

VERSION 005
20.11.2020

HAILEY HALL ACADEMY OVERALL COVID-19 RISK ASSESMENT

Hailey Hall School
Specialist Sports College



Believe Strive Achieve



| | | |
|--|---------------------------|---------------|
| RISK ASSESSMENT FOR: | | |
| School activities during COVID 19 outbreak - opening from September 2020 onwards | | Date: 15/1/21 |
| Establishment: | Hailey Hall School | |
| Risk assessment number/ref: | RA-006 | |

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;

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

Rev 4: 06/10/20 updated to include face coverings for visitors/contractors and parent/carers.

Rev 5: 04/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5th until 2nd December

Rev 6: 20/11/20 – minor addition only to clarify extracurricular activities / clubs can include activities related to PE, sport, music etc. where this is to enable parents / carers to work etc.

| 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 |
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| Individual risk factors meaning staff / pupils more vulnerable to COVID-19 | Staff, Pupils and wider contacts | <ul style="list-style-type: none"> CEV pupils and staff are not to attend school. However, in some exceptional circumstances a family may decide that the health risks need to be balanced with the wider impact of the child or young person not attending their usual education setting and accessing the support that would normally be delivered through this placement. | During the New national restrictions Those children whose doctors have confirmed they are still clinically extremely vulnerable to be educated | | | YES |

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| | Spread of COVID 19 | <ul style="list-style-type: none"> • August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. • Staff / Pupils 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 have been conducted where required to determine if additional measures are required. • Those individuals that are under the care of specialist health professionals have had their clinical needs discussed with health professionals, where appropriate. • Those pupils who become 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. • Existing individual health care plans in place for pupils/Pupils to be reviewed. • Clear message sent to parents that Pupils should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. (Most recent guidelines from Herts HCC) <p>Staff</p> <ul style="list-style-type: none"> • 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. | <p>remotely and not attend education whilst the national restrictions are in place.</p> <p>During the New national restrictions</p> <p>Those staff who are clinically extremely vulnerable to work from home and not to come</p> | <p>SL/LG</p> <p>PD/JK/LG</p> | <p>Ongoing</p> <p>Ongoing</p> | |

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| | | <ul style="list-style-type: none"> • Individuals classed as clinically vulnerable or extremely clinically vulnerable have had a risk assessment undertaken on their role and ability to maintain social distancing. • All staff are able to fulfil their role on school site, at present. • Any existing individual risk assessments have been completed. <p>See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, for staff who are extremely clinically vulnerable new advice for those identified through letter form NHS was published on Oct 13th.</p> | <p>into work during the period of national restrictions.</p> <p>If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home for the period of lockdown to 2nd December 2020.</p> <p>Review and adapt to health requirements as necessary</p> <p>Communicate any new or changes to guidance on an ongoing basis</p> | | | |

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| | | | | | | |
| School occupants coming into contact with those with Coronavirus symptoms | Staff, Pupils and wider contacts Spread of COVID 19 | <ul style="list-style-type: none"> • Whole school community are clear on symptoms of coronavirus: <ul style="list-style-type: none"> ○ 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 via presentations, briefings etc. • Requirement to report sickness asap • Tests arranged immediately to determine if positive • Reduce risk of contracting Covid with good distancing and hygiene measures on site. • Staff clear on isolation expectations, with regard to their own circumstances. | <p>From 5th January our pupils will move to remote learning and remain open only for those deemed to be most vulnerable children and the children of critical worker, where it is safe to do so.</p> <p>While in tier 4 or above, the maximum capacity for pupils in school, at any one time is 30. This will be reviewed if we go to tier 3 or below.</p> <p>Regular reminders to staff and pupils on changes and/or updates to guidance.</p> | PD/JK/LG | Ongoing | YES |

