



RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided						
Establishment: Kings Langley School		Assessment by: Diane Bell			Initial Review Date: 20/05/2020 Review Date: 10/09/2020 08/02/2021, 08/03/2021.	
Risk assessment number: COVID 19 Return to School		Manager Approval: Dave Fisher			Date: 05/06/2020 Date: 10/09/2020 Date: 10/02/2021 Date: 05/03/2021	
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff/students more vulnerable to COVID-19	Staff, Students / pupils / wider contacts	School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required.	Individual risk assessment undertaken if necessary.	FSH/DB/PCK (PTS)	Ongoing	
	Spread of COVID 19	Since 20th December when Hertfordshire entered tier 4. All children still deemed clinically extremely vulnerable were advised not to attend school. 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. Clinically extremely vulnerable pupils and staff are not to attend work /school until 31 st March 2021 at earliest.	Communication with relevant staff/students	FSH/DB/PCK (PTS)	Ongoing	
		Existing individual Health Care Plans in place for pupils/students to be reviewed. Clinically extremely vulnerable pupils and staff are not to attend work /school until 31 st March 2021 at earliest. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.	Communication students/parents	PCK (PTS)	Ongoing	



	<p>Staff Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing. Consider if these staff are able to work from home (supporting remote education etc.) Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Since 20th December when Hertfordshire entered tier 4 those staff who are clinically extremely vulnerable are to work from home and not to come into work. 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.</p>	Reviews undertaken Conduct risk assessment	DB	Ongoing	
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<p>School occupants coming into contact with those with Coronarvirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p><u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> followed.</p> <p>These have been communicated to all.</p> <p>No symptomatic individuals to present on site.</p> <p>Ensure SLT/Head/Cover Manager 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 at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>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.</p> <p>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.</p> <p>Clear message 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.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing 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 <u>COVID-19: getting tested guidance</u>.</p>	<p>Refer to staff/student guide</p> <p>Follow Students/Staff guidance and First Aid protocols.</p> <p>PPE is available in the main office, surgical mask, gloves, visor, apron.</p> <p>Letter to parents</p> <p>On site Janitor</p> <p>Advise all First Aiders of protocol and can advise parents.</p>	<p>SLT/First Aiders</p> <p>All First Aiders or staff at potential risk</p> <p>FSH</p> <p>Office staff</p> <p>All First Aiders/DB</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p>	<p></p> <p></p> <p></p> <p>Y</p> <p></p> <p></p>
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		<p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</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>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of pupils and staff in each group.</p> <p>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> <p>Lateral Flow Testing refer to separate Lateral Flow Testing Risk Assessment. Secondary schools had access to additional coronavirus (COVID-19) LFD testing from the first week of January. This is moving to a home testing model for staff on wider return (2x tests/week). From March 8th returning secondary students are to receive 3 LFD tests on site 3-5 days apart. Thereafter home test kits to be provided to students (2x tests/week). Testing remains voluntary.</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term.</p> <p>Registers taken of students in school.</p>	<p>All Staff</p> <p>Site Testing Team</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing;</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff to maintain a social distancing in line with PHE guidance as far as is reasonable. Staff to avoid close face to face contact and minimise time spent within 1 metre.</p> <p>Whole school return in September 2020. Year groups will be kept together as much as possible.</p>	<p>Refer to staff guide</p> <p>Refer to staff/student guide - Timetable</p> <p>Timetable/Staff Guidance</p>	<p>All Staff</p> <p>Whole Community/JEN</p> <p>JEN</p>	<p>Ongoing</p> <p>Complete</p> <p>Complete</p>	<p></p> <p>Y</p> <p>Y</p>



Effective hygiene protocols	<p>Students split in groups within year group. Students will move and staff will remain in the same location. When students move across groups wash hands/sanitise when entering classrooms, student desks and chairs to be sanitised by staff using Pathisol Disinfectant which is hospital grade and made from organic ingredients.</p>					
	<p>Reduction in contact situations. Year group assemblies only if necessary, events / school fairs, school trips etc. No large scale events outside of student year group.</p>		<p>School trips only a day trip and to be risk assessed separately.</p>	Staff	Ongoing	
	<p>Extra-curricular clubs determine ensure delivery in line with social distancing requirements of 2 metres or within year group. Review space and layout.</p>		<p>Relevant staff running the club.</p>	Staff	Ongoing	
	<p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained. <u>See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance</u></p>		<p>Premises/School Manager To be determined in line with National Guidance.No return of grassroots outdoor sport until at least March 29th <u>See also Sport England FAQs on return of sport</u></p>	DB/SM	Ongoing	
	<p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p>					
	<p>Break and lunchtime are to be staggered on a rolling programme to maintain the year groups.</p>		<p>Breakfast club suspended at present/some extra curricular after school events may take place.</p>	DB/JEN	Ongoing	
	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p>		<p>Timetable</p>	JEN	Complete	
	<p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p>		<p>In place</p>	DB/SM	Ongoing	
	<p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p>		<p>In place</p>	DB	Complete	Y
			<p>Refer staff/student guide</p>	All staff/students	Ongoing	



