



## **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 8<sup>th</sup> 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 / 15.3.21**

**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 / 15.3.21**

Rev 1: 13/7/20 updated template following issue of Government advice on July 2<sup>nd</sup> '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 5<sup>th</sup> until 2<sup>nd</sup> 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 20<sup>th</sup> December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1<sup>st</sup> 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 4<sup>th</sup> 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 8<sup>th</sup> changes highlighted in yellow <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>  
**Rev. 9. 12-15/4/21 review following updated DfE guidance (March /April) and pause in shielding for CEV individuals from 31<sup>st</sup> March changes highlighted in green. Operational changes based on this risk assessment will be applied commencing 19<sup>th</sup> April.**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<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>Those pupils unable to attend school because they are following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) 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><b>Staff</b> Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as <b>clinically extremely vulnerable</b> /clinically vulnerable to have <a href="#">a risk assessment</a> undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p>	<p><b>Clinically extremely vulnerable (CEV) pupils and staff are able to return to school. Shielding for CEV individuals pauses on 31<sup>st</sup> March 2021.</b></p> <p>From 1<sup>st</sup> April CEV staff are able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they <b>cannot</b> work from home. In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p>			
<b>School occupants coming into contact with those with Coronavirus symptoms</b>	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. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> 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><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified.</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) <b>if</b> 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 <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> )</p> <p>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 <b>10</b> days (reduced from 14 days from Monday 14<sup>th</sup> December). See <a href="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/">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/</a></p> <p><b>Testing</b> 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 <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p>From 26<sup>th</sup> August schools were provided with 10 home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-</a></p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>From 16<sup>th</sup> Sept more kits can be ordered via <a href="https://request-testing.test-for-coronavirus.service.gov.uk/">https://request-testing.test-for-coronavirus.service.gov.uk/</a></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><a href="#">kits-for-schools-and-fe-providers</a>. 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><b>Positive case in school</b> In the event of a positive case report to HCC via <a href="mailto:COVID.EYSEducation@hertfordshire.gov.uk">COVID.EYSEducation@hertfordshire.gov.uk</a> See <i>COVID-19 flowchart for schools</i> <a href="http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml">http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml</a> 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><b>ISOLATION ROOMS: Breakspeare:</b> Hall PPA room, <b>Meadow Wood:</b> deputy's office</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged. Secondary schools had access to additional coronavirus (COVID-19) LFD testing from the first week of January. This moved to a home testing model for staff on wider return (2x tests / week) and secondary students after 3 LFD tests on site. Home testing kits provided to students (2x tests / week).</p> <p>Home testing kits for primary school staff in place from w/c 25/1/21 See <a href="#">separate Lateral flow testing risk assessment</a></p> <p><b>HOME KITS PROVIDED TO ALL STAFF</b></p> <ul style="list-style-type: none"> <li>• Meadow Wood staff test: Tuesdays and Fridays</li> <li>• Breakspeare staff test: Mondays and Thursdays</li> <li>• The staff who have secondary age children OR who have a separate agreement with Trish Poole can do their lateral test on previous evening</li> </ul> <p><b>Report the test result</b> <b>Always</b> <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> or by phoning using the number given in your test kit. AND School: <a href="mailto:covid@meadowwood.herts.sch.uk">covid@meadowwood.herts.sch.uk</a> or <a href="mailto:covid@breakspeare.herts.sch.uk">covid@breakspeare.herts.sch.uk</a></p> <p>If a positive result inform immediately as a matter of urgency also to</p> <ul style="list-style-type: none"> <li>• Meadow Wood call Trish 07375 295961 or Merja 07342884625</li> <li>• Breakspeare call Darren 07776534434 or Merja 07342884625</li> </ul>				

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>Parents of a small number of secondary age students at Breakspeare have requested lateral test for their young person. <b>The staff is not to carry out the testing for these students.</b> 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>				
<b>General Transmission of COVID-19</b>  <b>Ineffective hygiene protocols</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. 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>				

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>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.</p> <p>Implementation of student based individual safety measures when appropriate.</p> <ul style="list-style-type: none"> <li>To increase ventilation in all rooms by keeping windows open whenever possible.</li> <li>Staff's supply of tea, coffee and sugar is in their classrooms</li> </ul>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p>	<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> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p>				