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| | | <ul style="list-style-type: none"> • No symptomatic individuals to present on site. Staff informed they must not come onto site if they are symptomatic and process to be followed to report their absence. • If they become symptomatic onsite, procedures in place for them to leave site asap. <p>In the event of a suspected case whilst working on site</p> <ul style="list-style-type: none"> • Ensure SLT / Head are notified. • Pupils to go 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 will 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 Pupil is unwell at school they are to be sent home or collected immediately. • Anyone who has had contact with those with symptoms to wash hands thoroughly. • All areas occupied and equipment used by the affected person will be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.) • Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 14 days. See http://www.nhs.uk/conditions/coronavirus- | | | Ongoing | |

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| | | <p>covid-19/testing-andtracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>Testing</p> <ul style="list-style-type: none"> 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. The school has a limited number of tests and will prioritise these for staff. <p>Tests can be booked online through the NHS: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>Additional direct testing facilities have been offered by Haileybury School. HH staff, with Covid symptoms, can utilise this if the numbers of Haileybury Staff being tested us not more than the daily limit.</p> <p>Lateral Flow Testing – Refer to the School’s LFT risk assessment</p> <p>Positive case in school</p> <ul style="list-style-type: none"> 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. | <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test. Advice regarding this to be communicated on a regular basis</p> | <p>SLT, All Staff</p> | | |
| General Transmission of COVID-19 | Staff, Pupils and wider contacts | <ul style="list-style-type: none"> Welfare facilities are provided which contain suitable levels of soap and paper towels. | Repeated reminders to staff and pupils to follow the guidance with regards to hygiene protocols | SLT/All staff | Ongoing | YES |

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| <p>Ineffective hygiene protocols</p> | <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> • 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. • 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. North down to be used by all pupils and staff as an entrance point. Reception to be used by parents, other visitors and contractors only. • Additional hand sanitiser within classrooms where required e.g. for pupils 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. • 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 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. | <p>BS to ensure stocks of hand santiser/hand towels and soap are replenished regularly</p> <p>BS to ensure handwashing facilities are cleaned regularly and that bins are emptied/cleaner regularly</p> | <p>BS</p> <p>BS</p> | <p>Ongoing</p> <p>Ongoing</p> | |

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| | | <ul style="list-style-type: none"> Staff / Pupils 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. Communication to Staff/Pupils re hygiene protocols | Staff and Pupils reminded of hygiene protocols regularly | SLT/All Staff | Ongoing | |
| <p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p> | <p>Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> 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. Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Touch Points (door handles, light switches etc.) to be cleaned by Staff/Teachers/Tutors in classrooms and other rooms, in between site cleans Where toilets are shared between different groups these will 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 cleaners are to be used. | <p>BS to amend/adapt schedule as necessary on an ongoing basis, to ensure regular cleaning continues throughout the School</p> <p>Ensure touch points are cleaned/wiped down regularly between different individual users</p> <p>BS to ensure stocks cleaning materials are replenished regularly, and risk assessed if supplies are changed</p> | <p>BS</p> <p>All Staff</p> <p>BS</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>YES</p> |

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| | | <ul style="list-style-type: none"> • School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site. • Thorough cleaning of rooms at the end of the day. <p>In the event of a suspected case / confirmed positive case on site</p> <ul style="list-style-type: none"> • 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 <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • 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. | | | | |

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| <p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p> | <p>Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <p>Groups:</p> <ul style="list-style-type: none"> • Key stage groups (3+4) and taxi groups determined • Groups to remain clear and consistent. • Document how these groups will be kept apart from others. (See staff presentation by PD and Covid addendums to policies) <p>Limiting interaction between groups by:</p> <ul style="list-style-type: none"> • 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 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. • “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” • Ideally the teaching space / workstation should be 2m from pupils. | <p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc. and review controls to keep groups apart.</p> | <p>All Staff</p> <p>All Staff</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>YES</p> <p>YES</p> |

