

**This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards presented by each individual site and the activities undertaken there-on.**

**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

<p><b>SEVERITY</b> - the most likely worst case scenario that could result from the hazard</p> <p><b>Catastrophic</b> – 5 (multiple death)</p> <p><b>Major</b> – 4 (single death or permanent disability)</p> <p><b>Moderate</b> – 3 (broken bones, several days off work)</p> <p><b>Minor</b> – 2 (basic first aid treatment required)</p> <p><b>Insignificant</b> – 1 (minor scratch or bruise)</p>	<p><b>LIKELIHOOD</b> of the risk occurring (with any outcome)</p> <p><b>Certainty</b> – 5 (could happen at any time and on any day)</p> <p><b>Probable</b> – 4 (could happen perhaps once a term)</p> <p><b>Likely</b> – 3 (could happen perhaps once a year)</p> <p><b>Conceivable</b> – 2 (might happen perhaps once in 5 years)</p> <p><b>Improbable</b> – 1 (will probably never happen)</p>	<p><b>SEVERITY</b></p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p><b>LIKELIHOOD</b></p> 
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**Activity:** V16 Schools Open for All Pupils From 1 September 2021 - Step 4 of the Roadmap Out of Lockdown

**Date:** 25 August 2021

**Assessor:** Alex Hume (Director of Finance and Operations) - Northampton High School

**Re-assessment date:** Upon next government ad

This is the 'Whole School - Normal Operations' Sheet

This risk assessment is on 2 separate sheets - see the tabs at the bottom of the page:  
1. Outbreak Precautions 2. Normal Operation Precautions

<b>What is the hazard?</b>	Coronavirus / COVID -19 including all new variants of the virus
<b>Why is it a risk?</b>	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school

**Key Guidance Documents**

	<a href="#">Schools Coronavirus Operational Guidance - updated 17 August 2021</a>
	<a href="#">Face Coverings in Education - updated 24 May 2021</a>
	<a href="#">Use of the NHS Covid App in Schools - updated 15 June 2021</a>
	<a href="#">COVID-19 Response - Summer 2021 - Roadmap out of Lockdown - updated 6 August 2021</a>
	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - updated 11 August 2021</a>
	<a href="#">Use of PPE in Education - updated 20 July 2021</a>
	<a href="#">Ventilation &amp; Air Conditioning During the Coronavirus Pandemic - HSE</a>
	<a href="#">Ventilation of Indoor Spaces to Stop the Spread of Coronavirus - updated 30 July 2021</a>
	<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings - updated 19 July 2021</a>
	<a href="#">Stay at Home - Guidance for Households with Possible or Confirmed Coronavirus Infection - updated 13 August 2021</a>
	<a href="#">CLEAPSS - GL343 - Guide to doing practical work - Science - during the COVID-19 pandemic - July 2021</a>
	<a href="#">Social Distancing Guidance - Coronavirus - How to Stay Safe and Help Prevent the Spread - updated 20 August 2021</a>
	<a href="#">Contingency Framework - Education and Childcare Settings - August 2021</a>

