**Schools - COVID 19 Risk Assessment - Coombe Hill Infants School Operating During Lockdown and March 2021onwards**

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| **Description of Activity / Person / Area / Equipment being assessed** | **Provision of education during the Covid-19 situation - operating during lockdown, Tier 4 in January ,February and March, April 2021** |
| **Section(s) / Team(s) covered** | Coombe Hill Infants School |
| **Location(s) covered** | CHI Coombe Lane West KT2 7DD |
| **Date of Original Assessment** | 15/07/20 |

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| When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment? | April 19th 2021 | |
| Are staff covered by this risk assessment aware of the controls noted and understand them? | Yes | |

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| Has action been taken | ongoing and according to government advice |
| Monitoring checks and incident reporting | HT/DHT/Site manager/SLT/SBM - Report to governors |
| Headteacher | Janet Berry |
| Deputy Headteacher | Susan Jakob |
| Site manager | Kate Curtis |
| Date | 19/04//21 |

**This risk assessment template focuses on education during the COVID-19 lockdown and tier 4 status of the local area. If there are any queries, please contact us at healthandsafety@kingston.gov.uk. . Updates from 14th April are highlighted with pink highlighter pen. Updates from 31st March have the yellow highlighter pen effect. Direct quotes from Government guidance are highlighted with the pale green highlighter pen effect.**

**This document is applicable to all types of schools including special. Updates are identified with the use of the yellow highlighter pen effect. Direct quotes from Government guidance are highlighted with the pale green highlighter pen effect.**

**Schools COVID 19 Risk Assessment for March 31st moving into April 2021**

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## Review Dates

| Review Date - Actual | Were Changes Made? | Name of Lead Reviewer | Date Schools updated |
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| This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19. | | | |
| 14/7/2020 published | | H&S Team | 14/7/2020 |
| Update - 14/8/2020 | ● Updates following the 7/8/2020 update of the Government's guidance on the full opening of schools in September 2020.<br>● Link to new guidance on noting absence which includes actions for different COVID testing result scenarios.<br>● Information for all schools in relation to safe use and storage of alcohol containing hand sanitiser.<br>● Inclusion of references/links to updated/new specific Government Guidance documents where relevant to H&S.<br>● Notification that CLEAPSS COVID guidance has been updated.<br>● Notification of additional wording on the HSE website relating to air conditioning and fans.<br>● Latest excerpt from the Shielding guidance (updated 4/9/2020). | H&S Team | 14/8/2020 |
| Update - 26/08/2020 | Change to government guidance for the use of face coverings in high schools | H&S Team | 26/8/2020 |
| Update - 3/9/2020 | Update in light of the latest update to the Government Guidance on full opening of schools, particularly face coverings information re' primary school staff rooms, the requirement for children aged 11 and over to wear face coverings on school dedicated transport unless individuals would be exempt from wearing them on public transport, | H&S Team | 3/9/2020 |

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| | plus sports, music, singing, and hiring our facilities updates. Links to new Swim England guidance for schools, guidance to schools on transport and guidance for parents and carers. | | |
| 28/9/2020 | Changes in line with the updates of the 10th and 17th September to the Government Guidelines for full opening of schools.<br><br>Example of moisture guard products for brass and woodwind bells, advice re' drama activities, rejigging of music section.<br><br>Additional comments re' face coverings including EYFS settings as per 22/9/2020 update to EYFS Government Guidelines.<br><br>Maintaining ventilation during cold weather - interim comment as we await further Government guidance.<br><br>Advice re' water trays, play-doh, cooked pasta as learning resources.<br><br>Links to:<br>● Government Guidance on how schools can order test kits.<br>● Updated REHVA Guidance (Federation of European Heating and Ventilation Associations)<br>● Information about the NHS COVID-19 app<br>● AfPE's updated guidance (Association for Physical Education)<br>● **Link to update on CPR for children by British Resuscitation Council** | H&S Team | 28/9/2020 |
| Update - 2/11/2020 | Shielding Government Advice update<br><br>Updates on lettings, face coverings, carol concerts, Christmas fayres and | H&S Team | 2/11/2020 |

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| | performances in light of 'high' alert status.<br><br>Updates as included in the 21/10/2020 and 22/10/2020 updates to the full opening guidance for schools, including ventilation, pregnant staff, test and trace information re' visitors and contractors, people who are clinically extremely vulnerable, home test kits, travel abroad, etc. | | |
| 1/12//2020 | Updates associated with leaving the lockdown period on 2nd December 2020 and entering the tier 2 high level alert.<br><br>These changes apply from 2nd December onwards. Main updates focus on hiring of premises, shielding, clinically extremely vulnerable pupils and staff, performances, early years and the use of malleable resources by children and reference to the Contingency Framework. | H&S Team | 1/12/2020 |
| 11/12/2020 | Christmas performances updated to reflect a local decision, HSE advice on ventilation updated and update to Government guidance on the symptoms associated with teething and childhood vaccinations | H&S Team | 11/12/2020 |
| 26/1/2021 | Updates:<br><br>Shielding and clinically extremely vulnerable people, pregnant staff, malleable resources, hiring out facilities, educational visits<br><br>Please look for all yellow highlighted text throughout the whole document. | H&S Team | |

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| 31/3/2021 & 14/4/2021 | Updates include: Link to LCRC FAQs on LFD Testing, educational visits, updates to shielding advice, pregnant staff, bubble sizes for afterschool clubs and similar, sports, hiring out facilities, outbreaks, face coverings, sports, educational visits, parent and child singing groups, hiring, etc. Please look for all yellow and pink highlighted text throughout the whole document | H&S Team | 18.04.21 |

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| No | Issue/hazard and what can go wrong | People at risk | Control measures/ mitigations to reduce the risk levels as low as practicably possible | In place? Comments? |
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| 1 | **Some staff or pupils may be more vulnerable to complications associated with COVID-19** | Staff<br>Pupils | • Government Guidance has been updated (18/3/2021). **Link: Advice on Shielding and Protecting Clinically Extremely Vulnerable People**<br>**Excerpt in relation to clinically extremely vulnerable people going to work:**<br>*"Work*<br>*Everyone is currently advised to work from home where possible.*<br>*If you cannot work from home, we are no longer advising that you do not attend the workplace. Your employer is required to take steps to reduce the risk of exposure to COVID-19 in the workplace and should be able to explain to you the measures they have put in place to keep you safe at work. Some employers may introduce regular testing of employees as part of these measures. You may also want to consider how you get to and from work including if it is possible to avoid using public transport during rush hour.*<br>*Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to* | Individual risk assessments carried out where required.<br>Working from home arrangements in place for some staff<br>All staff contacted regularly and support offered where needed<br>Record kept of status of all staff |

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| | | | *work from home where possible, but if they cannot work from home should attend their workplace."*<br><br>In relation to **clinically extremely vulnerable children**, **an excerpt from the School Coronavirus Operational Guidance (updated 6th April 2021):**<br><br>*"We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician."*<br><br>*"Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal."*<br><br>● Evidence suggests that, alongside a previous list of health-related physical conditions, there are three key demographic factors that can affect people's vulnerability, or 'risk factor' in relation to COVID-19 health outcomes:<br>▪ **Age**<br>▪ **Underlying health conditions**<br>▪ **Ethnicity**<br>▪ **Gender**<br>● Action HR's Occupational Health prepared an Individual Risk Assessment for Staff for schools to utilise. Consultation with Unions took place successfully and the document has been shared with schools. Any questions should be directed to: **occupational.health@kingston.gov.uk**<br>● The school has utilised the individual staff risk assessment document and gone through the form with staff affected by this. As part of this process | |

