



COVID RISK ASSESSMENT

THE SUNFLOWER FEDERATION

This assessment is based on the expectations set out in the Schools coronavirus (COVID-19) operational guidance Feb 2021 (applies from 8th March)

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

This assessment is adapted from the HCC risk assessment template in order to give a clear narrative on the specific controls being put in place within the Sunflower Federation schools (Breakspeare and Meadow Wood Schools) 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 The Sunflower Federation leadership continues to

- monitor and follow the government guidance
- monitor and follow the HCC reviews and updates
- review our controls and activities

Updating this risk assessment to reflect any changes needed in practice in line of given guidance

Notes on completion

- This risk assessment has been completed by the Head and SLT in consultation with staff in updated regularly
- The staff is encouraged to give regular feedback on COVID reassessment, control measures and implementation.

Other risk control and management measures

- Individual risk assessment – students
- Individual risk assessment – staff
- The Sunflower Federation Safe Working Guidance
- The Sunflower Federation Safe Working Guidance for individual students who require AGP
- The Sunflower Federation PPE Guidance
- The Sunflower Federation PPE Guidance for individual students who require AGP
- Weekly lateral testing of staff and secondary age students

Monitor and review

- The Sunflower Federation leadership continues to review how staff and students adapt to implemented controls in September and beyond in the 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.
- The risk assessment will be amended based on regular review and monitoring: appropriate controls will be put in place and/or existing ones amended.
- Any changes will be communicated with the staff.

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



Establishment:
The Sunflower Federation
Breakspeare and Meadow Wood Schools

Assessment by:
Darren White, Trish Poole, Gillian Ellis
Gemma Cunningham, Claire Pearce

Date:
13.7.2020 / 7.9.2020 / 9.9.2020 /
8.10.2020 / 5.11.2020 / 4.1.2021
/ 8.1.2021 / 4.3.2021

Risk assessment number/ref: V1 – 13.7.2020
RA-001

Manager Approval:
Merja Paakkonen

Date:
13.7.2020 / 7.9.2020 / 9.9.2020 /
8.10.2020 / 5.11.2020 /
4.1.2021 / 8.1.2021 / 4.3.2021

Rev 1: 13/7/20 updated template following issue of Government advice on July 2nd 'Actions for schools during coronavirus outbreak' and updated to take account in changes in national advice regarding face coverings
 Rev 2 and 3 : 7/9/20 & 9/ 9/20 updated following updated [DfE guidance on full opening](#) (28/8/20), [face coverings in education](#) (year 7 and above), testing kits and DfE guidance on [extra curricular activity](#)
 Rev 4: 08/10/20 updated link to reporting of positive cases, use of NHS COVID-19 app and link to supplementary hire conditions added, updated Association of PE links added, changes from previous version highlighted in yellow.
 Rev 5: 5/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5th until 2nd December all changes from previous version highlighted in green (See also How New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>)
 Rev 6. 4.1.2021/ 4/11/20 23/12/20 update to reflect Hertfordshire entering tier 4 as from Sunday 20th December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1st week in January. Further updated in line with revised national [guidance on return in January 2021](#) and Contingency framework implementation this applies to Schools in Broxbourne, Watford , Three Rivers and Herts mere <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings> changes highlighted in yellow
 Rev 7. 06/01/21 updated to remove reference to tiered system and announcement on 4th January of a national lockdown for all England Changes highlighted in green.
 Rev 8. 2.3.2021 updated to reflect new DfE guidance applicable from March 8th **changes highlighted in yellow** <https://www.gov.uk/government/publications/actions-for-schools-during-the-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 / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>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.</p> <p>Clinically extremely vulnerable pupils and staff are not to attend work /school since 20th December when Hertfordshire entered tier 4.</p> <p>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.</p> <p>Existing individual health care plans in place for pupils/students to be Reviewed in pre-planned timescale.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>Clinically extremely vulnerable pupils and staff are not to attend work /school until 31st March 2021 at earliest</p> <p>Since 20th December when Hertfordshire entered tier 4. all children still deemed clinically extremely vulnerable were advised not to attend school.</p> <p>Since 20th December when Hertfordshire entered tier 4 those staff who are clinically extremely vulnerable are to work from home and not to come into work. If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home.</p>			
School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>School community clear on symptoms of coronavirus: a high temperature, 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 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>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p>	<p>Restricted attendance in primary and secondary schools during national lockdown period continues until 08/03/21 from when all pupils should attend school</p>			

