

COVID RISK ASSESSMENT FOR SEPTEMBER 2020 – Updated February 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.

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

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

Share the risk assessment

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

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

Monitor and review

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

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020 Updated for 8th March 2021 Reopening for all children		
Establishment: The Grove Junior School	Assessment by: Lorna Urquhart and SLT	Date: 24 th July 2020 – Updated - 4 th November 2020 14 th December 2020 17 th December 2020 23 rd February 2021
Risk assessment number/ref: RA-001 Autumn 2020	Manager Approval: Governing Body	Date: 1 st March 2021

Rev 9: 23/12/20 update to reflect Hertfordshire entering tier 4 as from Sunday 20th December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1st week in January.

Rev 10: 04/01/21 updated in line with revised national [guidance on return in January 2021](https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings) and Contingency framework implementation this applies to Schools in Broxbourne, Watford, Three Rivers and Hertsmere <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings> changes highlighted in yellow

Rev 11 06/01/21 updated to remove reference to tiered system and announcement on 4th January of a national lockdown for all England

08/01/21 minor addition to make clear Schools can where required continue to engage supply and peripatetic teachers during this period.

03/02/21 updated broken AfPE hyperlink, added links to lateral flow testing risk assessment (No changes to the risk assessment required from the updated DfE guidance '[Restricting attendance during the national lockdown schools](#)' (2/2/21))

Rev 12 23/02/21 updated to reflect new DfE guidance applicable from March 8th [changes highlighted in yellow](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Take this opportunity to review and refresh all your now 'normal' measures on site, ensure that any signage and floor markings which may have faded / lost their impact are reinstated and re-communicate the importance for staff and children of social distancing, wearing of face coverings, hand hygiene and maintaining ventilation.

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	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. Since 20th December when Hertfordshire entered tier 4. all children still deemed clinically extremely vulnerable were advised not to attend school. 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. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into 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. Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier. Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable	All staff will be returning to school on Mar 8th Clinically extremely vulnerable pupils and staff are not to attend work /school until 31st March 2021 at earliest Individual RA to be discussed and completed with specific staff. Establish who this applies to and speak to parents of these children to establish reasonable adjustments. CT to liaise with individuals who have HCP. Letter to parents to include this information. School currently does not have any staff who will need to work from home.	LU and individual staff. LU/INCo/ parent CT (INCo) LU	02.09.20 Updated 23.2.21 02.09.20 Updated 23.2.21 02.09.20 28.8.20 Updated Mar 21 02.09.20	
School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all. No symptomatic individuals to present on site.	Restricted attendance in primary and secondary schools during national lockdown period continues until 08/03/21 from when all pupils should attend school	LU	28.8.20 Updated 23.2.21	

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		<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. 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. 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>Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days (reduced from 14 days from Monday 14th December) . See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</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 website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>From 26th August schools were provided with 10 home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See</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>Communication through letters to be sent early march 21 before return.</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 05.03.21</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p>	<p>All staff</p> <p>LU</p> <p>LU</p> <p>LU</p>	<p>02.09.20 Updated 23.2.21</p> <p>05.03.21</p> <p>05.03.21</p> <p>28.8.20</p>	

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		<p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</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>Asymptomatic testing (LFD testing) Home testing kits for primary school staff in place from w/c 25/1/21 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>From 16th Sept more PCR kits able to be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/</p> <p>Training 20.01.21 LFD test it's given out and all paperwork including google form link sent. Staff testing from 25.1.21</p>	<p>SBM as and when needed</p> <p>LU/BT admin of testing results</p>	<p>25.1.21</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.</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>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>All staff</p> <p>All staff and visitors.</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>	

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		<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>Displays in the classroom to remind the children of the message.</p>	All staff	02.09.20 onwards.	
<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>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. (consider signage allocating cubicle / sinks for specific bubbles in shared toilets)</p> <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</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>Staff to ensure contact points in classrooms are kept clean. Staff all to have access to the cleaning cupboard when needed.</p> <p>Fusion Wrap around care – toilets – signs used for Yr 6 and 4.</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</p>	<p>JD</p> <p>All staff</p> <p>Fusion 01.09.20</p> <p>LU/Haywards</p> <p>All staff</p> <p>LU</p>	<p>01.09.20</p> <p>02.09.20 onwards.</p> <p>02.09.20 onwards.</p> <p>August</p> <p>02.09.20 onwards</p> <p>02.09.20</p>	

