

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



**Establishment:**  
 St. Bernadette Catholic Primary School

**Assessment by:**  
 Jodie Howard

**Date reviewed:**05.01.21  
 Reviewed 25.08.20  
 Reviewed 11.9.20  
 Reviewed 22.9.20

**Risk assessment number/ref:**  
**RA-003**

**Manager Approval:**  
 Sandra Lavelle Murphy

**Date:**  
 28.08.20

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

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

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

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 <sup>st</sup> August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield.  Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required.  Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.  Existing individual health care plans in place for pupils/students to be reviewed.	SENCO to continue to liaise with family and medical professionals where appropriate.	SENCO	Ongoing	

		<p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p><b>Staff</b> Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p>	<p>SENCO reviewed EHC Plan and complete SEND risk assessment</p> <p>Individual Risk Assessments to be reviewed.</p>	<p>Admin/ Headteacher</p> <p>Headteacher / staff members</p>	<p>Ongoing</p> <p>Reviewed September and Reviewed each half term</p>	
<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></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. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed.</p> <p>These expectations have been communicated to all within the back to school booklet to parents. Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed. Parents will be reminded on procedures when they communicate absence to school office.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified immediately.</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. Children will be self-isolating in the medical room located next to the school office.</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. Staff will be trained on how to use PPE correctly.</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>Staff will be consulted on risk assessment during staff INSET.</p> <p>From 4<sup>th</sup> January <b>Primary schools</b> are open only to children of Critical workers and those defined as vulnerable.</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 <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> )</p> <p><b>Testing</b> Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></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><b>Positive case in school</b> In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt">https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</a></p> <p>Records kept of pupils and staff in each group on daily school register.</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>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>			

<b>General Transmission of COVID-19</b>  <b>Ineffective hygiene protocols</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<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. Soap and water is available in all classrooms for children to use. Hand sanitiser is placed around the school for use of adults where soap and water is not readily 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. 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>	<p>Reviewed frequently by staff and communicated with site manager / business manager.</p> <p>This will be re-enforced during 'get to know me week'</p>			
<b>General Transmission of COVID-19</b>  <b>Ineffective cleaning</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Children will not be sharing areas</p>	<p>Note further guidance on general cleaning is expected by Public Health England before Autumn term</p>			

		<p>within the school and staff will need to be responsible for cleaning shared areas between staff use.</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. Years 3/4/5/6 use shared toilets. These will be cleaned daily at the end of the day and at midday they will be sprayed with disinfectant.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School has obtained the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b> For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p><b>When cleaning a contaminated area:</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<b>General Transmission of COVID-19</b>	Staff, Students / pupils / wider contacts	<p><b>Bubbles / Groups:</b> Children who are in from critical workers or vulnerable to remain in prepared bubbles throughout this time. Nursery and Reception (EYFS) : 47 children and 5 adults</p>	Ongoing monitoring of movement around school and ability of groups to remain apart.			