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 external cleaning required September onwards:</p> <ul style="list-style-type: none"> <li>Breakspeare – ‘touch points’, soft play, <b>toilets, swimming pool changing room (new): Haywood’s</b></li> <li>Meadow Wood: ‘touch points’ and <b>swimming pool changing area (new): Ever Green</b></li> </ul> <p><b>In the event of a suspected case / confirmed positive case on site</b>  For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).  See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> if an alternative non-chlorine based disinfectant is used ensure that it is <b>effective against enveloped viruses</b> i.e. a product to BS EN14476.</p> <p><b>When cleaning a contaminated area:</b>  Cleaning staff to:</p> <ul style="list-style-type: none"> <li>Wear disposable gloves and apron</li> <li>Wash their hands with soap and water once they remove their gloves and apron</li> <li>Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Minimising contact and Maintenance of social distancing</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>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).</b></p> <p>Groups to remain clear and consistent.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch;</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>			



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>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>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.  <b>Schools can continue to engage supply and peripatetic teachers including staff from music education hubs.</b></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 colleagues where possible. <b>Ideally, adults should maintain 2 metre distance from each other, and from children</b>"</i></p> <p>Ideally the teaching space / workstation should be <b>2m</b> from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+, 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>				

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><b>Breakspeare</b>  Bubble 1 – Red, Orange, Pink  Bubble 2 – Green and Yellow  Bubble 3 – Brown and White  Bubble 4 – Purple, Blue and Silver</p> <p><b>Access / exit to school</b>  Main doors: B2, B3, B4  Sports hall: B1</p> <p><b>MU as timetabled: Equipment used either individual or separate groups following COVID risk assessment for further guidance</b></p> <p><b>PE as timetabled Equipment used either individual or separate groups following COVID risk assessment for further guidance</b></p> <p><b>Swimming as timetabled</b></p> <p><b>Allocation of spaces:</b>  Sensory circuit: B4: 9-9.30 B1:9.30-10 B2:10-10.30 individuals 10.30-11.15 FOLLOWED BY CLEANING</p> <p><b>Rebound:</b> timetabled (two trampolines labelled for PMLD and other)  <b>Soft play:</b> timetabled</p> <p><b>Assemblies</b>  In different cohort groups on rota base for maximum of 15 students organised by phase leaders: in the hall or outdoors -social distancing adhered</p> <p>NOTE: one individual student is able to integrate in classroom learning within another group from the same bubble</p> <p><b>Students' lunches in classes apart from:</b>  Hall 12.10  Pick up 11.50 / 12.00 / 12.10 (separate organisation)  Return dishes using: trays and baskets</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><b>Breakspeare outdoors</b>  Open for all  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><b>Meadow Wood</b></p> <p><b>Access/ exit to school</b>  Field mice , Rabbits: side gate (right)  Owls, Ladybirds: main doors  Squirrels and EYDC space: side gate(left)</p> <p><b>MU: all classes have a session on Monday</b>  <b>Equipment used either individual or separate groups following COVID risk</b>  assessment for further guidance</p> <p><b>PE: all classes have a session on Tuesday and Wednesday</b>  <b>Equipment used either individual or separate groups following COVID risk</b>  assessment for further guidance</p> <p><b>NOTE:</b> one individual student is able to integrate in classroom learning within another group</p> <p><b>Rebound: timetabled</b>  <b>Swimming: timetabled</b></p> <p><b>Students' lunches</b>  Squirrels in the hall and all other in their classrooms</p> <p><b>Assemblies</b>  <b>2 groups together socially distanced on rota base (once per month /group)</b></p> <p><b>Meadow Wood / outdoor open for all</b>  Staff to be vigilant with staggering entrance + disinfecting equipment and hand wash when entering classroom</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><b>Extra-curricular clubs</b> determine if these are essential and ensure delivery replicates school groups / bubbles. As of April 12<sup>th</sup> all parents can access wraparound and extra-curricular provision with no restrictions on reasons for attendance.</p> <p><b>Hiring and lettings</b> 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 <a href="https://thegrid.org.uk/Restricted-assets/covid-19-supplementary-hire-conditions-jan2021-v6.docx">https://thegrid.org.uk/Restricted-assets/covid-19-supplementary-hire-conditions-jan2021-v6.docx</a></p> <p>Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement).</p> <p><b>Review hirers activity against relevant Government guidance and any existing restrictions.</b></p> <p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers</p> <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>Sport as part of educational provision and wraparound care can return from March 8<sup>th</sup></p> <p>Return of grassroots outdoor sport from March 29<sup>th</sup></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>In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p>Lettings/ swimming: MW weekends only and BS Thu PM only  Lettings/ sport hall: BS weekend and holidays</p> <ul style="list-style-type: none"> <li>COVID-19 risk assessment from all hirers requested</li> </ul> <p><b>Breakfast clubs and afterschool clubs</b> – 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>As of April 12<sup>th</sup> all parents can access wraparound provision with no restrictions on reasons for attendance.</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><b>Offsite visits</b>  These are conditional on the wider roadmap dates, which are subject to change:  No offsite visits to be run until 12<sup>th</sup> April (for day visits) at the earliest.  No domestic residentials until 17<sup>th</sup> May at the earliest.  Off site visits risk assessment to be undertaken, children kept in the same consistent group during the visit. COVID secure measures at destination and ability of group to socially distance from others to be risk assessed.</p> <p><b>Music-dance and drama</b>  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.</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>If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups.</p> <p><b>Singing and wind / brass instruments</b>  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 <b>robust</b> 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>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service.  <a href="http://www.hertsmusicservice.org.uk/schools-covid-update/">http://www.hertsmusicservice.org.uk/schools-covid-update/</a></p> <p><b>PE / school sport</b>  PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p>				