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| | | | the arrangements for their return to work have been carefully planned and discussed with each individual.<br>● **Pregnant** women are included in the 'clinically vulnerable' category, and in some cases the extremely clinically category. The guidance: **Advice for pregnant employees** was updated on 29/3/2021.<br>● The Government guidance for schools includes advice in relation to pregnant women and gives a **link** to information provided by the Royal College of Obstetrics and Gynaecology (RCOG) (updated on 19/2/2021). **Link: RCOG Guidelines and Videos**. The Guidelines include detailed information for employers and pregnant employees.<br>● Schools are advised to request advice from their occupational health provider if they have queries in relation to anything discussed in this row.<br>**Excerpt from the Government Guidelines Schools Coronavirus Operational Guidelines: (updated 26/3/2021):**<br>*You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.*<br>*COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.*<br>*You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).*<br>*We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.* | |

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| | | | *Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.* | |
| 2 | **People with symptoms of COVID-19 - potential for transmission from person to person** | Staff pupils visitors contractors | • Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the school if they or any member of their household are displaying any **symptoms** of COVID-19.<br>• If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss or change in the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the **staying at home guidance** and arrange a **PCR** test to identify whether they have COVID-19.<br>• The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - number 25 in this risk assessment<br>• **Posters** describing the symptoms were circulated to schools in May by the Health and Safety Team and these have been displayed in the school.<br>• Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).<br>• The following link provides advice on noting absence and gives examples of the time required off school for different COVID-related scenarios based on test results: **AbsenceInRelationToCOVIDscenarios**<br>• The Government Guidance on full opening in September has changed the isolation period for those who test positive for coronavirus from 7 days to at least 10 days from the onset of symptoms or, if no symptoms, then 10 days from the day of the positive test. **Use this link to check the latest advice on isolation periods in the event of a positive test result: Link: NHS test result advice**<br>• **Link: Information for Schools and FE about the NHS Covid App** | Information for parents/staff and visitors kept up to date and is visible in all public areas |

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| | | | • **Government Guidance - Schools Full Opening - Positive Cases** - go to system of controls number 9 in this section.<br>• **Link: DfE Letter about the Helpline**<br>• **DfE Helpline:** 0800 046 8687 and selecting option 1<br>• The school is aware of the **Contingency Framework Government Document** which advises in relation to any restrictions on education which would only be initiated as a last resort following a ministerial decision. The framework sets out how such restrictions would be implemented as a containment measure for the rare circumstances in which they are required to address transmission within education settings and the community.<br><br>**The Actions for Early Years and Childcare Providers Guidelines have been updated, to help schools if they are considering whether a child could have COVID symptoms, as follows:**<br><br>***Side effects of children taking a vaccination or teething:***<br><br>• *If coronavirus (COVID-19) is suspected, settings should follow the advice in the system of controls."* | |
| 3 | **Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those** | Staff | • In addition to the bullet points listed in point 1 of this risk assessment the following are in place:<br>• Individual staff risk assessments are completed as discussed in point 1.<br>• Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation.<br>• Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. | Regular staff surveys in place to monitor well being and anxiety |

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| | **who are currently shielding).** | | • School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond).<br>• If the school buys into a scheme, staff are reminded of the availability of their Employee Assistance Programme.<br>• Staff and school have access to official guidance from DfE and Public Health England. | |
| 4 | **Testing - people who do not have symptoms of COVID-19** | | Home lateral flow device (LFD) testing kits have been provided to infant, primary and junior schools for staff to utilise so they can test themselves at home before coming into school. These kits are for use by people who do not have any symptoms of COVID-19.<br><br>Action HR has provided a Template Risk Assessment for Home Testing Kits which looks in detail at the controls needed to manage this process safely.<br><br>**Link: LFD Video Animation** (no sound but with explanatory text)<br><br>**Link: Video on how to use home test kit** (with sound)<br><br>Staff please see LFT separate risk assessment | All staff have LFT kits, regular days are set for testing and a log is kept updated and reviewed |
| 5 | **People not getting tested if they have symptoms** | | The LFD kits are only for use by people who do not have symptoms of COVID-19<br><br>**Testing - people with symptoms of COVID-19**<br><br>People with symptoms needs to self isolate and get tested - including children of all ages, even those under 5.<br><br>• **Link: Guidance on Testing for Essential Workers (e.g. teachers)**<br>• **Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils**<br>• **Link: Symptoms** **Link: Essential Workers**<br><br>The school advises anyone with symptoms to self-isolate and arrange a test. | This is regularly communicated to staff and parents |

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| | | | **Useful to know - for parents and carers -** Local Authorities are currently running free lateral flow testing at Council sites and some pharmacies. Information on these locations can be found on Local Authority websites and staff and families will be reminded of this option. Tests carried out at these sites will be recorded and the person tested will receive a confirmation text and email for record. | |
| 6 | **People returning from abroad** | Staff Pupils | It is not anticipated that staff or pupils will have travelled abroad during the current and planned travel restrictions, if they have, they will need to quarantine for 10 days on their return from a non-exempt country or island. School leaders discuss this with staff where relevant. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. | Information was shared with all staff/parents |
| 7 | **Local Outbreaks** | | **Process in the event of local outbreaks**<br>Quote from Schools Coronavirus Operational Guidelines:<br><br>*"If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak."*<br><br>● In this event, the school will contact the dedicated advice service by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.<br><br>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local | HT/Govs keep up to date with local and national updates |

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| | | | and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.<br><br>The school will follow the advice provided by Public Health in these situations.<br><br>In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority/Academy Trust.<br><br>**Link:** **Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance)** the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations. | Guidance shared with Govs and SLT |
| 8 | **The potential for transmission of virus droplets from surfaces to the hands and then to the face -**<br><br>**Handwashing** | Staff pupils visitors<br>contractors | • **Link:** **Government Guidance on full opening in September 2020**<br>• All rooms now have a lidded bin to support respiratory and handwashing hygiene<br>• On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control.<br>• On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors.<br>• Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising.<br>• All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks,when they enter different rooms, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes.<br>• Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments.<br>• Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished.Tea towels not used. | Clear signage in all classrooms and shared areas.<br><br>Hygiene boxes in each classroom and teaching space- Regularly replenished. |

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| | | | ● Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels.<br>● **Link**: **Public Health - washing your hands poster**<br>● **Link: Public Health England - using hand rub poster**<br>● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'.<br>● **Link: Catch it, Kill it, Bin it poster**<br>● Where toilets have lids, staff are encouraged to close the lids before flushing. First aiders have access to local handwashing facilities/hand sanitiser. | |
| 9 | **Visitors** | | ● Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. Where possible and practical visits are made out of hours or at quieter times when there are less people on site.<br>● No parents or non essential visitors to enter the school building<br>● All visitors and parents to wear masks at all times<br>● Only one parent to escort child to school<br>● Designated drop off/pick up times<br>● All parents advised to call/email<br>● One way system in place<br>● **All Schools**: Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual**.** The school ensures these individuals are aware of the hand washing and social distancing arrangements to be followed in school and the face coverings policy. All staff and visitors are expected to wear face coverings in all communal areas, including corridors. If clear face covers are used masks must also be used in these areas. | Information clearly communicated to all staff, parents and visitors |

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| | | | • All visitors, including contractors, are required to provide contact information so that this can be accessed for Test and Trace purposes. The H&S Team has updated its Managing Contractors Form for schools accordingly.<br>• **Immunisation Programmes - Excerpt from the full opening of schools in September Government guidance which was updated on 7/8/2020:**<br>• *"As normal, you should engage with your local immunisation providers to provide routine immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff."*<br>• Where immunisation visits are being organised to take place in school, the school will share its risk assessment with the immunisation provider and request confirmation as to what infection control arrangements the provider will be putting in place for the immunisation process.<br>• Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible.<br>• Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place.<br>• The school utilises Action HR's **Managing Contractors - Code of Conduct Update COVID-19** as sent out to schools on 1st July. | Site Manager up to date with managing contractors |
| 10 | **The potential for transmission of virus droplets from surfaces to the hands and then to the face -** | | • Visitors are required to follow the school's face coverings policy (unless they are exempt).<br>• Door keypads cleaned frequently<br>• Pupils should use designated pens/pencils/rulers and these should be cleaned frequently if shared with others<br>• The reception desk has a glazed window as part of its design. | Site manager overseas this<br><br>All staff have been made aware of this |

