

COVID RISK ASSESSMENT FOR SEPTEMBER 2020

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

Notes on completion:

- This risk assessment should be completed by the Head and SLT in consultation with staff.

Consultation with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

Share the risk assessment


Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

- You may choose to publish the risk assessment on your website to provide a clear transparent approach to the wider school community.

Monitor and review

As the school returns continue to review how staff and students adopt to your controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

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

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020 Edwinstree Middle School A Voluntary Controlled Church of England School		 Hertfordshire	
Establishment: Edwinstree Middle School A Voluntary Controlled Church of England School	Assessment by: PC and MP	Date: Written July 2020, but reviewed 12 th August 2020	
Risk assessment number/ref:): RA-001	Manager Approval: JG	Date: 17 th August 2020	

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

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 / Students more vulnerable to COVID-19	Staff, Students / Students / wider contacts	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 Students 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 Students/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.	- JG rung and agreed way forward RA for each individual member of staff who was shielding. Where staff require doctor confirmation of return – JG and Staff member agreed when to seek and how to inform school. - Any pupil at risk has been contacted and individual health care plans in place new year 5. Current students, contacted by NG and will complete for the 1 st week in September. - JG to create a newsletter based on new procedures and not to attend if ill. Deliberately waited to September. This will be repeated weekly in the weekly newsletter. - Clinically vulnerable staff to be reviewed again in the first week in September post the Hols.	JG, SEND team	Conversations around RA completed in July but first week in September again before return on the 7 th . Year 5 invited in the last week in August. All HCP reviewed in June and reviewed again August and September post booked conversations. Message sent again on the 17 th letter written on the 12 th for Parents 17 th August 2020 communication clear that students should not attend if symptoms and how to get a test. Repeated in all communication in the lead up to school and the first term.	Completed 2020 July
	Spread of COVID 19	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. 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. Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable		JG JG and PC	Conversation took place for RA and agreed way forward Last week in July. Agreed contact again on the 17 th and the 27 th of August. Final risk assessment secured on the 27 th August for each member.	17 th of August communication sent Completed July 2020.

<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / Students / 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>No symptomatic individuals to present on site.</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.</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. 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 / Students 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</p>	<ul style="list-style-type: none"> - All procedures read and staff training to include this advice and information posted to Parents and Staff in the first weeks September newsletter. Weekly repeat reminders in the newsletter. - Records set up for any cases and NG to be responsible for recording cases. <p>PC secure equipment and train staff</p>	<p>JG</p> <p>PC – check JG</p> <p>PC</p> <p>PC</p> <p>PC/NG</p> <p>JG</p>	<p>From September RH to record.</p> <p>June equipment secured and training in July repeat again in September.</p> <p>All messaging and procedures communicated on the 17th of August and repeated 27th</p>	<p>17th August communication sent.</p> <p>Checked with PC 12th of August</p> <p>July training completed.</p> <p>August communication included this.</p> <p>17th of August communication sent and logs in secured.</p> <p>Still awaiting home</p>
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		<p>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 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of Students 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>Staff and Students 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>	RH		<p>testing kits from the Government.</p> <p>Communicated 17th of August</p>
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	<p>Purchased 4 additional stations with two taps for outside facilities with soap dispenser and towel dispenser. Year groups given set areas for washing hands and all teachers made aware. Minimum handwashing communicate to staff and students – entrance, exit breaks and lunch.</p> <p>Sanitisers in all classrooms adjoined to the wall for monitoring and in all entrance areas to the school.</p> <p>Site staff now have an agreed routine for washing, with particular care around removal and disposal.</p> <p>Ordered appropriate amounts and they are now</p>	PC and MP COVID power point.	July and August 2020 JG to complete COVID power point for Sept	<p>Stations completed, sanitisers in place, lidded bins in all classrooms August the 11th Checked by JG.</p>