Control Measures - <b>NORMAL OPERATION</b>	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<b>Who Can Come to School?</b>					
<p><b>English Schools</b> All pupils should attend school in person Boarding pupils who need to travel from abroad to return to school must comply with all UK quarantine and testing rules.</p> <p><b>Welsh Schools</b> - if the Welsh Government guidance differs from the English Government guidance, Howell's School should follow the Welsh Government guidance</p>	3	2	6	Tolerable	
<p><b>Staff</b> who are '<b>clinically extremely vulnerable</b>' (CEV) and '<b>clinically vulnerable</b>' (CV):</p> <p>- All CEV and CV staff can return to work at school. However, they should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves.</p> <p>- A personal risk assessment should be completed to identify their particular vulnerabilities and any control measures that are required. Consider:</p> <ul style="list-style-type: none"> <li>- where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)</li> <li>- whether strict social distancing measures can be implemented at <b>all</b> times</li> <li>- specify what the social distancing measures will be</li> </ul> <p>CEV and CV staff should discuss any concerns with their manager.</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	3	2	6	Tolerable	<p><a href="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">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</a></p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<p><b>Pupils</b> who are '<b>clinically extremely vulnerable</b>' (CEV) and '<b>clinically vulnerable</b>' (CV):</p> <p>- All CEV and CV pupils should attend school in person. However, they should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves.</p> <p>- A personal risk assessment should be completed to identify their particular vulnerabilities and any control measures that are required. Consider:</p> <ul style="list-style-type: none"> <li>- where and how the lessons / activities will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)</li> <li>- whether strict social distancing measures can be implemented at <b>all</b> times</li> <li>- specify what the social distancing measures will be</li> </ul>	3	2	6	Tolerable	<p><a href="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">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</a></p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<p><b>Pregnant women</b> who are <b>healthy and up to 28 weeks gestation</b> can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should be diligent about hand washing, respiratory hygiene and social distancing.</p> <p>- A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager.</p> <p>- <b>Pregnant women after 28 weeks gestation, or with underlying health conditions</b>, may be at greater risk. Additional controls may be required eg further social distancing measures and / or the provision of PPE, and working from home, in their own role or a suitable alternative, must be considered as an option.</p> <p>- Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p> <p>- Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology</p>	3	2	6	Tolerable	<p>Advice for Pregnant Employees <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p>Royal College of Obstetrics and Gynaecology <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</a></p>

<p><b>Visitors</b> Visitors <b>can attend the school as normal, but the school should:</b></p> <ul style="list-style-type: none"> <li>- Ask the visitor(s) to confirm on arrival that they are not exhibiting symptoms of Covid-19, or are required to isolate or quarantine (they must cancel the visit if they are)</li> <li>- Request the visitor undertakes an LFD test, either at home (Home Testing kits are easily available) or on arrival at the school to check their Covid status (they must cancel the visit if they are positive), NB participation in testing is voluntary, but should be strongly encouraged</li> <li>- Encourage visitors to 'check in' using the schools unique NHS QR code to support the NHS Test &amp; Trace system.</li> <li>- Control where the visitor(s) go, when they arrive / leave, whom they meet</li> <li>- Encourage the visitor(s) and everyone they meet to practice good hand washing / sanitisation and social distancing</li> </ul>	3	2	6	Tolerable	
<b>Avoiding Contact With Anyone Who is Potentially Infectious / Unwell</b>					
<p>Remind all <b>pupils, staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff)</b>, parents and carers that if they have <b>Coronavirus symptoms</b> they should not come to school, and should arrange to have a PCR test asap</p>	3	2	6	Tolerable	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>
<p>Remind all <b>pupils, staff</b> (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), parents and carers that if they have had a <b>positive LFD Covid test</b>, they must arrange to have a confirmatory PCR test as soon as possible.</p> <ul style="list-style-type: none"> <li>- Anyone who has had a positive LFD test or PCR Covid test in the last <b>10 days must not</b> come to school, and the <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection'</li> <li>- If an LFD test is taken first, and a PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and the pupil / member of staff can return to school</li> </ul>	3	2	6	Tolerable	<a href="#">Stay at Home : Guidance for households with possible or confirmed coronavirus infection</a>
<p>Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils <b>aged over 18years &amp; 6months</b>, parents and carers that if they <b>have not been double vaccinated and are a close contact</b> of someone who has had a positive Covid test in the last 10 days, (they have been notified by <b>NHS test and Trace</b>) they <b>must not</b> come to school, and the <b>must</b> follow the Governments guidance regarding isolation / testing</p> <p><b>All adults that have been double vaccinated, and all children under the age of 18 years 4months, no longer need to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. However they should take a PCR test asap and isolate for 10 days if the test is positive.</b></p>	3	2	6	Tolerable	<a href="#">Guidance for Close Contacts of People with Confirmed Coronavirus Infection</a>
<p>Remind all <b>staff</b> (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that <b>if they start feeling unwell with symptoms of Covid-19 during the school day</b>, they must go home as soon as possible and arrange to have a PCR Covid-19 test asap. A positive test will require rapid action to protect their colleagues and pupils.</p> <p>Remind all <b>pupils</b> that if they <b>start feeling unwell with symptoms</b> of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home. Their parents should arrange for them to have a PCR Covid-19 test asap. A positive test will require rapid action to protect school staff and pupils.</p> <p>Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough</p>	3	2	6	Tolerable	<a href="#">Link to 'Stay at Home Guidance'</a>