		<p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms/ other locations for disposal of tissues and other waste)</p> <p>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.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p> <p>Students are to wear a face covering when they enter the school site, and moving around the school corridors/stairwells as well as leaving the school site at the end of the school day.</p> <p>Staff are to wear a face covering when moving around the school building and in social spaces but will not be wearing them outside on duty in the morning/afternoon due to limiting communication to students when crossing the road or helping organise form groups etc.</p>	<p>Cleaning contractor briefed on cleaning requirements</p> <p>Supplies in place as well as new lidded pedal bins in classrooms.</p> <p>N/A hand dryers in washrooms In place</p> <p>Refer to Staff/student guide</p> <p>Refer to Staff Guide/Student guide/Letter to parents</p> <p>Letter to parents</p> <p>Email to staff</p>	<p>SM</p> <p>DB</p> <p>SM</p> <p>DB</p> <p>All staff/students</p> <p>FSH</p> <p>DB</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p></p> <p></p> <p>Y</p> <p>Y</p>
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor 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.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and</p>	<p>Timetable</p> <p>N/A</p> <p>Letter to parents/Student guide</p> <p>Signage in place/Duty Rota</p>	<p>JEN</p> <p></p> <p>FSH</p> <p>DB/JEN</p>	<p>Complete</p> <p></p> <p>01/03/2021</p> <p>Complete</p>	<p>Y</p> <p></p> <p>Y</p> <p>Y</p>



		<p>collection. Communicate expectations to parents (including parents remaining in cars at drop off / collection) Encourage parents to drop off students further away from school so they walk the last part of the journey.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of 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. Signage in reception regarding good hygiene, signage across site for social distancing. A record kept of all visitors to aid track and trace. Use of Perspex screen in reception along with signage and tape.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in main entrance area.</p>	<p>Letter to parents/Student guide</p> <p>One way system and signage in place.</p> <p>Letter to parents</p> <p>Refer to staff and student guide</p> <p>In place</p> <p>Refer to staff guide</p>	<p>FSH</p> <p>DB</p> <p>FSH</p> <p>All staff and students</p> <p>DB</p> <p>All staff</p>	<p>Complete</p> <p>17/07/2020</p> <p>Complete</p> <p>17/07/2020 & 01/03/2021</p> <p>Ongoing</p> <p>Complete</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Contact points</p> <p>Equipment use</p> <p>printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Staff and students have their own basic equipment(pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources Classroom resources which are shared within a year group are cleaned regularly. Those shared across groups must be cleaned between use. Practical work in DT, Science, PE, Art.</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical</p>	<p>Refer to student guide</p> <p>Anti bacterial spray and tissue provided.</p> <p>Lesson plans</p> <p>Refer to staff guide</p> <p>Antibacterial spray and tissue provided in each room</p>	<p>All students</p> <p>All staff</p> <p>Teaching staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Y</p>



		<p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure cleaning products are available in all IT rooms and teacher to ensure students wipe down after use.</p> <p>At lesson change over student desks and chairs to be sanitised by staff using Pathisol Disinfectant which is hospital grade and made from organic ingredients.</p>	Refer to staff guide	All staff	Ongoing	
<p>General transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Year group set up with no more than 32 in a classroom, the teacher will remain at a 2 meter social distance as far as is reasonable at the front of the classroom.</p> <p>Teachers stay in rooms and students move between lessons. Staggered timetable with staggered lunch and break times reduces movement, along with length of lessons reducing number of change over periods.</p> <p>Staff supervise corridor / communal areas during changeover.</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to aim for a safe distance between each other (2 metres) from other staff and adults as far as is reasonable. Children must be encouraged to stay 2 metres from any other year group. One way system ensures that everyone faces the same direction and passing other year groups is momentary which is low risk.</p> <p><i>"It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from</i></p>	<p>Rooms reorganised. Ongoing monitoring of movement around school.</p> <p>Determine any pinch points, congested corridors etc and review controls. Refer to Timetable</p> <p>Excess furniture stored in the bungalow.</p> <p>Staff/student guide Marked one way system and 2metre floor marking graphics. Whole site has been marked out.</p>	<p>Premises Team</p> <p>JEN</p> <p>Premises Team</p> <p>All staff/students</p> <p>Premises Team</p>	<p>17/07/2020</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>