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>Schools must only provide team sports listed on the <a href="#">return to recreational team sport framework</a>.</p> <p>No requirement to wear face coverings in PE</p> <p><b>Pupils to be kept in consistent groups</b>, 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. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation</a>.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/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</a></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.</p> <p>Build in time for handwashing / sanitising before / after lesson. See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. <a href="https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/">https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</a></p> <p>From 29<sup>th</sup> March outdoor fixtures against other schools are permissable (in line with restrictions on grassroots sport).</p> <p>Staff and pupils should comply with expected requirements when visiting such venues</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
<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<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) if there is a risk of splashing to the eyes, 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> <p>When supporting students who require AGP</p> <ul style="list-style-type: none"> <li>• to wear full enhanced PPE.</li> <li>• To follow guidance provided by the NHS infection control team and PH and NHS guidance for high risk procedures</li> <li>• FFP3 mask fit tests for identified staff</li> <li>• To follow the students' individual PPE guidance and working guidance prepared for AGP</li> </ul>				
<b>USE OF PPE</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Staff to follow guidance in The Sunflower Federations Safe Working Guidance and PPE guidance.</b></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) to a separate guidance: Sunflower Federation PPE guidance and students' individual safe working guidance.</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>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><b>PPE is not necessary when;</b></p> <ul style="list-style-type: none"> <li>• Staff are able to maintain a safe distance of 2 metres away from a child or young person</li> <li>• Staff are not undertaking one of the high- risk activities listed above (for example nappy changing)</li> <li>• Cleaning areas where a symptomatic individual has passed through and spent minimal time, such as corridors (except apron and gloves).</li> </ul> <p>Note IIR-MASK GUIDNACE BELOW</p> <p><b>FACECOVERINGS / FACEMASKS</b></p> <ul style="list-style-type: none"> <li>• <b>Commencing 4<sup>th</sup> January 2021</b> 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</li> <li>• All visitors and contractors are asked to wear face coverings when transitioning in our schools and their communal areas commencing Monday 14<sup>TH</sup> September.</li> </ul> <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>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
		<p><b>From March 8<sup>th</sup> these should also be encouraged to wear in classrooms (unless 2M social distancing can be maintained)</b></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.</p> <p>See guidance on <a href="#">face coverings in Education</a></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>				
<b>Access to &amp; egress from site</b>	<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.</p> <p>Review access points, open up alternative gates.</p> <p>Allocate groups different times / entrance points.</p> <p>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.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection.</p> <p>Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.</p> <p>Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p><b>Breakspeare</b>  <b>9-3.15 / Thu 9-2</b>  <b>Parents to wait opposite Manor House car park and drop/pick up as soon as buses have left</b></p> <p><b>Meadow Wood</b>  <b>Parents drop/pick up 9 and 3.15</b></p>	<p>:</p> <p><b>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.</b></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><b>Buses</b> 8.45 and 3 - staggered start and finish</p> <p><b>Visitors</b> 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>The school reserves right to request their visitors to carry out lateral test on arrival when needed</p> <ul style="list-style-type: none"> <li>NHS colleagues and specific, dog therapists, specialist teachers, music therapist are able to resume their practice at school</li> <li>Private therapists continue to be cancelled</li> <li>Paediatrician at MW resumes</li> <li>Other visitors including parents on invitation only subject to lateral test on the day</li> </ul> <p>Specific activities subject to a separate risk assessment and lateral testing</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
		<b>Staff / pupils</b> On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.				
<b>Contact points</b> <b>Equipment use</b> <b>printers,</b> <b>workstations,</b> <b>apparatus,</b> <b>machinery etc.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Parents to ensure children have their own water bottles in school.  Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).  Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.  <b>Activities and resources</b>  Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use  Minimise all unnecessary sharing of resources, taking books home etc.  Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group. Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use.  Build cleaning into end of lesson activity routines.  Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.  <ul style="list-style-type: none"> <li>Spare clothes stored at school. Parents/carers to send reusable water bottles to school as appropriate.</li> </ul>				
<b>Proximity of students/ staff</b>	Staff, Students / pupils / wider contacts	Staff are to maintain a safe distance between each other (2 metres wherever possible)  Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes				