<b>Minimising contact and Maintenance of social distancing</b>	Spread of COVID 19	<p><b><u>Nursery &amp; Reception</u></b> (Miss Webb/ Miss Broom/ Mrs Osgood / Mrs Campanella / Mrs Alika) 9 children in this bubble</p> <p><b><u>Year 1 &amp; Year 2</u></b> Mrs Sheldrake, Mrs Choppin, Mrs McIntyre, Mr Mason 18 children in this bubble</p> <p><b><u>Year 3 &amp; 4</u></b> Mrs O'Neill, Mr Riley &amp; Ms Urikova 16 children in this bubble</p> <p><b><u>Year 5 &amp; 6</u></b> Ms Bell, Ms Peasey &amp; Miss Howard 8 children in this bubble</p> <p>Groups to remain clear and consistent. Staff members will remain with their bubbles where possible. Bubble ratios will not exceed 1:15. The children will have staggered starts/ends to the day, staggered lunch and break times and will only be using their own classrooms. The only shared space potentially will be the school hall during bad weather for PE. In this case all handles and touch points will be cleaned by a member of staff. 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). This will be encourage for all children, particularly in Year 5 and 6.</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>Ideally the teaching space / workstation should be <b>2m</b> from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+).</p> <p>Keep space at entrance of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p><b>Primary</b> to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face.</p> <p>Staggered timetable</p>	<p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>Review of offer of extra-curricular clubs.</p>			
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		<p>A one-way system will be used around the school. Children will only have limited time outside of their classroom, only when necessary, for example when using the shared toilets (KS2)</p> <p>Extra-curricular clubs to be reviewed in the autumn term to determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p><b>Hiring and lettings</b></p> <p><b><u>All hiring's have been suspended apart from afer school and breakfast club.</u></b></p> <p>Risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</p> <p>Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement).</p> <p>Review hirers activity against relevant Government guidance and any existing restrictions</p> <p>See <a href="https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance">https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance</a> for details of business which remain closed.</p> <p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers. Hirers will only have access to one specific toilet area which will be cleaned by the site manager on return. Hirers will only have access to the school hall. Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact. This will be either at the weekend or in the evenings to avoid contact with school children. Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</p> <p>The hired space is well ventilated with great access to windows and doors etc, therefore enabling better ventilation by opening windows / doors where appropriate. Additional signage will be used in the hall for hired spaces to remind users on social distancing, hand washing etc.</p> <p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school. School equipment will not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users. Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace.</p> <p>In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p><b>Breakfast and afterschool clubs</b> – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. 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>Extra Signage to be placed in school hall for hirers – September 2020.</p>	<p>Headteacher/ site manager</p>		
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		<p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (2m between children from different groups). As with physical activity during the school day, contact sports should not take place.</p> <p>Strong roots have provided their own coronavirus policy and declaration form to create a separate bubble.</p> <p><b>Offsite visits</b> No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment.</p> <p><b>Face coverings</b> From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></p> <p>Staff and pupils should comply with expected requirements when visiting such venues.</p> <p>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 <a href="#">HSE says</a> that if staff choose to wear face coverings this should be supported by employers and will be supported by the school.)</p> <p><b>Music</b> <b><u>Under the current restrictions. Music lessons will be delivered remotely to all children.</u></b> Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing mouth blown instruments / singing in groups of &gt;15 (no larger school choirs / ensembles etc.). Music lessons will take place in classrooms with windows open. No more than 15 children will be allowed to take part at any one time. Ensure 2m physical distancing for staff and pupils. (3m distancing is appropriate between those playing / singing and a teacher / conductor etc. if face to face) No face to face contact (pupils back-to-back or side-to-side)</p>				<p>Further DfE guidance on music delivery expected</p> <p>Miss Webb (PE Co-ordinator) has conducted a thorough PE risk assessment to be shared with staff.</p>
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		<p>No sharing of wind / brass instruments. Music lessons will be initially delivered virtually by specialist music teacher.</p> <p><b>PE / school sport</b> PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. Multiple groups not permitted to use PE / outdoor equipment simultaneously Sharing of equipment during PE is limited. The use of outdoor playground equipment will be reviewed early in the Autumn Term.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from <a href="#">Association for Physical Education AfPE have also published a model risk assessment for PE.</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation</a>.</p>																
<b>Access to &amp; egress from site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>The school will operate a one way system, as it did in the summer term, with the small gate operating as an entrance point and the larger gates operating as an exit point. We want to operate a 15 minute time period for drop off and collection to ensure that there is less congestion. Parents will be welcomed to drop off their child at the classroom door within the allocated time slots outlined below:</p> <p><b>Nursery to be collected at 11.45am</b></p> <table><tr><th></th><th>Drop off</th><th>Collection</th></tr><tr><td>Reception</td><td colspan="2" rowspan="6">8.45am – 9.00am 3.00pm – 3.15pm</td></tr><tr><td>Year 1</td></tr><tr><td>Year 2</td></tr><tr><td>Year 3</td></tr><tr><td>Year 4</td></tr><tr><td>Year 5</td></tr><tr><td>Year 6</td></tr></table>		Drop off	Collection	Reception	8.45am – 9.00am 3.00pm – 3.15pm		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6				
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		<p>If you have siblings across a number of year groups you may drop them off/collect them all at the same time from their individual classroom doors. Children can be dropped off/collected at their class door by their parents and then parents will have to swiftly vacate the school playground. You can drop/collect your child off at any time within the 15 minute slot.</p> <p>Older children (Year 5 and 6) can be left to walk from the school gate to their class door in the mornings. At collection time, children with written permission to walk home independently will be allowed to leave the classroom at 3.15pm whilst all other children will have to be collected during their allocated time, so staff can ensure they are with an adult.</p> <p>Parents will not be allowed to stand around on the playground, it will simply be a drop off and go procedure. Whilst collecting your child please line up on the lines outside the classrooms allowing space between you and other parents. The amount of adults on the playground will be monitored and if it becomes congested we will shut the entrance gate until the adults depart and then reopen the gate. Communication with teachers will need to remain strictly via email or phone call to the school office, in order to safeguard the teaching staff as well as ensuring a swift departure of adults. We would ask parents to not go any further than the marked line outside the classroom, this is to ensure that we are limiting face to face interactions and ensuring that teachers can fully focus on the children in the class.</p> <p>Staff on duty to monitor arrival / departure and site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. SLT to monitor for the beginning of term.</p> <p>Discourage parents picking up their children from gathering on the playground.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection.</p> <p>Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Staff will have a zone outside their door in order to encourage parents to social distance from teachers.</p> <p>Communicate expectations to parents (7.9.20)</p> <p>There will be a one-way traffic system through external doors to avoid face to face passing.</p>				
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		<p><b>Visitors</b>  Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.  Parents instructed only to come onto premises by appointment or in event of an emergency. Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including the need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should.  A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time) – Visitor form will be used at school office entrance.  Signage in reception regarding good hygiene.  Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p><b>Staff / pupils</b>  On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>				
<p><b>Contact points</b>  <b>Equipment use</b>  <b>printers,</b>  <b>workstations,</b>  <b>apparatus,</b>  <b>machinery etc.</b></p>	<p>Staff,  Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing. KS2 children will provide this and children in KS1 will be provided with this from school.</p> <p><b>Activities and resources</b>  Classroom resources which are shared within groups (bubbles) are cleaned regularly (in particular school chrome books)  Those shared across groups must be cleaned between use.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc. Review of marking policy for class teachers to be reviewed frequently in the autumn term.</p> <p>Reading books sent home will only be handled by a staff member wearing gloves. These books will be quarantined on return for 72 hours before being put back into the school library by a staff member wearing gloves.  Reading Records will no longer be passed between home and school, they will be kept at home for parents to record how the children are reading at home.  Class teachers will also keep a record of class reading in school. The school will</p>				

