

RISK ASSESSMENT FOR:
School activities during COVID 19 outbreak



Establishment: Oak View Primary and Nursery School	Assessment by: Sheila O'Shaughnessy	Date: 06/01/2022
Risk assessment number/ref: RA-008 (January 2022)	Manager Approval: Neil Richardson	Date: 07/01/2022

Rev 15: revised to reflect move to **Step 4** from July 19th 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>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</p> <p>Clinically extremely vulnerable (CEV) individuals</p> <p>Shielding for CEV individuals paused on 1st April 2021.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Pupils 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>Staff Individuals classed as clinically extremely vulnerable to have a risk assessment 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 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Encourage vaccine take up for staff (both doses)</p> <p>Asymptomatic testing (LFD testing) 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>Message included in home information</p> <p>From 1st 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>SENDCo</p> <p>Head</p> <p>Head</p> <p>Head</p>	<p>On-Going</p> <p>On-Going</p> <p>On-Going</p> <p>On-Going</p>	<p>Y</p>

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School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts	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. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.	Message repeated in information shared with community	Head	On-Going	
	Spread of COVID 19	These expectations have been communicated to all. Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed. No symptomatic individuals to present on site. In the event of a suspected case whilst working on site Ensure SLT / Head are notified. Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area 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.	Head's office being used as an isolation room due to proximity to toilets and exit door	Head SBM/Admin	On-Going	
		Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.	Message repeated in information shared with community	Head	On-Going	

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<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Pupils, staff and other adults should follow public health advice on When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</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 COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name 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 exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. 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>Positive case in school setting 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' https://thegrid.org.uk/covid-19/key-documents-for-schools COVID.EYSEducation@hertfordshire.gov.uk From 19th July NHS T&T will undertake contact tracing</p> <p>Asymptomatic testing (LFD testing) 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>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 https://request-testing.test-for-coronavirus.service.gov.uk/</p> <p>From 14th December 2021 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 & Trace can continue to attend school but should take a daily lateral flow test for 7 days.</p>	<p>Staff/ parents</p>	<p>As necessary</p>	

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		<p>Secondary School testing Retain an asymptomatic test centre on site</p> <p>School staff should keep on testing twice a week even if fully vaccinated.</p> <p>See separate Lateral flow testing risk assessment</p>	Should they develop COVID symptoms, or the LFD come back positive then a confirmatory PCR should be taken.			
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Hand Hygiene Welfare facilities are provided which contain suitable levels of soap and paper towels. 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>		Site Team and school staff to maintain / replenish stocks	Weekly or as required	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>

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<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p> <p>High Contact points</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<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>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance 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 • 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>SBM</p> <p>SBM</p>	<p>On-going</p> <p>On-going</p>	<p>√</p> <p>√</p> <p>√</p>
<p>Poorly ventilated spaces</p>	<p>Staff, Students / pupils / wider contacts</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 CO₂ monitor to help identify if the space is poorly ventilated (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room.).</p>	<p>Identify any poorly ventilated areas and take steps to improve, particularly if CO₂ levels are consistently above 1500 ppm.</p>	<p>CO2 monitors situated</p>	<p>Staff and Site Team monitor</p>	<p>√</p> <p>√</p>

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	Spread of COVID 19	<p>Where mechanical ventilation is present that removes and circulates air to multiple rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible.</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation.</p> <p>See HSE guidance and CIBSE COVID-19 ventilation guidance (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.</p> <p>Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</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>	around school.	these throughout the day	√
General Transmission of COVID-19	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>From September 2021 School has been operating in phases (EYFS/Y1-Y2, Y3-Y4, Y5-Y6). A soft start was also introduced to help reduce morning congestion.</p> <p>Face coverings</p> <p>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).</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 face coverings when to wear one</p> <p>Meetings</p> <p>Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate.</p>	<p>School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups</p> <p>In the event of a local outbreak the wearing of face coverings may be required to be re-introduced in classrooms.</p>	<p>Head:</p> <p>HCC</p>	<p>On-Going</p> <p>From Dec 2021</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>

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<p>General Transmission of COVID-19 wider use of school by 3rd parties / beyond school day</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Hiring and lettings 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 https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</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>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or NHS QR code poster 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) Schools are not expected to create NHS QR code posters for their normal day to day operations. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers. These should consider all current guidance including updates to face covering requirements</p> <p>See protective measures for holiday and after school clubs, and other out of school settings</p> <p>Performances</p> <p>Audiences indoor / outdoor have been permitted since May 17th (see also performing Arts guidance).</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 Sport England FAQs on return of sport</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,</p>	<p>Head/SBM</p>	<p>Dec 2021</p>	<p>√</p>

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		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.	and advice from the HCC Public Health team.			
Access to & egress from site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Visitors 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. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an NHS QR code poster, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene. Use of Perspex screens for open receptions.</p>		Head/SBM	Dec 2021	√ √ √
Curriculum activities		<p>PE / school sport 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. Since 29th March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport). Since 12th April indoor competition between different schools has been permissible. See guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</p> <p>Science / DT For secondary science and DT see also CLEAPPS advice (GL343) for suggested considerations in undertaking practical work.</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.			

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		<p>CLEAPSS Home page</p> <p>Music Singing and wind / brass instruments 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. Encouraging the use of outside space where practical</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx</p> <p>Offsite visits Offsite visits (day visits) able to be run since 12th April in line with the Government's roadmap. Domestic residential visits able to take place since 17th May 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.</p>	<p>Travel list (and broader international travel policy) is subject to change, contingency plans required. Requirement to isolate and test on arrival back in UK from 4am 30th November 2021.</p> <p>See Travel to England from another country during coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p>			
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced).</p>		School staff	On-Going	√

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Minibus use	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).		School staff	On-Going	√ √ √
School Swimming pools	Staff, Students / pupils / wider contacts Spread of COVID 19	See COVID 19 considerations for swimming Review swimming pool risk assessment and operating procedures. https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming The Government has removed the capacity limits, bather load can return to pre Covid capacity levels. Follow PWTAG and Swim England advice. Mechanical ventilation should operate on 100% fresh air with no recirculation. Pool cleaning procedures are detailed in Pool's NOP. Hiring and lettings risk assessments on delivery, bather numbers and social distancing required from hirers. Ensure these are robust and follow national advice from Swim England. School to provide their operating procedures to hirers (NOP/EAP). Areas used to be cleaned after use / before occupation by school.	Swim England has published a best practice guide and advice on running safe events https://swimming.app.box.com/s/fah5p9g3fi5xnd1jbalpedmdavc4dvpv			
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. School to seek confirmation of the contractor's method statement / risk assessment.				√
Provision of first aid	Staff,	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.				√

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	Students / pupils / wider contacts Spread of COVID 19	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. 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 Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK				√
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (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.				√
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella 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.)				√ √ √ √

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Lack of awareness of PHE / school controls	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.				√ √ √ √
Staffing levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Dynamic 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) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.			√

Previous revisions

Rev 1: updated template following issue of Government advice on July 2nd

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

Rev 2: 16/07/20 updates to swimming pool section following confirmation of re-opening from 25th July, additional controls added to hire / lettings, 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 5th until 2nd 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 2nd 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 16th 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 19th December

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

Rev 12 23/02/21 updated to reflect new DfE guidance applicable from March 8th
<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 31st March

Rev 14 12/05/21 reviewed following revised DfE guidance of May 10th to reflect step 3 of roadmap (from May 17th) 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>

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)