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
		<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.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days (reduced from 14 days from Monday 14th December). See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>Testing Staff / pupils who develop symptoms should be PCR 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 were 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-</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>From 16th Sept more kits can be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/</p>			

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
		<p>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 report to HCC via COVID.EYSEducation@hertfordshire.gov.uk See <i>COVID-19 flowchart for schools</i> http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.</p> <p>ISOLATION ROOMS: Breakspeare: Hall PPA room, Meadow Wood: deputy's office</p> <p>Asymptomatic testing (LFD testing) Secondary schools had access to additional coronavirus (COVID-19) LFD testing from the first week of January. This is moving to a home testing model for staff on wider return (2x tests / week). From March 8th returning secondary students are to receive 3 LFD tests on site 3-5 days apart. Thereafter home test kits to be provided to students (2x tests / week). Testing remains voluntary. Parents / cares are requested to assist their child in LDF tests on site unless the student is able to carry out the test themselves. This will be agreed with the parents. School staff will not be expected to be involved with testing.</p> <p>Home testing kits for primary school staff in place from w/c 25/1/21 See separate Lateral flow testing risk assessment</p>	<p>HOME KITS PROVIDED TO ALL STAFF</p> <ul style="list-style-type: none"> • Meadow Wood staff test: Tuesdays and Fridays • Breakspeare staff test: Mondays and Thursdays • The staff who have secondary age children ONLY can do their lateral test on previous evening <p>Report the test result Always https://www.gov.uk/report-covid19-result or by phoning using the number given in your test kit. AND School: covid@meadowwood.herts.sch.uk or covid@breakspeare.herts.sch.uk</p> <p>If a positive result inform immediately as a matter of urgency also to</p>			

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
			<ul style="list-style-type: none"> • Meadow Wood call Trish 07375 295961 or Merja 07342884625 • Breakspeare call Darren 07776534434 or Merja 07342884625 <p>Parents of a small number of secondary age students at Breakspeare have requested lateral test for their young person. The staff is not to carry out the testing for these students. They must either do it independently or be supported by their parents. These students will have some tests at school before home kits are given to the parents.</p> <p>The parents are requested to come to school to carry out the first lateral test with their YP. The next steps will be agreed with the parents on this visit.</p> <p>NOTE THAT THE GIVEN Dfe guidance is written mainstream secondary students in mind.</p>			
General Transmission of COVID-19 Ineffective hygiene protocols	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. Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust.</p>				

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
		<p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. 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>The staff are requested to only use their own mugs and cutlery in the staff rooms. It is everyone's personal responsibility to clean any shared touched points of any resources and equipment in the staff rooms.</p> <p>To maximize hygiene of the learning environment. Extra vigilance with hand hygiene of staff and students, regular cleaning of surfaces, resources and environment. Implementation of student based individual safety measures when appropriate.</p> <ul style="list-style-type: none"> To increase ventilation in all rooms by keeping windows open whenever possible. Staff's supply of tea, coffee and sugar is in their classrooms 				
General Transmission of COVID-19 Ineffective cleaning	<p>Staff, Students / pupils / 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>				

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
		<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. Thorough cleaning of rooms at the end of the day.</p> <p>Additional external cleaning required September onwards:</p> <ul style="list-style-type: none"> • Breakspeare – 'touch points', soft play, toilets, swimming pool changing room (new): Haywood's • Meadow Wood: 'touch points' and swimming pool changing area (new): Ever Green <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 if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</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 				

