

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 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.

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| RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020 | |  | |
| Establishment: Woodfield School | Assessment by: Dave Ferguson | Date: 28.08.20 | |
| Risk assessment number/ref: Covid-19 RA 2 | Manager Approval: Ian Burgess | Date: 7/9/20 Reviewed 12/10/20 | |

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

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

| 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 will have individual risk assessments completed before they return to work. 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 will be completed for all children returning to school in September. | Complete risk assessments for all staff returning to work in September, as appropriate Risk Assessments completed for all children | SLT SLT/teaching staff | 04.09.20 04.09.20 | |

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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.</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 needs to be completed for all students.</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. By nature of work, this is an option for a very limited number of staff.</p> <p>Any existing individual risk assessments to be reviewed.</p> | <p>Children unlikely to attend identified, resources and packs prepared in consultation with parents/carers</p> <p>All Health Care plans to be updated</p> <p>Contact made with individual families. One family outstanding.</p> <p>Staff identified, risk assessment completed, appropriate actions taken</p> | <p>MLT/Teaching staff</p> <p>Teaching staff + School Nurse</p> <p>Ian Burgess</p> <p>SLT</p> | <p>04.09.20</p> <p>04.09.20</p> <p>On going</p> <p>04.09.20</p> | |
| School occupants coming into contact with those with | Staff, Students / pupils / wider contacts | <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.</p> | | | | |

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| Coronavirus symptoms | Spread of COVID 19 | <p>These expectations have been communicated to all. Regularly reinforced through emails, newsletters and other forms of communication as necessary. Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed. System in place and staff comply.</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. Pass onto 0-25 team if response is hard to get. Generally waiting for a maximum of 90 minutes. Alternative contact details are also sought.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get</p> | Ongoing | | | Staff and pupils who are tested for Covid-19 to inform the school of result and date of test. |

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| | | <p>tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>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>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of pupils and staff in each group. Daily records are kept.</p> <p>Template letter from PHE provided for both families and staff</p> | <p>National advice and roll out of kits expected by Autumn term.</p> <p>Kits used if accessing tests is taking too long.</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>Ongoing</p> <p>Ongoing</p> | <p>Site Manager</p> <p>Class staff</p> | | |

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| | | <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving. 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 to prevent ingestion or unwanted contact with pupils (skin issues etc). 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>Note further guidance on general cleaning is expected by Public Health England before Autumn term</p> | <p>Teaching staff</p> | | |

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| | | <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>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Cleaners in at lunchtime to clean communal areas/switches/handles and toilets. Cleaners also</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 | <p>Ongoing</p> <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"> Wash their hands with soap and water once they remove their gloves and apron Wear a fluid resistant surgical mask (Type IIR) if splashing likely Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items. 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). 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 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>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>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> | SLT | | |

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| | | <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.</p> <p>Afterschool club Initially, ASC decided to review in October. They have now closed their services for the foreseeable future until the situation is deemed safe. The risk to integrity of the bubbles within school was considered too big and it only offers limited respite.</p> <p>Further DfE guidance on music delivery expected</p> <p>PE / school sport PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. 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.</p> | <p>October review – completed and situation resolved until things improve.</p> <p>Ongoing</p> | <p>After School Club + SLT</p> <p>PE coordinator</p> | <p>October half term</p> | |
| <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 over see proceedings and monitor social distancing and congestion. Signage and floor markings are in place. From 8/10 a car queuing system was initiated based on too many vehicles trying to get on site. This will be reviewed during half term.</p> <p>Visitors</p> | <p>Ongoing</p> | <p>All staff</p> | | |

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| | | <p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Parents instructed only to come onto premises by appointment or in event of an emergency</p> <p>Office staff enforce expectations on arrival at the school. Signage is in place.</p> <p>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.</p> <p>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).</p> <p>Non-essential visitors are not allowed entry to the building</p> <p>Wherever possible, contractors access the site out of normal school hours</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.</p> <p>Non-permanent staff are informed of expectations and protocols before commencing their roles.</p> <p>Staff / pupils</p> <p>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>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>Ongoing</p> | <p>Office staff</p> <p>SLT/MLT</p> <p>All staff</p> | | |
| <p>Contact points</p> <p>Equipment use</p> <p>printers,</p> <p>workstations,</p> <p>apparatus,</p> <p>machinery etc.</p> | <p>Staff,</p> <p>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>There are no water fountains on site</p> <p>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).</p> <p>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.</p> <p>The use of shared equipment is kept to an absolute minimum.</p> <p>Activities and resources</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>Office staff</p> <p>Class staff</p> | | |

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| | | <p>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. 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. Cleaner comes around at lunchtimes and cleans communal surfaces – light switches and door handles, for example along with toilets.</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>Ongoing</p> <p>Ongoing</p> | <p>Class staff</p> <p>Teaching staff</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) 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) 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.</p> | <p>Ongoing</p> | <p>Class staff</p> | | |

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| | | <p>Outside space is being utilised as much as possible.</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>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 or through phone as an alternative to a face to face meeting. Strict social distancing is maintained when conducted in person. Staff maintain 2m social distance during 1:1 meetings.</p> <p>Staff rooms 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 hall may continue to be used in the short term as it is a larger space.</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</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing assessment</p> <p>Ongoing assessment</p> <p>Swimming pool risk assessments completed</p> | <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SLT</p> <p>SLT + all staff</p> <p>Swimming instructors</p> | <p></p> <p></p> <p></p> <p></p> <p></p> <p>11.09.20</p> | |