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| | | <ul style="list-style-type: none"> • (Where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+, where possible). • 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. <p>Secondary</p> <ul style="list-style-type: none"> • Zone school assigning groups to different areas. • Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. • Teachers move between classes wherever possible. • Staggered timetable to keep groups apart and minimise contact at lesson change. • SLT/Pupil support supervise corridor / communal areas during changeover to facilitate. • Use of one way system where practical • (see also stairs / corridors) • Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups <p>Hiring and lettings</p> <ul style="list-style-type: none"> • Risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. • Supplementary conditions of hire in place, see | <p>All Hirings / lettings reviewed and suspended in line with national advise and restrictions. (sports clubs,</p> | | | |

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| | | <p>http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1</p> <ul style="list-style-type: none"> • Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. • Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). • Review hirers activity against relevant Government guidance and any existing restrictions <p>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.</p> <ul style="list-style-type: none"> • 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. | <p>dance, swimming, social groups etc.)</p> | | | |

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| | | <ul style="list-style-type: none"> • 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. <p>Breakfast and afterschool clubs</p> <ul style="list-style-type: none"> • Risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. • See protective measures for holiday and after school clubs, and other out of school settings which recommend a max 15 children per group (multiple groups can use the same space, only if there is robust social distancing between groups) • Provision should where possible replicate the groups 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). • Where this is not possible keep the before / after school groups consistent to reduce mixing. • As with physical activity during the school day, contact sports should not take place. <p>Offsite visits</p> | <p>During the New national restrictions</p> <p>Breakfast / afterschool clubs only continue where they are reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care</p> | | | |

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| | | <ul style="list-style-type: none"> • 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. <p>Face coverings</p> <ul style="list-style-type: none"> • 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.) • New guidance on face coverings in Education was released on 26th August and in schools teaching Yr 7 and above in the event of moving into a local COVID alert level of High or very High they should be worn by both adults (staff and visitors) and students when moving around in communal areas and corridors where social distancing is difficult to maintain. | <p>During the New national restrictions</p> <p>In schools where pupils in year 7 and above are educated, face coverings are to be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained</p> | RT | 1/9/20 - Ongoing | |

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| | | <ul style="list-style-type: none"> • The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so. <p>Music</p> <ul style="list-style-type: none"> • Social distancing to be observed. This may limit group numbers. • Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. • If possible use microphones, avoid sharing these. • Clean equipment before / after use and between user / groups. <p>Singing and wind / brass instruments</p> <p style="padding-left: 40px;">Singing and wind / brass instruments</p> <ul style="list-style-type: none"> • Cumulative aerosol transmission from both those performing in and attending events is likely to create risk. • Consider if small groups in music lessons can take place outside / or indoors with improved ventilation e.g. through the use of mechanical systems and / or opening windows and doors. • Limit group size in relation to space, use larger rooms with high ceilings. • In line with the advice for out of school provision a maximum group size of 15 is still recommended (no larger school choirs / ensembles etc.) Larger groups would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. large spaces, strict social distancing and good ventilation (min of 10l/s/person for all present) • Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. | <p>Review existing risk assessments and schemes of work as and when advice changes</p> | <p>AD</p> | <p>1/9/20 - Ongoing</p> | |

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| | | <ul style="list-style-type: none"> • 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. (if 2m is not viable further robust risk mitigation will be needed – screens, ‘moisture guard’ covers for mouth blown instruments and good ventilation.) • Use microphones. Sing / play quietly to reduce aerosol risk. • Pupils should be positioned back-to-back or side-to-side when playing or singing and not facing each other. • Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments. • Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music Service. http://www.hertsmusicservice.org.uk/schools-covid-update/ • (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. <p>PE / school sport</p> <ul style="list-style-type: none"> • PE subject lead to review existing risk assessments and schemes of work to include management of COVID-19 risks. • Schools must only provide team sports listed on the return to recreational team sport framework. | <p>Review existing risk assessments and schemes of work as and when advice changes</p> | | | |

