

## COVID RISK ASSESSMENT

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Schools coronavirus (COVID-19) operational guidance but must be 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.  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

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 please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition, you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

### **Notes on completion:**

- This risk assessment should be completed by the Head and SLT in consultation with staff.

**Consultation** with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement 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.

### **Share the risk assessment**


Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

- You may choose to publish the risk assessment on your website to provide a clear transparent approach to the wider school community.

### **Monitor and review**

As the school returns continue to review how staff and students adopt to your controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

<b>RISK ASSESSMENT FOR:</b> <b>School activities during COVID 19 outbreak</b>		
<b>Establishment: Sandringham School</b>	<b>Assessment by: Mark Nicholls</b>	<b>Date: 6 January 2022</b>
<b>Risk assessment number/ref:</b> <i>(add your own if so desired):</i> <b>Sandringham Risk Assessment Jan 2022</b>	<b>Manager Approval: Alan Gray</b>	<b>Date: 6 January 2022</b>

**Rev 15:** revised to reflect move to Step 4 from July 19<sup>th</sup> and Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

**10/8/21** link to Herts Music Service updated, new edition of CIBSE ventilation guidance referenced

**31/08/21 self-isolation requirement**– updated age of young people exempt from self-isolation if a contact of a positive case to under the age of 18 years and 6 months

**02/09/21** link to 'when to contact the LA Covid response team' added

**Rev 16 29/11/21** updated to reflect revised DfE Schools operational guidance (29/11/21) - face coverings now recommended in communal areas, isolation and test on arrival when arriving from abroad, isolation requirements for close contacts of Omicron cases.

**Rev 17 16/12/21** updated to reflect move to daily rapid testing for close contacts instead of self-isolation for all fully vaccinated adults and children aged 5 - 18 years 6 months

**Rev 18 4/01/22** updated to reflect DfE guidance change with face coverings in classrooms for Yr 7 and above.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p><b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b></p> <p><b>Clinically extremely vulnerable (CEV) individuals</b></p> <p><b>Shielding for CEV individuals paused on 1<sup>st</sup> April 2021.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Pupils</b> Those pupils who are unable to attend school because they are under specialist care and following specific clinical advice (e.g., a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p><b>Staff</b> Individuals classed as clinically extremely vulnerable to have <a href="#">a risk assessment</a> undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e., hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p> <p>See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="#">Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a></p> <p>Encourage vaccine take up for staff (both doses)</p> <p><b>Asymptomatic testing (LFD testing)</b> Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. There is no need for primary age pupils to routinely test.</p>	<p>From 1<sup>st</sup> April CEV staff were able to return to the workplace In the event of an individual following specific clinical advice (e.g., a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p>	<p>ALG / MNI to continue to manage communication and encourage testing.</p> <p>Risk assessments in place for vulnerable staff with MNI liaising with them on a regular basis</p>	Ongoing	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
<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough, or a loss of, or change, in their normal sense of taste or smell.</p> <p><a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed, or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area away from others (2M), open a window for ventilation) and self-isolate. School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately. Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> )</p> <p>Pupils, staff and other adults should follow public health advice on <a href="#">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p>	<p>No additional action required.</p> <p>Measures have been in place for some time with key staff (student services and leadership team) clear on protocols.</p>			

