sign in but all others (SLT, different Teacher or TA, MDSA, Caretaker) must to ensure we have a record of contact.</p> <p>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.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Premier Education to send Oughton their risk assessments and vice versa. Induction by Oughton HT of the Premier Education staff re risk assessment and school policies – including Health and Safety.</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.</p> <p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (2m between children from different groups). Wrap around care, Breakfast/ afterschool clubs able to resume from March 8th.</p> <p>As with physical activity during the school day, contact sports should not take place. Discussed with E Daniels.</p> <p>Offsite visits No overnight or overseas visits to be run. Year 6 residential – cancelled.</p>	<p>To discuss with Scouts cleaning and routines and receive copies of risk assessments in place.</p> <p>To discuss prior to a decision to return after 8.3.21 if restrictions reduce.</p> <p>Discussed with staff – books in place to record.</p> <p>Meeting 25.8.20 – Premier Education, LJC / ED.</p> <p>5.1.21 Only children accessing school can access Wraparound care for childcare purposes for Parents.</p> <p>Tier 4 restrictions re clubs – only as part of formal education or to facilitate childcare for Parents to return to work.</p> <p>No visits in place.</p>	<p>L Clayton</p> <p>L Clayton</p> <p>L Clayton</p> <p>L Clayton</p>	<p>Sept 20</p> <p>When needed</p> <p>25.8.20</p> <p>Jan 21</p>	<p>Done</p> <p>Done</p> <p>Done</p>

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		<p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment.</p> <p>Face coverings From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own Staff and pupils should comply with expected requirements when visiting such venues.</p> <p>Face coverings are not a legal requirement for staff working in such settings unless as the result of a specific risk assessment. Other controls to be in place to ensure staff are not in close proximity to public / people they do not normally meet.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. (The HSE says that if staff choose to wear face coverings this should be supported by employers.)</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing mouth blown instruments / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in Music lessons can take place outside / or with improved ventilation. No possible to do in small groups. Ensure 2m physical distancing for staff and pupils. (3m distancing is appropriate between those playing / singing and a teacher / conductor etc. if face to face) No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments.</p> <p>PE / school sport PE subject lead of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks. Discussed with E Daniels.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. 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 it is not, maximising distancing between pupils.</p>	<p>Further DfE guidance on music delivery expected</p> <p>Sport as part of educational provision and wraparound care can return from March 8th</p>			

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		<p>Build in time for handwashing / sanitising before / after lesson. Cleaning materials to be kept in the PE cupboard.</p> <p>See advice from Association for Physical Education AfPE have also published a model risk assessment for PE. No fixtures against other schools (in line with restrictions on grassroots sport)</p> <p>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. E Daniels and L Clayton have printed this.</p>				
<p>Access to & egress from site</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>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>Discourage parents picking up their children from gathering at the school gates – on letter. 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.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Ensure all visitors / building users are aware of school’s expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Parents instructed only to come onto premises by appointment or in event of an emergency Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school’s arrangements for managing and minimising risk, including the need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)</p>	<p>Letter to Parents to include all aspects of this section.</p>	<p>L Clayton re whole section</p>	<p>End of August</p>	<p>24.8.20 Done</p>