		<p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>in storage. All cleaning of hand equipment checked before schools starts.</p> <p>Extra lidded bins in the class rooms and tissues to support with catch it kill it.</p> <p>COVID Powerpoint at the start of term and each week reminds Students of the procedures to stay safe.</p>			
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>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. 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</p>	<p>Note further guidance on general cleaning is expected by Public Health England before Autumn term. Yes documented in our health and safety assessment and being followed. All cleaning staff trained. Cleaners to be trained again in September 2020.</p> <p>All students in one classroom for the day. Cleaned after school. Toilets cleaned before school, break, lunch and after school. year groups to be assigned toilets and only to use these. Students supervised at all points of the day.</p> <p>School has received the contract risk assessment and is using the agreed products.</p> <p>Procedures in place for a suspected case but we are</p>	<p>PC MP and KP</p> <p>PC and MP</p> <p>PC</p> <p>PC and MP</p>	<p>August and September 2020.</p> <p>Sept2020 No toilets shared with different groups except medical.</p> <p>All cleaning products in place and spares organised.</p>	<p>Deep cleans check on the 11th. Schedule in place 11th.</p> <p>In place in check 11th of August.</p> <p>Procedures in place</p>

		<p>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>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>using this daily – washing and cleaning with a special spray.</p> <p>Will follow procedure – train in September for this and will where the PPE equipment. All cleaning equipment to be disposed of.</p>		<p>May 2020 and Sept 2020</p> <p>May 2020 and Sept 2020</p>	<p>and health and safety RA updated August 2020. Checked. Training booked for September .</p>
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / Students / 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 Students, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p>	<p>Class bubbles and year group bubbles defined. Students stay in one classroom – staff move. Minimum contact of staff to students. Break and lunch supervised. See timetable. Video links practices and set up for COWO. Social distancing maintained through staff supervision at all points.</p> <p>2 metre zone marked out in each classroom where possible. But please be aware our smallest classrooms can not achieve this. 1.5 metre distance for staff. Cupboards etc</p>	JG	<p>Planned by July 2020 ready for September 2020</p> <p>MR and SLT in place for the end of July – see detailed plans sent to Parents and staff in the newsletters on the web site.</p>	<p>August the 12th review of all guidance by HT and plans match guidance to the best of our ability two risks:</p> <p>Class size and cant two metre distance. Students to and from school and</p>

		<p>Keep space at front of class for SLT 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. Students sitting side by side rather than face to face</p> <p>Secondary Zone school assigning groups to different areas Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classes wherever possible. Staggered timetable / timetable specialist rooms to keep groups apart; SLT supervise corridor / communal areas during changeover to facilitate.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <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 for details of business which remain closed (including as at July 7th this included indoor fitness and dance, indoor sports facilities and gyms).</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</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>removed from classrooms to support this.</p> <p>CM researching teaching strategies to avoid contact – self marking and mini white board.</p> <p>Year group classrooms that are zoned and zoned playground areas marked out for each bubble of 30 and separated by year group.</p> <p>No extra-curricular clubs to avoid mixing of bubbles.</p> <p>Risk assessments are completed, gym isolated for hire and disabled toilet the only toilet accessible for letting.</p> <p>Not applicable.</p> <p>Currently no visits booked for next term. One</p>	PC	<p>Hirings and school lettings RA done and communicated in July</p> <p>RA for individual clubs in place before the start in September.</p>	<p>Parents support.</p> <p>Hirings and lettings RA</p> <p>Agreed way forward and communicated to clubs August 2020</p>
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		<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>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 Students. No face to face contact (Students back-to-back or side-to-side) No sharing of wind / brass instruments.</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>Students to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between Students. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education 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.</p>	<p>provisional booking but not confirmed – review September</p> <p>Music Services Herts for Learning following advice and risk assessment. Music lessons to follow the guidance with sourced perspective on wheels with screen and teacher. Music lessons in school will not require sharing of instruments in the first term – listening scheme of work.</p> <p>Schemes of work altered to eliminate non-contact sport. Any use of equipment to be cleaned prior to another class using. Outdoor sports prioritised and poncho's bought for student for rain. Risk assessment completed following PE guidance.</p>	<p>MM and JG</p> <p>MR</p> <p>MM</p>	<p>Sept 2020</p> <p>Planned for July 2020 and ready for September 2020</p>	<p>Cleaning agreed in June – plans work in progress.</p>
Access to & egress from site	Staff,	<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.</p>	<p>Introduced staggered time and alternative gates in place from the 2nd day of term. Set designated sites</p>	JG	<p>Planned for September 2020 and ready for July 2020</p>	<p>Communicated on the 17th of</p>

