

## COVID RISK ASSESSMENT FOR SEPTEMBER 2020

- 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.

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

<b>RISK ASSESSMENT FOR:</b> <b>School activities during COVID 19 outbreak - opening from September 2020</b>			
<b>Establishment:</b> Ashtree Primary School and Nursery	<b>Assessment by:</b> Ms E Kirwan	<b>Date:</b> 1.9.20	
<b>Risk assessment number/ref:</b> <b>1.9.20: Version 2</b>	<b>Manager Approval:</b> Full Governors' Meeting	<b>Date:</b> 21.9.20	

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

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

Rev 3: 13/08/20 updated to take account in changes in national advice regarding face coverings this and other changes from v2 **highlighted in yellow**

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](#) changes from previous version **highlighted in green**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 <sup>st</sup> 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	Individual risk assessments to be agreed with relevant staff and pupils	BK	17.7.20 and ongoing reviews	

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		<p>remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p><b>Staff</b> Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</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 <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p>	<p>HCP reviews</p> <p>Newsletter</p>	<p>BK/MJ</p> <p>BK</p> <p>BK</p>	<p>17.7.20 and 11.9.20</p> <p>9.7.20, 4.9.20, 11.9.20</p> <p>Reviews complete 17.7.20</p>	
<b>School occupants coming into contact with those with Coronavirus symptoms</b>	<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. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed. These expectations have been communicated to all.</p> <p><b>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</b></p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained.</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 <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> )</p> <p><b>Testing</b> Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p>From 26<sup>th</sup> August schools will be provided with 10 home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p><b>Positive case in school</b> In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt">https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</a> (see <a href="#">COVID-19 flowchart for schools</a>) Records kept of pupils and staff in each group.</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>Roll out of kits from August 26<sup>th</sup></p>			

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		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><b>General Transmission of COVID-19</b></p> <p><b>Ineffective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. 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 e.g. for Early years children returning from the toilet where hand washing will not be as robust. 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>Lidded bins have been purchased for classrooms. Waste to be double bagged at end of break time and lunchtime and left in class cloakrooms for removal by cleaning staff at the end of the day</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>				

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<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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, table / desktops, 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>Toilets within the classroom should be used with the door closed and where there is a toilet lid this should be closed when flushing. Where toilets are not completely enclosed they should be used by one person at a time in each area (not using both classroom toilets at the same time where they are not separated by a floor to ceiling wall.)</p> <p>Playground toilets to be used from 1.9.20 with protocol as above.</p> <p>Staff toilets to be occupied by one person in the room at a time</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.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b> For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p><b>When cleaning a contaminated area:</b></p>	<p>Note further guidance on general cleaning is expected by Public Health England before Autumn term</p> <p>Toilet lids to be fitted across the school</p>	<p>Contractor during summer holiday</p> <p>BK/MJ</p> <p>BK</p>	<p></p> <p></p> <p></p>	<p>20.7.20</p> <p>From 23.3.20 and ongoing</p> <p>17.7.20</p>

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		<p>Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Soft furnishings removed from teaching bases</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Minimising contact and Maintenance of social distancing</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Bubbles/ Groups:</b> Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc.;</p> <p>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 (bubbles) hands to be washed / sanitised before and after and social distancing (2m) to be maintained from other staff and adults as far as is reasonable.</p> <p><i>"It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their</i></p>	<p>Ashtree Return to School Document: 01.09.20</p> <p>SLT monitored compliance with above doc – 10.9.20</p>	<p>MJ/BK</p> <p>SLT</p>		<p>Discussed with staff between 6-17 July</p>

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		<p><i>colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children"</i></p> <p>Ideally the teaching space / workstation should be <b>2m</b> from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain <b>at least</b> 1m+).</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p><b>Primary</b> 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. 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>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><b>Secondary</b> Zone school assigning groups to different areas. Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classes wherever possible.</p> <p>Staggered timetable <b>to keep groups apart and minimise contact at lesson change.</b> Timetable specialist rooms to keep groups apart. SLT supervise corridor / communal areas during changeover to facilitate. <b>Use of one way system where practical</b> Schools teaching Yr 7 and above: determine if face coverings for students, visitors and staff are required due to social distancing not being able to be maintained in communal areas. Those wearing face coverings should clean</p>	<p>Face coverings to be worn by all visitors to school. Communicated via Newsletter on website</p>	<p>BK</p>		



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		<p>hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p> <p>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms. (see also Stairs / corridors)</p> <p>New guidance on <a href="#">face coverings in Education</a> was released on 26<sup>th</sup> August and in schools teaching Yr 7 and above they will now be <b>expected</b> to be worn in local lockdown areas by both adults and students in communal areas and corridors where social distancing is difficult to maintain. Otherwise this is at the discretion of the Headteacher.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. (The HSE says that if staff choose to wear face coverings this should be supported by employers.)</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>No inter school football or netball in the Autumn term</p> <p><b>Hiring and lettings</b> risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions See <a href="https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance">https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance</a> for details of business which remain closed.</p> <p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact.</p>				

