

**RISK ASSESSMENT FOR:
School activities during COVID 19
outbreak - opening from September 2020**



Establishment: Reed First School	Assessment by: Vicky Wittich	Date: 19.08.20
Risk assessment number/ref: Covid-19 19.08.20	Manager Approval: Kelly Liebenberg (CoG)	Date:

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

Areas amended from updates are denoted with * Last updated 19.08.20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Existing individual health care plans in place for pupils/students to be	Risk assessments for those were previously vulnerable to be reviewed. Meeting with TAF scheduled for 3.9.20 to plan phased return. Risk assessment for EHCP pupil to be completed alongside agreed part time timetable and phased reintegration to school. This will form part of the TAF meeting scheduled for 3.09.20	VW VW	7.9.20 Sept 2020	

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		<p>reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>Flow chart for actions if pupil has symptoms sent to parents and letter explaining arrangements for September.</p> <p>Office staff will continue to work from home where possible. When working together, the office will remain as a bubble. No staff other than TS, CL, VW or DH should enter the office at any time of day.</p>	<p>VW TS</p> <p>VW inform staff</p>	<p>July 2020</p> <p>21.07.20</p>	<p>✓</p> <p>✓</p>
School occupants coming into contact with those with Coronavirus symptoms	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all.</p> <p>* Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed. Now that staff are able to move between bubbles, staff where possible will be deployed to cover classes if needed. Staff new to a bubble and within the bubble temporarily, will where possible remain 2m from pupils and other staff.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site</p>	<p>Ensure staff, parents and children remain vigilant and continue to follow agreed use of bubbles of staff and children and that any symptoms are reported immediately.</p> <p>Ensure DH is informed to ensure deep clean of room</p>	<p>VW inform staff</p> <p>All staff</p> <p>VW</p> <p>VW</p>	<p>21.07.20</p> <p>On going</p>	<p>✓</p>

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		<p>Ensure Head is notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in Head's Office behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1</p>	<p>occupied by suspected case. Also ensure any PPE used is replaced.</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term</p>	VW	On going	

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		<p>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.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>				
<p>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.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p> <p>Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust.</p> <p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced.</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>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	Continue to monitor adherence to measures already in place.	VW	On going	
General Transmission of COVID-19	Staff,	Documented cleaning schedule in place.	Continue to monitor and follow guidance on general cleaning	VW DH	On going	

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<p>Ineffective cleaning</p>	<p>Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly. 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.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. 	<p>is expected by Public Health England before Autumn term</p> <p>Staff toilet only shared facility.</p> <p>Wrap around care to use class bubble toilet when needed.</p>	<p>VW DH</p> <p>CR, SC, DH</p>	<p>On going</p>	

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		<p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for HT to enter and be present whilst maintaining social distancing.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Primary to remain in class groups for the majority of the time. Pupils sitting side by side where possible rather than face to face</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Three bubbles as agreed (Early Years, Infants, Juniors and designated staff)</p> <p>Extra risk assessment in place to ensure minimal risk during wrap around care.</p> <p>Extra curricular clubs postponed in order to facilitate wrap around care.</p>	<p>VW</p> <p>VW</p> <p>VW</p>	<p>On going</p> <p>July 2020</p> <p>July 2020</p>	<p></p> <p>✓</p> <p>✓</p>

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		<p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained.</p> <p>Review hirers activity against existing Government restrictions. See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance</p> <p>* Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers. Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact. Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Additional signage for hired spaces to remind users on social distancing, hand washing etc. School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p> <p>* School to provide their operating procedures to hirers (NOP/EAP) and include details on measures taken to control COVID-19</p> <p>Breakfast and afterschool clubs –</p> <p>Provision should where possible replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups.</p> <p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups).</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p>	<p>Lettings suspended for now. Review Dec 2020 for Spring Term</p> <p>See Wrap around care risk assessment.</p>	<p>VW / TS</p> <p>VW</p> <p>VW</p>	<p>Dec 2020</p> <p>21.07.20</p> <p>July 2020</p>	<p></p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<p>* Face coverings From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here 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</p> <p>Staff and pupils should comply with expected requirements when visiting such venues.</p> <p>Face coverings are not a legal requirement for staff working in such settings unless as the result of a specific risk assessment. Other controls to be in place to ensure staff are not in close proximity to public / people they do not normally meet.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. (The HSE says that if staff choose to wear face coverings this should be supported by employers.)</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments.</p> <p>PE / school sport PE subject lead / PE provider to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p>	Continue to follow DfE guidance			