<p><b>Foreign Travel</b>  'No-one, including staff and pupils, may come onto the school site if they are required to <b>quarantine</b> having recently visited:  - countries on the Government's 'Red' Travel List  - countries on the Government's 'Amber' Travel List (if not double vaccinated or under 18 yrs old)  The GDST recognises and accepts the '<i>Coronavirus (COVID-19): 'Test to Release for International Travel Scheme'</i> , but all staff, pupils and visitors must adhere fully to Government's travel requirements.</p>	3	2	6	Tolerable	<a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel">https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel</a>
<b>Coronavirus Testing</b>					
<p><b>Rapid Result Lateral Flow Device (LFD) Testing of Asymptomatic Staff and Pupils</b>  - Regular LFD testing is an important tool in reducing the risk of Covid-19 transmission within schools and all GDST schools will continue to participate in the mass testing programme of all staff and senior school pupils during the autumn term.  - Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate.  - <b>Parental consent</b> is required for pupils aged under 16 to have a test at the school testing site. Schools do not need to re-seek consent for pupils or students who have previously provided consent for testing. However, if you wish to do so, use the updated form on the DfE secondary schools and colleges document sharing platform.  - All senior school pupils should receive <b>2 on-site LFD tests, 3 to 5 days apart, on their return to school</b> in the autumn term. Schools can commence testing from 3 working days before the start of term and can stagger pupils return across the first week of term to manage this. Anyone who has a positive LFD test should isolate and return home, and arrange to have a PCR test asap  - During the first week of term, schools should distribute '<b>Test at Home' LFD kits</b> to all staff and senior school pupils and encourage them to use the tests twice per week 3-4 days apart. Anyone who has a positive LFD test should report the result to the school &amp; NHS Test &amp; Trace, not come to school, and arrange to have a PCR test asap  - If the PCR test is taken within 2 days of the positive LFD test, and the result is negative, the PCR test result overrides the LFD test result  - A negative LFD test result is not a cast iron guarantee that the person does not have the infection, and Covid secure practices should continue to be practised by everyone at both an individual and collective level  - Anyone who has had a positive PCR test doesn't need to have a LFD test for 90 days unless they develop new Covid symptoms, <b>in which case they should arrange to have a PCR test asap</b>  - Schools must maintain a small <b>testing facility on site</b>, eg in the Medical Centre, in case staff or students aren't able to test at home, or would prefer to use the school testing facility  - The <b>DfE guidelines</b> and <b>DoHS Standard Operating Procedures</b> on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely  - A <b>risk assessment</b> must be completed using the NHS template and the controls implemented</p>	3	2	6	Tolerable	<a href="#">DfE Schools LFD Testing Portal</a>
<p><b>PCR Coronavirus Testing Kits</b>  All schools have been provided with a small number of PCR Covid-19 testing kits by the NHS / PHE (additional limited supplies can be ordered). These are <b>only</b> to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:  • They have developed symptoms whilst at school, and  • You believe they may have barriers to accessing a test elsewhere  • You believe that if you sent the individual home without a kit, they would not receive a test at all.  The test is suitable for use by pupils and staff of all ages. Staff at school must <b>not</b> conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.  Schools can also provide members of staff with a BUPA test kit if they are not able to access a NHS test</p>					<a href="https://www.gov.uk/government/consultations/coronavirus-covid-19-home-test-kits-for-schools-and-facilities/providers/coronavirus-covid-19-home-test-kits-for-schools-and-facilities/providers">https://www.gov.uk/government/consultations/coronavirus-covid-19-home-test-kits-for-schools-and-facilities/providers/coronavirus-covid-19-home-test-kits-for-schools-and-facilities/providers</a>
<b>Promoting Good Health</b>					
Encourage all staff to have a seasonal flu vaccination					
Encourage all staff <b>and eligible pupils</b> to have both of their Covid 19 vaccinations, <b>and any boosters</b> as soon as they are eligible for them					

