

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



Establishment: St Cross Catholic Primary School	Assessment by: Mrs Joanne Walsh	Date: 21 August 2020
Risk assessment number/ref: September 2020: RA-001	Manager Approval: Cate Campany Kevin English	Date: 1 st September 2020

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

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

Rev 3: 13/08/20 updated to take account in changes in national advice regarding face coverings this and other changes from v2 highlighted in yellow

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.	Discuss on Inset day 1 st Sept.	JW	1 st Sept. 20	Ongoing
		Existing individual health care plans in place for pupils/students to be reviewed.	Review existing HCP's	SLT as appropriate	3rd Sept 20	Ongoing

		Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff Wider government advice remains to work from home where possible. limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier. Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable	Full staff return Review all staff Risk Assessments	JW JW	Through FAQs on Website Meet and greet on playground. Reminder in every Newsletter regarding the protocol if pupils display COVID symptoms	
School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	School community clear on symptoms of coronavirus: high temperature (37.8 deg. C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These expectations have been communicated to all. Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed. No symptomatic individuals to present on site. In the event of a suspected case whilst working on site Ensure SLT / Head are notified. Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves. Clear message to parents that if a student is unwell at school they are to be collected immediately.	Regular reminder of COVID symptoms through Newsletter and future correspondence to parents Child isolate in Conference room until collected, ensure room is ventilated. Phone call made to parents to collect child.	JW/EJ SLT	Sept. 20 Sept 20	Ongoing Ongoing

		Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance. Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested. Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt Records kept of pupils and staff in each group. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.	Covid Test kits to arrive this week in school. Staff and pupils to inform the school of result and date of test. Staff and pupils who are tested for Covid-19 to inform the school of result and date of test. National advice and roll out of kits expected by Autumn term Record kept in COVID File in Head Teacher's Office	SLT SLT	Sept. 20 Sept 20	Ongoing Ongoing
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General Transmission of COVID-19 Ineffective hygiene protocols	Staff, Students / pupils / wider contacts	Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.	Additional Hand Sanitizers are in place Play your part stickers.	JW/CD	1 st September 2020	Aug 20
	Spread of COVID 19	Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations. Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.	Ensure effective stock control	JW/CD	Sept 20	Ongoing
		Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.	Ensure effective stock control	JW/CD	Sept 20	Ongoing
		Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	Ensure effective stock control	JW/CD	Sept 20	Ongoing
		Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste) All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.	Ensure effective stock control	All staff informed to regularly remind children Play your part posters	Sept 20	Ongoing
General Transmission of COVID-19 Ineffective cleaning	Staff, Students / pupils / wider contacts Spread of COVID 19	Documented cleaning schedule in place. Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.	Note further guidance on general cleaning is expected by Public Health England before Autumn term	All staff	Sept 20	Ongoing

		Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site. Thorough cleaning of rooms at the end of the day. In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance When cleaning a contaminated area: Cleaning staff to: • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Any cloths and mop heads used must be disposed of as single use items.	Additional cleaning for toilets and frequent contact points Mon- Fri. CLC provides chemicals and instruction for use and COSCH protocol	CD JW/CD	Sept 20 Sept 20	Ongoing in current pandemic Ongoing
General Transmission of COVID-19	Staff,	Bubbles/ Groups: Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year	Ongoing monitoring of movement around school	JW/EJ	Sept.20	Ongoing