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| | **Signing in arrangements,**<br>**Use of equipment including pens and pencils,**<br>**Use of Resources,**<br>**Libraries**<br>**Shared equipment**<br>**Toys** | | ● Sign in sheet replaced each day , pens wiped down after use<br>● To support this, 2 metres is identified on the floor in some way so that visitors know not to get closer to reception.<br>● Classroom based resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.)<br>● Soft furnishings which can be cleaned can be used.<br><br>Following discussions with Public Health on 4/1/2021:<br>● Play-Doh:<br>○ Each child is provided with their own fresh batch of play-doh, does not share it, and it is stored in individual, named containers between play sessions.<br>○ Children wash their hands when they have finished playing with it.<br><br>● Shaving foam: this is more like a soap-based cleaning product.<br>○ Each child is provided with their own fresh batch of it, does not share it.<br>○ The foam is disposed of after the session.<br>○ Children wash their hands when they have finished playing with it.<br>● Cooked Pasta:<br>○ Each child is provided with their own named, fresh batch of pasta and does not share it with anyone else.<br>○ It is thrown away after the session.<br>○ Children wash their hands when they have finished playing with it.<br>● Water trays: the school takes a risk assessment approach when considering this issue and the following are in place:<br>○ Individual named trays that are allocated to an individual child and cleaned before and after the session.<br>○ The water in each tray emptied and refilled regularly during the session.<br>○ As part of this, the school has considered the following: | |

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| | | | ■ the design of trays it has and whether they can be effectively disinfected at the end of each session/day - do they include intricate parts which are difficult to clean?<br>■ only enable water tray play if the school is confident it can clean and manage this equipment effectively so that it does not present a transmission risk<br>■ assesses any toys that are played within the water in the same way.<br>● Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others.<br>● Chrome books used by bubbles and cleaned after use<br>● Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development.<br>● Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (See also the sports row of this risk assessment.)<br>● Use of the Library currently not in use for pupils<br>● No hot-desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. If there are insufficient numbers of desk phones available, the phone is cleaned thoroughly before and after each use.<br>● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice and telephones<br>● Registers taken electronically and children will not bring letters etc to the office<br>● ICT Room - keyboards and mice are cleaned before they are used by a different group.<br>● Sharing of computers and IPads is avoided where possible. | |

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| | **Computer, telephone and IT equipment**<br><br>**Outside play equipment** | | ● The school considers how external play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.<br>● **Playground play equipment**:<br>○ Children can play on play equipment if it can be appropriately managed from a transmission perspective. For example, only one group of children can play on an area of equipment at a time and if a different group was to play on it later that day, this could only happen if the play equipment was thoroughly cleaned and dried and left after its clean and drying for a good half hour or so in the sun before the next group came to play on it. The clean would need to be very thorough and not all types of surface can be easily cleaned.<br>○ Play equipment (outdoor) fogged weekly and all children wash hands before and after use.<br>○ Rota system for playground use<br>○ **Link:** **Learning Through Landscapes Cleaning Guidance for Outdoor Areas**<br><br>● **Excerpt from the Government Guidance for Schools (full opening):**<br><br>*"Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. Given the increasing knowledge we have of the virus that position has now changed. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left* | |

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| | **Therapy equipment** | | *unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles."*<br><br>*You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:*<br><br>· *restricted to one user*<br>· *left unused for a period of 48 hours (72 hours for plastics) between use by different individuals* | |
| 11 | **Cleaning inc. toilets** | | ● There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)).<br>● Rooms / shared areas that are used by different groups are cleaned more frequently.<br>● Disposable gloves used for all cleaning<br>● Designated toilets (not blocks) for each year group<br>● The Government Guidance in relation to toilets:<br>● *toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet*<br>*An excerpt from "**Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**" is provided below:* | Site manager has ensured enhanced cleaning is in place |

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| | | | *"Cleaning should be generally enhanced, including:*<br>• *more frequent cleaning of rooms or shared areas that are used by different groups*<br>• *cleaning frequently touched surfaces more often than normal, such as:*<br>○ *door handles*<br>○ *handrails*<br>○ *table tops*<br>○ *play equipment*<br>○ *toys*<br>○ *electronic devices (such as phones)*<br>*When cleaning, use the usual products, like detergents and bleach, because these are very effective at getting rid of the virus on surfaces. All education, childcare and children's social care settings should follow the PHE guidance on cleaning for non-healthcare settings."*<br><br>• See link: **Cleaning in non-healthcare settings. Note: this guidance was updated as the Government promised.** | |
| 12 | **Social distancing -**<br><br>**Teaching, Classrooms Bubbles/Groups** | Pupils, staff | • **Link: Guidance for Full Opening (Schools)**<br>• **Link: Guidance for Full Opening (Special Schools & Other Specialist Settings)**<br>• Where possible and appropriate, outside space is utilised for lessons or activities.<br>***(School - Please delete/alter the sections below, dependent on which type of school you have)*** | Each year group has class bubbles within it ( KW and vulnerable pupils)<br><br>Children are spaced apart as much as possible and staff socially distance from pupils |

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| | **Classrooms** | | • Pupils are in the same class group at all times each day, and different groups are not mixed during the day.<br><br>*When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate."*<br>• Where possible, pupils use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day.<br>• Where a different group needs to use a room that has been used by a different group, the room will need to be thoroughly cleaned before the next group enters-including the studio room<br>• Desks are arranged so pupils sit side by side as much as possible, or are sat in clusters and are not facing each other<br>• The above room layout might include moving unnecessary furniture out of classrooms to make more space. The school will carefully consider where items should be stored to ensure these in themselves do not create hazards, e.g. fire safety and PE/games safety.<br>• Where possible, for example where there are classes with reduced numbers of pupils, the pupils and staff are all spaced as widely apart as possible, taking into account the space available.<br>• Where staff need to move between classes and year groups for timetabling and subject purposes (particularly secondary schools), they will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.<br>• Where ground floor classrooms/offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times.<br>• Classroom window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately. | All information communicated to all staff and updated where necessary |

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| | | | • During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. Furniture is organised where possible to avoid people sitting in draughts.<br>• Where absolutely essential and unavoidable, for wraparound care purposes, children may attend in a different bubble to their usual 'day bubble' and the bubble they are in for wraparound care is kept consistently the same.<br><br>• Mechanical ventilation systems – our school does not have mechanical ventilation systems.<br><br>**Excerpts from Government Guidelines:**<br>• ***Section 1 - Prevention***<br>• *"Always keeping occupied spaces well ventilated."*<br>• **Measures within the classroom**<br>• *"Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission.* ***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. Ideally, adults should maintain 2 metre distance from each other, and from children****. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who* | |

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| | | | *need close contact care. These pupils' educational and care support should be provided as normal."*<br>● *"Schools, local authorities, health professionals, regional schools commissioners and other services should work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place."* | |
| 13 | **Social distancing and ventilation -**<br>**Offices** | | ● Staff maintain the 2 metre distancing rule wherever possible including with other staff and pupils.<br>● No hot-desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone.<br>● Staff must avoid going into the office unless absolutely necessary<br>● Parents asked to phone or email rather than come in<br>● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice.<br>● Where ground floor offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times.<br>● Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air.<br>● Mechanical ventilation systems – our school doesn't have mechanical ventilation systems. | Staff and children have been informed of increased ventilation and to dress accordingly.<br>Doors are opened partially and fully at break times |