Whole School Precautions					
<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>- Take proactive steps to identify any poorly ventilated occupied areas (no means of natural ventilation, eg openable windows, or mechanical ventilation, smell stuffy or bad, busy, small or cramped) and take steps to improve the ventilation as necessary. Consider using Carbon Dioxide detectors to identify areas where ventilation needs to be improved.</li> <li>- Keep occupied spaces well ventilated</li> <li>- Maximise fresh air in indoor spaces by natural ventilation, mechanical ventilation or a combination of the two.</li> <li>- Simple ways to improve ventilation include opening doors and windows, and making sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked.</li> <li>- Doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced.</li> </ul> <p>In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months:</p> <ul style="list-style-type: none"> <li>- Partially open doors and windows to provide ventilation while reducing draughts</li> <li>- Open high level windows in preference to low level windows to reduce draughts</li> <li>- Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied</li> </ul> <p>Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether of not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.</p>	3	2	6	Tolerable	<p>Please refer to:</p> <ol style="list-style-type: none"> <li>1. TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May 2020 and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020</li> <li>2. HSE guidance Ventilation and Air Conditioning During the Coronavirus Pandemic - <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=updated-guidance&amp;utm_content=ventilation-22-jul-21">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=updated-guidance&amp;utm_content=ventilation-22-jul-21</a></li> <li>3. PHE guidance Ventilation of Indoor Spaces to Stop the Spread of Coronavirus</li> </ol>
<p><b>Hand Hygiene</b></p> <ul style="list-style-type: none"> <li>- Encourage everyone to wash their hands regularly, either with soap and running water or hand sanitiser, eg on arrival at school and at break and lunch times</li> <li>- Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities in all toilets and cloakrooms. Provide signs / posters to remind people about good hand-washing techniques</li> <li>- Provide supplies of sanitiser at all entrance doors to the school, and in all classrooms, offices, work rooms, etc. Check that alcohol based sanitiser gels are not used in areas where there are naked flames / heat as it is highly flammable (prep room, labs, workshops, kitchens, food tech etc)</li> </ul> <p>Remind staff and pupils not to bring their own supplies into these areas</p> <ul style="list-style-type: none"> <li>- Where possible eliminate hand contact surfaces by fitting non-touch sensors or foot operated pedals eg: <ul style="list-style-type: none"> <li>- on gates &amp; entrance doors used by the majority of staff pupils and visitors</li> <li>- Toilet flushes, WHB taps, soap dispensers, hand dryers</li> <li>- sanitiser dispensers</li> <li>- waste bin lids</li> </ul> </li> <li>- Where staff / pupils share equipment, such as computer keyboards / mice / touch screens, they should be cleaned with a sanitising wipe before and after use</li> <li>- Where possible, pupil's work should submitted electronically for marking / assessment. If staff are marking paper based work, teachers should wash their hands before and after handling pupils' books / work.</li> <li>- Classroom / office doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open</li> </ul>	3	2	6	Tolerable	

<p><b>Respiratory Hygiene</b>  The 'catch it, bin it, kill it' approach continues to be very important.  - Provide supplies of tissues in all classrooms, staff rooms &amp; reception areas, and encourage pupils to use them when necessary  - Bins should be emptied at least daily. Ideally bins should have lids on them</p> <p>Avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, eg using microphones &amp; speakers to ensure everyone in a large room can hear, not playing loud background music</p>	3	2	6	Tolerable	
<p><b>Face Coverings</b> should be worn:  - By senior school pupils and adult escorts / supervisors on minibuses and school coaches / buses (dedicated school transport)  - By staff caring for pupils with Covid-19 symptoms, and  - By staff cleaning areas occupied by someone with Covid 19 Symptoms .</p> <p>Schools can ask staff and pupils to wear face coverings in the classrooms and other inside areas where it difficult to socially distance if there is a substantial increase in the number of positive cases in the school .</p> <p>Individual members of staff and pupils are entitled to wear a face covering at all times, even if that is not a requirement of the school, if that is what they wish to do so</p> <p>Members of staff and pupils are welcome to wear a face covering at all times if that is what they wish to do so</p> <p>Schools should advise staff and pupils to wear and handle face coverings hygienically including:  - refrain from touching their face covering when wearing it,  - when not wearing it keep it in their pocket, or a small bag (eg money belt)  - not put face coverings down on desks, benches and other surfaces (contamination risk)  - wash or sanitise their hands immediately after handling their face covering  - not touch face coverings that don't belong to them  - a clean face covering should be worn each day  - temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin)</p> <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in a 'black bag' waste bin (not a recycling bin)</p>	3	2	6	Tolerable	
<p><b>Sensible Social Distancing</b>  As far as possible, everyone should practice sensible social distancing whilst on the school premises.  - spread out within the room or area you are using  - if people are working in groups - encourage them to position themselves side-to-side, rather than face-to-face</p> <p>Supervise pupils in areas where groups gather together, eg in queues for lunch or school transport, to encourage them to maintain sensible social distances and reduce overcrowding</p> <p>Depending on the design of your entrance / reception areas, consider providing protective screens</p>	3	2	6	Tolerable	
<p><b>Attendance Records / Seating Plans</b>  Continue to keep good records of which pupils attend lessons / clubs / activities / home-school transport, etc to help identify close contacts in the event of an outbreak.</p>	3	2	6	Tolerable	