Minimising contact and Maintenance of social distancing	Students / pupils / wider contacts Spread of COVID 19	group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum). Groups to remain clear and consistent. Document how these groups will be kept apart from others. Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc.; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children). Where staff move across groups (bubbles) hands to be washed / sanitised before and after and social distancing (2m) to be maintained from other staff and adults as far as is reasonable. <i>"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"</i> Ideally the teaching space / workstation should be 2m from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+). Keep space at front of class for SLT to enter and be present whilst maintaining social distancing. All staff to avoid close face to face contact and minimize time spent within 1 metre of anyone. Primary to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face. Staggered timetable to keep groups apart and minimise contact at lesson change. Timetable specialist rooms to keep groups apart. SLT supervise corridor / communal areas during changeover to facilitate. Use of one way system where practical (see also Stairs / corridors)	and ability of groups to remain apart. Determine any pinch points, congested corridors etc and review controls to keep groups apart. All classes are year group bubbles. Staff to wash hands on entering and exiting class. See Timetable Rota in staff room. Introduced Staggered Break: Year 1 – 3 10.10- 12.5 Year 4-6 10.30- 10.45	JW	Sept.20	Ongoing
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		Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles. Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed. Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact. Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Is any additional signage for hired spaces to remind users on social distancing, hand washing etc. All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school. School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users. Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school. Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Provision should where possible replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups. Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (2m between children from different groups).	Lunchtime: packed lunch option to be reviewed every two weeks. Reception to eat in the hall. Year 1 – Year 6 eat in class or outside. Sufficient equipment in school. KS1 kept in L shape with KS2 in horse shoe and remaining desks facing the front. N/A Additional cleaning of equipment and hands on arrival and movement within the school.	SLT/ MSA SLT SLT SLT/MSA staff	Sept.20 Sept.20 Sept.20 Sept.20	Ongoing Ongoing Ongoing Ongoing
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		As with physical activity during the school day, contact sports should not take place. Offsite visits No overnight or overseas visits to be run. Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment. Face coverings From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own Staff and pupils should comply with expected requirements when visiting such venues. Face coverings are not a legal requirement for staff working in such settings unless as the result of a specific risk assessment. Other controls to be in place to ensure staff are not in close proximity to public / people they do not normally meet. The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. (The HSE says that if staff choose to wear face coverings this should be supported by employers.) Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing mouth blown instruments / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. (3m distancing is appropriate between those playing / singing and a teacher / conductor etc. if face to face) No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments. PE / school sport PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.	Breakfast Club separate KS1 and KS2 in the hall Afterschool Club small bubble Extra washing of hands on entry and on entry to classroom.	JW	Sept.20	Ongoing
				JW/KD	Sept.20	Ongoing
			Timetable established with staff and risk assessment discussed. Larger rooms allocated to singing and keyboard lessons. Drums in the Barn with Trumpet in the Hall away from Teacher. LF maintain 2 metre distance from pupils. LF	JW/LF All staff	Sept. 20	Ongoing

		Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. Multiple groups not permitted to use PE / outdoor equipment simultaneously. Sharing of equipment during PE is limited Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson. See advice from Association for Physical Education AfPE have also published a model risk assessment for PE. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.	thoroughly clean equipment before using a further Bubble. Further DfE guidance on music delivery expected Meeting with LF to discuss measures and extra cleaning of equipment in between classes.	JW/LF		
Access to & egress from site	Staff, Students / pupils / wider contacts	Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.	Letter to parents on 17th July 2020	JW	Sept.20	Ongoing
	Spread of COVID 19	Staff on duty to monitor arrival / departure and site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents. Consider one-way traffic through external doors to avoid face to face passing. Visitors	Staggered end times: Reception and Year 4: 3:00pm Year 1 and Year 3 3:10pm Year 2 and Year 5 3.20pm	JW/CD	Sept.20	Ongoing

		Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Parents instructed only to come onto premises by appointment or in event of an emergency Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimizing risk, including the need to maintain distance (2m where possible) from other staff and pupils. Where visits can happen outside of school hours, they should. A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. Name, contact phone number, date of visit arrival / departure time - COVID-19 Contact form at Reception for Track and Trace. Signage in reception regarding good hygiene. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible) Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.	Online payment and hand sanitizer at office door. Contact staff through email. Governors Visits essential only. Governors Meeting to continue through Microsoft Teams. Collected and stored for 21 days	JW and DR/SC Governors Office Staff	Sept.20 Sept.20 Sept.20	Ongoing Ongoing Ongoing
Contact points Equipment use printers, workstations, apparatus, machinery etc.	Staff, Students / pupils / wider contacts	Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains. Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).	Water fountains to be use to fill water bottles only. No drinking from them.	All staff	Sept.20	Ongoing
	Spread of COVID 19	Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing. Activities and resources Classroom resources which are shared within groups (bubbles) are cleaned regularly. Those shared across groups must be cleaned between use. Minimise all unnecessary sharing of resources, taking books home etc.	Wipe door surface at Lunchtime and again at end of the day.	All staff	Sept.20	Ongoing
		Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups (sports, art, science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, laptops, Ipad, PE equipment etc.) or 'quarantined' and left unused (for 48 hrs,	All individual equipment in the class. Each year group has own box of equipment and storage of equipment	All staff	Sept.20	Ongoing