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		<p>* Multiple groups not permitted to use PE / outdoor equipment simultaneously Sharing of equipment during PE is limited</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson</p>				
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>* Staff on duty to monitor arrival / departure</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>* Parents instructed only to come onto premises by appointment or in event of an emergency</p>	<p>Continue to use one-way system at drop off and pick up. With wrap around care, the staggered entry and exit times are no longer needed. Share routines with staff and parents.</p> <p>VW continue to patrol at drop off and pick up.</p> <p>Arrows and cones to remain.</p> <p>Ensure all staff comply with this.</p>	VW	September 2020	✓
				VW	September 2020	

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		<p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> <p>* Where visits can happen outside of school hours, they should.</p> <p>A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)</p> <p>Signage in reception regarding good hygiene.</p> <p>Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>	<p>Office staff to create folder to collect details.</p> <p>Office staff / HT to complete file on behalf of visitor to avoid shared resources.</p>	TS	Sept 20	
<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.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources</p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use.</p> <p>Minimise all unnecessary sharing of resources.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p>	<p>Ensure existing routines are continued.</p>	VW all staff	On going	

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		<p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all rooms and teacher / staff member to ensure students wipe down after use. If student too young then arrangements for staff to clean.</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>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>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.</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different groups.</p>	<p>Continue to run meetings remotely where possible.</p> <p>No more than two people in staff room.</p>	<p>VW</p> <p>VW</p> <p>DH</p> <p>All staff on duty</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>On going</p>	

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		<p>* Swimming pools (see also changing rooms and hire)</p> <p>Swimming pools (including school pools) were able to open from July 25th following a relaxation in Government restrictions.</p> <p>Follow PWTAG and Swim England advice on reopening school pools.</p> <p>Review swimming pool risk assessment and operating procedures.</p> <p>Pupil use is consistent with their groups.</p> <p>See https://www.swimming.org/swimengland/pool-return-guidance-documents/Reopening-a-pool-after-COVID-19-shutdown- https://www.pwtag.org/reopening-pool-after-covid19-shutdown/ Operation after COVID-19 shutdown https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/</p> <p>Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4; Testing before bathing and every 2 hrs after that.</p> <p>Recalculate bather load to ensure social distancing and communicate new maximum numbers to all users. (min 3 sqm per bather is only a start point, see Swim England recommended figures 6 sqm+)</p>	Swimming lessons not taking place in Autumn Term 2020. To be reviewed in conjunction with PHE advice and swimming lesson provider prior to Spring Term 2021	TS / VW	Dec 2020	
lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Break times staggered to reduce congestion and contact between groups.</p> <p>Rota for use of dining areas</p> <p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Kitchen use</p> <p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to remain in their allocated groups.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p>	<p>Lunch time time-table agreed.</p> <p>Use of hall and classrooms for eating in bubbles.</p> <p>One meal option continued with the exception of agreed special diets.</p>	VW All staff SB	July 2020 On going July 2020	✓ ✓

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		<p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each meal.</p>	Children to continue to use personal water bottles only.	Staff on duty	Sept 2020	
Transport / Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school</p> <p>Review travel plan</p> <p>Public transport</p> <p>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)</p> <p>Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use</p> <p>Used by those within same school group / bubble, reduce numbers on board to aid distancing.</p> <p>Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle).</p> <p>Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups.</p> <p>Use hand sanitizer on entering / leaving vehicle.</p> <p>Windows to be open for ventilation.</p> <p>Staff to wear disposable gloves when refueling.</p>	<p>Continued personal transport / walking / cycling.</p> <p>N/A</p> <p>N/A</p>	VW	On going	
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>* School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.</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>	Where possible, contractors to visit when no pupils on site or in area to be worked in.	VW, DH, TS, CL	On going	

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		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.				
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ Only one person to be treated at a time inside. Administer first aid outside where possible. If daily medication is administered consider if this needs relocating to reduce demand on space.	Continue to have medicine administered by TS/VW	All staff on First Aid list VW, TS	On going	✓
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	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, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	Continue to monitor stocks and order and replace accordingly.	DH	On going	

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
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	Continue to have evacuation practices.	VW, TS	Next by end of Sept 20	
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Remind staff where necessary.	VW, TS	On going	
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)		TS, VW	On going	
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. * Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.	Amended risk assessments to be shared with staff and published on website.	VW, TS	On going	

Relevant links

Guidance for educational settings

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

Guidance for full opening from Sept 2020

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

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

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

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

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

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