	<p>Students / Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Communicate changes and allocated times to parents / Students.</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.</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.</p> <p>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>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 Students.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. 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>Staff / Students 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>for students to meet and this is marked out on the field.</p> <p>Parents encouraged repeatedly to agree a meeting point away from the school.</p> <p>Floor markings in place for 2 metres.</p> <p>No need for one way traffic as 4 schools in one school so students going to different areas for year 8 and 6. Year 5 and 7 will have one way system.</p> <p>NO visitors on site until after 2pm wherever possible. Visitors to be directed to the oval office through alternate door way and therefore not in the main areas that children use. Reception area to have the same clean as the classrooms on a daily basis. Glass screen in reception. Sign in to include phone number of visitor in case of out break. Two metre mark where they don't come any nearer. sign, to say if there is a person in reception please wait outside.</p> <p>All students asked as part of their am and pm routine to wash hands and taken to their designated wash space by teacher.</p>	<p>PC</p> <p>JG</p>	<p>Communicated in August the 17th and 27th.</p> <p>September 2020</p> <p>Planned in July and retrained to do this in September</p>	<p>August again. 12th of August review with PC and MP markings out.</p>
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<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / Students / 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 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 Students 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, taking books home etc.</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.</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, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p>	<p>Communicated to all parents,</p> <p>Daily washing of all common areas including classrooms and handsets. Office team given equipment to clean their own desks</p> <p>All Students to be given equipment and a bag.</p> <p>No classroom resources to be shared, use of SMHW and mobile phones to support resources. No books taken home and assessments completed on paper, collected in and then week delay before marking. No DT currently. KS 2 Science in classrooms. Science tech to clean any equipment used in KS 3.</p> <p>Cleaning equipment in all rooms and as part of the routine of children at the end of the day.</p>	<p>JG</p> <p>JG/LS</p>	<p>Notified in July and reminded in August and September.</p> <p>Planned for in July and ready for September</p>	<p>Reminded in staff newsletter August the 17th.</p> <p>12th of August evidences will be in place with the clean out and removal of resources. 17th August explains to parents use of Mobile phones again.</p>
<p>Proximity of students/ staff</p>	<p>Staff, Students / Students / wider contacts</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p>	<p>Repeated reminders. Staggered lunch – Encourage staff to go home, on non-contacts and meetings to take on zoom.</p>	<p>JG/MR</p>	<p>Planned for In July ready for September</p>	<p>Communicated again to staff on</p>