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
		<ul style="list-style-type: none"> 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>				
General Transmission of COVID-19 Minimising contact and Maintenance of social distancing	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Any visitors to classes to maintaining social distancing.</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. Schools can continue to engage supply and peripatetic teachers including staff from music education hubs.</p> <p><i>"It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their</i></p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>All staff to note the following changes for the September: BUBBLES rationale 1.To maximise safety of those members of staff who work across the school; minimise contacts during the day PE/MU 2.To maximise safety of PPA covers by minimising contacts during the day – PPA every 2nd week 1 day for most teachers (see separate organisation plan) 3.To maximise hygienic use of equipment by limiting a number of students using equipment; ensuring resources to clean between the users and hand wash; to avoid contamination</p>			

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
		<p>colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children"</p> <p>Ideally the teaching space / workstation should be 2m from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+, consider use of perspex screens. Wearing of face coverings now required for secondary students and staff when 2M distancing cannot be maintained in class).</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Pupils sitting side by side rather than face to face.</p> <p>SLT to maintain social distance with the class team when entering the classrooms</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles. Able to resume all before / after school activities and wraparound care from March 8th where this supports parent/ carers working etc.</p>	<p>4.To ensure minimum transition across the school e.g. face to face contacts</p> <p>Breakspeare bubbles Bubble 1 – Red, Orange, Pink Bubble 2 – Green and Yellow Bubble 3 – Brown and White Bubble 4 – Purple, Blue and Silver</p> <p>Access / exit to school Main doors: B2, B3, B4 Sports hall: B1</p> <p>PPA in two week rota to minimize contacts for PPA covers (separate organization plan) and to endeavor to provide the teachers with weekly additional PPE</p> <p>PE in bubbles (separate organization plan) PE ALSO DELIVED ONLINE FOR THOSE ON REMOTE LEARNING SEE REVISED PE ROTA</p>	<p>DW</p> <p>DW/HDS</p>	<p>4/3</p> <p>4/3</p>	

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
			<p>MU / BUBBLES (separate organization plan) MUSIC SESSIONS ALSO DELIVED ONLINE FOR THOSE ON REMOTE LEARING SEE REVISED music ROTA</p> <p>Swimming in bubbles: the students swim every 2nd week</p> <p>Allocation of spaces: Sensory circuit: B4: 9-9.30 B1:9.30-10 B2:10-10.30 individuals 10.30-11.15 PARAMOUNT OF IMPORTANCE THAT SENSORY CIRCUIT EQUIPMENT ARE CLEANED BY THE CALSS TEAMS AFTER USE</p> <p>Rebound / IN BUBBLES BLUE / PURPLE/SILVER SEE SEPARARE ORGANISATIONAL ROTA</p> <p>Soft play PMLD classes (separate organizational plan)</p> <p>Students' lunches in classes apart from: Hall 12.10 Pick up 11.50 / 12.00 / 12.10 (separate organisation) Return dishes using: trays and baskets</p>	DW/TM	4/3	

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
			<p>Breakspeare / outdoors Designated play areas linked to the classes Lower playground: Orange and Pink Swing / Roundabout: MUST be cleaned after individuals using them</p> <p>Staff to be vigilant with staggering entrance + disinfecting equipment and hand wash when entering classroom</p> <p>FOODROOM TIMETABLE ON HOLD</p> <p>Meadow Wood B1 Rabbits, Field mice B2A Ladybirds, Owls B2B Squirrels</p> <p>Access/ exit to school B1: side gate (right) B2A: main doors B2B: side gate(left)</p> <p>MU DELIVERD IN Bubbles ON Mon: (separate organization plan)to alternate bubbles B1 and B2A biweekly and B2B to access weekly</p> <p>PE ON HOLD</p>	TP/TM	4/3	

