

**RISK ASSESSMENT FOR:
School activities during COVID 19
outbreak - opening from September 2020**
**Updated for 5th November 2020 National
Lockdown Guidance**



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| Establishment: The Grove Junior School | Assessment by: Lorna Urquhart and SLT | Date: 24 th July 2020 – Updated 4th November 2020 |
| Risk assessment number/ref: RA-001Autumn 2020 | Manager Approval: Governing Body | Date: |

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

Rev 2: 04/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5th until 2nd December all changes from previous version **highlighted in green** (See also How New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>)

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| 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. 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 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. | All staff will be returning to school on Sept 2 nd . Individual RA to be discussed and completed with specific staff. 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 – | LU and individual staff. LU/INCo/parent | 02.09.20 02.09.20 | |

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| | | <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>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.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> | <p>we currently do not have children that fall into this category.</p> <p>Establish who this applies to and speak to parents of these children to establish reasonable adjustments.</p> <p>CT to liaise with individuals who have HCP.</p> <p>Letter to parents to include this information.</p> <p>School currently does not have any staff who will need to work from home.</p> <p>Individual RA completed as mentioned above -</p> | <p>CT (INCo)</p> <p>LU</p> <p>LU/SBM</p> | <p>02.09.20</p> <p>28.8.20</p> <p>02.09.20</p> | |
| School occupants coming into contact with those with Coronavirus symptoms | <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 have been communicated to all.</p> <p>No symptomatic individuals to present on site.</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.</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.</p> | <p>Communication through letters to be sent 28.8.20</p> <p>Use of Study for any sick child or member of staff and await to be collected from there. All necessary PPE equipment is already based there if needed.</p> | <p>LU</p> <p>All staff</p> | <p>28.8.20</p> <p>02.09.20</p> | |

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| | | <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>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.</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 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 HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.</p> <p>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>Communication through letters to be sent 28.8.20.</p> <p>Plenty of sanitizing products, gloves etc already in the room and will order more when needed.</p> <p>Details of testing to be included in letter 28.8.20</p> <p>Have not received these as yet but will keep a look out. SBM to follow up if haven't arrived end of August.</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term</p> | <p>LU</p> <p>LU</p> <p>SBM</p> | <p>28.8.20</p> <p>28.8.20</p> <p>28.8.20</p> | |

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| <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.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. 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>Soap and Hand sanitizer in each room around the school. These to be refilled often and when necessary.</p> <p>More to be purchased mid Sept.</p> <p>Main entrance to have sanitizer for all staff and visitors to use on entry and exit of school building. Handwashing is already built into the school day but all staff need to set reminders for children.</p> <p>At lunchtime, all classes to remove their paper towels bins and throw away ready for clear bins for the afternoon.</p> <p>Displays in the classroom to remind the children of the message.</p> | <p>All staff</p> <p>All staff and visitors.</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> | <p>02.09.20 onwards.</p> <p>02.09.20 onwards.</p> <p>02.09.20 onwards.</p> <p>02.09.20 onwards.</p> <p>02.09.20 onwards.</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.</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, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> | <p>Note further guidance on general cleaning is expected by Public Health England before Autumn term.</p> <p>JD (caretaker) to regularly clean contact points around the school.</p> | <p>JD</p> <p>All staff</p> | <p>01.09.20</p> | |

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| | | <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / 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.</p> <p>Thorough cleaning of rooms at the end of the day.</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</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <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.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> | <p>Staff to ensure contact points in classrooms are kept clean. Staff all to have access to the cleaning cupboard when needed.</p> <p>LU to receive updated cleaning RA from Haywards during summer holidays.</p> <p>As mentioned – PPE already stored in study for use when needed.</p> <p>Remind all staff on inset day the procedures for when someone is showing symptoms and what care they need for themselves.</p> | <p>LU/Haywards</p> <p>All staff</p> <p>LU</p> | <p>02.09.20 onwards.</p> <p>August</p> <p>02.09.20 onwards</p> <p>02.09.20</p> | |
| <p>General Transmission of COVID-19</p> <p>Minimising contact and</p> | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> | <p>School to be placed in year group bubbles – all staff to be allocated within these bubbles for PPA cover and interventions etc.</p> <p>Only people to move between groups regularly are JB and AH/BR. JB to take music per year group over a period of 3 weeks</p> | <p>All staff</p> <p>JB/AH/BR</p> | <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> | |