	<p>Spread of COVID 19</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. Where staff need to move between classes and year groups, they should try and keep their distance from Students 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 (Microsoft Teams etc.)</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>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.</p> <p>Changing rooms Reduce numbers needing to use by allowing Students to wear PE kit to school.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean contact surfaces between use by different groups.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p>	<p>No shared working spaces to be designated in the school.</p> <p>Staff not to use the computers. No – one in the office apart from DSP's. Staff to come to the hatch.</p> <p>Staff meeting at the start of the term on zoom and in separate spaces and then all meeting to take place in separate spaces on zoom. Staff room staggered.</p> <p>One way system for Year 7 and 5, staggered breaks and lunch they won't meet.</p> <p>On the days that students have PE they will wear their kit. No changing rooms to be used.</p> <p>Lidded bins on wheels in all classrooms.</p> <p>Swimming suspended currently.</p>		<p>Inset days to take place from classrooms remotely to set expectation all meetings to take place remotely including staff.</p>	<p>the 17th of August.</p> <p>Plans secure for September .</p>
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		<p>Swimming pools No hiring of swimming pools. Use of swimming pools (including school pools) still closed under Government restrictions. As of July 7th.</p> <p>Swimming pools & Hydrotherapy in SEND settings SEND schools and settings may consider the use of hydrotherapy facilities to support young people. 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.</p> <p>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 Students 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. 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>	Students to be supervised by staff at all points and playing field area marked out and designated for each class and each year group. Outdoor play to year 5 currently.			
Canteen use / lunchtimes	Staff, Students / Students / wider contacts Spread of COVID 19	<p>Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use 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>Canteen space in the hall closed. Currently plans to collect food parcels to be delivered to students in the classroom.</p> <p>Herts catering RA in place. See accompanying document (on request for parents).</p>	PC	September 2020	<p>Met with Canteen July 24th agreed procedure and food delivery.</p> <p>Awaiting risk assessment from Herts catering updated and</p>

		<p>Students to enter canteens in their allocated groups.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. <i>(This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)</i></p> <p>Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced).</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All 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, vending machines etc.</p>	<p>Drinking water taps to be blocked off. Students encourage to bring in water.</p> <p>Eating takes place in the student's classroom and on the designated play space for each class.</p>			ready for end of August.
Transport / Travel off site	<p>Staff, Students / Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school Review Travel Plan</p> <p>Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use Used by those within same school group / bubble, reduce numbers on board to aid distancing. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle).</p>	<p>School liaised with Public transport and encouraging parents to mini</p> <p>Minimise drop offs.</p> <p>All public provider and private spoken to confirm procedures. Biggest bus routes exploring separate buses for Freman and Edwinstree.</p> <p>No use of Minibus for first half term to be reviewed.</p>	JG	July 2020	Communicated plans to parents and staff and risks for August the 17 th . August the 11 th main bus company agreed procedure. July 2020 spoke to all bus companies involved

		Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.				and agreed plans.
Contractors	Contractors, Staff, Students / Students / wider contacts, Spread of COVID 19	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.	Limited contractors on site and will follow procedures – predominantly after school work to be scheduled and holidays.	PC and MR	July 2020	August 12 th check showed procedure being followed.
Provision of first aid	Staff, Students / Students / 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. Students 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/ 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 st aid rooms then consider if this needs relocating to reduce demand on space.	Training for staff on PPE and shields reusable. All first aiders to be advised about CPR with COVID. Only one person in the first aid and table room used for first aid. Storage to go in the hall.	PC	September 2020	Training of staff to be repeated in September but carried out in July.

Provision of personal care	Staff, Students / Students / 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 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.	Parent agreed for first term to provide intimate care.	PC and NG	July 2020 plan set up.2	2 Parents met in July but reviewed for first week In September .
Emergency procedures (Fire alarm activations etc)	Staff, Students / Students / 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	Fire procedures to follow exit and to locate on the field where they start and end the day. Following the assembly points that we use daily. Practice in September.	JG, PC and MR	September 2020	Practiced to take place first week in September .
Deliveries & Waste collection.	Staff, Students / Students / 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).	All deliveries re made following Herts advice ie catering etc. Care takers to organise waste collections after school	PC MR	September 2020	Procedure s check in place August 12th
Premises safety	Staff, Students / Students 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.)	Review RA	MP	August	August 12 th in process of completing check again on the 27 th .
Lack of awareness of	Staff,	All staff consulted on plans and risk assessment.	Staff receive RA at agreed communication dates in the holiday. Meeting with PC to	JG PC	September 2020.	August 17 th communic

<p>PHE / school controls</p>	<p>Students / Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>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 Students.</p>	<p>agree risk assessment. Briefing for all staff first day of term and any staff who join – booklet for Supply staff when and if we use.</p>			<p>ation includes this info repeated on the 27th and again on the staff training.</p>
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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>