
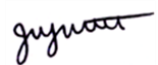


<b>RISK ASSESSMENT FOR:</b> <b>School activities following COVID 19 outbreak:</b> <b>Returning to school in September 2021, following relaxation of guidance</b>		
<b>Establishment:</b>  <b>St Vincent de Paul Catholic Primary School - 140</b>	<b>Assessment by:</b> Senior Leadership Team following the guidance of the HCC schools risk assessment model	Previous updates on: 13th July 2020 1st September 2020 29th September 2020 5th October 2020 3rd January 2021 24th January 2021 1st March 2021 21 <sup>st</sup> May 2021 22 <sup>nd</sup> July 2021 4 <sup>th</sup> August 13 <sup>th</sup> August
<b>Risk assessment number/ref:</b>  <b>RA-003.12</b>	<b>Manager Approval:</b>  	<b>Date:</b> 29 <sup>th</sup> August 2021

Rev 003.9 revised to reflect move to Step 4 from July 19<sup>th</sup> and Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Rev 3.10 – 12 include adaptations suggested by H&S Governors and SLT

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>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b></p> <p><b>Clinically extremely vulnerable (CEV) pupils and staff</b></p> <p><b>Shielding for CEV individuals paused on 1<sup>st</sup> April 2021.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Pupils</b> Those CEV pupils unable to attend school because they are under specialist care and 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.</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> Individuals classed as clinically extremely vulnerable to have <a href="#">a risk assessment</a> undertaken on their role (this is no longer deemed necessary for those who have a household member who is CEV) School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p> <p>See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="#">Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a></p> <p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p><b>Asymptomatic testing (LFD testing)</b> <b>Testing remains voluntary but strongly encouraged.</b> Over the summer staff continue to test regularly (x2 weekly) <b>if attending school.</b></p>	<p>The majority of CEV pupils will no longer be considered as CEV according to Government guidance</p> <p>Review all health care plans</p> <p>From 1<sup>st</sup> April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they <b>cannot</b> work from home.</p> <p>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> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p> <p>Encourage vaccine take up (both doses)</p>	<p>RS</p> <p>Line managers to complete RA for any CEV staff</p> <p>SL</p> <p>SLT</p>	<p>31<sup>st</sup> Aug 21</p> <p>1<sup>st</sup> Sep 21</p> <p>As required</p> <p>As required</p>	<p>ongoing</p>

<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: 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.</p> <p>These expectations have been communicated to all.</p> <p>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> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area away from others (2M), open a window for ventilation) and self-isolate.</p>	<p>Return to school newsletter makes expectations clear</p> <p>Briefing notes for staff</p>	<p>JW</p> <p>JW</p>	<p>31.08.21</p> <p>01.09.21</p>	
<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. 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><i>From Government Guidance:</i> <i>"In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice." This decision will rest with the Headteacher.</i></p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> )</p> <p>Pupils, staff and other adults should follow public health advice on <a href="#">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</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</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p>			

	<p>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>Schools were initially provided with 10 PCR 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-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-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>Confirmatory PCR tests</b> Staff with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p><b>Positive case in school setting</b> Those affected self-isolate and do not return to school until the end of self-isolation period. See case reporting protocol / flowchart for schools</p>	<p>A positive PCR test will still require self-isolation regardless of vaccination status or age.</p> <p>Additional PCR kits able to 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>			
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<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Hand Hygiene</b></p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with soap and water 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 in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception.</p> <p>Additional hand sanitiser in circulation spaces / classrooms where required.</p>	<p>Soap levels checked daily</p> <p>Sanitiser replenished daily</p>	<p>Site team</p> <p>Site team</p> <p>Tchrs / Tas</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	

		<p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site 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. 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>Sanitiser bottles available in class. Class personnel check daily &amp; replenish as required</p> <p>Mobile sanitising stations positioned at key entrance to the buildings</p> <p>Sanitising stations cleaned daily</p>	<p>SL</p> <p>Site team</p>	<p>31 Aug 21</p> <p>Daily</p>	
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p> <p><b>High Contact points</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p><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>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> </ul>	<p>Local kits maintained in each area. Checked by tchrs ./ staff</p>	<p>Tchrs / TAs</p>	<p>Daily</p>	