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| Maintenance of social distancing | | <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>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</p> <p>Determine if face coverings for visitors and staff are required due to social distancing not being able to be maintained in communal areas, including staffrooms. 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.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</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 (2m) cannot be maintained.</p> | <p>per year group – will not return to bubble until Spring term. AH/BR PE sessions to be taken outside – equipment specific for year group and cleaned down and always maintaining 2m distance.</p> <p>Staggered break and lunchtimes – collective worship to be conducted in class with pre-recorded assemblies to be played at the appropriate time for class.</p> <p>Classrooms to be arranged where all children facing the front and children sitting next to each other. Any resources used need to be cleaned down after each use.</p> <p>Face coverings: all staff to wear face coverings when moving around the school but not for teaching. All visitors will be asked to wear a face covering on entering into the building but once in a meeting, these can be removed if the room is fully ventilated and area cleaned down after use.</p> <p>Extra curriculum clubs on the whole have been cancelled but there will be one club per year group after school – to maintain year group bubbles.</p> <p>All internal lettings have been cancelled until further notice.</p> <p>Fusion to take breakfast and afterschool club – all based in the junior dining hall and hall. No infant children to be dropped off for breakfast. Fusion to create own RA and share with school. Integrity of year groups bubbles to be maintained.</p> | <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>AH/BR</p> <p>LU and Fusion</p> | <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> <p>2.11.2002 onwards</p> <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> | |

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| | | <p>Review hirers activity against existing Government 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 (including as at July 7th this included indoor fitness and dance, indoor sports facilities and gyms).</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</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 (ideally 2m between children from different groups).</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / 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. Ensure 2m physical distancing for staff and pupils. 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 / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> | <p>No off site visits now planned for autumn term</p> <p>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</p> <p>All hirings / lettings reviewed and suspended in line with national advice and restrictions. (sports clubs, dance, swimming, social groups etc.)</p> <p>https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>As mentioned above- music lessons will take place in the classroom and no singing.</p> <p>Mentioned above – set equipment for year groups – cleaned down</p> | <p>JB</p> <p>AH/BR</p> | <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> | |

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| | | <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education</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.</p> | <p>after use. PE kits to be worn to school on PE days. All PE lessons to take place outside.</p> <p>Further DfE guidance on music delivery expected</p> | | | |
| Access to & egress from site | <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>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.</p> <p>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.</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.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> | <p>Staggered start and finish times have already been shared with parents ready for September.</p> <p>Waiting bays for parents will be at the bottom of the field. Letter sent to parents 14.7.20 explaining start and finish times. Letter 28.8.20 extra details nearer the start of term.</p> <p>All visitors to enter through main entrance – will need to wash hands or use sanitizer – computer system now in use again but will add track and trace information on the screen. Face coverings to be worn until meeting has started.</p> | <p>LU</p> <p>LU</p> <p>Admin to ensure this.</p> <p>LU to arrange</p> | <p>28.8.20</p> <p>28.8.20</p> <p>02.09.20</p> <p>02.11.20</p> <p>Summer holidays.</p> | |

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| | | <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. 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>New Perspex screen to be installed at the main reception and across the kitchen hatch.</p> <p>Staff to begin to use sign in computer again – wash hands before and after touching.</p> | All staff | 02.09.20 | |
| Contact points Equipment use printers, workstations, apparatus, machinery etc. | <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 water fountains.</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</p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>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, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines. Anti bac wipes available in all rooms.</p> | <p>Letter to parents explaining what children can bring into school daily.</p> <p>Cleaning products for use in class at any time to clean down any equipment before and after use.</p> <p>Reading books to be returned but to kept in a box and left for 72 hours.</p> <p>Reading books to go home and kept at home until finished and then brought back in.</p> <p>Homework to be online.</p> | <p>LU</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> | <p>28.8.20</p> <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> | |
| Proximity of students/ staff | <p>Staff, Students / pupils / wider contacts</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) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible) In cooler weather, open windows just enough to</p> | <p>Staff have been sorted into year group bubbles – for staff not allocated a bubble or having to deliver information to classes – remain 2m on entry to classroom and only</p> | All staff | 02.09.20 Onwards | |

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| | Spread of COVID 19 | <p>provide constant background ventilation, open windows more fully between classes, during breaks etc. Use heating / additional layers of clothing to maintain comfortable temperatures.</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.</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) 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.</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 contact surfaces between use by different groups.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Swimming pools No hiring of swimming pools. Use of swimming pools (including school pools) still closed under Government restrictions. As of July 7th.</p> <p>Break / Playgrounds</p> | <p>enter door – not to walk right into the classroom.</p> <p>Music lessons (JB) to work with one year group over a 3 week period and then move on to another year group after 5 days absence.</p> <p>PE to take place outside – AH and BR to remain 2m from all children during PE sessions.</p> <p>Staff room can be used as staggered lunch and breaktimes. Staff need to socially distance in these areas.</p> <p>Stairs by Rowan class limited to Mulberry class only. Stairs by Acacia can be accessed by anyone but staff to be aware of distances.</p> <p>Children to come to school on PE days in PE kits to save changing.</p> <p>Swimming cancelled until at least October half term.</p> <p>Break times staggered for year group bubbles. Lunchtime there will be a crossover of 10 mins when both year groups out – one to</p> | <p>JB</p> <p>AH and BR</p> <p>All staff</p> <p>All staff</p> <p>LU letter to parents 28.8.20</p> <p>All staff</p> | <p>02.09.20 Onwards</p> <p>02.09.20 Onwards</p> <p>02.09.20 Onwards</p> <p>02.09.20 Onwards</p> <p>02.09.20 Onwards</p> | |