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<b>School occupants coming into contact with those with Coronavirus symptoms</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Testing</b> Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p>Schools were initially provided with 10 PCR home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p><b>Positive case in school setting</b> Those affected self-isolate and do not return to school until the end of self-isolation period. See 'when to contact the LA Covid response team' <a href="https://thegrid.org.uk/covid-19/key-documents-for-schools">https://thegrid.org.uk/covid-19/key-documents-for-schools</a> <a href="mailto:COVID.EYSEducation@hertfordshire.gov.uk">COVID.EYSEducation@hertfordshire.gov.uk</a> Since 19<sup>th</sup> July 2021 NHS Test &amp; Trace have undertaken contact tracing</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged. Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. There is no need for primary age pupils to routinely test (unless identified as a close contact).</p> <p><b>Secondary School testing</b> Retain an asymptomatic test centre on site</p> <p>School staff should keep on testing twice a week even if fully vaccinated. See <a href="#">separate Lateral flow testing risk assessment</a></p>	<p>No additional action required.</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>A positive PCR test will still require self-isolation regardless of vaccination status or age.</p> <p>Additional PCR kits able to be ordered via <a href="https://request-testing.test-for-coronavirus.service.gov.uk/">https://request-testing.test-for-coronavirus.service.gov.uk/</a></p> <p><b>From 14<sup>th</sup> December 2021</b> all children aged 5 to 18 years and 6 months and those adults who have been fully vaccinated, identified as a close contact of a positive case of COVID-19 by NHS Test &amp; Trace can continue to attend school but should take a daily lateral flow test for 7 days. Should they develop COVID symptoms, or the LFD come back positive then a confirmatory PCR should be taken.</p>			
<b>General Transmission of COVID-19</b>	Staff,	<p><b>Hand Hygiene</b> Welfare facilities are provided which contain suitable levels of soap and paper towels.</p>	Reminders related to hygiene protocols continue to be shared by ALG/MNI through staff briefing, parental contact	MNI / PAC	Ongoing	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
<b>Ineffective hygiene protocols</b>	Students / pupils / wider contacts  Spread of COVID 19	<p>All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required.</p> <p>Build use into routines staff and pupil routines e.g., on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it messages reinforced. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose, or mouth if their hands are not clean.</p>	and student google classrooms.			
<b>General Transmission of COVID-19</b>  <b>Ineffective cleaning</b>  <b>High Contact points</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g., door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p> <p>Cleaning materials (e.g., disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on control measures and their schedule / methods for cleaning the school site.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b></p>	<p>No further action required beyond monitoring.</p> <p>Systems in place since start of pandemic.</p>	MNI/LMIPAC to monitor	Ongoing	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
		<p>For disinfection (e.g., following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> if an alternative non-chlorine based disinfectant is used ensure that it is <b>effective against enveloped viruses</b> i.e., a product to BS EN14476.</p> <p><b>When cleaning a contaminated area:</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<b>Poorly ventilated spaces</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems.</p> <p>Use of CO<sub>2</sub> monitor to help identify if the space is poorly ventilated (CO<sub>2</sub> levels of between 800-1000ppm are indicative of a well-ventilated room.).</p> <p>Where mechanical ventilation is present that removes and circulates air to <b>multiple</b> rooms, increase ventilation rate and recirculation should be turned off 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 <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 ventilation guidance</a> (v5 July 21)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p><b>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</b></p>	<p>Identify any poorly ventilated areas and take steps to improve, particularly if CO<sub>2</sub> levels are consistently above 1500 ppm. Monitors provided to school have been used (battery life is an issue). No concerns identified.</p> <p>Use high level windows where available to minimise drafts.</p> <p>Where low level windows are being opened out onto play/circulation areas then ensure these don't create a risk of pupils running into the edge of an open window.</p>	MNI/LIM/PAC	Ongoing	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
<b>General Transmission of COVID-19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Face coverings</b> Where pupils in year 7 and above are educated face coverings should be worn by pupils, staff and visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. (Revised DfE guidance 29/11/21). From January 4<sup>th</sup> face covering also to be worn by pupils in classrooms.</p> <p>Pupils should also wear a face covering when travelling on public transport and dedicated transport to and from school.</p> <p>In primary schools face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See <a href="#">face coverings when to wear one</a></p> <p><b>Meetings</b> Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate.</p>	<p>School outbreak management plan includes possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups,</p> <p>Large scale staff meetings are currently virtual as from December 2021.</p>	ALG/MNI meet daily to discuss measures	Ongoing	Yes
<b>General Transmission of COVID-19 wider use of school by 3<sup>rd</sup> parties / beyond school day</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Hiring and lettings</b> risk assessments on use required from provider. No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>Supplementary conditions of hire in place for COVID see <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</a></p> <p>Room layouts and areas able to be accessed agreed with hirer. Time of hire avoids any unnecessary mixing with members of the school community. Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Provide additional signage, if required, for hired spaces to remind users on hand washing etc. All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p>	<p>Hirings / lettings to be reviewed in line with national advice. In the event of a local outbreak additional measures may be required.</p> <p>See also <a href="#">Sport England FAQs on return of sport</a></p>	ALG/MNI/LMI/A NC monitor situation	Ongoing	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
		<p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or <a href="#">NHS QR code poster</a> and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement)</p> <p>Schools are not expected to create NHS QR code posters for their normal day to day operations.</p> <p>In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p>See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a></p> <p><b><u>Performances</u></b></p> <p>Audiences indoor / outdoor have been permitted since May 17<sup>th</sup> (see also <a href="#">performing Arts guidance</a>).</p> <p>For all indoor spaces, maximise natural ventilation (through opening windows and doors or using mechanical systems wherever possible-see ventilation and music). Face coverings recommended in communal areas.</p>	<p>In the event of a local outbreak additional measures may be required. School outbreak management plan to consider any individual events. Be prepared to change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team.</p>			
<b>Access to &amp; egress from site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b><u>Visitors</u></b></p> <p>Ensure all visitors / building users are aware of school's expectations. They must follow school expectations on face coverings, social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p> <p>Where visits can happen outside of school hours, they should.</p> <p>No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an <a href="#">NHS QR code poster</a>, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene.</p> <p>Use of Perspex screens for open receptions.</p>	<p>Protocols in place. No further action required.</p>			