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	<p>and circulates air to <b>multiple</b> 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.</p> <p>See <a href="#">HSE guidance and CIBSE October guidance</a></p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc.</p> <p>Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p>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.</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><b>Meetings / 1-2-1's / training</b></p> <p>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.)</p> <p>No physical large scale / all staff briefings should be undertaken.</p> <ul style="list-style-type: none"> <li>• Meeting remotely always when possible on Teams or audio</li> <li>• MW teacher meetings in the hall / BS teacher meetings on Teams</li> </ul> <p><b>Staff rooms</b></p> <p>Review occupancy levels and layout to facilitate social distancing</p> <p>Set maximum occupancy, staff to stagger use to enable distancing. 2 meter social distancing MUST be adhered at all times.</p> <p><b>Staff lunches Breakspeare</b></p> <p><b>Staff room</b> maximum of 12 people at any time from Red, Orange, Pink Green and Yellow classes</p> <p>Food room; 4 people from Purple, Blue and Silver (2<sup>nd</sup> and 3<sup>rd</sup> breaks)</p> <p><b>Music room</b> for staff lunches maximum of 6 people at any time (Monday and Friday not available in the morning) Tue / Wed morning breaks</p> <p><b>WHITE class left side:</b> 6 people at any time: White and Brown classes</p> <p><b>Dining hall</b> (extra for all bubbles): max of 6 staff each at their own table at any time</p> <p><b>Outdoor area by sports hall:</b> open for all socially distanced</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><b>Number of people Breakspeare</b>  PPA room / staff room – 1 person only NOTE!  PPA room / hall – 2 people  School office - 3 +1 admin staff  Sports Hall – 20 people (social distance)  Dining hall - 20 people (social distance)</p> <p><b>Staff lunches at Meadow Wood</b>  <b>Owls, Ladybirds, Squirrels</b>  Staff room – max 6  Meeting room – max 4  <b>Rabbits, Fieldmice</b>  Pear Room – max 6  Music room – max 2  Dining Hall – max 3 people at 3 tables 1 person per table. Disinfectants provided.</p> <p>Outdoor available for all socially distanced</p> <p><b>Number of people Meadow Wood:</b>  PPA work room – 3 people  Office – 2 people  Staff room - 6 people  Music room – 2 people  Meeting room – 4 people  Hall – 15 people</p> <p><b>Stairs / corridors</b>  Minimise groups (bubbles) transitioning at the same time to ensure brief contact.  (passing briefly in circulation spaces is a low risk)  Implement one-way system (where possible e.g. multiple routes / 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><b>Changing rooms</b>  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>				