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
		<p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</p> <p>Supplementary conditions of hire in place See https://thegrid.org.uk/Restricted-assets/covid-19-supplementary-hire-conditions-jan2021-v6.docx</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). Review hirers activity against relevant Government guidance and any existing restrictions.</p> <p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers</p>	<p>PPA in two week rota to minimize contacts for PPA covers and specialist teachers (separate organization plan)</p> <p>Rebound DELIVED IN BUBBLES (SEPARATE ORGANISATIONAL PLAN)</p> <p>Swimming bubbles: the students swim every 2nd week: 3 students in the pool at time (separate organization plan)</p> <p>Students' lunches B1 and B2A in classes B2B hall</p> <p>Information to EYDC/MW ON HOLD</p> <p>Request external users' COVID-19 risk assessment</p> <p>TO TERMINATE MW POOL HIRIGS COMMENCING 7.11.2020</p> <p>Extra-curricular activities /clubs only continue where they are reasonably necessary to support parents to work, search for work, or</p>	TP/TM	4/3	

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
		<p>Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact.</p> <p>Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</p> <p>Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.</p> <p>Additional signage 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.</p> <p>School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p> <p>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 3rd party group ensure there is a process in place to notify the school.</p> <p>Breakfast clubs and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</p> <p>See <u>protective measures for holiday and after school clubs, and other out of school settings</u> which recommend a max 15 children per group (multiple groups can use the same space, only if there is robust social distancing between groups)</p> <p>Wrap around care, Breakfast/ afterschool clubs able to resume from March 8th.</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). Where this is not possible keep the before / after school groups consistent to reduce mixing.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>	<p>undertake training or education, or where the provision is being used for the purposes of respite care</p> <p>All hirings / lettings suspended in line with national advice and restrictions. (sports clubs, dance, swimming, social groups etc.)</p> <p>https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>Request COVID-19 risk assessment of providers</p> <ul style="list-style-type: none"> - Action as appropriate 		On-going Review	

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
		<p>Offsite visits No offsite visits to be run.</p> <p>Music-dance and drama Social distancing to be observed. This may limit group numbers. Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups.</p> <p>Singing and wind / brass instruments Aerosol transmission with volume and numbers of individuals within a confined space is likely to create additional risk. Accumulation of aerosols can also be limited by keeping the actual singing / playing time short.</p> <p>Activity to take place outside where possible. Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Limit group size in relation to the space, use larger rooms with high ceilings for larger groups. If using a shared space (hall etc.) then ventilate the empty room for at least 15 minutes before another group uses the space and clean all touch surfaces before use by another group.</p> <p>Larger groups e.g. more than a single class of 30, would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present).</p> <p>Face to face activity is to be avoided (Pupils positioned back-to-back or side-to-side when playing or singing). Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and pupils (if 2m is not viable further robust risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.)</p> <p>Use microphones. Sing / play quietly to reduce aerosol risk. Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.</p>	<p>FURTHER REDUCTION OF EQUIPMENT 4.1.21 ONWARDS</p>			<p>18.9. NOTE EYDC space at BS use</p> <p>1/21</p>

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
		<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. Schools must only provide team sports listed on the return to recreational team sport framework.</p> <p>No requirement to wear face coverings in PE</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited. (The AfPE's position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson).</p> <p>Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. 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>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</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 not, maximising distancing between pupils and natural ventilation. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice and FAQ's from Association for Physical Education, (Revised 29/9/20). AfPE have also published a model risk assessment for PE.</p> <p>Fixtures against other schools: (in line with restrictions on grassroots sport) AfPE are still advising against school fixtures due to contact / transmission risks</p>	<p>Sport as part of educational provision and wraparound care can return from March 8th</p> <p>FURTHER REDUCTION OF EQUIPMENT 4.1.21 ONWARDS</p>			<p>3.11</p> <p>ongoing</p>