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| | | <p>Avoid any group activities that require pupils to be in close physical contact with each other.</p> <p>Limit group interaction by clearly zoning areas and staggering breaks.</p> <p>Use playing fields when weather permits.</p> <p>Brief all staff on expectations.</p> <p>Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>Outdoor play equipment to be cleaned between use by different groups.</p> | <p>be on playground zone and one on field.</p> <p>AH to arrange for year group play equipment to be available for break and lunch.</p> | AH and BR | 02.09.20 Onwards | |
| Canteen use / lunchtimes | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Break times staggered to reduce congestion and contact between groups.</p> <p>Rota for use of dining areas</p> <p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use</p> <p>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.</p> <p>Pupils to enter canteens in their allocated groups.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p> <p><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. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced).</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.</p> | <p>Hot dinners to be offered from 3rd September. All year groups will have a set lunch time where they come to the dining hall as a year group bubble – eat all together – children sitting only one side of the table and all facing the same way – doors and windows to both the dining hall and hall to be open for ventilation. After 20 mins, each year group to leave on mass and area cleaned down ready for next year group bubble. Packed lunch children to eat in the courtyard.</p> <p>Children to line up outside hall doors and the file in – when leaving will exit through the dining hall doors and out through the long corridor. One way system that is usually used.</p> <p>Packed lunch boxes to be brought to hall and placed near hall doors for children to pick up their own – during eating boxes to be placed outside for children to place empty boxes back in.</p> | <p>All staff including lunch time catering and MDSA.</p> <p>TAs and MDSA</p> <p>TAs and MDSA</p> | <p>03.09.20</p> <p>03.09.20</p> <p>03.09.20</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 |
|----------------------------|--|--|---|---|---|------|
| Contractors | Contractors, Staff, Students / pupils / 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 wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment. | Only essential works to be completed during this time – none currently planned during term time. Any that are needed will need to sanitize hands on entry and exit and stand 2m from staff. Where needed children to be removed from area – area cleaned and children return. | SBM/JD | 02.09.20 | |
| 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. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1 st aid rooms then consider if this needs relocating to reduce demand on space. | First aid kits in each class and used as and when needed. If injury cannot be administered in the class then class teacher to text school mobile and an admin member of staff will come to support outside of the classroom. Any daily medication will be kept in teachers cupboards unless needing refrigerated – admin staff to bring to classroom. | All trained staff Admin staff All staff | 02.09.20 onwards. 02.09.20 onwards. 02.09.20 onwards. | |
| Provision of personal care | Staff, Students / pupils / wider contacts | 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 and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of | As mentioned above – all staff and child showing symptoms will transfer to the study – around the outside of the building and will wait there to be collected. Staff supervising | All staff | 02.09.20 onwards. | |

| 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 | 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. | the person will need to wear PPE. | | | |
| 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 | Fire evacuation to take place early Sept so all new children and staff aware of procedures. Procedures to remain the same – classes to social distance from each other. | All staff | Week 14 th Sept. | |
| 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). | Plastic box to remain outside main door for deliveries. Check when waste is collected | Admin staff SBM | 02.09.20 onwards. 02.09.20 onwards. | |
| 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 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.) | Toilets flushed when they can during the summer break. Alarm testing to take place from Sept with new caretaker. | LU SBM and JD | 20.7.20 onwards 02.09.20 onwards. | |
| Lack of awareness of PHE / school controls | Staff, Students / pupils / wider contacts Spread of COVID 19 | All staff consulted on plans and risk assessment. 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. | Risk assessment to be shared with all staff august and then again 2 nd September. Posters are already displayed. INSET reminders of procedures. | LU All staff | August 02.09.20 02.09.20 | |

| 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 |
|-----------------------|------------------------------|---|---|----------------|---------------------|------|
| | | 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. | LU has already met with KM music teacher to discuss peripatetic lessons – RA to follow. | LU/KM | 16.7.20 04.09.20 | |

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>

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>

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