

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 could 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.

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - from January 2021		 Hertfordshire	
Establishment: Woodfield School	Assessment by: Dave Ferguson	Date: 07.01.21	
Risk assessment number/ref: Covid-19 RA JAN	Manager Approval:	Date:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. 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. Thorough risk assessment of all staff has been completed regarding underlying health conditions, including information about immediate family. Those with continuing concerns have had individual risk assessments completed before they returned to work in September, as appropriate Risk assessment completed for all students who attended during Summer term with an emphasis on levels of support required to maintain safe working practices and the use of PPE in particular. This process has been completed for all children returning to school in September.	From 20th December Hertfordshire is in tier 4. Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. Staff Risk Assessments to be reviewed, taking into account the recent developments with transmission and variation.	SLT	11.01.21	

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		<p>Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Any children unable to attend school will receive education resource packs appropriate to their needs. Children unlikely to attend were identified in September, resources and packs were prepared by MLT/Teaching staff in. Home working packs have been reviewed and are ready to be sent to all children not attending school in January</p> <p>Existing individual health care plans in place for pupils/students to be reviewed. Health care plans for all students who attended during the Summer term were reviewed. This process was completed completed for all students in September.</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. Expectations clarified to parents via Heads Newsletter.</p> <p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier. Those with continuing concerns will have individual risk assessments completed before they return to work. Options for home working will be explored as appropriate.</p> <p>Any existing individual risk assessments to be reviewed. Staff identified, risk assessment completed, appropriate actions taken</p> <p>See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>Advice reiterated in regular communications with parents</p> <p>From 20th December Hertfordshire is in tier 4 Those staff who are clinically extremely vulnerable are to work from home and not to come into work. If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home.</p> <p>Staff Risk Assessments to be reviewed, taking into account the recent developments with transmission and variation.</p>	<p>Head</p> <p>SLT</p>	<p>Ongoing</p> <p>11.01.21</p>	

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		<p>For staff who are extremely clinically vulnerable new advice for those identified through letter from NHS was published on Oct 13th This advice is being followed by the school and all recommendations are being adhered to.</p>				
<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These expectations have been communicated to all. Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site. All staff and parents are aware of protocols, procedures and expectations. Information has been communicated via email and in team meetings. Paper copies are available in bubbles and staff room.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. 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. Isolation areas have been identified and PPE is available.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately. Parents have been informed as to expectations. Contact details are updated on an ongoing basis</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)</p>	<p>Signage is in place around school, whole school community informed via emails, staff meetings and briefings</p> <p>Ongoing</p>	<p>SLT/ MLT/ Teachers</p>	<p>Ongoing</p>	

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		<p>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 14 days. See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS 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 will be provided with 10 home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p>All staff and parents are aware of protocols, procedures and expectations. Information has been communicated via email and in team meetings. Paper copies are available in bubbles and staff room.</p> <p>We have taken delivery of a small number of home testing kits which we can use as we see fit to support the testing of staff and children. More are available via https://request-testing.test-for-coronavirus.service.gov.uk/</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p>	<p>Staff/Parents/ Carers</p>	<p>As required</p>	

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		<p>From January we have had access to rapid testing kits for Coronavirus. 15 staff have completed training on how to administer self-swab lateral flow coronavirus testing. Testing of the staff team was completed on 6th January. Approx. 4 staff were not able to attend. These staff will be tested on Monday. All tests thus far have been negative. The old staff room has been converted into a testing site for the weekly testing of staff. All protocols, advice and guidance are being strictly adhered to.</p> <p>Testing will also be offered to children, though in our setting this is more complicated than in a mainstream school. Information, privacy notices, consent forms and procedural explanation have been sent to all parents and/or carers. Attendance at school will be limited for the Spring half term due to Covid 19 restrictions and the current lock down. The offer of testing, complying with protocols, will be there for children</p> <p>Records kept of pupils and staff in each group. Daily records are kept.</p> <p>In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk See <i>COVID-19 flowchart for schools</i> 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. This advice is being followed by the school and all recommendations are being adhered to.</p>	<p>Weekly testing of staff</p> <p>Testing of pupils</p> <p>Ongoing, as required</p>	<p>Testing team, over seen by Coronavirus Testing Quality Lead</p> <p>SLT + Testing team</p> <p>SLT</p>	<p>Ongoing from 11.01.20</p> <p>Ongoing from 11.01.20</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. Site Manager checks and manages stock on a daily basis.</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. Signage is in place in all relevant facilities.</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. Sanitiser is available in all classrooms, use of which is supervised by staff.</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>Ongoing</p> <p>Ongoing</p>	<p>Site Manager</p> <p>Class staff</p>		