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		<p>Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.  Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.  Is any additional signage for hired spaces to remind users on social distancing, hand washing etc.</p> <p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.  School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.  Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace.  In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p><b>Breakfast and afterschool clubs</b> – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools.  See protective measures for holiday and after school clubs, and other out of school settings which recommend a max 15 children per group (multiple groups can use the same space, only if there is robust social distancing between groups)</p> <p>Provision should, where possible, replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups. Review space / layout and occupancy to determine if children from different groups can maintain social distancing (2m between children from different groups).  Where this is not possible keep the before / after school groups consistent to reduce mixing.</p> <p>Breakfast Club not running for first half of term: review for 2.11.20</p> <p><b>Offsite visits</b>  No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment.</p>	Review Breakfast Club	BK		

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		<p><b>Face coverings</b> From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc, unless they have a legitimate reason for not wearing one. See full list here <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></p> <p>Staff and pupils should comply with expected requirements when visiting such venues.</p> <p><b>Music-dance and drama</b> Social distancing to be observed. This may limit group numbers. Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups.</p> <p><b>Singing and wind / brass instruments</b> Cumulative aerosol transmission from both those performing in and attending events is likely to create risk. Consider if small groups in music lessons can take place outside / or indoors with improved ventilation E.g. through the use of mechanical systems and/or opening windows and doors. Limit group size in relation to space, use larger rooms with high ceilings.</p> <p>In line with the advice for out of school provision a maximum group size of 15 is still recommended (no larger school choirs / ensembles etc.) Larger groups would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. large spaces, strict social distancing and good ventilation (min of 10l/s/person for all present)</p> <p>Ensure 2m physical distancing for both staff and pupils (if 2m is not viable further robust risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.) Use microphones. Sing / play quietly to reduce aerosol risk. Pupils should be positioned back-to-back or side-to-side when playing or singing and not facing each other. Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. <a href="http://www.hertsmusicservice.org.uk/schools-covid-update/">http://www.hertsmusicservice.org.uk/schools-covid-update/</a></p>				

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		<p>Instrument lessons to be reviewed for 2.11.20</p> <p><b>PE / school sport</b> PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. <b>Multiple groups not permitted to use PE / outdoor equipment simultaneously</b> <b>Sharing of equipment during PE is limited</b></p> <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 <a href="https://www.afpe.org.uk/">Association for Physical Education</a> AfPE have also published a model risk assessment for PE.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation</a>.</p>	<p>Risk Assessments to be obtained from Sportzone UK</p>	<p>BK</p> <p>BK</p>	<p>2.11.20</p> <p>21.9.20</p>	
<b>Access to &amp; egress from site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p><b>Staff on duty to monitor arrival / departure</b> and site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. 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>				