		<ul style="list-style-type: none"> <li>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<b>Poorly ventilated spaces and use of CO2 monitoring equipment</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems. There is no need to adjust mechanical air ventilation systems that serve only individual rooms or portable units as these operate on 100% recirculation. See <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 ventilation guidance</a> (v4 Oct 20)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. 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>Identify any poorly ventilated areas and take steps to improve. A CO<sub>2</sub> monitor can help identify if the space is poorly ventilated (CO<sub>2</sub> levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>CO<sub>2</sub> measurements should be used as a broad guide to ventilation within a space rather than treating them as 'safe thresholds'. Outdoor levels are around 400ppm and indoors a consistent CO<sub>2</sub> value less than 800ppm is likely to indicate that a space is well ventilated</p> <p>An average of 1500ppm CO<sub>2</sub> concentration over the occupied period in a space is an indicator of poor ventilation. You should take action to improve ventilation where CO<sub>2</sub> readings are consistently higher than 1500ppm</p> <p>However, where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercising), providing ventilation sufficient to keep CO<sub>2</sub> levels below 800ppm is recommended</p>	<p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> <p>Purchase and locate 20 x CO<sub>2</sub> monitors. Place in each classroom and other shared areas to monitor ventilation</p> <p>Protocol established &amp; communicated for readings indicating poor ventilation</p> <p>Communicate with staff how the CO<sub>2</sub> monitors will be used</p> <p>All staff ensure that monitors are charged at the end of the day and that charging leads remain in the monitor so that they are not lost.</p>	<p>JW / SL</p> <p>JW</p> <p>JW</p> <p>Teachers</p>	<p>Aug 31 21</p> <p>Sep 02 21</p> <p>Sep 02 21</p> <p>Sep 02 21</p>	<p>done</p>
<b>General Transmission of COVID-19</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b><u>Reducing foot traffic on site at key times</u></b></p> <p>A flexible start and end to the day will allow for a ten minute drop off / collection period</p> <p><b><u>Breaktimes</u></b></p> <p>Although bubble system not in operation, the number of pupils in each area at break and lunchtimes will be risk assessed, where possible allowing for less mixing and increased space. Break times will be staggered wherever possible.</p> <p><b><u>Dining room</u></b></p>	<p>School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' and to reintroduce a staggered drop off collection for a temporary period, to reduce mixing between groups</p> <p>In the event of an outbreak the wearing of face coverings may be required to be re-</p>			

		<p>Returns to normal full use (in KS1 hall) with rigorous hand hygiene in place and increased cleaning Full ventilation &amp; CO2 monitor positioned and monitored.</p> <p><b><u>Assemblies</u></b> Assemblies will remain virtual initially. Where more than one year groups is agring the hall for any event this must be risk assessed prior to the event and authorised by a member of the SLT. A KS gathering indoors is possible but must be authorised by the headteacher following a full risk assessment. These events will be KS based in a fully ventilated hall (with a CO2 monitor). Larger events may occur outdoors.</p> <p><b><u>Meetings</u></b> Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate .</p> <p><b><u>Staff room</u></b> Returns to regular usage but staff must best responsible in their social distancing and mask wearing of social distancing is not possible. Staggered break times and the lunch supervision schedule should reduce the numbers in the staff room at any one time. This will be reviewed on a weekly basis. The staff room must remain well ventilated in all weathers.</p> <p><b><u>Face coverings</u></b> Any individuals who continue to choose to wear face coverings should be supported to do so. 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 <a href="#">face coverings in Education</a></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></p> <p>Face coverings should still be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p>	<p>introduced in classrooms / communal areas.</p> <p>In the event of an outbreak or significant changes in figures locally, assemblies, dining and recreational arrangements will be reviewed.</p> <p>Staff to be aware of need for increased hygiene measures &amp; full ventilation. CO2 monitor positioned</p> <p>When parents are invited into school, they will be asked tow era face masks</p> <p>Staff working in close contact with children will be asked to wear face coverings</p> <p>Face coverings could be reintroduced at any point for individual classes based upon local circumstances.</p>			
<p><b>General Transmission of COVID-19 wider use of school by 3<sup>rd</sup> parties / beyond school day</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b><u>Hiring and lettings</u></b> risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>Supplementary conditions of hire in place for COVID see <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</a></p> <p>Room layouts and areas able to be accessed agreed with hirer. Time of hire avoids any unnecessary mixing with members of the school community.</p>	<p>Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions.</p> <p>See also <a href="#">Sport England FAQs on return of sport</a></p>			