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| 14 | **After School Clubs, Breakfast Clubs, Holiday Clubs**<br>**Community Activities** | | • This guidance was updated on 7/4/2021 and advises on the controls required of providers for these activities and settings. In addition to after school and holiday clubs, the Guidance covers a range of community activities including uniformed youth organisations such as Scouts and Guides, and other groups and activities including drama and ballet. The full list of applicable activities is provided in this document: Keeping Children Safe in Out of School Settings under the 'What are out of school settings?' heading.<br>• The Government has provided guidance on the provision of these facilities<br>• **Link: Protective Measures for Holiday or After School Clubs or Other Out of School Settings** - this guidance was updated on 23/02/21and advises on the controls required of providers for these activities and settings.<br>• Where absolutely essential and unavoidable, for wraparound care purposes, children may attend in a different bubble to their usual 'day bubble' and the bubble they are in for wraparound care is kept consistently the same.<br>• The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19.<br>• The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control.<br>• The setting will opt for **outdoor activities** wherever possible and practical and take a risk assessment approach to identifying maximum group sizes for those outdoor activities.<br>• Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for | Risk assessment in place, updated accordingly and shared with staff |

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| | | | that setting. The maximum figure of groups of 15 children is given in cases where you can't keep the children in their day bubble for the after school club. See the guidance for more information. **For indoor activities that can't be undertaken outside,** the maximum figure of groups of 15 children is given in cases where children can't be kept in their day bubble for the after school club.<br><br>**Excerpt from the Schools Coronavirus Operational Guidance:**<br><br>*"From 29 March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, **activities taking place outdoors** can happen in groups of any number. This is because the transmission risk is lower outside."*<br><br>Excerpt from the **Protective Measures for Holiday or After School Clubs or Other Out of School Settings** in relation to indoor activities:<br><br>*"From 12 April, in line with the commencement of step 2 of the COVID-19 response – spring 2021, out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend."*<br><br>*Excerpt from the Providers of Grass Roots Sports and Sports Activities:*<br><br>***All children can take part in indoor childcare and supervised activities, including sport and physical activity** (such as community sport clubs) subject to restrictions on size of group as set out in the out-of-school settings guidance. From 12 April, these activities can also* | |

**Schools COVID 19 Risk Assessment for March 31st moving into April 2021**

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| | | | *take place at indoor skating rinks and trampolining parks, which are otherwise closed to the public (except where exemptions apply).”*<br><br>● *“Parent and child groups can also take place indoors and outdoors with a limit of 15 attendees (children under five years of age do not count towards the attendee limit.)”* | |
| 15 | **Social Distancing -**<br><br>**Travelling to and from school**<br><br>**Dropping off and collection arrangements** | | ● Unnecessary travel on public transport is avoided where possible.<br>● All those who travel on public transport are required to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering. ***Update***: The guidance on this has been updated again (**5/1/2021**) - **Link:** **Safer Travel Guidance for Passengers**<br>● See also this poster: **Safe Travel Poster for Passengers**<br>● **Link:** **Guidance on Transport to School and other Places of Education** updated on 27/11/2020<br>● Parents are discouraged from gathering at the school gates and reminded of the social distancing rules (2 m or, if this is not possible, 1 m plus mitigating controls).<br>● Where possible, drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. (Government Guidance states these arrangements should not reduce the amount of overall teaching time.)<br>● Staggered drop off and pick up times are in place | All parents are informed of arrangements and regular reminders in weekly emails.<br><br>Regular, clear communications to all parents, staff and visitors |

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| | | | ● one adult per child to drop off/pick up<br>● All parents asked to wear face coverings<br>● 2 metre box outside each classroom<br>● The school regularly checks the Government Advice:<br>● **Link**: **Government Guidance - Full Opening of Schools**<br>● **Link: Government Guidance - Special Schools and Other Specialist Settings**<br>● **Link: Government Advice - Conducting a SEND Risk Assessment**. | |

**Schools COVID 19 Risk Assessment for March 31st moving into April 2021**

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| 16 | **Airborne transmission -**<br><br>**Face Coverings**<br><br>- **Travelling**<br><br>- **In school** | Staff, pupils | **Face coverings (Infant, Primary and Junior Schools)**<br><br>● Staff and children must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.<br><br>● Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staff rooms, staff are expected to wear face coverings (unless they are exempt)<br>● We are mindful that, even with the use of face coverings, social distancing between staff, good general ventilation, plus good hand and respiratory hygiene should be followed wherever possible.<br>● This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances - see section 26.<br>● **Link:** [Government Guidance on Full Opening of Schools]<br>● This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances - see section 26.<br><br>**Early Years and Foundation Stage Settings - when social distancing is difficult to maintain in communal areas**<br><br>● In situations where social distancing between adults (including secondary age children visiting the school) is not possible, face coverings will be worn unless they are exempt. | Clear communications and signage in place<br><br>Procedures in place for managing someone with Covid symptoms<br><br>Staff/Visitors are encouraged to wear face coverings |

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| | | | ● The school will be mindful that, even with the use of face coverings, social distancing between staff, good hand and respiratory hygiene should be followed wherever possible.<br>**Excerpt from School Coronavirus Operational Guidelines:**<br><br>*"**Face visors or shields** should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately."*<br>**Poster: Wearing face masks poster**<br><br>***Subject to the roadmap process, as part of step 3, we expect these precautionary measures to no longer be recommended. This would be no earlier than 17 May and will be confirmed with one week's notice.*** | |

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| 17 | **Social distancing -**<br><br>**lunch and school canteens** | | .<br>● Lunch times are staggered to reduce the total numbers of people in the hall at any one time.<br>● Queuing for lunch - bubbles are maintained<br>● member of staff on duty in lower bay to supervise and clean toilet area<br>● Entrance into smaller areas (e.g. food server if this is slightly discrete to the main hall) controlled with maximum number of people allowed in the space at any one time.<br>● Tables and chairs set to maximise the distance between people.<br>● Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. In colder weather, if it is too cold in the dining area, windows are adjusted just enough to provide constant background ventilation, and opened more fully during times of non-occupation to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air.<br>● Mechanical ventilation systems –does not have mechanical ventilation systems.<br>● **Link**: **Government Advice for Schools implementing protective measures in education and childcare settings** | All staff given up to date information and supported by SLT |
| 18 | **Social distancing -**<br><br>**staff room and staff toilet facilities**<br><br>**meetings** | Staff, visitors | ● Protocol set for the use of staff kitchen and staff toilet areas - signage for one person at a time with distancing indicators on the floor.<br>● Connections equipment must not be used during the day<br>● Staff are encouraged to have breaks outside/go for local walks, consider allocating an outside space in school to staff to have their lunch when weather permits. Individual choice is important and accepted.<br>● Staff are encouraged to close toilet lids before flushing (where toilet lids are provided).<br>● Staff make their own drinks and handle their own food.<br>● Meetings take place outside if practical and possible, shortened in length for participant comfort.<br>● Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled.<br>● Numbers limited based on space available. | signage in place and all staff are aware |

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| | **Governing Body meetings**<br><br>**Interviews** | | ● Consider delegates joining via screen in their own offices rather than being physically present in the room.<br>● Consider face coverings being worn by all except by those who are exempt.<br>● Window(s) opened where possible.<br>**Link:** **Government Guidance on Full Opening for Schools**<br><br>***Excerpt from the Government Guidelines:***<br>*"Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day."*<br><br>***Governing Body meetings**:*<br>*Wherever possible these are held virtually. During any national lockdown, or any period of Tier 2, high alert, these will be held virtually.*<br>*School Governance June Government Update - Updated 8/10/2020*<br><br>**Interviews**<br><br>● Where possible, interviews are held remotely with the use of technology.<br>**From 8th March:** | |