		72 hours for plastic) before being used by another group (bubble). Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use. Build cleaning into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.				
Proximity of students/ staff	Staff, Students / pupils / wider contacts Spread of COVID 19	Staff are to maintain a safe distance between each other (2 metres wherever possible) Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to multiple rooms recirculation should be turned off and adjust these to full fresh air where possible) Consider opportunities for outdoor learning to assist in social distancing. Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing. Stairs / corridors Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc Changing rooms Reduce numbers needing to use by allowing pupils to wear PE kit to school.	Display reminders in staffroom. Staff to eat lunch in staffroom and hall. Discussed with staff during Inset day. Daily mile Weekly staff meeting to take place in year 6	JW JW JW JW JW	Sept.20 Sept.20 Sept 20 Sept.20 Sept.20	Ongoing Ongoing Ongoing Ongoing Ongoing

		Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean all contact surfaces between use by different groups. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Swimming pools (see also changing rooms and hire) Swimming pools (including school pools) were able to open from July 25th following a relaxation in Government restrictions. Follow PWTAG and Swim England advice on reopening school pools. Review swimming pool risk assessment and operating procedures. Pupil use is consistent with their groups. See https://www.swimming.org/swimengland/pool-return-guidance-documents/Reopening-a-pool-after-COVID-19-shutdown- https://www.pwtag.org/reopening-pool-after-covid19-shutdown/ Operation after COVID-19 shutdown https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/ Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4; Testing before bathing and every 2 hrs after that. Recalculate bather load to ensure social distancing and communicate new maximum numbers to all users. (min 3 sqm per bather is only a start point, see Swim England recommended figures 6 sqm+) Hiring and lettings risk assessments on delivery, bather numbers and social distancing required from hirers. Ensure these are robust and follow national advice from Swim England. School to provide their operating procedures to hirers (NOP/EAP) and include details on measures taken to control COVID-19 Areas used to be cleaned after use / before occupation by school. Swimming pools & Hydrotherapy in SEND settings Specific risk assessment required to mitigate the potential transmission of COVID-19, and this must include the pool side, use of equipment and changing areas, as well as the deployment of adults in a safe manner. See guidance document produced by ATACP (Aquatic therapy association of chartered Physios) on 10th June 2020. This must be referred to. This only applies to pools with a therapeutic use https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0 Break / Playgrounds	On PE days, children to wear PE outfits. NA – postpone swimming Hiring enquiry – cost of cleaning and management would be at an extra charge.	JW JW	Sept.20 Sept.20	Ongoing Ongoing
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		Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different group or left for period of 48 hrs (72 hrs for plastic) between use by different groups. Pupils should wash / sanitise their hands before and after use.	Early Years – Early Years Garden Year 1 playground Year 2 playground Year 3 Field Year 4 playground Year 5 playground Year 6 playground	JW	Sept.20	Ongoing
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Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Pupils to enter canteens in their allocated groups. Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. <i>(This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)</i> Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced). Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.	Staggered Break	JW/All staff	Sept.20	Ongoing
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	Encourage walking / cycling to school Review travel plan Risk assessment of the school's transport provider been seen and the school consulted on it. Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.	Parent Control	JW	Sept.20	Ongoing

		Where business travel via car is required use private single occupancy where possible. Wash / sanitise hands on re-entering the building. Minibus use Used by those within same school group / bubble, reduce numbers on board to aid distancing. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.	NA			
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment.		JW/CD	Sept.20	Ongoing
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/	PPE stored in all classrooms and first aid room	All staff	Sept.20	Ongoing

		First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.				
Provision of personal care	Staff, Students / pupils / wider contacts	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection should be worn.)	Pupils with Epilepsy, a set of PPE is stored in the classroom.	All staff	Sept.20	Ongoing
	Spread of COVID 19	Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	All classroom and office has adequate stock	RB	Sept.20	Ongoing
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants	During an emergency evacuation, pupils and staff are to exit the nearest door and assemble in class lines marked on the playground.	SLT	Sept.20	Ongoing
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Office hatch to be closed at all times	CD	Sept. 20	Ongoing
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.	Follow procedure of normal tasks	JW/CD	Sept.20	Ongoing

		Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)				
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site.	All staff sent a copy of the Risk Assessment via email.	All Staff	Sept.20	Ongoing
	Spread of COVID 19	Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.	Cleaning and lunch procedure induction on 1 st Sept.20	All Staff	Sept.20	Ongoing
		Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimizing risk, including need to maintain distance (2m where possible) from other staff and pupils.	Sports Coach informed	JW	Sept.20	Ongoing

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

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

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

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance

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

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>