		<p>PE / School Sport PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks. No requirement to wear face coverings in PE.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson. No fixtures against other schools (in line with restrictions on grassroots sport) See advice from Association for Physical Education</p> <p>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> <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 and should not use offices / rooms where 2m distancing cannot be maintained. When moving around the building try to keep a social as much as possible, ideally 2 meters from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Zoom/Microsoft Teams etc.)</p> <p>Staffrooms Review occupancy levels and layout to facilitate social distancing Staff use staggered to enable distancing. Staff to use classroom bases and only use the Staffroom for refreshment collection, use of toilets.</p> <p>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.</p>	<p>Refer to staff guide</p> <p>If necessary use an empty classroom/meeting room which has 2 metre spacing.</p> <p>Staff works areas have been reviewed.</p> <p>One way system in place.</p> <p>Timetable organization to stagger starts and finishes. Students go straight to classrooms.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Premises Team</p> <p>JEN</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p></p> <p></p> <p>Y</p> <p>Y</p> <p>Y</p>
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		<p>Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing rooms 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>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Toilets Students have access to year group toilets.</p> <p>Break / Outside Spaces Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use outside space when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>Increased supervision to avoid lesson disruption due to rolling break/lunch time, 2 metre social distancing required for staff as far as is reasonably practicable.</p>	<p>Refer staff/student guide</p> <p>Cleaning in place, cleaning contractor</p> <p>Lidded pedal bins in place</p> <p>Refer to staff/student guide</p>	<p>SM/ Evergreen</p> <p>DB</p> <p>All Staff/students</p>	<p>Complete</p> <p>Complete</p> <p>Ongoing</p>	<p>Y</p> <p>Y</p> <p>Y</p>
Dining Hall use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>The catering facility will be available and parents have the choice whether to supply packed lunches. Water is essential and must be provided in drinking bottles from home. Alternatively bottled drinks and water is available from the catering and Sports areas.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>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>	<p>Letter to parents/Student Guide</p> <p>Refer to student/staff guide. Timetable constructed to stagger break and lunchtimes.</p> <p>Refer to staff/student guide Antibacterial gel in classrooms and on walls in dining room.</p>	<p>FSH</p> <p>All staff/students</p> <p>All staff/students</p>	<p>01/03/2021</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Y</p> <p>Y</p> <p>Y</p>



		<p>Students to be kept in year groups and staff should keep a 2 metre social distance where possible.</p> <p>Dining Hall Use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Students to enter Dining Room/Hall in their allocated year group. Queuing to be controlled to aid social distancing (2m markers on the ground for staff use) Meals to be eaten at tables with all students sat down when eating and socialising and tables cleaned between each year group.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision. (This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff? An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)</p> <p>Payments should be taken by contactless methods wherever possible. Consider risks from fingerprint contact payment, can payment be taken by giving names at tills? (but these will be low if handwashing / sanitizing is enforced).</p> <p>Drinking water will be provided but students should bring enough water for the day and when doing PE to bring in additional. If water is required enhanced cleaning measures of the tap mechanism introduced. PE and Dining Area machines are available.</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 must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	<p>Interserve Catering to adhere to relevant protocols.</p> <p>Staff/Student guidance/ Duty rota in place.</p> <p>Hot and cold service in place and served in Dining Room/Hall/Outside Pod.</p> <p>Online payment deduction via name being provided or use of finger scanning device.</p> <p>Not all Water fountains in use by students. Signs are in place.</p> <p>Duty staff to monitor.</p> <p>School and Interserve Catering to revise cleaning regime. Evergreen staff to assist.</p>	<p>Catering Contractor</p> <p>All staff/students</p> <p>Catering Manager</p> <p>Catering Manager</p> <p>All staff</p> <p>Catering Manager/DB</p> <p>DB/SM/ Catering Manager/</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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				Evergreen		
Transport/Travel off site	Staff, Students / pupils / wider contacts	No offsite visits will be run Encourage walking / cycling to school	Usual risk assessment process to be undertaken. Refer to student guidance/Letter to parents.	All staff	Ongoing	
	Spread of COVID 19	All persons to limit their use of public transport and if this is not possible all individuals should follow government advice on the wearing of face coverings. (mandated from 15 th June). Children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. Guidance on <u>how to wear and make a cloth face covering</u> is available. Vehicles to be cleaned after use / between drivers etc. (sanitiser/ disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc) – in-particular where vehicles are shared between users. Use hand sanitizer on entering / leaving vehicle Windows to be open for ventilation. Staff to wear disposable gloves when refuelling.	Refer to Staff/Student guides	FSH	01/03/2021	Y
			Staff using minibuses to ensure they have the necessary cleaning equipment to travel safely.	Staff/Students	Ongoing	
Cleaning	Staff, Students / pupils / wider contacts	An enhanced cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.	Cleaning contractor Evergreen informed of schools requirements.	DB/SM	Ongoing	
	Spread of COVID 19	Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. Thorough cleaning of rooms at the end of the day. Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. Only cleaning products supplied by the school / contract cleaners are to be used.	Regular cleaning in place and daytime Janitor in place. Regular cleaning in place by daytime janitor. In place	All staff/Cleaning Team	Ongoing	