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		<p><b>Visitors</b>            Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.  <b>Parents instructed only to come onto premises by appointment or in event of an emergency</b>            Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including the need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should.            A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)            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>One person in the entrance lobby at all times and reception glass windows to remain closed</p> <p>Parent/carer meetings to be pre booked telephone calls wherever possible to minimise adults on site</p> <p><b>Staff / pupils</b>            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><b>Contact points</b>  <b>Equipment use</b>  <b>printers,</b>  <b>workstations,</b>  <b>apparatus,</b>  <b>machinery etc.</b></p>	<p>Staff,            Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains.</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>Pupil mobile phones to be stored in teacher cupboard</p> <p>Teachers' mobile phones to be secured out of sight in class but available to call SLT in case of a pupil becoming unwell</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><b>Activities and resources</b> Classroom resources which are shared within groups (bubbles) are cleaned regularly. Those shared across groups must be cleaned between use.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p><b>For secondary science and DT also consider CLEAPPS advice (GL343 &amp; GL 344) for suggested considerations in undertaking practical work.</b></p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups (sports ,art ,science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' and left unused (for 48 hrs, 72 hours for plastic) before being used by another group (bubble).</p> <p>Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p> <p>IT room to be used as a PPA base in Autumn term and not allocated to lessons. I pads and chrome books to be used for IT pupil curriculum.</p>	Review for 2.11.20	SLT		
<b>Proximity of students/ staff</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to <b>multiple</b> rooms recirculation should be turned off and adjust these to full fresh air where possible)</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation.</p> <p>Ashtree school heating system serves individual rooms</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><a href="#">See HSE guidance</a></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.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p><b>Meetings / 1-2-1's / training</b> 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><b>Staff rooms</b> Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p><b>Stairs / corridors</b> Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) 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 <a href="#">Pupils queuing e.g. for entry into labs will need supervision and floor markings to aid distancing.</a></p> <p><u>Maximum occupancy of staff room to be 11 with IT suite available for use – max occupancy here to be 6 staff.</u></p> <p><b>Changing rooms</b> Reduce numbers needing to use by allowing pupils to wear PE kit to school.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean all contact surfaces between use by different groups.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p><b>Swimming pools</b> (see also <a href="#">changing rooms and hire</a>) <a href="#">Swimming pools (including school pools) were able to open from July 25<sup>th</sup> following a relaxation in <a href="#">Government restrictions.</a></a></p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Follow PWTAG and Swim England advice on reopening school pools. Review swimming pool risk assessment and operating procedures. Pupil use is consistent with their groups.</p> <p>See <a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/Reopening-a-pool-after-COVID-19-shutdown">https://www.swimming.org/swimengland/pool-return-guidance-documents/Reopening a pool after COVID-19 shutdown</a> : <a href="https://www.pwtag.org/reopening-pool-after-covid19-shutdown/">https://www.pwtag.org/reopening-pool-after-covid19-shutdown/</a> Operation after COVID-19 shutdown <a href="https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/">https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/</a> Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4; Testing before bathing and every 2 hrs after that.</p> <p>Recalculate bather load to ensure social distancing and communicate new maximum numbers to all users. (min 3 sqm per bather is only a start point, see Swim England recommended figures 6 sqm+)</p> <p><b>Hiring and lettings</b> risk assessments on delivery, bather numbers and social distancing required from hirers. Ensure these are robust and follow national advice from Swim England. School to provide their operating procedures to hirers (NOP/EAP) and include details on measures taken to control COVID-19</p> <p>Areas used to be cleaned after use / before occupation by school.</p> <p><b>Swimming pools &amp; Hydrotherapy in SEND settings</b></p> <p>Specific risk assessment required to mitigate the potential transmission of COVID-19, and this must include the pool side, use of equipment and changing areas, as well as the deployment of adults in a safe manner.</p> <p>See guidance document produced by ATACP (Aquatic therapy association of chartered Physios) on 10<sup>th</sup> June 2020. This must be referred to. <b>This only applies to pools with a therapeutic use</b> <a href="https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0">https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0</a></p> <p><b>Break / Playgrounds</b> Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits.</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>Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different group or left for period of 48 hrs (72 hrs for plastic) between use by different groups. Pupils should wash / sanitise their hands before and after use.</p> <p>Outdoor play equipment - trim track, tyres and climbing frame to remain out of service in the Autumn term</p>	Review 2.11.20	SLT		
<b>Canteen use / lunchtimes</b>	<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 and hot dinners to be eaten in Y1, 5 and 6 to facilitate rota. Menu choices to be adapted where feasible for spillage. MSAs to wipe down tables before teaching session resumes. Disposable cutlery requested from HCL. Materials purchased for hot dinners in classes to dispose of rubbish mirroring the dining room regimes. MSAs to bag and clear rubbish.</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><b>Canteen use</b> Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</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 areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs and door handles</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
<b>Transport / Travel off site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Encourage walking / cycling to school  <b>Public transport</b> All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15 <sup>th</sup> June) Guidance on <a href="#">how to wear and make a cloth face covering</a> is available.  Where business travel via car is required use private single occupancy where possible. <b>Wash / sanitise hands on re-entering the building.</b>				
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<b>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.</b> 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.				
<b>Provision of first aid</b>	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. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b>  First aiders to be aware of advice on CPR from The Resuscitation Council <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>				

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		<p>Staff to be allowed to have their mobile phones, in class, on silent and out of reach of pupils: only to be used for calling for SLT assistance with regards to first aid.</p> <p>One pupil to be treated at a time, in the first aid room, and space for 2 pupils to wait at the tables outside the staff room</p> <p>Daily medication is administered from 1<sup>st</sup> aid room at 11.25 or 1.35 by SLT to avoid lunchtime and break time rota use</p>				
<b>Provision of personal care</b>	<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 (type IIR) and if there is a risk of splashing to the eyes e.g. 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> <p>Visors are available.</p>				
<b>Emergency procedures (Fire alarm activations etc)</b>	<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>Feet marking on playgrounds for assembly points</p> <p>Increased supervision and reiteration of messages to occupants</p>	First whole school evacuation practice to be held by 18.9.20	BK		
<b>Deliveries &amp; Waste collection.</b>	<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>				

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<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational <b>Legionella</b> Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)		DS		28.9.20
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment. <b>Parents/ carers and pupils informed of measures in place to protect them</b> Posters will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.				
<b>Well Being</b>	Pupils	Parents to be given clear information, including access to this document to share new procedures with their child before coming to school Upon entry children will be re-established in their class groups Additional pastoral support will be offered for pupils needing specific one to one support Specific PSHE sessions will focus on ways to manage anxiety of issues which are out of their control Access to EP services by phone if advice is needed (01438 843 379)				
<b>Bereavement</b>	Pupils	Safe Space counselling support can be referred to (safespacemailbox@hertofrdshire.gov.uk)				
<b>Well Being</b>	Staff	This document may support staff to know how risk has been mitigated to the best of our ability. Virtual staff meeting set up to involve everyone who will be in school from 1 <sup>st</sup> September – opportunity to discuss this plan and adapt as needed (14.7.20) Staff will be welcome to input additional ideas – this will continue to be a working document to support changes which will reduce anxiety as required. SLT Well Being lead - acting as a point of reference for all staff during lockdown and reopening.	Version 2 of plan shared in staff meeting 14.9.20	BK		14.9.20

**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>

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

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

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

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

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

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

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

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

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

Stay at home guidance

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

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

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

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>