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
		<p>across schools. All such fixtures suspended during lockdown in line with national restrictions.</p> <p>Face coverings From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Staff and pupils should comply with expected requirements when visiting such venues</p> <p>USE OF PPE</p> <p>Staff to follow guidance in The Sunflower Federations Safe Working Guidance and PPE guidance.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</p> <p>For children and young people with SEND, when staff are carrying out high risk activities such as nappy changing, toileting activities, delivering personal care, including washing and dressing, manual handling, physical restraint and looking after a or young person with a temperature or new continuous cough while waiting for the parents/support staff to collect them, PPE requirements is apron, gloves and fluid repellent surgical mask. The requirement for eye protection must be risk assessed against anticipated/likely risk of contamination with splashes, droplets of blood or body fluids'.</p> <p>Supporting children who require AGP required enhanced PPE (FFP3 mask, gown, gloves and visor). (Separate guidance: Sunflower Federation PPE guidance and students' individual safe working guidance as relevant)</p> <p>For staff cleaning an area where staff or children with possible or confirmed Covid-19 has spent significant time (an area where someone has slept or sat for several hours) or there is visible contamination with body fluids, PPE requirements should be apron, and gloves. The requirement for fluid repellent surgical masks and eye protection must be risk assessed against likelihood of contamination with splashes, droplets of blood or body fluids.</p>	<p>REMINDER OF DONNING, DOFFING, NOT TO RE-USE IIR-MASKS</p>			4.1.21

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
		<p>PPE is not necessary when;</p> <ul style="list-style-type: none"> • Staff are able to maintain a safe distance of 2 metres away from a child or young person • Staff are not undertaking one of the high- risk activities listed above (for example nappy changing) • Cleaning areas where a symptomatic individual has passed through and spent minimal time, such as corridors (except apron and gloves). <p>Note IIR-MASK GUIDNACE BELOW</p> <p>FACECOVERINGS / FACEMASKS</p> <ul style="list-style-type: none"> • Commencing 4th January 2021 the staff is requested to use face IIR face masks whenever possible at school. Face coverings allowed only on arrival and when leaving the school. Note 1): IIR masks / face coverings are not requested for use in outside play areas Note 2): some members of staff are not able to wear face-coverings – they may use visors instead • All visitors and contractors are asked to wear face coverings when transitioning in our schools and their communal areas commencing Monday 14TH September. <p>In schools where pupils in year 7 and above are educated face coverings to be worn by adults and pupils when moving around inside the premises, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>From March 8th these should also be encouraged to wear in classrooms (unless 2M social distancing can be maintained)</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on face coverings in Education</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</p> <p>Face coverings for visitors and staff to be worn in corridors and communal areas, including staffrooms (where 2M social distancing can't be maintained).</p>	<p>Communication to the staff NOTE only students who can don and doff their face coverings themselves can use face coverings in school (year 7 and above)</p>			

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
Access to & egress from site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>Staff on duty to monitor arrival / departure 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.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors allowed on site. Ensure all essential visitors (therapists) / building users (Meadow Wood: EYDC) 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, therapists and other providers are briefed on school's arrangements for managing and minimizing risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)</p> <p>Signage in reception regarding good hygiene.</p>	<p>Inform staff and parents about the following:</p> <p>Breakspeare no changes e.g. 9-3.15 / Thu 9-2 Parents to wait opposite Manor House car park and drop/pick up as soon as buses have left</p> <p>Meadow Wood Parents drop/pick up 9 and 3.15 Buses 8.45 and 3 - staggered start and finish</p> <p>The school reserves right to request a visitor to proceed with a lateral test on arrival to school when assessed to have a contact within class teams.</p> <p>Meadow Wood pediatrician Clinic CANCELLED.</p> <p>Breakspeare pediatrician clinics not possible because of too small medical room.</p> <p>PRIVATE THERAPISTS are cancelled commencing 5th November</p>	MP	9/20	<p>15.7.1.9.</p> <p>09/20</p> <p>1/21 11/20</p> <p>4.1.21</p>