		<p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance If an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <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. <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> <p>Hand wash to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</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 social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>	Evergreen risk assessment in place.	Evergreen cleaning contractor.	Ongoing	
Contractors	Contractors, Staff,	Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.	Interserve Facilities Management IFM)	DB/SM	Complete	Y



	Students / pupils / wider contacts, Spread of COVID 19	Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment. All essential / statutory maintenance deemed necessary to the safe running of the school was continued during periods of national lockdown.	contacted to advise of site operations. Access to Work (ATW) updated. Signage at main entrance. ATW issued to IFM Provided to IFM who pass a copy to the school.	DB/SM DB/SM DB/SM	Complete Ongoing Ongoing	Y
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. 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.	Refer to staff/student guide. Hand sanitiser boards contain notices. Hand washing reminders in toilets. Staff/student training/refer to guides provided.	DB/SM All staff/students	Complete Complete	Y Y
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. students apply cold pack, wipe, plaster where able to do so. Wash hands before and after treatment. Those administering first aid should wear PPE appropriate to the circumstances. 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	Guidance provided to First Aid Team.	DB	Completed	Y



		<p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>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.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>Refer to First Aid Guidance. Medical rooms to be used by one person only. If isolation required prior to collection Langley Room to be used.</p> <p>SEND Medical Room to be used for Diabetic Students controlled by SEND team.</p> <p>Collection of general medication to be from main office following usual protocols for the signing out of medication.</p>	<p>DB</p> <p>PCK(PTS)</p> <p>DB(First Aiders)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Provision of personal care	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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.)</p>	<p>PPE available for First Aiders to access.</p>	<p>DB (Staff providing First Aid provision to monitor supplies and order as necessary AA/JH/SW/KH)</p>	<p>Ongoing</p>	
Emergency procedures (Fire alarm activations etc)	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuation is 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).</p> <p>Maintain groups at assembly points. Increased supervision and reiteration of messages to occupants.</p>	<p>Refer to Emergency Evacuation in staff guide.</p> <p>Assemble on the field behind the post using the 2metre markings.</p>	<p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	



Deliveries & Waste collection.	Staff, Students / pupils / wider contacts	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.	Delivery drivers come to reception and then return to van. Premises Staff called to deal with delivery. Where possible deliveries asked to be made between 7am-8.30am and 3.15pm-6pm.	Reception Team	Ongoing	
	Spread of COVID 19			Finance Team	Ongoing	
		Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Early morning when no one is on site no need to enter the building.	Premises Team to monitor	Ongoing	
Staffing levels	Staff, Students / pupils	Decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc. maintained)	Local decisions on partial closure / closure to be made in event of insufficient teachers or staff to supervise the groups.	FSH	Ongoing	
	Spread of COVID 19					
	Wider safeguarding / safety risks	Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.				
Premises safety	Staff, Students / pupils	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 Post any lockdown, flush all water outlets thorough in areas of the school which have been closed for period of time.	Continued liaison with Interserve Facilities Management and Internal Preventative maintenance tasks completed as per usual schedule.	Premises Team/SM/DB	Ongoing	
	Wider safeguarding / safety risks	Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)				

Relevant Links

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

Guidance for Full Opening: schools September 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>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

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> (applicable to May 31st)

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>