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Curriculum activities		<p><b>PE / school sport</b>            No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.</p> <p>Since 29<sup>th</sup> March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport).</p> <p>Since 12<sup>th</sup> April indoor competition between different schools has been permissible.</p> <p>See guidance on <a href="#">grassroot sports for public and sport providers, safe provision and facilities</a>, and guidance from <a href="#">Sport England</a></p> <p>See advice and FAQs from Association for Physical Education, AfPE have also published a model risk assessment for PE. <a href="https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/">https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</a></p> <p><b>Science / DT</b>            For secondary science and DT see also CLEAPPS advice (GL343) for suggested considerations in undertaking practical work. <a href="#">CLEAPSS Home page</a></p> <p><b>Music Singing and wind / brass instruments</b>            No limits on the number of people who can sing indoors or outdoors. However, there is increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors.            Use larger rooms with high ceilings (school Hall) for larger groups.</p> <p><b>Encouraging the use of outside space where practical</b></p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. <a href="https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx">https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx</a></p> <p><b>Offsite visits</b>            Offsite visits (day visits) able to be run since 12<sup>th</sup> April in line with the Government’s roadmap.            Domestic residential visits able to take place since 17<sup>th</sup> May</p>	<p>No further action is required.</p> <p>In the event of a local outbreak additional measures may be required. School outbreak management plan to consider any individual events. Be prepared to change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team.</p> <p>Travel list (and broader international travel policy) is</p>	<p>MNI/ANC to monitor situation alongside relevant DOLS</p> <p>Leadership team consider</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>

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		International visits able to commence from start of Autumn term. To be considered carefully due to risk of disruption resulting from the need to isolate and test on arrival back into the UK. Off site visits risk assessment to be undertaken and include IPC measures.	subject to change, contingency plans required. Requirement to isolate and test (PCR) on arrival back in UK introduced from 4am 30 <sup>th</sup> November 2021 although updated rules are being introduced.  See <a href="https://www.gov.uk/travel-to-england-from-another-country-during-coronavirus-covid-19">Travel to England from another country during coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a>	all trips in line with national and international rules		
<b>Canteen use / lunchtimes</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.  <b>Canteen use</b> Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced).	No further action required. Measures in place and discussed with Chartwells.			
<b>Minibus use</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser / disinfectant wipes to be available on the vehicle). Use hand sanitizer on entering / leaving vehicle. Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation. Windows to be open for ventilation (open partially if cold).	No further action required. Measures in place with Premises and PE team..			
<b>School Swimming pools</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	See <a href="#">COVID 19 considerations for swimming</a> Review swimming pool risk assessment and operating procedures. <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming</a>  The Government has removed the capacity limits, bather load can return to pre Covid capacity levels. Follow PWTAG and Swim England advice.	Swim England has published a best practice guide and advice on running safe events <a href="https://swimming.app.box.com/s/fah5p9g3fi5xnd1jbalpedmdavc4dvpv">https://swimming.app.box.com/s/fah5p9g3fi5xnd1jbalpedmdavc4dvpv</a>	ANC monitoring	Ongoing	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
		<p>Mechanical ventilation should operate on 100% fresh air with no recirculation. Pool cleaning procedures are detailed in Pool's NOP.</p> <p><b>Hiring and lettings</b> 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). Areas used to be cleaned after use / before occupation by school.</p>				
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical).</p> <p>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.</p> <p>School to seek confirmation of the contractor's method statement / risk assessment.</p>	Measures in place. No further action required other than monitoring.	LMI/PAC	Ongoing	Yes
<b>Provision of first aid</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Where reasonable physical contact should be kept to a minimum e.g., pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly and removed with care. Wash hands immediately and thoroughly before and after removing PPE.</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="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings   Resuscitation Council UK</a></p>	Measure in place at student services. No further action required.			
<b>Provision of personal care</b>	Staff,	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	Measure in place at student services. No further action required			