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| | | <p>Specific risk assessment required to mitigate the potential transmission of COVID-19, and this must include the pool side, use of equipment and changing areas, as well as the deployment of adults in a safe manner.</p> <p>See guidance document produced by ATACP (Aquatic therapy association of chartered Physios) on 10th June 2020. This must be referred to. This only applies to pools with a therapeutic use https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. 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. As of October, this element is no longer necessary as the 4 classes (C1, C1S, C2, C3) have been combined into a single bubble but will continue to have separate entrances. Timetables have been organised, where possible so that specialist staff work across bubbles to minimise the need to this high level of cleaning.</p> <p>Pupils should wash / sanitise their hands before and after use.</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> | | |

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| | | All children will be supported to wash their hands before and after break. | | | | |
| Canteen use / lunchtimes | Staff, Students / pupils / wider contacts Spread of COVID 19 | Reinforce handwashing prior to eating food. Children will wash their hands before and after eating. Canteen use THE SCHOOL DINING HALL IS NOT BEING USED. MEALS ARE TAKEN TO THE CLASSROOM BY CLASS STAFF. Staff collect and take back trolleys. 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. 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. | Ongoing Ongoing Ongoing | Class staff MSA's Class staff | | |
| Transport / Travel off site | Staff, Students / pupils / wider contacts Spread of COVID 19 | 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 overseen by the LEA. 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 15 th June) Guidance on how to wear and make a cloth face covering is available. 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. Minibus use No offsite visits will be happening until further notice. | Ongoing Review in October | All staff SLT | | October |

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| Contractors | Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19 | School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment. <i>Only essential contractors are allowed on site. Where possible, contractors will only be on site outside of normal school hours.</i> <i>All visitors are informed of expectations regarding hygiene and social distancing and directed towards signage at reception.</i> <i>Contractors lead, Head and Site Manager have liaised to confirm a common approach to risk assessment, induction and schedule of works.</i> | Ongoing | Head, Site Manager, Office staff | | |
| Provision of first aid | Staff, Students / pupils / wider contacts Spread of COVID 19 | It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. <i>Realistically, very few of our children will be able to reliably assist with their own first aid independently.</i> <i>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.</i> <i>Isolation boxes have a full supply of PPE in them.</i> See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council | 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. First aiders will use full PPE if they have to move into another bubble from which they are working in order to provide first aid.</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. The school nurse follows NHS guidance on PPE use.</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>Nurse + First Aiders</p> <p>Nurse + SLT</p> | | |
| Provision of personal care | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (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>PPE is available to all staff. Gloves and aprons are currently kept in classrooms and toilets. The use of masks in particular is monitored as supplies are scarce and only available at considerable cost. 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 need to be completed for all attending in September. Specific medical information needs to be 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.</p> <p>Staff are aware of the guidance. First Aiders will take a lead role.</p> | <p>Ongoing</p> <p>Risk Assessments to be completed for all children</p> <p>Ongoing</p> | <p>Teachers, SLT, First Aiders</p> <p>Teachers + SLT</p> <p>All staff</p> | <p>07.09.20</p> | |

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| | | <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>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.</p> | Risk assessments to be completed | Teaching staff + SLT | 07.09.20 | |
| Emergency procedures (Fire alarm activations etc) | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Maintain groups / bubbles at assembly points.</p> <p>Increased supervision and reiteration of messages to occupants</p> <p>Emergency evacuation procedures are in place. Head and SLT to review whether procedures need to be adapted for the current situation. Change initiated at the end of September for C2 – they now exit into the Swing Area. This does cross another bubble but it is a safer option overall. Everyone must wash hands when coming back into class.</p> | Evacuation procedure reviewed. | SLT | 04.09.20 | |
| Deliveries & Waste collection. | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Delivery staff are instructed to leave items in the area between the two front doors at reception.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Wherever possible waste collections are made out of normal school opening hours.</p> | Ongoing | Office staff | | |
| Premises safety | <p>Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p> | <p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>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.</p> <p>Legionella</p> <p>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.</p> | Ongoing | <p>Site Manager</p> <p>Site Manager</p> | | |

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| | | <p>Normal practices will be undertaken by the Site Manager.</p> <p>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, bearing in mind the need for enhanced ventilation.</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>Class staff, MLT, SLT</p> | | |
| Lack of awareness of PHE / school controls | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>All staff consulted on plans and risk assessment.</p> <p>Parents/ carers and pupils informed of measures in place to protect them Parents have been informed of systems via school news letter from the Head. Extra information and a seeking of views is completed for families of pupils who are reluctant for their children to attend.</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site. Information posters are on display at the main doors, at reception, in classrooms, in toilets and at other points around the building, including classrooms.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. All staff have had, and continue to have, regular updates regarding current guidelines and expectations. This is delivered through email updates to all staff and via briefings when in site.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils. Non-permanent staff are informed of expectations and protocols before commencing their roles.</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>SLT</p> <p>SLT, MLT, Teaching staff</p> <p>SLT, MLT, Teaching staff, Office staff</p> | | |

Relevant links

Guidance for educational settings

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

Guidance for full opening from Sept 2020

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

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

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

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

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

<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>