




RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020			 <p>Chess Valley Primary Learning Trust</p>		 <p>Hertfordshire</p>
Establishment: Sarratt C of E School	Assessment by: Head of School and SLT	Date: September 2020			
Risk assessment number/ref: <i>(add your own if so desired): RA-001</i>	Manager Approval: N O'Hare	Date: 4 th September 2020			
Review 1 date: November 2, 2020 January 2021	Review 1 by: N O'Hare and M Serby	Updates and changes shown in yellow highlight			

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 and the Government will no longer be advising these individuals shield. Extremely Clinically vulnerable staff shielding and measures in place to allow for home working. Staff / students who previously were shielding able to return to school. Where necessary, school to discuss arrangements / concerns with individuals and provide assurance of controls in place. 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. No clinically vulnerable children attending school. Existing individual health care plans in place for pupils/students to be Reviewed where necessary.	Share and discuss measures with staff encouraging those who feel vulnerable to discuss possible additional actions with a member of the SLT. All staff informed of PPE available if needed. Clear messages sent about school attendance for those who feel unwell/ show symptoms. Keep updated on official guidance through PHT forum and Herts Grid.	HoS Admin team	Sept 20	Y

		<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. School absence guidance sent out to all families currently attending school with details of symptoms - including less common symptoms seen in recent cases locally.</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. Admin staff to work on site on rota basis and work from home the remaining time.</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>Encourage remote working after school hours to limit contact within staff team. Reinforced in January and monitored by HoS.</p>			
<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>These expectations have been communicated to all. Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p>Absence guidance and information regarding symptoms, including less common symptoms, updated and shared with parents and staff.</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 an area at least 2m away from others, open a window for ventilation) and self-isolate.</p>	<p>Further communication needed to reinforce the guidance on symptoms and self-isolation – sent wk beg. 14th Sept</p> <p>COVID page live on website with guidance and updates</p> <p>Updates a feature of weekly newsletter</p> <p>Updated and shared January 2021</p>	HoS Admin team	Sept 20 and ongoing as updated	Yes

		<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 / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>From 26th August schools will be provided with 10 home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. (see updated COVID-19 flowchart for schools on Herts Grid) 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>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>Roll out of kits from August 26th</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 / where soap and water is not available. This should not be used as a replacement for handwashing where it is possible during times such as arrival to school, before eating, after using the toilet. Sanitiser can be used when exiting the building and between lessons as an extra precaution.</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. when using practical resources.</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/ cleaning staff to regularly clean the hand washing facilities and check consumables.</p> <p>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>Caretaker to regularly check classroom stocks of soap and paper towels.</p> <p>Remind all children of school song for washing hands.</p> <p>Additional hand sanitisers located around the school building at entrance points.</p> <p>Posters displayed around school.</p>	<p>Caretaker Cleaning team All staff</p>	<p>Sept 20</p>	<p>yes</p>
<p>General Transmission of COVID-19</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>Documented cleaning schedule in place.</p>	<p>Cleaning products available in each classroom.</p>	<p>Caretaker Cleaning contractors</p>	<p>Sept 20</p>	

<p>Ineffective cleaning</p>	<p>Spread of COVID 19</p>	<p>Enhanced cleaning schedule implemented throughout the site including additional cleaning products in classrooms for additional cleaning during the day where needed.</p> <p>Ensure 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 (lunch hall only).</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 assurance from contract cleaning staff on adherence to 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>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p>	<p>Hall dining tables to be disinfected thoroughly between groups.</p>	<p>MSAs</p>		
------------------------------------	---------------------------	---	--	-------------	--	--

		Any cloths and mop heads used must be disposed of as single use items.			
General Transmission of COVID-19	Staff, Students / pupils / wider contacts	Bubbles/ Groups: Classes to operate as bubbles – max. 26 children per bubble Jan 2021 - Critical workers and vulnerable children only attending. Class bubbles to remain in place to limit contacts.	Ongoing monitoring of movement around school and ability of groups to remain apart.	HoS Teaching staff	Sept 20 Nov 20
Minimising contact and Maintenance of social distancing	Spread of COVID 19	Groups to remain clear and consistent – year groups not mixing. Cont. Jan 2021 Children will remain in their classroom for all lessons with the exception of outside areas. Cont. Jan 2021 Limit interaction between groups by: Staggering breaks and lunchtimes – see daily timetable Bubbles to have allocated section of the playground Children only go into their classroom with the exception of toilets and lunch hall for younger children. Cleaning shared spaces between use by different groups –hall for lunch sittings No groups are coming together for assemblies, events / school fairs, school trips etc. Cont. Jan 2021 Collective worship to take place in class bubbles with HoS leading at the front – distanced from children. <i>Updated: Collective worship to be prepared remotely and shared by adult in bubble</i> Limit numbers of staff in communal areas – maximum of 5 in the staff room to allow for distancing. <i>Updated: maximum of 4 in staff room and where adults are not in the same bubble, 2m distance is maintained</i> Staff room used for collection of refreshments only. 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. <i>Updated: where staff move across bubbles, this will be limited, as far as possible, to a single class each day. Where this is not possible, staff will be advised to wear a mask / visor when moving between bubbles, as well as hands being washed before and after working with the class. Social distancing of 2M from other staff as well as from the children will be maintained as far as is reasonable.</i> January 2021 - No movement across bubbles <i>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</i> <i>Updated: Other than in emergency situations, SLT will not enter another class bubble. Should any member of staff need to speak to a class or class teacher,</i>	Determine any pinch points, congested corridors etc and review controls to keep groups apart.		