		<p>Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.  Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.  Provide additional signage, if required, for hired spaces to remind users on hand washing etc.  All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or <a href="#">NHS QR code poster</a> and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement)  Schools are not expected to create NHS QR code posters for their normal day to day operations.  In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p><b><u>Breakfast and afterschool clubs</u></b> – risk assessments on delivery required from providers  See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a></p> <p><b><u>Performances</u></b></p> <p>Audiences indoor / outdoor are permitted but such events must be risk assessed separately and signed off by a member of SLT (see also <a href="#">performing Arts guidance</a>). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).</p>	<p>The hiring party is required to maintain the school's covid secure measures in relation to ventilation of the space and must ensure that all users are non symptomatic.</p> <p>Hiring party must maintain their own register of attendees in order to aid track and trace</p> <p>Parents are not permitted to be inside the building during any clubs. It is the hirer's responsibility to ensure that this is adhered to.</p>			
<b>Access to &amp; egress from site</b>	<p>Staff,  Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b><u>Visitors</u></b>  Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p> <p>Where visits can happen outside of school hours, they should.  No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an <a href="#">NHS QR code poster</a>, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene.  Use of Perspex screens for open receptions  One glass panel returned to main reception window (ventilation either side)  Limit numbers of visitors permitted in main reception lobby – signage to indicate</p>	<p>Visitors to the site will wear a face covering unless not wearing one has been authorised by the headteacher.</p> <p>SL investigate measures for protection of front desk in reception</p>	Aug 31 <sup>st</sup> 21		

<p><b>Curriculum activities</b></p>		<p><b>PE / school sport</b>  No restrictions on how many people can take part in sport indoors / outdoors.  No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.  Since 29<sup>th</sup> March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport).  Since 12<sup>th</sup> April indoor competition between different schools has been permissible.  See guidance on <a href="#">grassroot sports for public and sport providers</a>, <a href="#">safe provision and facilities</a>, and guidance from <a href="#">Sport England</a>  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><b>Science / DT</b>  For secondary science and DT see also CLEAPPS advice (GL343 &amp; GL 344) for suggested considerations in undertaking practical work.  <a href="#">CLEAPSS Home page</a></p> <p><b>Music Singing and wind / brass instruments</b>  No limits on the number of people who can sing indoors or outdoors. <b>However there remains an increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</b>  Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors.  Use larger rooms with high ceilings (school Hall) for larger groups.  <b>Encouraging the use of outside space where practical</b>  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>Offsite visits</b>  Offsite visits (day visits) able to be run since 12<sup>th</sup> April in line with the Government's roadmap.  Domestic residential visits able to take place since 17<sup>th</sup> May.  Off site visits risk assessment to be undertaken and include IPC measures.</p>	<p>All such fixtures (indoors and outdoors) will be subject to local risk assessment and context of cases locally. There may be periods of time where fixtures remain restricted.</p> <p>Travel list (and broader international travel policy) is subject to change, contingency plans required</p>			
<p><b>Canteen use / lunchtimes</b></p>	<p>Staff,  Students / pupils / wider contacts  Spread of COVID 19</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.  <b>Canteen use</b>  Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p>				

<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	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. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical).  All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be.  School to seek confirmation of the contractors method statement / risk assessment.				
<b>Provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Where reasonable 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. All PPE should be worn properly, and removed with care (instructions are displayed in each trolley). Wash hands immediately and thoroughly before and after removing 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="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings   Resuscitation Council UK</a>				
<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.  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) <b>if</b> close contact is required.  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. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.				

<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. Post any 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.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)				
<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.				
<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>

Actions for schools COVID operational guidance

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

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

**Guidance on ventilation & the use of CO2 monitors**

[Identifying poorly ventilated areas and using CO2 monitors \(hse.gov.uk\)](#)

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#consider-group>

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

Cleaning after a positive / symptomatic case on site

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

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/>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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>

Pregnant employees [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)