



## **COVID RISK ASSESSMENT FOR SEPTEMBER 2020 FULL OPENING**

### **Introduction:**

- This document outlines the school's risk assessment of our site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools 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> and has been adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to eliminate the risk of coronavirus.

- During this evolving situation we will continue to monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition, we will continue to review our controls and activities and update the risk assessment to reflect any changes in practice that become apparent as your operational activities and curriculum are delivered.
- This risk assessment should be completed by the school leadership team, shared with staff and will be published on the school website.
- We are also committed to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

<b>RISK ASSESSMENT FOR:</b> School activities during COVID 19 outbreak - opening from September 2020			
Establishment: Sandringham School	Assessment by: School leadership team	Date: 14 July 2020	
Risk assessment number/ref: 13/07/20	Manager Approval: Headteacher	Date: 15 July 2020	
Updated 21st October 2020			

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

What are the hazards?	Who might be harmed and how?	What are you already doing?	Notes / Further action	Action by who?	Action by when?	Done

<p><b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Shielding for those who are extremely clinically vulnerable pauses on 1<sup>st</sup> August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield.</p> <p>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. We will speak to all staff classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Individual risk assessments will be conducted where required to determine if additional measures are required.</p> <p>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.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p><b>Staff</b> Limited school roles that allow opportunity to work from home. School will consider requests in relation to roles which may be able to do so</p> <p>Any existing individual risk assessments to be reviewed. See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p>	<p>Staff and Students have returned to school. Attendance tracking systems are maintaining contact with families of students who are self-isolating.</p> <p>Message emphasised with the whole community at the start of term and on signage displayed around the site.</p> <p>Not applicable with full opening. Staff to work on site as usual, following the procedures that have been put in place.</p> <p>All relevant individuals have been spoken to. Adjustment made to allocated teaching room for one member of staff.</p>			<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
<p><b>School occupants meeting those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 degrees C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p>	<p>Information shared in start of term briefings with staff and students</p>	<p>MNI and tutors</p>		<p>Done</p>

	<p>Spread of COVID 19</p>	<p><a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed.</p> <p>Staff and students are aware of this guidance.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure headteacher and leadership are notified.</p> <p>Individuals go home immediately (if awaiting collection by their parent, student will be isolated child in the pastoral office / meeting room next to student services, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) 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.</p> <p>Clear message communicated to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>.)</p> <p><b>Testing</b> 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 <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>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.</p>	<p>PPE received by school.</p> <p><i>Updated information received re testing for key workers in Hertfordshire; this has been shared with staff and placed in a shared drive to allow regular updates.</i></p> <p><i>Tests have been received.</i></p>			
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		<p><b>Positive case in school</b>  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  <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt">https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</a></p> <p>We will be able to identify staff and students who have been in close contact with any individual who has tested positive.</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of the test. Relevant supplies have been received.</p> <p><i>There is a change of advice regarding contact in the event of a confirmed case. We will now contact a dedicated DFE helpline on 0800 046 8687 rather than the local health protection team.</i></p> <p><i>Proformas agreed to use with staff and students regarding recent contacts in the event of any confirmed cases.</i></p> <p><i>First cases confirmed in the school community during the week of 21/09. There was differing advice offered by DFE / PHE. As a result, clarity established re internal approach (2 days before symptoms will be the default measure for tracking contacts if there is any doubt of the nature of these symptoms).</i></p> <p><i>KID (Student services) and MNI have produced a flowchart of actions to follow when dealing with suspected cases.</i></p>			
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			<p><i>Further cases in week of 28/09/20. One involved a member of staff in an admin office and the other was another case in the same year group as one last week.</i></p> <p><i>Additional risk mitigation has taken place with the separation of key support staff in some offices (Student services and Network support team). Emphasis on 2m distancing and the non sharing of repeat resources is being emphasised.</i></p> <p><i>PHE responded over 24 hours after the original query was raised relating to the additional student positive test. Having sent those students home who had close contact we will extend the isolation period in the light of this new advice.</i></p> <p><i>A tweak has been applied to the furniture in F3 as a result of the investigation that followed the student positive test.</i></p>			
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with hand sanitiser or soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p>	<p>Signage placed around campus, and each individual has a card with instructions.</p> <p><i>System introduced to allow for replenishment of supplies.</i></p>	PAC		<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