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
Proximity of students/ staff	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to multiple rooms recirculation should be turned off and adjust these to full fresh air where possible)</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE October guidance</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. Use heating / additional layers of clothing to maintain comfortable temperatures. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> <p>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>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential and cannot be delivered in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) No physical large scale / all staff briefings should be undertaken.</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing. 2 meter social distancing MUST be adhered at all times.</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>Teacher meetings on Teams</p> <p>Breakspeare Staff room maximum of 12 people at any time from Purple, Blue, Silver, Green and Yellow classes</p> <p>Brown classroom for staff lunches maximum of 12 people at any time from Red, Orange, Pink and Brown classes, White + Tilly and Hugo</p>			<p>7.9.</p> <p>07/20</p> <p>ONGOING</p> <p>1/21</p> <p>1/21</p> <p>1/21</p>

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
		<p>Changing rooms Reduce numbers needing to use by allowing pupils 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>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.</p>	<p>Dining hall ALL BUBBLES (EXTRA SPACE) for staff lunches 6 tables for 6 people: 1 at the table. Disinfectant sprays provided.</p> <p>Music room not available for staff lunches/breaks</p> <p>Number of people: Breakspeare PPA room / staff room – 1 person only PPA room / hall – 2 people School office - 3 +1 admin staff Sports Hall - 15 people Dining hall - 15 people</p> <p>Meadow Wood staff lunches Bubble 1 Pear room max 5 people + music room max 2 people Bubble 2A&B staff room max 6 people + meeting room max 4 people</p> <p>All bubbles Dining hall (extra space) max 3 people at 3 tables 1 person max at one table. Disinfectant sprays be provided.</p> <p>Meadow Wood: PPA work room – 3 people Office – 1 people Staff room - 6 people Hall – 15 people</p> <p>Breakspeare: install rubbish bin and a box / container for wipes in the swing area/roundabout area</p> <p>Breakspeare: Designated play areas linked to the classes</p>			

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
		<p>Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>Outdoor play equipment to be cleaned between use by different groups. or left for period of 48 hrs (72 hrs for plastic) between use by different groups.</p> <p>Pupils should wash / sanitise their hands before and after use.</p>	<p>Lower playground: Yellow and Pink</p> <p>Swing / Roundabout: MUST be cleaned after individuals using them</p> <p>Staff to be vigilant with staggering entrance + disinfecting equipment and hand wash when entering classroom</p> <p>Meadow Wood: Designated play areas linked to the classes</p>			1.9.
School Swimming pools	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>See also changing rooms and hire</p> <p>Follow PWTAG and Swim England advice on reopening school pools. Review swimming pool risk assessment and operating procedures. Pupil use is consistent with their groups.</p> <p>See https://www.swimming.org/swimengland/pool-return-guidance-documents/ Reopening a pool after COVID-19 shutdown : https://www.pwtag.org/reopening-pool-after-covid19-shutdown/ Operation after COVID-19 shutdown https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/ Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4; Testing before bathing and every 2 hrs after that.</p> <p>Recalculate bather load to ensure social distancing and communicate new maximum numbers to all users. (min 3 sqm per bather is only a start point, see Swim England recommended figures 6 sqm+)</p> <p>Hiring and lettings risk assessments on delivery, bather numbers and social distancing required from hirers. Ensure these are robust and follow national advice from Swim England. School to provide their operating procedures to hirers (NOP/EAP) and include details on measures taken to control COVID-19</p> <p>Areas used to be cleaned after use / before occupation by school.</p> <p><u>Swimming pools & Hydrotherapy in SEND settings</u></p>	<p>School swimming as part of educational provision and wraparound care can return from March 8th</p> <p>No wider use / hire at this time</p>			

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
		<p>Specific risk assessment required to mitigate the potential transmission of COVID-19, and this must include the pool side, use of equipment and changing areas, as well as the deployment of adults in a safe manner.</p> <p>See guidance document produced by ATACP (Aquatic therapy association of chartered Physios) on 10th June 2020. This must be referred to. This only applies to pools with a therapeutic use https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0</p>				
Canteen use / lunchtimes	Staff, Students / pupils / 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> <ul style="list-style-type: none"> Students eat in their classes apart from a very small number of Breakspere students and Squirrels class at Meadow Wood. 				3.9.
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Encourage walking / cycling to school Review travel plan Risk assessment of the school's transport provider been seen and the school consulted on it. Drivers and PAs must wear face coverings in the vehicle (unless physically separated by a screen) Children and young people aged 11 and over to wear a face covering when travelling on dedicated transport.</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 <u>how to wear and make a cloth face covering</u> is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Wash / sanitise hands on re-entering the building.</p>				7.9.