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| | | <ul style="list-style-type: none"> • 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 and natural ventilation. • Build in time for handwashing / sanitising before / after lesson. • See advice and FAQ's from Association for Physical Education, (Revised 29/09/20) AfPE have also published a model risk assessment for PE. • Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools. <p>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.</p> | | | | |

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| | | | <p>During the New national restrictions No matches between other schools in line with the wider restrictions on grassroots sport.</p> | | | |
| <p>Access to & egress from site</p> | <p>Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times. • Allocate groups different times • Communicate changes and allocated times to parents / pupils. • 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. | | | | <p>YES</p> |

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| | | <ul style="list-style-type: none"> • Introduce visual aids to help parents socially distance / supervise entry and collection. • Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. • Communicate expectations to parents. <p>Visitors</p> <ul style="list-style-type: none"> • 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 usually 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 minimising 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) • 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) <p>Staff / pupils</p> | | | | |

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| | | <ul style="list-style-type: none"> On arrival all staff and Pupils to wash hands using North Down washing facilities. | | | | |
| <p>Contact points</p> <p>Equipment use printers, workstations, apparatus, machinery etc.</p> | <p>Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> Parents encouraged to ensure children have their own water bottles in school Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). All Staff in classrooms and other rooms to ensure touch points are cleaned/wiped down regularly between different individual staff and pupil use (door handles, light switches, desks, tables etc.) All Staff to ensure that Equipment, machinery, keyboards, mice etc. are wiped down after individual staff and pupil use Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing. <p>Activities and resources</p> <ul style="list-style-type: none"> Teachers/Tutors to ensure classroom resources which are shared within groups are cleaned regularly. Those shared across groups must be cleaned between use. Teachers/Tutors to ensure that all sharing of resources, taking books home etc. is not undertaken, or minimised - resources allocated to individual groups where possible. <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.</p> | | | | YES |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
|-----------------------------------|---|--|-----------------------------------|----------------|-----------------|------|
| | | <ul style="list-style-type: none"> • Otherwise all resources shared across groups (sports, art, science equipment etc.) must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' and left unused (for 48 hrs, 72 hours for plastic) before being used by another group. • Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use. • Build cleaning into end of lesson activity routines. • Schools to ensure anti-viral wipes are available in all IT rooms and teacher to ensure Pupils wipe down after use. If Pupil too young then arrangements for IT support staff etc. to clean. | | | | |
| Proximity of Pupils/ staff | <p>Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> • Staff are to maintain a safe distance between each other (2 metres wherever possible) • Occupied 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) • There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. • See HSE guidance and CIBSE October guidance • In cooler weather open widows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. • Use heating / additional layers of clothing to main comfortable temperatures. | | | | YES |

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|-----------------------|------------------------------|--|-----------------------------------|----------------|-----------------|------|
| | | <ul style="list-style-type: none"> • Consider opportunities for outdoor learning to assist in social distancing. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. i.e. 2m wherever possible. • Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. <p>Meetings / 1-2-1's / training</p> <ul style="list-style-type: none"> • 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.) <p>Staff rooms</p> <ul style="list-style-type: none"> • Review occupancy levels and layout to facilitate social distancing/ relocate to hall where necessary • Set maximum occupancy, staff to stagger use to enable distancing. • Stairs / corridors • Minimise groups 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. | | | | |

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|--|---|---|---|------------------|-----------------|------------|
| | | <ul style="list-style-type: none"> • Pupils queuing e.g. for entry into labs will need supervision and floor markings to aid distancing. <p>Changing rooms</p> <ul style="list-style-type: none"> • 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. <p>Break / Playgrounds</p> <ul style="list-style-type: none"> • Avoid any group activities that require pupils to be in close physical contact with each other. • Limit group interaction by 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 | | | | |
| <p>Canteen use / lunchtimes</p> <p>Breaktime protocols</p> | <p>Staff, Pupils and wider contacts</p> | <ul style="list-style-type: none"> • Break times staggered to reduce congestion and contact between groups. • Groups eat in classrooms at lunchtime. | <p>Repeated reminders to pupils to follow the guidance with regards to eating and hygiene protocols</p> | <p>All Staff</p> | <p>Ongoing</p> | <p>YES</p> |