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		<p>Signage is in place in the foyer of the building. Protocols are in place to reduce number of adults entering the site.</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>Sanitiser is available in all classrooms, use of which is supervised by staff. Additional hand washing is incorporated into all daily planning.</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>Site Manager checks and manages stock on a daily basis in conjunction with cleaners.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Site Manager checks and manages stock on a daily basis in conjunction with cleaners.</p> <p>Catch it, kill it, bin it message reinforced.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>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>Signage and lidded bins are in place in all classrooms and around the building.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Hygiene protocols are reinforced regularly.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Class staff</p> <p>Site Manager</p> <p>Site Manager</p> <p>All staff</p>		
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.</p> <p>Site manager works in conjunction with cleaners to ensure all areas of the site receive adequate cleaning.</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>Each bubble has a member of staff assigned to regularly clean frequently used surfaces hourly and/or at the end of an activity.</p>	<p>Ongoing</p>	<p>Teaching staff</p>		

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		<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. Staff are vigilant with ensuring high standards of hygiene with all children.</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. Cleaning materials are available in all classes, stock is monitored by Site Manager and instructions are 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. Cleaners follow all agreed protocols.</p> <p>Thorough cleaning of rooms at the end of the day. Equipment is cleaned after use. Surfaces are cleaned at the end of sessions and at the end of the day. Rooms are then cleaned by cleaners.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>All staff</p> <p>Teaching staff + Site Manager</p> <p>Site Manager</p> <p>Cleaners</p>		

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		<ul style="list-style-type: none"> 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. Cleaners are aware of and follow all protocols</p>	Ongoing	Cleaners		
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Bubbles/ Groups: Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>The school has been divided into 4 bubbles, by age group and location. Staff will remain consistent within bubbles. Steps have been taken to minimise any possibility of staff and children from each bubble coming into contact with each other. Each bubble will eat lunch in their class and has a defined outside play area. Primary playground will be used on a rota and cleaned between use by different bubbles. Each bubble has its own entrance and exit to the school. Shared spaces such as soft play, the library and the hall will not be used. Assemblies will be held in classes. The use of video link will be explored for shared assemblies. There will be no offsite visits during the first half of the Spring term, possibly longer. Staff will attempt to support children at a safe social distance where possible and follow guidelines from risk assessment regarding the use of PPE when closer support is needed. Workstations and classroom layouts have been adapted to incorporate social distancing expectations as much as possible. Communal corridors have floor markings indicating direction of travel.</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 colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children”</i></p> <p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>Social distancing is able to be maintained in communal areas. Staff may wear a face mask in these areas if they choose to, but it is not mandatory.</p> <p>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. The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</p>	<p>SLT</p> <p>SLT</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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		<p>We will be taking on board this advice and balancing the need for social distancing with the level of support our children need on a daily basis.</p> <p>Specialist and therapist delivery will be managed within bubbles as much as is practicable.</p> <p>Hiring and lettings Play Skills have found an alternative site for their service so will not be using Woodfield School until further notice. Afterschool club will not be running for the first half term. This will be reviewed in October. After School Club will not be re-opening until further notice.</p> <p>Singing and wind / brass instruments 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>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>Small group music therapy sessions will still take place but bubbles will not mix. The possibility of music sessions being carried delivered virtually will be explored further.</p>				

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		<p>PE / school sport PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. 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 it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson and for cleaning of equipment.</p>	<p>October review completed, situation remains the same. To be reviewed in January.</p> <p>January Review completed, situation remains the same. To be reviewed in April Ongoing</p>	PE coordinator		
<p>Access to & egress from site</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>At present, we will not be introducing staggered start and finish times. There will be 5 entrance points to the building for children. Children will be collected from, and taken to, their designated entrance/exit by school staff. Buses will arrive on the playground initially, then move to the front of the building once children from Lilac and Indigo bubbles have disembarked. Parents/carers will be expected to social distance at the front of the building or at the air lock gate whilst waiting. One parent/carer per child. Staff will be present at the start and end of day to oversee proceedings and monitor social distancing and congestion. Signage and floor markings are in place.</p> <p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Parents instructed only to come onto premises by appointment or in event of an emergency Office staff enforce expectations on arrival at the school. Signage is in place. Parents have been informed of the need to make appointments and/or ring the office before entering the building if at short notice. Signage is in place to reflect this. A record is kept of all visitors or the lead member for a group (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time). Non-essential visitors are not allowed entry to the building Wherever possible, contractors access the site out of normal school hours</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>All staff</p> <p>Office staff</p>		