		<p>Alcohol hand sanitiser provided at reception / entrance/exit points and in classrooms; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>The use of this sanitiser will be required at the start and end of each lesson and be part of staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Desks in each classroom will be sprayed with disinfectant at the end of each lesson - SPRAY TO BE LEFT FOR A MINIMUM OF 60 seconds BEFORE WIPING</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Extra cleaners have been appointed to the team to increase capacity. Premises Manager will ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>'Catch it, kill it, bin it' message reinforced.</p> <p>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. The number of bins around the site has been audited.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p><i>Regular reminders issued to staff and students</i></p> <p>From feedback via LGB</p> <p>Expanded team in place. <i>More frequent emptying of external bins with students on field at break and lunch. System in place.</i></p> <p><i>Regular reminders being issued.</i></p>	<p>ALG / MNI</p> <p>PAC</p>		<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Extended cleaning schedule is in place including for communal areas through the school day as well as a full site clean each evening.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>There will be time to clean the canteen between the two lunchtime services.</p>	<p>Cleaning schedule in place with some amendments following discussion with DOLS. <i>Monitoring of large areas such as Dance and Drama studios.</i></p> <p><i>Students not seating in canteen areas with 'grab and go' system as additional risk mitigation.</i></p>	<p>PAC</p>		<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

		<p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) will be available to staff in every classroom. Staff and students will clean desks and the tops of chairs at the end of each lesson. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b>  For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).  See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p><b>When cleaning a contaminated area:</b>  Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>	Staff advised to leave spray for one minute before wiping. To be included on the start of term presentation.			Done
						Done
<b>General Transmission of COVID-19</b>	Staff, Students / pupils / wider contacts	The normal timetable will be in place from re-opening. Staff and students will be encouraged to keep their distance, keep moving and keep hands clean.	<i>Decision taken to ask students to wear face masks when moving within buildings (and outside between lessons if they wish to do so). Decision taken as part of the review of the one way system and in light of developing government policy.</i>	Leadership team reviewed w/o 14/09		
<b>Minimising contact and Maintenance of social distancing</b>	Spread of COVID 19					

		<p>Students will not wait outside classrooms inside buildings (there will be some external queuing outside G block).</p> <p>Students will be seated side-by-side and facing forwards; classrooms are generally set up to allow this already with the rooms that need rearranging identified and changes applied.</p> <p>Exam screens will be used to separate student workspaces in specialist teaching areas where furniture cannot be moved.</p> <p>Assemblies conducted online - apart from day 1 with year 7</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained. We have aimed for 2m from other staff and adults as far as is reasonable. Where possible, the teaching space will be 2 metres from pupils, where this is within 1 metre, we have changed layout / increased space at the front of the class to attain 1 metre +.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Any Extra-curricular clubs that do run will take place for a single year group only.</p>	<p>System generally working well; monitoring of blocks continues.</p> <p>Rooms have been identified that need any rearranging. Changes (including addition of exam screens) applied by the start of the new term.</p> <p>Virtual assembly programme in place.</p> <p><i>Tape has been laid around desks to identify safe zone for staff.</i></p> <p><i>Maximum occupancy displayed on the doors of staff offices. DoLS have established rotas where necessary for office use. Many staff now have their own dedicated teaching space.</i></p> <p>Some clubs have resumed on this basis. <b><i>This offer has increased with high take up from students.</i></b></p>	<p>MNI / PAC</p> <p>PAC</p> <p>MNI / ANC monitoring and working with DOLS</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
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		<p>Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation">Association for Physical Education</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation</a>.</p>				
<b>Access to &amp; egress from site including transport issues</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Students will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible</p> <p>A full plan is in place for the start of the school day has been produced.</p> <p>Anyone wearing non-disposable face coverings when arriving at school will be asked to dispose of these in a plastic bag without touching the front of the covering.</p> <p>Anyone who needs to take public transport will be asked to read the government guidance.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport</a></p> <p>For dedicated school transport (i.e. buses) discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>● Follow hygiene rules</li> <li>● Try to keep their distance from passengers where possible</li> <li>● Do not work if they or a member of their household are displaying coronavirus symptoms</li> <li>● Hand sanitiser is available upon boarding and/or disembarking</li> <li>● There is additional cleaning of vehicles</li> <li>● Queuing and boarding is well organised</li> <li>● Students practise distancing within vehicles</li> <li>● All our students using buses will be expected to use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet</li> </ul> <p>Parents have been informed not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</p>	<p>Reminders issued in week 2 of term.</p> <p><i>Access to the car park restricted in advance of the start and end of the school day to ensure easier exit for students through multiple</i></p>	<p>Leadership team on duty to monitor</p>	<p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Done</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