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| | | | **Excerpt from Schools Coronavirus Operational Guidance:**<br><br>*"Schools should consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible."*<br><br>*and*<br><br>*"Where face-to-face meetings are necessary, you should share the school's control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings where social distancing cannot be managed safely."*<br><br>***Excerpt:***<br>*"As DfE guidance advises limiting the number of visitors, it may be appropriate for schools to consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible. Interviewing remotely may be a new experience for many schools. The DfE teaching blog provides some information on the experience of implementing interviews remotely. There is also advice that can be sent to candidates on how to prepare for remote interviews"* | |
| 19 | **Social distancing - movement around school buildings** | Staff, pupils | ● Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering.<br>● Where there are windows along corridors, they are opened to help with general ventilation where possible. In colder weather, if these areas are very cold, they are adjusted so as to still maintain constant background ventilation whilst not being fully open.<br>● Where physically possible, movement around the building is via a one-way system with one set of stairs used for going up and one for going down.<br>● all corridors and the slope are clearly marked<br>● Classrooms marked to avoid congestion at doorways | Clear signage and regular reminders |

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| | | | • Staff are reminded that they must avoid congregating in corridors, photocopy area etc.<br>• **Excerpt from the Government Guidelines**:<br><br>*"While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits."* | |
| 20 | **Social distancing -**<br><br>**Assemblies,**<br>**Large gatherings,**<br>**Whole school worship**<br><br>**Productions** | Staff, pupils, visitors | • Whole school assemblies or whole school worship does not take place. Instead the school organises individual group assemblies/worship or uses technology (for example with one group of children present as the assembly/worship is delivered and this is filmed for showing in each classroom).<br>• ***Excerpt from Government Guidelines:***<br>• *"You should avoid large gatherings such as assemblies or collective worship with more than one group"*<br><br>• Regular pre-recorded assemblies in place<br><br>• School productions including concerts, drama productions are prepared virtually within bubbles during periods of high alert status and times of national lockdown.<br>• Audiences do not attend to watch the live event.<br>• Fetes, Fayres and similar events do not take place currently. Possibilities for virtual activities are explored where the school is keen for this.<br>**Excerpt from Schools Coronavirus Operational Guidelines:**<br>***"Performances***<br>*You should not host any performances with an audience. You may wish to consider alternatives such as live streaming and recording* | Assemblies currently held virtually<br><br>Currently no events planned |

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| | | | *performances, subject to the usual safeguarding considerations and parental permission* | |
| 21 | **Music -**<br>**Playing and Singing**<br>**Wind and Brass**<br>**All instruments** | Staff, pupils | ● **Playing Instruments and singing**<br>● Playing instruments and singing in groups takes place outdoors wherever possible, weather permitting.<br>● If indoors, the school limits the numbers in relation to the space being used. Consideration is given to size of the room and ventilation (see bullet points further down in this row).<br>● **Singing, wind and brass playing**<br>● Singing does not take place in larger groups such as choirs and ensembles, or assemblies **unless** significant space, natural airflow (***at least 10l/s/person for all present, including audiences***) and strict social distancing and mitigation as described below can be maintained.<br>**Microphones**<br>● The school uses microphones where possible or encourages singing quietly.<br>● **Social distancing for singing and music**<br>● In the smaller groups where these activities can take place, the school will observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.<br>● **Seating positions for singing and music** | Staff informed |

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| | | | • Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.<br><br>• Social distancing is maintained, as mentioned above.<br><br>• Wind and brass players are positioned so that the air from their instrument does not blow into another player.<br><br>• **All instruments**<br>**Link: Safer Singing Guidance**<br><br>Wherever possible, pupils do not share instruments and only use their allocated instrument.<br>• Equipment is labelled to help identify the designated user, for example, percussionists' own sticks and mallets.<br>• If instruments and equipment have to be shared, they are disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at **Link: Performing Arts Handling Equipment Safely**<br>• **Link: hygiene: handwashing, sanitation facilities and toilets**.<br>• Hand washing takes place before and after handling instruments, especially if being used by more than one person. | |
| 22 | **Drama** | Staff, pupils | The following control methods are followed by the school:<br><br>• Social distancing.<br>• Good general ventilation, activities outside where weather permits.<br>• Microphones are used where possible and appropriate. | |

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| | | | • Use of props and costumes is avoided during practice and rehearsals.<br>• Where props and costumes must be used, ensuring they are not shared between people and are cleaned thoroughly before and after use, if they have to be shared then meticulous cleaning takes place between different users.<br>• Good hand hygiene is followed, particularly at the start and end of the session and if equipment has been handled.<br><br>**Link:** **Working Safely During COVID-19 Performing Arts** | |
| 23 | **PE and Sports** | Staff, pupils | • PE and sports lessons will take place outside as a priority where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only.<br><br>• Pupils will be kept in consistent groups.<br><br>• Where outdoor activities are not possible, the following are in place:<br><br>○ large indoor spaces are used, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible);<br><br>○ distancing between pupils;<br><br>○ and paying scrupulous attention to cleaning and hygiene.<br><br>○ These factors are particularly important in a sports setting because of the way in which people breathe during exercise. | Staff will plan for as much outdoor PE as possible |

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| | | | ● External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.<br><br>**Association for Physical Education (AfPE) Guidance:**<br><br>**Updated February 2021**<br><br>Link: **Updated AfPE Guidance for Schools re' COVID-19**<br><br>Previous AfPE guidance for schools dated May 2020.:<br><br>**Link: AfPE COVID-19 FAQs**<br><br>**Link: AfPE Guidance on Interpreting the Government Guidance**<br><br>● From 29th March, **outdoor** competition between different schools is permitted.<br>● From 12 April, **indoor** competition between different schools can take place.<br>● If the school is participating in this, it will ensure:<br>○ No parents are admitted to site to watch the sports (except for safeguarding issues).<br>○ Social distancing is maintained.<br>○ Hand sanitising facilities are provided/discussed with the other school when planning the event.<br><br>*Refer to:*<br><br>· *guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England*<br>· *advice from organisations such as the Association for Physical Education and the Youth Sport Trust* | |

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| | | | · *guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents and using changing rooms safely* | |
| 24 | **Swimming** | Pupils, staff | ● Swim England has published a number of documents in relation to opening swimming pools, the links to which are provided below.<br>● **Link to Swim England Documents - in particular the Guidance for Schools: Link: Returning to the Pool - School Swimming**<br>● Of particular interest is the FAQ document Swim England has produced. It includes a number of questions and answers about swimming lessons and swimming club activities which should be very useful.<br><br>In relation to school swimming lessons, the FAQ document states:<br><br>*"School swimming lessons can resume for all pupils who have returned to face to face learning from 8 March. Schools without their own pool can travel to use available **external facilities** for these lessons in line with government guidance.*<br><br>*DfE guidance states that schools should "Teach an ambitious and broad curriculum in all subjects" therefore we hope to see schools recognising the importance of learning how to swim and about water safety for their pupils."* | No swimming planned until Summer term |

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| | | | *In relation to when **indoor pools** can open, the FAQ document states:*<br><br>*"Indoor pools can reopen for informal individual use, or for use by a single household, in Step 2 (from 12 April at the earliest) for all ages.*<br><br>**Link to Swim England Documents** - in particular the Guidance for Schools (published 20/8/2020) and updated 2/12/2020): **Link: Returning to the Pool - School Swimming**<br><br>Controls include:<br><br>● one way systems for entry and exit of the pool and changing rooms<br>● increased ventilation<br>● enhanced cleaning arrangements<br>● reduced numbers of swimmers in the pool and changing areas | |
| 24 | **Educational Visits** | Staff, pupils | ● From 12 April, non-residential educational UK day trips can start to take place.<br>● Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.<br>● The school also makes use of outdoor spaces in the local area to support delivery of the curriculum. When planning these activities, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues. | No trips planned<br>Will review following guidance |