	<p><i>they will do so from the doorway, maintaining minimum 2M social distancing. All staff are encouraged to communicate via Google Hangouts or email.</i></p> <p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. Updated: Where possible all staff and SLT meetings to be held remotely. Meetings to take place remotely only</p> <p>Children to remain in class groups for their time in school. Pupils sit side by side rather than face to face. To continue with smaller numbers</p> <p>PPE available for members of staff to use during close contact activities e.g. first aid, 1:1 reading. Updated: Where 2m distance cannot be maintained outside of the bubble, staff to wear face covering. Visors and masks available to all. Staff may choose to wear a face covering when moving round school. Staff must wear a face covering when moving around school and in communal areas. Face coverings can be taken off when in their own classrooms or offices only.</p> <p>No clubs extra-curricular during autumn term and spring term. No offsite visits planned for Autumn Term. Extended</p> <p>Music-dance and drama Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. When singing, all children to face the same direction and staff member leading to maintain distancing.</p> <p>Piano lessons will resume with additional measures in place. Room to be kept well ventilated. Face covering to be worn by the teacher when collecting children for lessons, keyboards to be cleaned between pupils, teacher and pupils to sanitise before and after sessions, screen to be used during lesson. Cancelled</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. http://www.hertsmusicservice.org.uk/schools-covid-update/</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. Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p>				
--	--	--	--	--	--

		<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> <p>See advice from Association for Physical Education AfPE have also published a model risk assessment for PE.</p> <p>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>Summary - January 2021</p> <p>Class bubbles to remain in place during lockdown for reduced numbers - critical worker and vulnerable children. Class bubbles remain with the class teacher and support staff and use normal classrooms, toilets and entrances. No mixing of bubbles. Staggering of lunch and breaks remain in place.</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. Operate a one-way system through school, with families entering main gates and leaving via the Cricketers' car park. Continued Jan 2021</p> <p>Allocate groups different times Communicate changes and allocated times to parents / pupils.</p> <p>Staff on duty to monitor arrival / departure and site access points to facilitate social distancing – review as needed to reduce congestion. Continued Jan 2021</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>Update: Request parents/ adults wear face covering if approaching a staff member or where a 2m distance cannot be maintained between other members of the community.</p> <p>Signs placed around site to remind adults of wearing face coverings.</p> <p>Visitors</p>	HoS and Caretaker to be present at drop-off and pick-up to monitor and review as necessary	HoS Caretaker	Sept 20 Nov 20	

		<p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Parents instructed only to come onto premises by appointment or in event of an emergency</p> <p>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. Sanitizer available in the reception area – admin team to ensure visitors on site comply.</p> <p>Update: All visitors wear a face covering when entering and moving around school. Extended to include all staff.</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or wash basin or use the sanitiser provided at their point of entry.</p>				
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains or the need for cups (each class has a small store of paper cups for emergencies).</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 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>Reading books to be left untouched for 48 hours as a minimum before going home with another child.</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>Regular stock checks on cleaning and hygiene products</p>	<p>HoS Caretaker Admin team Teaching team</p>	<p>Sept 20 Nov 20</p>	

<p>Proximity of students/ staff</p>	<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).</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 school hall (large enough areas to maintain social distancing); or via electronic means (Google Hangouts) All meeting remote during Spring term 1</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy (4 adults), staff to stagger use to enable distancing. Staff room used for collecting refreshments only</p> <p>Corridors Children to stay in own classroom, with the exception of outside and lunch hall. Stagger breaks and lunches. Children only go to another area in the event of an emergency.</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 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 distributed to bubbles for their use only and left outside. Pupils should wash / sanitise their hands before and after use.</p>	<p>HoS and Caretaker to monitor and review as necessary to ensure distancing</p>	<p>HoS Caretaker</p>	<p>Sept 20</p>	
<p>Hall use / lunchtimes</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups. Rota for use of dining hall (lower school) KS2 to eat in classrooms</p> <p>Ensure handwashing prior to eating food – MSA to supervise. Hand sanitiser available at the entrance to the staffroom.</p> <p>Hall use for lunch</p>	<p>Review as weather becomes colder to consider procedures for introducing hot meals.</p>	<p>HoS MSAa Catering team</p>	<p>Sept 20</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 enter accompanied by adult at staggered time slot.</p> <p>Children to have grab bag lunch for autumn term 1 to accommodate those eating in the classroom.</p> <p>Update: Hot lunches introduced Oct 20. Year 3 and 4 lunches taken on trolley to classrooms and served in covered trays. Year 5 and 6 go to hall to collect lunches from the hatch at allocated time slot then take them back to class.</p> <p>Children to bring individual water bottles to hall.</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 etc.</p>				
Contractors	<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.</p> <p>All contractors will comply with hygiene rules – office team to ensure use of sanitiser by all visitors.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Where works can be conducted outside of the school day they should be.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p>		HoS Caretaker	Sept 20	
Provision of first aid	<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.</p> <p>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.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p>		First aiders	Sept 20	

		<p>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/</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>				
Provision of personal care	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>		First aiders	Sept 20	
Emergency procedures (Fire alarm activations etc)	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants</p>		Hos caretaker	Sept 20	
Deliveries & Waste collection.	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>		Admin team	Sept 20	
Premises safety	<p>Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p>	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>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.</p>		HoS Caretaker	Sept 20	

		Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)			
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Regular updates in newsletters/ staff briefing/ parentmail</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. All peripatetic, volunteers, sports coaches and clubs cancelled for Spring term 1</p>		HoS Admin team	Sept 20

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>

Protective measures for holiday and after-school clubs <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

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>