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		<p>Signage in reception regarding good hygiene. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p> <p>Track and Trace procedures to aid record keeping – record to be kept of staff / visitors entering a classroom with children. Everyday Teacher / TA need not sign in but all others (SLT, different Teacher or TA, MDSA, Caretaker) must to ensure we have a record of contact.</p>	<p>Staff to read this risk assessment.</p>			
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</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 are switched off.</p> <p>Regularly clean and disinfect common contact surfaces in Reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources Classroom resources which are shared within 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. Reading books – left 72 hours. Rota of different books.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups (sports ,art ,science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' and left unused (for 48 hrs, 72 hours for plastic) before being used by another group (bubble).</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 – checklist to be used.</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 for TAs to clean.</p>	<p>All information to be on letter to Parents.</p> <p>Email staff re procedures</p>	<p>L Clayton</p> <p>L Stephenson</p>	<p>End of August</p> <p>End of August</p>	<p>24.8.20 Done – all in section</p> <p>Done</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>Proximity of students/ staff</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Rooms to be kept as well ventilated as possible - opening windows. There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing. Set maximum occupancy, staff to stagger use to enable distancing. This is in place. Reprographic room – limited to 1 person. Small office – 1 person.</p> <p>Stairs / corridors Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk). Only one class using upstairs. Stagger use and numbers using circulation spaces at the same time – walking close to gym – staggered times re lunchtime. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc Pupils queuing will need supervision and floor markings to aid distancing.</p> <p>Changing rooms Reduce numbers needing to use by allowing pupils to wear PE kit to school.</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 – cleaning checklists. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Swimming pools (see also changing rooms) Swimming pools (including school pools) were able to open from July 25th following a relaxation in Government restrictions.</p>	<p>Remind staff of this. Staff to read this via email.</p> <p>Letter to Parents.</p>	<p>L Clayton</p> <p>L Clayton</p>	<p>End of August plus Inset Day</p> <p>End of August</p>	<p>Done – all aspects</p> <p>24.8.20 Done</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>Follow PWTAG and Swim England advice on reopening school pools. Review swimming pool risk assessment and operating procedures. Pupil use is consistent with their groups.</p> <p>See https://www.swimming.org/swimengland/pool-return-guidance-documents/Reopening-a-pool-after-COVID-19-shutdown : https://www.pwtag.org/reopening-pool-after-covid19-shutdown/Operation-after-COVID-19-shutdown https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/ Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4; Testing before bathing and every 2 hrs after that.</p> <p>Recalculate bather load to ensure social distancing and communicate new maximum numbers to all users. (min 3 sqm per bather is only a start point, see Swim England recommended figures 6 sqm+)</p> <p>Swimming pools & Hydrotherapy in SEND settings</p> <p>Specific risk assessment required to mitigate the potential transmission of COVID-19, and this must include the pool side, use of equipment and changing areas, as well as the deployment of adults in a safe manner.</p> <p>See guidance document produced by ATACP (Aquatic therapy association of chartered Physios) on 10th June 2020. This must be referred to. This only applies to pools with a therapeutic use https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. 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. Tables in covered area outside to be cleaned after use by staff (MDSA if lunchtime, TA is during the day). Pupils should wash / sanitise their hands before and after use.</p>	<p>School swimming as part of educational provision and wraparound care can return from March 8th</p> <p>Information to staff via email re timings.</p>	L Clayton	End of August	Done
Dining room / School dinners / lunchtimes	Staff, Students / pupils / wider contacts	<p>Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas – in place.</p> <p>Reinforce handwashing prior to eating food. In place.</p>	Staff to be told re staggering times via email.	L Clayton	End of August	24.8.20 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
	Spread of COVID 19	<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. In place.</p> <p>Dining room Food operators (HCL) continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter dining room in their allocated groups to collect dinner and take back to their classroom to eat. Year 3 and Reception to eat in dining rooms after other classes have taken their dinners.</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>Payments should be taken by contactless methods wherever possible - ParentMail. Drinking water – water bottles used – own water bottles. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, etc.</p>				
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Encourage walking / cycling to school – normal way of travelling for most. Review travel plan</p> <p>Public transport (very few children use public transport) All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible. Wash / sanitise hands on re-entering the building.</p> <p>Minibus use – not in use Used by those within same school group / bubble, reduce numbers on board to aid distancing.</p>	L Carroll to update and pass on the Travel Plan.	L Carroll	End of Sept	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
		Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.				
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. We would to seek confirmation of the contractors method statement / risk assessment. All essential / statutory maintenance deemed necessary to the safe running of the school was continued during periods of national lockdown.	To do as needed – M. Banton aware	L Clayton M Banton	Sept 20	Done
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. 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. Only one person being treated in the first aid room at a time and allocate another place to wait – dining room, away from any class who is in there. If daily medication is administered from 1 st aid rooms then consider if this needs relocating to reduce demand on space. Daily medication from front office.	Communicated to staff via this risk assessment	L Clayton	End of August	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
		Box of PPE equipment in First Aid room, Lime, Reception, Nursery, disabled toilet KS 1 and Cherry.				
Provision of personal care	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.) Risk assessment completed for a child who requires this. 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. Box of PPE equipment in First Aid room, Lime, Reception, Nursery, disabled toilet KS 1 and Cherry.	Staff informed of this – via email and through this risk assessment. If a child needs intimate care – staff to read the Care Plan.	L Clayton C Phillipson	End of August	Done
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants	Staff to be reminded about this as part of Inset day training.	L Clayton	2.8.20	Done
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Office staff and Caretaker to be reminded of this via reading this risk assessment – to be emailed.	L Clayton	End of August	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
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Follow normal practices for re-opening after a holiday period. Ensure key fire doors are not being compromised / wedged open. One to be wedged open – into the dining room. In the event of the fire alarm going off, Office staff to shut this door prior to evacuation (it is on the way). Decision to keep this open to limit touching of doors to open.	M. Banton to be aware as less rooms used during Lockdown. Office staff to be reminded via email of this document.	M. Banton L Clayton	5.1.20 End of August	Done Done
Lack of awareness of PHE / school controls	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.	This Risk Assessment to be emailed to all staff to read with confirmation of compliance. This document to be put on the website. Hitchin Football and Premier Education – to do when they attend.	L Clayton L Clayton	End of August End of August By start of school	Done Done
Staffing Levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected. Plan re closure – opening for key identified pupils as Lockdown.	L. Clayton	5.1.21	Done

5.1.201 – staff reminded all Covid-19 procedures to reduce risk of transmission in school to be followed more stringently due to now in Tier 4 and Lockdown. Staff are reminded of this in meetings.

4.3.21 staff emailed this Risk Assessment and discussed in Briefing Meeting 5.3.21 prior to the return of school 8.3.21.

Relevant links - updated

Guidance for educational settings

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

Guidance for full opening from Sept 2020

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

Guidance for return in Jan 2021 <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

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

Schools Coronavirus (COVID-19) Operational guidance applies from March 8th

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

New national restrictions from Nov 5th <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

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

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

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

Risk Assessment August 2020 ready for opening of school September 2020 updated 5.1.21 and 4.3.21

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

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

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

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

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

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

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

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

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