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| | | | ● Overnight trips in the UK do not currently take place and the school is aware that, from 17 May, it is possible these may begin to take place provided the Government is satisfied with the progress made in relation to the pandemic, as per the Roadmap Stage 3.<br>● Trips abroad do not currently take place and the school will await the findings of the study being undertaken by the Global Travel Taskforce.<br>● The school will continue to monitor the situation and be advised by Action HR's Educational Visits Adviser.<br><br>**Excerpts from the School Coronavirus Guidelines:**<br><br>***"Domestic residential educational visits***<br><br>***In line with the roadmap, we advise against domestic residential educational visits until at least step 3, no earlier than 17 May.***<br><br>***The roadmap is driven by data not dates. The approach to domestic residential visits is dependent on the roadmap and is subject to change.***<br><br>***Existing bookings***<br>***Should step 3 commence as planned, you may undertake domestic residential education visits, that are already booked, no earlier than 17 May.***<br><br>***Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time."***<br><br>● The school has access to an Educational Visits Adviser provided as | |

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| | | | part of the Action HR service, who provides information and advice to the school. | |
| 25 | **Provision of first aid** | Staff, pupils | • First aiders have access to local hand washing facilities including soap and paper towels/hand sanitiser.<br>• Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons).<br>• First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases.<br>• A disposable plastic apron is recommended.<br>• Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.<br>• Designated area for Covid symptomatic people-kangaroo room<br>• Where possible a window is kept open in the first aid room to help ensure good ventilation.<br>• Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.<br>• See also the section on 'Someone develops COVID-19 symptoms whilst at school'<br>• Excerpt from **Government Guidance**: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (updated 21 July 2020):<br><br>*"When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on **how to put PPE on and take it off safely** in order to reduce self-contamination.*<br>*Face masks must:* | Timetable ensures that a paediatric first aider is on site during school opening hours<br><br>All first aid training kept up to date and monitored by governors |

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| | | | • *cover both nose and mouth*<br>• *not be allowed to dangle around the neck*<br>• *not be touched once put on, except when carefully removed before disposal*<br>• *be changed when they become moist or damaged*<br>• *be worn once and then discarded - hands must be cleaned after disposal"* | |

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| 26 | **Administering Cardiopulmonary Resuscitation (CPR)** | | **Schools - please read all the advice and excerpts provided in this section on CPR.**<br><br>• **Link**: New HSE Guidance on CPR **for adults (last reviewed on 8/1/2021)**<br><br>The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used if there is one available. The following excerpt should be read in relation to adults. (Further down in this row, important information about CPR for children is also provided.)<br><br>**Excerpt: Preserve life: CPR for ADULTS**<br><br>*"Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms*<br><br>*Ask for help. If a portable defibrillator is available, ask for it*<br><br>*Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation*<br><br>*If available, use:*<br><br>○ *a fluid-repellent surgical mask* | First aid staff informed<br>Policy reviewed by Governors |

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| | | | ○ *disposable gloves*<br>○ *eye protection*<br>○ *apron or other suitable covering*<br><br>*Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths"*<br><br>● **Government Advice to First Aiders including Resuscitation**<br><br>*Excerpt:*<br><br>*"If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a "dynamic risk assessment") and adopt appropriate precautions for infection control.*<br><br>***For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only.*** *Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).*<br><br>***Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.***<br><br>***If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available."***<br><br>● **Resuscitation Council Advice** - **for CHILDREN** see also the excerpt above which includes important advice about use of resuscitation face shields for mouth-to-mouth resuscitation for children<br>● | |

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| | | | Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. It has been updated and this update is included in the following **excerpt:**<br><br>**CPR FOR CHILDREN**<br><br>*"We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.*<br><br>*For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.*<br><br>*Therefore, if there is any doubt about what to do, this statement should be used.*<br><br>*It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child."*<br><br>If schools do not already have a **resuscitation shield** in their first aid kits, then | |

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| | | | it is advisable for them to purchase these. Here are some examples. **Link: Examples**<br><br>*"Should staff have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the **NHS website**."*<br><br>● The following link provides information on donning masks:<br>● Advice on donning surgical masks and other PPE.<br>● The following link provides information on how to safely remove the masks and other PPE:<br>● Advice on removing surgical masks and other PPE. | |
| 27 | **Administering medication** | | **Medication**<br>● The school has a medication policy in place that is followed<br>● Staff dispensing medication to students should minimise contact.<br>● Wash hands before and after dispensing the medication<br>● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.<br>● If required, gloves will be worn by staff when giving medication.<br>● Surgical masks are worn for situations in which social distancing (2m) cannot be maintained.<br>● If there is a risk of contamination with splashes, droplets of blood or body fluids, a visor or goggles are also worn. | Policy reviewed by FGB |
| 28 | **Someone develops COVID-19** | Staff, pupils | ● If anyone is experiencing **symptoms** - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent | All staff informed of procedures.Office team manage this. |

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| | **symptoms whilst at school** | | home/their parents or carer are contacted to collect them and they are advised to follow the **staying at home guidance** and arrange to be tested to confirm if they have COVID-19.<br>● If a pupil is awaiting collection, they are moved to Kangaroo room where they can be isolated behind a closed door, and with appropriate adult supervision if required.<br>● Where possible, a window is opened for ventilation.<br>● If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.<br>● If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.<br>● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.<br>● The school will call 999 if they are seriously ill or injured or their life is at risk.<br>● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.<br>● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.<br>● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.<br>● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste.<br>● **Link**: **guidance on cleaning in non-healthcare settings**.<br>● Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by AfC (for Kingston and Richmond Schools) or Sutton's Head of Pupil Based Commissioning (for Sutton Schools). This | |

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| | | | protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn't contacted the school) which will likely advise that the rest of their class/group be sent home and advised to self-isolate for 14 days.<br>● **Link:** Government Guidance for Contacts of People with Confirmed Case of Coronavirus<br>● Government Guidance - Schools Full Opening - Positive Cases **-** go to system of controls number 9 in this section.<br>● **Link:** DfE Letter about the Helpline<br>● **DfE Helpline:** 0800 046 8687 and selecting option 1. The DfE is no longer expecting schools to report every positive case through the Helpline, although the hours that this service is available have been increased to include weekends (10am to 4pm). If you do ring, you will need your school's unique reference number.<br><br>**Excerpt from Government Guidance for schools:**<br><br>*Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:*<br><br>● *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*<br>● *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual* | |

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| | | | • *travelling in a small vehicle, like a car, with an infected person*<br><br>*The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording*<br><br>*"Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:*<br><br>• *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*<br>• *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*<br>• *travelling in a small vehicle, like a car, with an infected person* | |

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| | | | *The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome."* | |
| 29 | **Staff changing nappies** | Staff | ● Staff wear disposable gloves, fluid resistant IIR surgical masks and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed<br>● Personal care plans have been updated<br>● Following the task, staff wash their hands and dispose of the used equipment appropriately.<br>● Areas / changing mats / beds in use are cleaned before and after use.<br>● **Link: Guidelines on hand hygiene** | All staff informed and equipment in place |
| 30 | **Supervised toothbrushing for Early Years and Schools** | | ● The Government has published a new guidance document - **Government advice on supervised toothbrushing**. It includes COVID-19 control measures needed if a school is carrying out this activity.<br>**Excerpt:**<br>*"Toothbrushing programme models*<br>*Until now 2 main models have been used for supervised toothbrushing. These are:*<br>● *dry brushing models where children brush their teeth without the use of water or sinks. This can take place with children seated or standing* | **NA** |