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		<p>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>symptoms and what care they need for themselves.</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>Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; 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>School to be placed in class group bubbles – all staff to be allocated within these class bubbles for PPA cover and interventions etc. where appropriate – Yr 3 could be any issue so monitoring of these bubbles needed.</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 per year group – will not return to bubble until Summer term. JB now to work with a class every week then move on to next class. 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>All staff</p> <p>JB/AH/BR</p> <p>All staff</p> <p>All staff</p>	<p>02.09.20 onwards Updated 04.01.21</p> <p>02.09.20 onwards Updated 04.01.21</p> <p>02.09.20 onwards</p> <p>02.09.20 onwards</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>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 Face coverings for visitors and staff to be worn in corridors and communal areas, including staffrooms (where 2M social distancing can't be maintained). Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</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>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>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 for all staff to wear when moving around the school but not for teaching. All visitors will be asked to wear a face covering on enter 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>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>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 staff</p> <p>AH/BR</p> <p>LU and Fusion</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> <p>02.09.20 onwards</p>	

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		<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><u>Music-dance and drama</u> Social distancing to be observed. This may limit group numbers. Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups. Performances to be virtual / recorded for parents, no audiences in order to minimise risks. All undertaken in same consistent school bubbles.</p> <p><u>Singing and wind / brass instruments</u> Aerosol transmission with volume and numbers of individuals within a confined space is likely to create additional risk. Accumulation of aerosols can also be limited by keeping the actual singing / playing time short.</p> <p>Activity to take place outside where possible. Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Limit group size in relation to the space, use larger rooms with high ceilings for larger groups. If using a shared space (hall etc.) then ventilate the empty room for at least 15 minutes before another group uses the space and clean all touch surfaces before use by another group.</p>	<p>All hirings / lettings reviewed and suspended in line with national advice and restrictions. (sports clubs, dance, swimming, social groups etc.) https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>As mentioned above- music lessons will take place in the classroom and no singing.</p>	JB	02.09.20 onwards	

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		<p>Larger groups e.g. more than a single class of 30, would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present).</p> <p>Face to face activity is to be avoided (Pupils positioned back-to-back or side-to-side when playing or singing). Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and pupils (if 2m is not viable further robust risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.)</p> <p>Use microphones. Sing / play quietly to reduce aerosol risk. Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. http://www.hertsmusicservice.org.uk/schools-covid-update/</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. Schools must only provide team sports listed on the return to recreational team sport framework.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited. (The AfPE's position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson).</p> <p>Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. 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>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p>	<p>Mentioned above – set equipment for year groups – cleaned down 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>	AH/BR	02.09.20 onwards	