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
	Students / pupils / wider contacts  Spread of COVID 19	to the eyes e.g., coughing, spitting, vomiting then eye protection (e.g., face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.  Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if close contact is required. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. All PPE should be worn properly and removed with care. Wash hands immediately and thoroughly before and after removing PPE.				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational  <b>Legionella</b> Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e., where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	No further action required. Measures in place as implemented by Premises team.			
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.	Measures in place with clear lines of communication established.	MNI to continue to ensure updates shared	Ongoing	Yes
<b>Staffing levels</b>	Staff, Students / pupils	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.	Local operational decisions on partial closure / closure to be made in event of insufficient	ALG/JCA/MNI liaise daily. Protocols in	Ongoing	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
	<p>Spread of COVID 19</p> <p>Wider safeguarding / safety risks</p>	<p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>	<p>available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.</p>	<p>place in the event of need to switch to remote learning.</p>		

## Previous revisions

**Rev 1:** updated template following issue of Government advice on July 2<sup>nd</sup>

[Actions for schools during coronavirus outbreak'](#)

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

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

**Rev 4:** 01/09/20 updated following updated [DfE guidance on full opening](#) (28/8/20), [face coverings in education](#) (year 7 and above), testing kits and DfE guidance on [extra curricular activity](#)

**Rev 5:** 09/10/20 updated link to reporting of positive cases, use of NHS COVID-19 app and link to supplementary hire conditions added, updated Association of PE links added, changes from previous version highlighted in yellow.

**Rev 6:** 04/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5<sup>th</sup> until 2<sup>nd</sup> December (See also How New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>)

19/11/20 – 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.

**Rev 7:** 01/12/20 Applicable from 2<sup>nd</sup> December updated to reflect end of national restrictions and Hertfordshire entering tier 2. Also maximum group size of 15 for singing / playing wind/ brass instruments removed and section on music revised.

14/12/20 minor update to reflect change in self-isolation period for close contacts from 14 days to 10 days with self-isolation period beginning on the day after exposure, a test or the start of symptoms.

**Rev 8:** 15/12/20 update to reflect the following District / Borough Councils moving into tier 3 very high alert on 12:01am on 16<sup>th</sup> December: Broxbourne, Hertsmere, Three Rivers, Watford See <https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area> ;

17/12/20 - minor update to reflect all of Hertfordshire entered tier 3 as from 00:01 Saturday 19<sup>th</sup> December

**Rev 9:** 23/12/20 update to reflect Hertfordshire entering tier 4 as from Sunday 20<sup>th</sup> December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1<sup>st</sup> week in January.

**Rev 10:** 04/01/21 updated in line with revised national [guidance on return in January 2021](#) and Contingency framework implementation this applies to Schools in Broxbourne, Watford , Three Rivers and Hertsmere <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings> changes highlighted in yellow

**Rev 11** 06/01/21 updated to remove reference to tiered system and announcement on 4<sup>th</sup> January of a national lockdown for all England

08/01/21 minor addition to make clear Schools can where required continue to engage supply and peripatetic teachers during this period.

03/02/21 updated broken AfPE hyperlink, added links to lateral flow testing risk assessment (No changes to the risk assessment required from the updated DfE guidance '[Restricting attendance during the national lockdown schools](#)' (2/2/21))

Risk Assessment << **replace with your own file name**

**Rev 12** 23/02/21 updated to reflect new DfE guidance applicable from March 8<sup>th</sup>  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Take this opportunity to review and refresh all your now 'normal' measures on site, ensure that any signage and floor markings which may have faded / lost their impact are reinstated and re-communicate the importance for staff and children of social distancing, wearing of face coverings, hand hygiene and maintaining ventilation.

**Rev 13** 01/04/21 review following updated DfE guidance and pause in shielding for CEV individuals from 31<sup>st</sup> March

**Rev 14 12/05/21** reviewed following revised DfE guidance of May 10<sup>th</sup> to reflect step 3 of roadmap (from May 17<sup>th</sup>) changes made relate mainly to face coverings, educational visits and wraparound / extra-curricular activity.

### **Relevant links**

Guidance for educational settings

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

Actions for schools COVID operational guidance

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

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

Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#consider-group>

Cleaning after a positive / symptomatic case on site

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

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

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

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

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

Stay at home guidance

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

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

Risk Assessment << **replace with your own file name**



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

Return to Recreational team sport framework

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

Pregnant employees [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)

Risk Assessment << **replace with your own file name**