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| | | | ● *wet brushing models where children brush their teeth using water, usually stood at sinks.*<br>*The wet brushing model is no longer recommended during the COVID-19 recovery phase as it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral health over dry brushing."*<br>● In light of this advice, if the school is participating in this project, it will follow the advice included in the Government guidance which includes following the dry brushing model only and using the associated COVID-19 controls detailed in that guidance. | |
| 31 | **Laundry** | | ● Public Health advises items should be washed in accordance with the manufacturer's instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.<br>● Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.<br>● Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.<br>● People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry.<br>● The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble. | **NA** |
| 32 | **Uniforms** | Staff, pupils | ● Government advice notes that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.<br>● The school encourages pupils (and parents) to ensure pupils bring in additional clothing including gloves and hats in case they become cold during the school day. The school is flexible in its approach and accepts these items may need to be 'home' clothes rather than strict uniform. | Parents/Carers have been informed |

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| 33 | **Routine cleaning of communal areas of the school estate** | Staff/ Cleaning Contractors | For **routine** cleaning (i.e. **not** cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:<br>● Disposable gloves are provided for staff/contractors (see next bullet point)<br>● Staff wear their usual washable uniform/clothing<br>● Mops are used for the tasks<br>● Staff wash their hands when they have finished their task and dispose of the gloves.<br>● The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school.<br>● Jet washing can recommence if the school wishes to clean a particular area of the school estate (jet washing is not required as part of COVID cleaning arrangements). Only staff who have suitable experience in using jet washing equipment should do this work. A full risk assessment should be in place for the task and operators should wear:<br>○ Disposable IIR surgical masks (which are replaced if they become wet);<br>○ Eye Protection BS EN166-2: Full Face Shield for Chemical Splash Back and Medium-Energy Impact<br>○ Gloves BS EN374<br>○ Ear Protection BS EN352 - Ear Defenders / Muffs / Plugs<br>○ Waterproofs / High Visibility jacket / Vest<br>○ Footwear BS EN 345 - Safety Wellingtons, Safety Boots/Shoes<br>● | Site manager to ensure Lakethorne have correct systems in place and have updated RA |
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| 34 | **Cleaning Lifts** | Staff cleaning / contractors cleaning | • The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed<br>• Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product<br>• Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process<br>• Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere is this risk assessment should be followed. | NA |
| 35 | **Storage and issuing of masks**<br><br>**Putting on the masks** | Staff | • Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean.<br><br>• The following link provides information on donning masks:<br>**Link:** **Advice on donning surgical masks and other PPE.**<br><br>• The following link provides information on how to safely remove the masks and other PPE:<br>**Link:** **Advice on removing surgical masks and other PPE.**<br>V**ideo:** **PPE - Donning and Doffing PPE Video, Public Health England** | Actioned |
| 36 | **Ventilation including mechanical ventilation** | | • Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure.<br>• As the weather is getting colder, the school ensures areas are well ventilated but also is mindful that staff and pupils who are sitting learning | All staff made aware |

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| | | | and teaching could become cold and so all are encouraged to bring warm clothing with them to wear if they do get cold. During the transitional stage from warm to cold weather, the school considers whether heating is needed for particular rooms or areas and acts appropriately. The Government has updated its guidance in view of the colder weather and difficulties schools may be having in trying to achieve comfortable temperatures:<br>● **Excerpt**:<br>***"8) Keeping occupied spaces well ventilated***<br>● *Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.*<br><br>*This can be achieved by a variety of measures including:*<br><br>● *mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)*<br>● *natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air* | |

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| | | | ● *natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)*<br><br>*Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.*<br><br>*To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:*<br><br>● *opening high level windows in preference to low level to reduce draughts*<br>● *increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)*<br>● *providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform*<br>● *rearranging furniture where possible to avoid direct drafts*<br><br>*Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces."*<br><br>● The school ensures that heating and ventilation systems are well maintained. | |

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| | | | ● **Link:** REHVA Guidance updated 3/8/2020 (Federation of European Heating, Ventilation and Air Conditioning Associations)<br>● **HSE Advice: (reviewed on 3/12/2020 and includes a number of updates)**<br>● *The HSE advice includes the following sections:*<br>● *Why ventilation is important*<br>● *Balancing ventilation with keeping people warm*<br>● *Identifying poorly ventilated areas*<br>● *How to improve ventilation*<br>● *Natural ventilation*<br>● *Mechanical ventilation (including air conditioning)*<br>● *Fans and air cleaning units*<br>● *Ventilation in vehicles* | |
| 37 | **Fire Evacuation**<br><br>**Fire Doors** | All | ● The school has reviewed the fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues.<br>● The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation).<br>● We now have two systems in place-all corridors which compartmentalise the school have been fitted with wired automatic door release systems.Lower bay classrooms also have this system in place. Yrs 1&2 classrooms have battery operated door guards which are checked regularly.<br>● Sufficient smoke detection devices and sounders are installed throughout the school and are maintained quarterly<br>● The fire alarm is monitored and linked to the local fire brigade | Policies and procedures in place and policies reviewed by Governors |
| 38 | | | ● Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. | Risk assessment for Accent has been checked |

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| | **Food and drink**<br><br>**Catering** | All | ● The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the **Government Guidance for Caterers**.<br>● Pupils are not allowed to swap food from their lunch boxes/plates.<br>**Excerpt from Government Guidance:**<br>*"We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals."*<br>Controls detailed in the guidance for caterers include:<br>● regular handwashing;<br>● those with symptoms to stay at home and get tested;<br>● prompt removal of anyone with symptoms;<br>● active engagement in test and trace;<br>● risk assessment in place for activities;<br>● limit unnecessary visits into the kitchen;<br>● maintain 2m distancing between workers - if not possible, additional measures, e.g. redesigning task, physical barriers, PPE or face coverings. | |
| 39 | **Science, DT**<br><br>**guidance** | All | ● CLEAPSS has written a number of guidance documents in relation to delivering activities during the current situation these are listed below. As CLEAPSS promised, all of the documents were updated on the 10th August 2020. Some of the CLEAPSS documents have been further updated.<br><br>**Primary Schools**<br>P104 - Organising and managing hands on activities in science, D&T and art in a partially reopened primary school.<br>P097 - Practical activities for primary aged children attending school during extended periods of school closure. | NA |

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| | | | P098 - Practical activities for primary aged children at home during extended periods of school closure.<br><br>**Science**<br>GL343 - Guide to doing practical work in a partially reopened school - Science<br>GL344 - Guidance on practical work in a partially reopened school in DT<br>GL336 - CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic<br>GL338 - Practical activities for pupils attending school during extended periods of closure<br>GL339 – Practical activities for pupils at home during extended periods of school closure<br>GL345 – Guidance for science departments returning to school after an extended period of closure<br>GL352 - Managing practical work in non-lab environments<br>**Design and Technology**<br>GL346 School Extended Closure Arrangements<br>GL347 returning to school after an extended period of closure<br>http://primary.cleapss.org.uk/<br>http://science.cleapss.org.uk/ http://dt.cleapss.org.uk/ | |
| 40 | **Safe storage of alcohol based hand sanitiser supplies - for all schools**<br> <br><br>Danger Highly Flammable/No Smoking/Naked Lights Signs | | **Storage of Supplies of alcohol based hand sanitiser**<br><br>● Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser:<br>○ are not stored within fire escape routes including stairwells;<br>○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources;<br>○ there is a no smoking policy in place;<br>○ the containers are kept tightly closed; | Hand sanitiser is stored in line with guidance<br>School policies in place and regularly reviewed by Governors |

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| | | | ○ are not stored in the same room as Oxygen cylinders;<br>○ are located in a room with a fire door;<br>○ where available they are kept in a fire resisting cabinet;<br>○ signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames);<br>○ the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following these bullet points.<br><br>**Use of alcohol-containing hand sanitiser**<br><br>● Where a school has Oxygen cylinders on site and/or in use by pupils, before anyone uses, adjusts or checks the cylinders, they will wash and dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice:<br>● ***Excerpt from a BOC guide on Oxygen cylinders**:*<br><br>*"You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment." Source: The Home Oxygen Handbook by BOC .*<br><br>● Row 41 below discusses hand sanitiser in science and D&T in relation to fire safety. | |
| 41 | **Fire Safety - alcohol containing hand** | Staff, pupils | ● The CLEAPSS science documents as referred to in row 38 include reference to the fact that alcohol containing hand sanitiser is identified as a | NA |