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		<p>Multiple groups not permitted to use PE / outdoor equipment simultaneously Sharing of equipment during PE is limited.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and natural ventilation. Build in time for handwashing / sanitising before / after lesson. See advice and FAQ's from Association for Physical Education, (Revised 29/9/20)_AfPE have also published a model risk assessment for PE.</p> <p>Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools.</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>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</p>	<p>LU</p> <p>LU</p> <p>Admin to ensure this.</p>	<p>28.8.20 Ongoing 23.2.21</p> <p>28.8.20 Ongoing 23.2.21</p> <p>02.09.20 Ongoing from 4.1.21</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>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>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>screen.Face coverings to be worn until meeting has started.</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>	<p>LU to arrange</p> <p>All staff</p>	<p>Summer holidays.</p> <p>02.09.20</p>	
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 be 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 Updated 05.03.21</p> <p>02.09.20 onwards</p> <p>02.09.20 onwards</p> <p>02.09.20 onwards</p>	
Proximity of students/ staff	Staff,	Staff are to maintain a safe distance between each other (2 metres wherever possible)	Staff have been sorted into year group bubbles – for staff not allocated a bubble or	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
	<p>Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to multiple rooms recirculation should be turned off and adjust these to full fresh air where possible)</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE October guidance</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. Use heating / additional layers of clothing to maintain comfortable temperatures. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> <p>Consider opportunities for outdoor learning to assist in social distancing. Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. 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>having to deliver information to classes – remain 2m on entry to classroom and only 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</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> <p>02.09.20 Onwards</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>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 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 groups or left for period of 48 hrs (72 hrs for plastic) between use by different groups. Pupils should wash / sanitise their hands before and after use.</p>	<p>crossover of 10 mins when both year groups out – one to be on playground zone and one on field.</p> <p>AH to arrange for class group play equipment to be available for break and lunch.</p>	AH and BR	Updated 23.2.21	
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. Rota for use of dining areas</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</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. <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>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 although classes sit separate from each other – 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</p>	<p>All staff including lunch time catering and MDSA.</p> <p>TAs and MDSA</p>	<p>03.09.20</p> <p>Class bubbles updated 04.01.21</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
		<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>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>	TAs and MDSA	03.09.20	
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Where works can be conducted outside of the school day they should be.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p> <p>All essential / statutory maintenance deemed necessary to the safe running of the school was continued during periods of national lockdown.</p>	<p>Only essential works to be completed during this time – none currently planned during term time.</p> <p>Any that are needed will need to sanitize hands on entry and exit and stand 2m from staff.</p> <p>Where needed children to be removed from area – area cleaned and children return.</p>	SBM/JD	02.09.20	
Provision of first aid	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances.</p> <p>Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>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/</p>	<p>First aid kits in each class and used as and when needed.</p> <p>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.</p> <p>Any daily medication will be kept in teachers cupboards unless needing refrigerated –</p>	<p>All trained staff</p> <p>Admin staff</p> <p>All staff</p>	<p>02.09.20 onwards.</p> <p>02.09.20 onwards.</p> <p>02.09.20 onwards.</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>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	admin staff to bring to classroom.			
Provision of personal care	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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.)</p> <p>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.</p> <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, disposable apron and gloves.</p>	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 the person will need to wear PPE.	All staff	02.09.20 onwards.	
Emergency procedures (Fire alarm activations etc)	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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).</p> <p>Maintain groups / bubbles at assembly points.</p> <p>Increased supervision and reiteration of messages to occupants</p>	<p>Fire evacuation to take place early Sept so all new children and staff aware of procedures.</p> <p>Procedures to remain the same – classes to social distance from each other.</p>	All staff	Week 14 th Sept.	
Deliveries & Waste collection.	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p>Plastic box to remain outside main door for deliveries.</p> <p>Check when waste is collected</p>	<p>Admin staff</p> <p>SBM</p>	<p>02.09.20 onwards.</p> <p>02.09.20 onwards.</p>	
Premises safety	<p>Staff, Students / pupils</p>	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p>	Toilets flushed when they can during the summer break.	LU	20.7.20 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
	Wider safeguarding / safety risks	<p>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. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	<p>Alarm testing to take place from Sept with new caretaker.</p> <p>All taps and toilets have been constantly turned on and ran for a period of time during lockdown.</p>	SBM and JD	02.09.20 onwards.	
Lack of awareness of PHE / school controls	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff consulted on plans and risk assessment.</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>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.</p> <p>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.</p>	<p>Risk assessment to be shared with all staff august and then again 2nd September.</p> <p>Posters are already displayed.</p> <p>INSET reminders of procedures.</p> <p>LU has already met with KM music teacher to discuss peripatetic lessons – RA to follow.</p>	<p>LU</p> <p>All staff</p> <p>LU/KM</p>	<p>August</p> <p>02.09.20</p> <p>02.09.20</p> <p>16.7.20 04.09.20</p>	

Previous revisions

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

Rev 2: 16/07/20 updates to swimming pool section following confirmation of re-opening from 25th July, additional controls added to hire / lettings, some other minor changes;

Rev 3: 13/08/20 updated to take account in changes in national advice regarding face coverings

Rev 4: 01/09/20 updated following updated [DfE guidance on full opening](#) (28/8/20), [face coverings in education](#) (year 7 and above), testing kits and DfE guidance on [extra curricular activity](#)

Rev 5: 09/10/20 updated link to reporting of positive cases, use of NHS COVID-19 app and link to supplementary hire conditions added, updated Association of PE links added, changes from previous version highlighted in yellow.

Rev 6: 04/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5th until 2nd December (See also How New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>)

19/11/20 – minor addition only to clarify extracurricular activities / clubs can include activities related to PE, sport, music etc. where this is to enable parents / carers to work etc.

Rev 7: 01/12/20 Applicable from 2nd December updated to reflect end of national restrictions and Hertfordshire entering tier 2. Also maximum group size of 15 for singing / playing wind/ brass instruments removed and section on music revised.

14/12/20 minor update to reflect change in self-isolation period for close contacts from 14 days to 10 days with self-isolation period beginning on the day after exposure, a test or the start of symptoms.

Rev 8: 15/12/20 update to reflect the following District / Borough Councils moving into tier 3 very high alert on 12:01am on 16th December: Broxbourne, Hertsmere, Three Rivers, Watford See <https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area> ;

17/12/20 - minor update to reflect all of Hertfordshire entered tier 3 as from 00:01 Saturday 19th December

Rev 9: 23/12/20 update to reflect Hertfordshire entering tier 4 as from Sunday 20th December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1st week in January.

Rev 10: 04/01/21 updated in line with revised national [guidance on return in January 2021](#) and Contingency framework implementation this applies to Schools in Broxbourne, Watford , Three Rivers and Hertsmere <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Relevant links

Guidance for educational settings

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

Guidance for full opening from Sept 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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>