		<p>work towards a way of being able to share this information between home and school safely in the autumn term. Homework will be initially set online using an online platform to reduce homework books coming in between home and school regularly.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups (sports ,art ,science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' and left unused (for 48 hrs, 72 hours for plastic) before being used by another group (bubble).</p> <p>Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p>				
<b>Proximity of students/ staff</b>	<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). Staff will be given an allocated area within the staff room to ensure social distancing.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) Consider opportunities for outdoor learning to assist in social distancing. Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p><b>Meetings / 1-2-1's / training</b> Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) Staff will only meet once a week after school during the staff meeting time, within the school hall where they can social distance.</p> <p><b>Staff rooms</b> Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p><b>Stairs / corridors</b> Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Implement one-way system (where possible e.g. multiple routes )</p>	Use high level windows where available to minimize drafts.			

		<p>Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc</p> <p><b>Break / Playgrounds</b> Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations during INSET. Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>The use of Outdoor Play equipment will be reviewed early in the Autumn term but it will not be used initially from September 7<sup>th</sup>, until we can put adequate safety measures in place. Outdoor play equipment to be cleaned between use by different group or left for period of 48 hrs (72 hrs for plastic) between use by different groups. Pupils should wash / sanitise their hands before and after use.</p>				
<b>Canteen use / lunchtimes</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups. <b><u>Break times</u></b></p> <p>EYFS &amp; KS1 10.30am - 10.45 am <b>(alternate staff as you wish)</b> Year 3 &amp; 4 10.30am - <b>Gabriella</b> Year 5 &amp; 6 10.45am - <b>Jodie</b></p> <p><b><u>Lunch cover:</u></b> Anna to cover Gemma 12pm - 1pm Ali to cover Finnualla 12pm - 1pm <b>(Year 1 class)</b> Year 3 &amp; 4 covered by Judi &amp; Gabriella (Lunch at 11.30pm - 12.30pm) <b>Year 3 classroom</b> Sasha to cover year 5 &amp; 6 lunch (12.30pm - 1.30pm) <b>Year 6 classroom</b> Beth in reception 12-1pm <b>Reception classroom</b> Steve in year 1 12-1pm <b>Year 1 classroom</b></p> <p>The dining area will not be in use.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Lunch will be provided and delivered to children in their classrooms. The children will have packed lunch options as well as one hot option. <i>There will be an increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.</i></p> <p>Payments will be made online as normal.</p>				

		<p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, etc.</p>				
<b>Transport / Travel off site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school</p> <p><b>Public transport</b> All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15<sup>th</sup> June) Guidance on <a href="#">how to wear and make a cloth face covering</a> is available.</p> <p>Where business travel via car is required use private single occupancy where possible. Wash / sanitise hands on re-entering the building.</p>				
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>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.</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. 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.</p>				
<b>Provision of first aid</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council</p>				

		<a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>  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.  If daily medication is administered from 1 <sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space.				
<b>Provision of personal care</b>	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 e.g. 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.				
<b>Emergency procedures (Fire alarm activations etc)</b>	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				
<b>Deliveries &amp; Waste collection.</b>	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).				
<b>Premises safety</b>	Staff, Students / pupils	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational <b>Legionella</b> Follow normal practices for re-opening after summer holiday period.				

	Wider safeguarding / safety risks	<p>i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>				
<b>Lack of awareness of PHE / school controls</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p>				
<b>Staffing levels</b>	<p>Staff, Students / pupils</p> <p>Spread of COVID 19</p> <p>Wider safeguarding / safety risks</p>	<p>Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>	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.			



**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>