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|-----------------------|------------------------------|---|-----------------------------------|----------------|-----------------|------|
| | Spread of COVID 19 | <ul style="list-style-type: none"> • Drinking fountains to be sealed off and bottled water/paper cups provided as an alternative to all pupils. • Reinforce handwashing prior to eating food. • Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. <p>Canteen use</p> <ul style="list-style-type: none"> • 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. • Discuss provision and delivery with Catering provider. • (An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.) • 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. | | | | |

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|-----------------------------|--|--|-----------------------------------|----------------|-----------------|------|
| Transport / Travel off site | Staff, Pupils and wider contacts Spread of COVID 19 | <ul style="list-style-type: none"> • Encourage walking / cycling to school • Risk assessment of the school's transport has been undertaken. • Posters will be displayed in the taxis to reinforce hygiene and safe distancing rules • Drivers to wipe down touch points (door handles, seat belts etc.) after each journey <p>Public transport</p> <ul style="list-style-type: none"> • 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. (Children and young people aged 11 and over to wear a face covering when travelling on dedicated transport). • Where business travel via car is required use private single occupancy where possible. • Wash / sanitise hands on re-entering the building. <p>Minibus use</p> <ul style="list-style-type: none"> • Used by those within same school group, 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). | | | | YES |

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| | | <ul style="list-style-type: none"> • Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. • Use hand sanitiser on entering / leaving vehicle. • Windows to be open for ventilation. • Staff to wear disposable gloves when refueling. | | | | |
| Contractors, parent/carers and other visitors | <p>Contractors, parent/carers, other visitors, Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> • Contractors, parent/carers and other visitors will read and comply with signs in reception regarding good hygiene. • Contractors, parent/carers, other visitors and Staff are to maintain a safe distance between themselves and others (2 metres where practical). • Contractors, parent/carers and other visitors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. • Contractors to 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 to seek confirmation of contractors/visitors method statement / risk assessment. • Contractors, parent/carers and other visitors to wear face coverings when inside the school site, unless exempt from wearing these | | | | YES |

| 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 |
|-----------------------------------|--|---|-----------------------------------|----------------|-----------------|------|
| Provision of first aid | Staff, Pupils and wider contacts Spread of COVID 19 | <ul style="list-style-type: none"> • 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/ • 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. | | | | YES |
| Provision of personal care | Staff, Pupils and wider contacts | <ul style="list-style-type: none"> • 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 | | | | YES |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
|---|---|---|-----------------------------------|----------------|-----------------|------|
| | Spread of COVID 19 | <p>there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection should be worn.)</p> <ul style="list-style-type: none"> • 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 is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. | | | | |
| Emergency procedures (Fire alarm activations etc.) | <p>Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> • 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 at assembly points. • Increased supervision and reiteration of messages to occupants | | | | YES |
| Deliveries & Waste collection. | <p>Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> • 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). | | | | YES |
| Premises safety | Staff and Pupils | <ul style="list-style-type: none"> • 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 | | | | YES |

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|---|---|---|---------------------------------------|----------------|-----------------|------|
| | Wider safeguarding / safety risks | <p>Legionella</p> <ul style="list-style-type: none"> • 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. • 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 | <p>Staff, Pupils and wider contacts</p> <p>Spread of COVID 19</p> | <ul style="list-style-type: none"> • All staff consulted on plans and risk assessment. • Parents/ carers and pupils informed of measures in place to protect them • Posters will be displayed in the reception, welfare areas and in suitable places around site. • Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. • Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils. | Repeated messages communicated re PPE | SLT, All Staff | Ongoing | YES |

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>
- Teat 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>