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| | **sanitiser advice for Science and D&T** | | fire risk in **labs**. To address this, please ensure alcohol containing hand sanitiser is not used in labs or technician preparation rooms, science stores, etc.. Identify a sink in each lab and preparation room to be used for hand washing and provide soap and paper towels together with a handy bin.<br>● CLEAPSS guidance refers to the use of alcohol free sanitiser in **labs** and **D&T** rooms, however, the use of soap, water and paper towels would be most effective in relation to COVID-19 and provides a simpler solution than schools trying to source alcohol free sanitiser.<br>● If a school does need to buy hand sanitiser for its labs/D&T rooms rather than the soap and water option, check product details for the following phrase: *"99.99% effective against viruses and bacteria*" as this is a regulated term used in the UK to show that a product has been through a number of BS standard tests on this issue. | |
| 42 | **Science and D&T** | Staff, pupils | **Excerpt from the Government Guidelines:**<br>*"Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles."*<br>As mentioned in the rows above, CLEAPSS has produced a number of documents to help schools in planning these activities, either at home or at school during the current COVID situation. Some of the control measures are listed below, however, schools are advised to check the CLEAPSS documents for full information. Note that the three major CLEAPSS documents as referred to in the above rows are going to be updated in relation to full September opening for schools and so some of these controls may change: | NA |

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| | | | ● Prep' rooms and stores to be used one person at a time. (If the Prep' room is large and staff can maintain social distancing easily, this can be taken into account and arrangements adjusted accordingly.)<br>● Ensure pupils work individually.<br>● Practical work - CLEAPSS advice updating this is expected during the next few weeks.<br>● PPE e.g. safety spectacles or goggles will need to be sanitised before and after each use. CLEAPSS refers to using Milton, ensuring sufficient air-drying time after cleaning.<br>● There should be no sharing of welding masks or gloves. Activities should be adjusted accordingly.<br><br>● Do **not** to attempt the following practical activities in biology:<br>- Cheek cell sampling<br>- Lung volume / capacity & other breathing based activities<br>- Activities which make use of saliva. | |
| 43 | **Hiring out premises** | Hirers, staff, visitors | The following information focuses on sports and parent and child singing groups but schools considering the use of premises for other activities should also read the After School Activities section in addition to this section. If you have particular hiring queries please contact us in the usual way. | Currently no lettings arranged |

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| | | | **Please note -** this row has been updated to the best of our ability with reference to the Government guidelines. If schools are affected by this issue and are unsure what to do, please contact us.<br>During Lockdown and from March 8th 2021<br>● **Indoor** sports facilities at the school will only be used by pupils, i.e. they will not be hired out to others.<br>● **Outdoor** sports facilities at the school can be hired out to non-pupils, for sports activities. Gathering limits are adhered to unless the area is being used to facilitate organise sport.<br>● The use of indoor facilities such as changing rooms is discussed carefully when organising lets with a focus on groups arriving sports ready and changing and showering at home where possible. Access to toilet facilities is provided.<br>● A copy of the provider's risk assessment will be requested by the school.<br>● Confirmation that the provider is following relevant Government guidance will be requested by the school, for example:<br>○ **working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities (updated on the 12/4/2021)**<br>**the above document includes a section on changing rooms**<br>○ **and return to recreational team sport framework.** | |

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| | | | ● Arrangements will be made for the cleaning of any areas used following the letting and a clear protocol discussed in terms of what areas of the school the hirer would be able to use.<br><br>● The premises may be hired out for use by external **wraparound childcare** providers, such as after-school or holiday clubs, (during lockdown this will be for those that offer provision to children of critical workers and/ or vulnerable children). The school will ensure it works with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.<br><br>***Excerpts from the COVID-19 Guidance for Grassroots Sports - Public and Sport Providers***<br><br>***"Indoor sport facilities can only be used for individual activity or for activities by people from the same household (or support/childcare bubble). Personal training and coaching can take place either 1:1 or within households/bubbles. Group activities and exercise classes are not otherwise permitted for adults.***<br><br>***All children can take part in indoor childcare and supervised activities, including sport and physical activity*** *(such as community sport clubs) subject to restrictions on size of group as set out in the out-of-school settings guidance. From 12 April, these activities can also* | |

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| | | | *take place at indoor skating rinks and trampolining parks, which are otherwise closed to the public (except where exemptions apply).*<br><br>**Link:** ***National Lockdown - What you Can and Can't Do***<br><br>**Excerpt from the Government Operational Guidance for Schools (applies from 8th March):**<br><br>*If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations have:*<br><br>*• considered the relevant government guidance for their sector*<br><br>*• put in place protective measures"*<br><br>*and*<br><br>*"Competition between different schools should not take place until wider grassroots sport for under 18s is permitted."*<br><br>• **From 12 April, indoor** sports facilities at the school can be hired out to non-pupils for sports activities. The school is mindful that the permitted activities and arrangements for children and adults differ and checks that the hirer is following the requirements for their hiring. For example, adults hiring facilities for use by adults can only be used by an individual or by people from the same household. | |

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| 44 | **Communicating with staff and parents** | All | ● Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment.<br>● Parents and carers have been updated with a summary of the main COVID controls and arrangements in place. (Consider including photographs of the changes the school has made as part of this so that parents and children can see these to reassure them and help them understand how things will be.) Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important.<br>● Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures.<br>● Include reminders of parents' roles in social distancing in the school's newsletter, for example in terms of the weekends if the newsletter goes out towards the end of the week.<br>● Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school.<br>● Share with parents the following guidance: **Guidance for Parents and Carers** | A weekly email is sent out to all parents each Friday. Other updates sent throughout the week.Risk assessment and policies on the website and regularly updated |
| 45 | **COVID controls declaration poster** | - | ● The Government has produced a declaration poster for employers to display which schools may like to display:<br>● **Link: Covid Secure Poster** | Actioned |

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| 46 | **Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.** | - | • **Link:** Schools Coronavirus Operational Guide<br>• **Link:** Schools Restricting Attendance During National Lockdown<br>• **Link:** People wearing face masks poster<br>• **Link:** LFD Video Animation<br>• **Link:** Video on how to use home test kit<br>• **Link:** Google Drive Folder<br>• **Link:** Link to Tessollo Training Login<br><br>• **Link:** Action HR's Template risk assessment for COVID testing sites in schools<br>• **Link:** Template Risk Assessment for Home Testing Kits<br>• Guidance for Full Opening of Schools<br>• Guidance for Full Opening of Special Schools and Specialist Settings<br>• How schools can order test kits<br>• **Link:** Information about the NHS Covid App<br>• **Link:** Guidance for Parents and Carers<br>• **Link**: New HSE Guidance on CPR<br>• **Link:** Performing Arts Handling Equipment Safely<br>• **Link:** hygiene: handwashing, sanitation facilities and toilets<br>• **Link:** working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities **for medium alert areas**<br>• **Link:** Guidance on Transport to School and other Places of Education<br>• **Link:** REHVA Guidance updated 3/8/2020 (Federation of European Heating, Ventilation and Air Conditioning Associations)<br>• Safe Working in Education, Child Care and Children's Social Care Settings including use of PPE<br>• Reopening Schools and Other Settings - Information for Parents<br>• Government Advice - Conducting a SEND Risk Assessment<br>• Government Guidance for Schools - shielding children and adults<br>• Actions for Schools During the Coronavirus<br>• Guidelines on hand hygiene | |

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