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		<p>All non-school staff are required to wear face coverings when entering the building and walking around school. Those on site to attend a meeting are able to remove their masks during the meeting, but must put them back on when walking through school to depart.</p> <p>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. Non-permanent staff are informed of expectations and protocols before commencing their roles.</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. Sanitiser is available at the staff signing on book. All children are supported to wash their hands on arrival into school.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>SLT/MLT/ Office Staff</p> <p>All staff</p>		
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains. There are no water fountains on site Children are already bringing in a named water bottle where appropriate</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Reception and office areas are cleaned daily by cleaning staff.</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing. The use of shared equipment is kept to an absolute minimum.</p> <p>Activities and resources Classroom resources which are shared within groups (bubbles) are cleaned regularly. Those shared across groups must be cleaned between use. All guidelines are followed.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc. Home school books will not be used – contact with the class teacher will be via email. There are limits as to what children should be bringing into school regarding bags and equipment.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Office staff</p> <p>Class staff</p> <p>Class staff</p> <p>Teaching staff</p>		

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		<p>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). All guidelines are followed.</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. Regular cleaning is now a part of all sessions.</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. All IT equipment will be wiped down after use and as a part of enhanced daily cleaning throughout the day.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Class staff</p> <p>Class staff</p> <p>Class staff and cleaners</p>		
Proximity of students/ staff	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Occupied 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 multiple rooms recirculation should be turned off and adjust these to full fresh air where possible)</p> <p>Consider opportunities for outdoor learning to assist in social distancing. Staff are mindful of the need to stay 2m apart from each other and attempt to fulfil this expectation. In reality, this is not always possible. Only a very small proportion of the schools children would be able to understand the need to stay 2m apart. Windows and outside doors are kept open wherever possible. Outside space is being utilised as much as possible. 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.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Staff follow social distancing guidelines in offices and meeting rooms.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Class staff</p> <p>All staff</p> <p>All staff</p>		

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		<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. The organisation of the school will be such that minimal staff will be moving between bubbles. High standards of hand hygiene will be maintained at all times and social distancing wherever possible.</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.) The option is available for EHCP's to be held over zoom. Strict social distancing is maintained when conducted in person. Staff maintain 2m social distance during 1:1 meetings. Staff meetings now take place over zoom.</p> <p>Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing. The layout of the staff room has been reviewed. The new staff hub is now open. Some seating has been removed. Staff have been reminded re the need to maintain social distancing in communal areas through staff meeting minutes relayed to class teams by the teacher and signage throughout the building.</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 Bubbles will be confined to their own distinct areas. Communal corridors have floor markings. Pinch points will be monitored and action taken should it be necessary.</p> <p>Swimming pools & Hydrotherapy in SEND settings 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. Swimming pool risk assessments were completed by Swimming instructors In September</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing assessment</p> <p>Ongoing assessment</p>	<p>All staff</p> <p>SLT</p> <p>SLT + all staff</p> <p>SLT + all staff</p>		

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		<p>See guidance document produced by ATACP (Aquatic therapy association of chartered Physios) on 10th June 2020. This must be referred to. This only applies to pools with a therapeutic use https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0</p> <p>WEF FORM JANUARY 4TH - ACCESS TO THE HYDROTHERAPY POOL IS SUSPENDED FOR ALL CHILDREN UNTIL FURTHER NOTICE</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Group activities will not be encouraged. Wherever possible children will be encouraged to self-occupy, interact only with the adult supporting them or with a peer from a distance.</p> <p>Limit group interaction by clearly zoning areas and staggering breaks. At present we will not be staggering breaks. Each bubble will have its own designated outside space.</p> <p>Use playing fields when weather permits. Outside play will be encouraged whenever possible.</p> <p>Brief all staff on expectations. Staff are aware of expectations.</p> <p>Increased supervision to aid enforcement of social distancing as far as is reasonable. Staff breaks will be staggered in order to ensure high levels of supervision.</p> <p>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. Protocol will be followed when there is rotation of use for the Primary Playground.</p> <p>Pupils should wash / sanitise their hands before and after use. All children will be supported to wash their hands before and after break.</p>	<p>Ongoing</p> <p>SLT to monitor</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Class staff</p> <p>SLT</p> <p>All staff</p> <p>SLT</p> <p>Teachers, MLT</p> <p>Class staff, Cleaners</p> <p>Class staff</p>		
Canteen use / lunchtimes	Staff,	<p>Reinforce handwashing prior to eating food. Children will wash their hands before and after eating.</p>	Ongoing	Class staff		