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><b>Break / Playgrounds</b>            Avoid any group activities that require pupils to be in close physical contact with each other.            Limit group interaction by clearly zoning areas and staggering breaks.            Use playing fields when weather permits.            Brief all staff on expectations.            Increased supervision to aid enforcement of social distancing as far as is reasonable.            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.            Pupils should wash / sanitise their hands before and after use.</p> <p><b>Breakspere:</b> rubbish bin and a box / container for wipes in the swing area/roundabout area insatalled</p>				
<b>School Swimming pools</b>	<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.</p> <p>Review swimming pool risk assessment and operating procedures.  <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming</a></p> <p>Pupil use is consistent with their wider groups.</p> <p>See  <a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/Reopening-a-pool-after-COVID-19-shutdown-">https://www.swimming.org/swimengland/pool-return-guidance-documents/Reopening-a-pool-after-COVID-19-shutdown-</a>  <a href="https://www.pwtag.org/reopening-pool-after-covid19-shutdown/">https://www.pwtag.org/reopening-pool-after-covid19-shutdown/</a>            Operation after COVID-19 shutdown <a href="https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/">https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/</a>            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><b>Hiring and lettings</b> risk assessments on delivery, bather numbers and social distancing required from hirers. <b>Review in line with wider roadmap dates.</b>            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>School swimming as part of educational provision and wraparound care resumed from March 8<sup>th</sup></p> <p><b>Outdoor pools able to open from March 29<sup>th</sup></b></p> <p><b>Indoor pools able to open from April 12<sup>th</sup> (at the earliest)-</b> At this point all children's activities can resume, e.g. learn to swim classes and club sessions for under 18s will be able to resume.  <b>Club sessions and group exercise classes in the water for over 18s cannot resume until Step 3 (from 17 May at the earliest).</b></p> <p><b>Swim England has published detailed guidance for the safe use of swimming pools, club</b></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>Areas used to be cleaned after use / before occupation by school.  See COVID-19 considerations for swimming <a href="https://thegrid.org.uk/health-and-safety/offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming">https://thegrid.org.uk/health-and-safety/offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming</a></p> <p><b><u>Swimming pools &amp; Hydrotherapy in SEND settings</u></b></p> <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 10<sup>th</sup> June 2020. This must be referred to.  <b>This only applies to pools with a therapeutic use</b>  <a href="https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0">https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0</a></p>	<p>activity and swimming lessons must adhere to this <a href="#">Returning to the Pool</a> guidance.</p>			
<b>Canteen use / lunchtimes</b>	<p>Staff, Students / pupils / wider contacts Spread of COVID 19</p>	<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"> <li>Students eat in their classes apart from a very small number of Breakspere students and Squirrels class at Meadow Wood.</li> </ul>				
<b>Transport / Travel off site</b>	<p>Staff, Students / pupils / wider contacts  Spread of COVID 19</p>	<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)</p> <p>Children and young people aged 11 and over to wear a face covering when travelling on dedicated transport.</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><b>Public transport</b> All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15<sup>th</sup> June) Guidance on <a href="#">how to wear and make a cloth face covering</a> is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Wash / sanitise hands on re-entering the building.</p> <p><b>Minibus / People carrier use</b> Used by those within same school group / bubble, reduce numbers on board to aid distancing. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. <b>Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation.</b> Windows to be open for ventilation (<b>open partially if cold</b>). Staff to wear disposable gloves when refueling.</p>				7.9.
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment.</p>				

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
		Essential / statutory maintenance deemed necessary to the safe running of the school to continue during lockdown.				
Provision of first aid	Staff, Students / pupils / wider contacts  Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.  Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b>  First aiders to be aware of advice on CPR from The Resuscitation Council <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>				
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).  Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants  Fire evacuation plan reviewed hence temporary locations and bubbles.				
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational  <b>Legionella</b> 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				

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
		i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.				
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment.  Parents/ carers and pupils informed of measures in place to protect them  Posters will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.				
<b>Lack of staff</b>	Students / pupils / wider contacts  Spread of COVID 19	Work in the bubbles. Covers primarily in the bubbles. Plan ahead the staff absences  <ul style="list-style-type: none"> <li>The staff to inform their illness during the weekend / absence on Monday</li> </ul> Breakspeare: Darren Meadow Wood: Trish BS admin & prem: Gemma MW admin & prem: Claire				
<b>Staffing levels</b>	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.			

**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](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 5<sup>th</sup> <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>