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
		<p>Minibus / People carrier use</p> <p>Used by those within same school group / bubble, reduce numbers on board to aid distancing.</p> <p>Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle).</p> <p>Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups.</p> <p>Use hand sanitizer on entering / leaving vehicle.</p> <p>Windows to be open for ventilation.</p> <p>Staff to wear disposable gloves when refueling.</p>				
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 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.</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> <p>Essential / statutory maintenance deemed necessary to the safe running of the school to continue during lockdown.</p>				<p>7/20</p> <p>1/21</p>
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.</p> <p>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>				7/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	<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. Ensure all key services are operational</p> <p>Legionella Any new 'seldomly' used water outlets to be flushed weekly during lockdown. Post lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.</p>				7/20 1/21
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.</p> <p>Parents/ carers and pupils informed of measures in place to protect them</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 pupils.</p>				2.9.20 22.10. 1/21
Lack of staff	Students / pupils / wider contacts Spread of COVID 19	<p>Work in the bubbles. Covers primarily in the bubbles. Plan ahead the staff absences</p> <ul style="list-style-type: none"> The staff to inform their illness during the weekend / absence on Monday <p>Breakspeare: Darren Meadow Wood: Trish BS admin & prem: Gemma MW admin & prem: Claire</p>				ongoing

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
Staffing levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	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.			

Previous revisions

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

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

Rev 3: 13/08/20 updated to take account in changes in national advice regarding face coverings

Rev 4: 01/09/20 updated following updated [DfE guidance on full opening](#) (28/8/20), [face coverings in education](#) (year 7 and above), testing kits and DfE guidance on [extra curricular activity](#)

Rev 5: 09/10/20 updated link to reporting of positive cases, use of NHS COVID-19 app and link to supplementary hire conditions added, updated Association of PE links added, changes from previous version highlighted in yellow.

Rev 6: 04/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5th until 2nd December (See also How New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>)

19/11/20 – minor addition only to clarify extracurricular activities / clubs can include activities related to PE, sport, music etc. where this is to enable parents / carers to work etc.

Rev 7: 01/12/20 Applicable from 2nd December updated to reflect end of national restrictions and Hertfordshire entering tier 2. Also maximum group size of 15 for singing / playing wind/ brass instruments removed and section on music revised.

14/12/20 minor update to reflect change in self-isolation period for close contacts from 14 days to 10 days with self-isolation period beginning on the day after exposure, a test or the start of symptoms.

Rev 8: 15/12/20 update to reflect the following District / Borough Councils moving into tier 3 very high alert on 12:01am on 16th December: Broxbourne, Hertsmere, Three Rivers, Watford See <https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area> ;

17/12/20 - minor update to reflect all of Hertfordshire entered tier 3 as from 00:01 Saturday 19th December

Rev 9: 23/12/20 update to reflect Hertfordshire entering tier 4 as from Sunday 20th December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1st week in January.

Rev 10: 04/01/21 updated in line with revised national [guidance on return in January 2021](#) and Contingency framework implementation this applies to Schools in Broxbourne, Watford , Three Rivers and Hertsmere <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings> changes highlighted in yellow

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>

Guidance for return in Jan 2021 <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Restricting attendance during the national lockdown: schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Schools Coronavirus (COVID-19) Operational guidance applies from March 8th

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

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>

New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

New national restrictions from Nov 5th <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

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>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>