			<i>gates. Exceptions made for students on crutches.</i>			
<b>Contact points Equipment use printers, workstations, apparatus, machinery etc.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>There will be a regular clean and disinfecting of common contact surfaces at reception, student services and in the resources room</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p><b>Activities and resources</b></p> <p>Classroom resources which are shared within year groups will be cleaned regularly; Those shared across groups must be cleaned between use</p> <p>We will minimise all unnecessary sharing of resources, taking books home etc.</p> <p>For <a href="#">science</a> and <a href="#">DT</a> also consider CLEAPPS advice (GL343 &amp; GL 344) for suggested considerations in undertaking practical work.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.</p> <p>Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, tablets, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Cleaning time will be part of the routine at the end of lessons.</p>	LMs continue to discuss guidance with DoLs  <a href="#">Updated DT Risk Assessment produced by ALN</a>	CCR / MNI		<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
<b>Proximity of students/ staff</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>A one way system will operate across all external on site routes.</p> <p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p>	<p><i>The one way system operated for the first week of term. Decision taken from 10/09 on a two day trial to revert to two way external foot traffic, with students and staff keeping left, to reduce pressure at several pinch points around the site.</i></p> <p><i>Following trial, decision taken to continue without a one way</i></p>	Ongoing review of this procedure.		Ongoing

		<p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p><b>Meetings / 1-2-1's / training</b> 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 (Google Meet, Zoom etc)</p> <p><b>Staff rooms</b> Staff use of the staffroom will be limited with a maximum occupancy with additional areas utilised at break time and as work rooms.</p> <p><b>Stairs / corridors</b> We will use existing one way systems inside buildings.</p> <p><b>Changing rooms</b></p>	<p><i>system. Feedback from staff and observation of movement both indicated the 'flow' had improved around movement time.</i></p> <p><i>Students to be seated on field in groups of six and reminded of the need for social distancing.</i></p> <p>Rooms have been well ventilated using open doors, windows and skylights where relevant. C block to be monitored. <b>Updated guidance provided to staff on 23/10/20 related to keeping windows open 'just enough to allow ventilation in lesson time' with wider opening between lessons to purge the space.</b></p> <p><i>Most sessions cancelled. AF training has moved online. Year 13 Parents Evening and LRD will be virtual in November 2020.</i></p> <p>Remains in place internally</p>	<p>Tutors to remind students and duty team to monitor</p> <p>MNI / PAC</p>	<p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
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		<p>We will reduce numbers needing to use by allowing pupils to wear PE kit to school.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean contact surfaces between use by different groups.</p> <p>We will ensure that there are suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Swimming pools use to be monitored in line with government policy</p>	<p>System working well in early weeks. <i>Students able to wear black tracksuit bottoms from 28/09 (discrete logos allowed)</i></p> <p>Pool now in use for lettings. Not in use for students related to restrictions on changing facilities in the school day.</p>			
<p><b>Interaction at break and lunchtimes</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Students will be expected to spend break and lunch times on the school field in allocated areas which will be marked out. Sixth form students will be able to use the tennis court areas.</p> <p>Student use of the canteen area will be minimised at break time through the week; one year group will be allocated to each canteen each day on rotation.</p> <p>Lunchtime will be split by Key Stage to allow for staggered use of the two canteen areas without losing teaching time (year 7 students will have an additional 10 minutes during the early weeks of term).</p> <p>Year groups will be allocated to one of the canteen areas. There will be a 15 minute space between servings to allow for cleaning.</p> <p>The duty timetable will be revised to reflect the new arrangements with the extended lunchtime and staff allocated to key areas such as the field.</p>	<p>Students responding well and keeping to year groups effectively. <b><i>New breaktime arrangements in place from Tuesday 20th October with field conditions no longer suitable for use.</i></b></p> <p>Split lunchtime in operation. Canteen service is limited to one year group at a time with amended queuing arrangements. <i>Shadow arrangements now in place for wet days - tested for second (KS4) lunchtime.</i></p> <p>Duty schedule published reflecting new schedule. <i>A further update was issued to staff alongside the publication of the wet weather plan.</i></p>	ANC monitoring		<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