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>Canteen use THE SCHOOL DINING HALL IS NOT BEING USED. MEALS ARE TAKEN TO THE CLASSROOM BY CLASS STAFF.</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. One member of staff from each bubble will collect prepared lunches on a trolley or in a box left in the dining hall by the cook. The same member of staff will return the box/trolley at the end of lunch.</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 etc. Tables and chairs in classrooms will be cleaned after lunch. Each bubble has a member of staff assigned to regularly clean commonly used areas and surfaces throughout the day.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>MSA's</p> <p>Class staff</p>		
Transport / Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Review travel plan Risk assessment of the school's transport provider been seen and the school consulted on it. The school have worked with transport providers. Transport ultimately is over seen by the LEA.</p> <p>Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.</p> <p>The advice that children and young people aged 11 and over to wear a face covering when travelling on dedicated transport is not applicable to our setting.</p> <p>Where business travel via car is required use private single occupancy where possible. Wash / sanitise hands on re-entering the building. All staff are aware of and follow protocols and guidelines. The vast majority of staff travel to work independently.</p> <p>Minibus use No offsite visits will be happening until further notice (situation has been reviewed in October and January)</p>	<p>Ongoing</p> <p>Review in April</p>	<p>All staff</p> <p>SLT</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.</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>Only essential contractors are allowed on site. Where possible, contractors will only be on site outside of normal school hours.</p> <p>All visitors are informed of expectations regarding hygiene and social distancing and directed towards signage at reception.</p> <p>Contractors lead, Head and Site Manager have liaised to confirm a common approach to risk assessment, induction and schedule of works.</p>	Ongoing	Head, Site Manager, Office staff		
Provision of first aid	Staff, Students / pupils / wider contacts, Spread of COVID 19	<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>Realistically, very few of our children will be able to reliably assist with their own first aid independently.</p> <p>All first aiders have access to the PPE we have available – gloves, aprons, masks and visors. Each case will be assessed at the time as to the level of PPE needed. Protocols are in place for specific medical conditions such as epilepsy. These are readily available on the wall outside classrooms for reference.</p> <p>Isolation boxes have a full supply of PPE in them.</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</p>	Ongoing	Nurse + First Aiders		

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		<p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <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. Generally speaking, first aid is administered in the location it is needed – the First Aider goes to the child rather than the child going to the medical room. If the medical room is being used as an isolation area where a child is waiting to be collected, an alternative space will need to be used if it is necessary for another child to use the space.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space. The administration of medication is over seen by the School Nurse. Generally speaking, medication is administered in classes.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Nurse + First Aiders</p> <p>Nurse + SLT</p>		
<p>Provision of personal care</p>	<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.) PPE is available to all staff. Gloves and aprons are currently kept in classrooms and toilets. The use of masks is monitored as there can be problems with supply. All staff will have access to a named visor, as required.</p> <p>Risk assessments have been completed for all students currently attending during the Summer Term. These have been completed for all attending in September. Specific medical information has been added to all risk assessments.</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. Staff are aware of the guidance. First Aiders will take a lead role.</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>Ongoing</p> <p>Ongoing</p>	<p>Teachers, SLT, First Aiders</p> <p>All staff</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
		Risk assessments have been completed for all students who attended in the Summer Term and will be completed for all children attending in September. These give guidance for the use of PPE for personal care for that child.	Risk assessments to be completed	Teaching staff + SLT	07.09.20	
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants Emergency evacuation procedures are in place. Head and SLT have reviewed procedures and made the necessary adaptations for the current situation.				
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Delivery staff are instructed to leave items in the area between the two front doors at reception. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Wherever possible waste collections are made out of normal school opening hours.	Ongoing	Office staff		
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational A number of key facilities such as the fire alarm system were addressed over the Easter break. The school is up to date with all expectations. Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Normal practices will be undertaken by the Site Manager. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) Staff will be reminded about expectations and protocols re fire doors, baring in mind the need for enhanced ventilation.	Ongoing Ongoing Ongoing	Site Manager Site Manager Class staff, MLT, SLT		

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
		Should staffing levels become an issue, decisions will need to be made as to which children we are able to safely support, taking into account the needs of the children as individuals, the staff members who are available and the importance of maintaining the integrity of bubbles for the benefit of the whole school population.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.	SLT	Ongoing, as required	