		<p>Chartwells continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Payments will be taken by contactless methods wherever possible.</p> <p>Drinking water will be provided in jugs as usual as well as via the taps on water fountains (not the mouth access points) with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating will be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	<p>We have moved from finger print recognition to card contact from the start of term.</p> <p>New water machines installed that allow foot operation.</p> <p>Consumption of food outdoors is mitigating internal risk</p>			<p>Done</p> <p>Done</p> <p>Done</p>
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Where works can be conducted outside of the school day they should be.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p>	<p>Contractors working on site installing new cycle sheds are following guidance.</p>			<p>Done</p> <p>Done</p> <p>Done</p>
<b>Provision of first aid</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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.</p> <p>Wash hands before / after treatment.</p> <p>Those administering first aid will 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.</p>				<p>Done</p> <p>Done</p> <p>Done</p>

		<p><b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council  <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>First aid rooms can be very busy and are often small rooms. We will use the room off student services as well as the D block Pastoral office / meeting room as two areas to have the first aid room at a time and a waiting/collection area.</p>				Done
						Done
<b>Provision of personal care</b>	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 and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)				Done
	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 2 metres cannot be maintained.				Done
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation but will be for a short period).				Done
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts	Our staff will not approach delivery staff and will allow packages to be left in a safe place.				Done
	Spread of COVID 19	Hands are to be thoroughly washed after handling all deliveries or waste materials.				Done
		Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				Done
<b>Premises safety</b>	Staff, Students / pupils	The site team will ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. and that all key services are operational.				Done
	Wider safeguarding / safety risks	<b>Legionella</b> The team will follow normal practices for reopening after the summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of the whole system should take place.				Done

		Key fire doors will not be compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	Discussed with Chair of LGB on 27/08. Fire procedures will be reviewed and fire marshalls briefed accordingly regarding the need to close doors in the event of any incident.  Fire drills to be scheduled on year group basis. <b>These have now begun to take place.</b>	PAC investigating auto closers in older blocks. <b>Order has been confirmed</b>  JUS / MNI / PAC to confirm scheduling		
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff have been consulted on plans, the dangers of the virus and the risk assessment.  Students will be briefed in the first tutorial session of the year (the first hour of the new school year) and be provided with a card summarising guidance.  Posters will be displayed across the site emphasising keep your distance, keep moving and keep your hands clean.  Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers will be briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2 metre where possible) from other staff and pupils. A summary of expectations will be provided when they sign in.	Additional signage displayed relating to safe use of face masks	MNI to review on a weekly basis		Done  Done  Done  Done

### **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>