<p><b>Signage</b> Provide signage in prominent positions around the school to remind everyone of the importance of:</p> <ul style="list-style-type: none"> <li>- Regular handwashing / hand sanitising</li> <li>- Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)</li> <li>- Good ventilation,</li> <li>- Regular cleaning of hand contact surfaces</li> <li>- Regular Covid 19 testing, and</li> <li>- Not coming into school if you have symptoms of Covid-19.</li> </ul>	3	2	6	Tolerable	
<b>Cleaning</b>					
<p>Each school should have a documented <b>cleaning schedule</b> which states 'who, what, when and how' all rooms, furniture and equipment will be regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.</p> <p><b>- Maintain regular cleaning regimes with a particular focus on frequently touched surfaces.</b></p> <ul style="list-style-type: none"> <li>- People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves &amp; aprons over and above what is usually specified in the activity risk assessment</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses</li> <li>- Do <b>not</b> use bleach - there are serious H&amp;S risks associated with this product</li> <li>- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal 'black bag' waste unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular 'black bag' rubbish after cleaning is finished</li> <li>- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'</li> </ul>	3	2	6	Tolerable	<p><u><a href="#">COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, eg use of fogging, misting or UV cleaning systems - click here for HSE guidance</a></u></p>
<p>All desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected <b>every day</b>.</p> <ul style="list-style-type: none"> <li>- All surfaces and tables in <b>dining rooms</b> should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period.</li> <li>- All high frequency <b>hand-contact surfaces</b> should be thoroughly cleaned and disinfected <b>at least twice each day</b>, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out).</li> <li>- Toilets and handwashing facilities should be should be thoroughly cleaned and disinfected <b>at least twice each day</b>.</li> <li>- <b>Classroom based resources, such as books and games, and equipment shared between classes /groups should be cleaned and disinfected regularly.</b></li> </ul>	3	2	6	Tolerable	<p><a href="#">Link to 'Cleaning Guidance'</a></p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
<b>Getting To / From School</b>					

<p><b>Public Transport</b>  If staff / pupils have no alternative but to use public transport to travel to school encourage them to:</p> <ul style="list-style-type: none"> <li>- As far as possible maintain sensible social distance from other passengers - follow any instructions from transport staff &amp; obey signs of markings about where to queue or sit</li> <li>- Wear a face covering whilst travelling and waiting at bus stops &amp; tube / train stations (staff and Senior school pupils)</li> <li>- Wait for people to get off before they board</li> <li>- Carry a supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey</li> <li>- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains</li> <li>- Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in a bag, locker or pocket, and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.</li> </ul>	3	2	6	Tolerable	<a href="#">Safer travel guidance for passengers</a>
<p><b>School Minibuses (Dedicated school transport)</b></p> <ul style="list-style-type: none"> <li>- Minibus drivers and passenger escorts should be asked to participate in the twice weekly LFD Covid testing programme</li> <li>- Minibus drivers and passenger escorts should wear a face covering when in the vehicle unless they are separated from the passengers by screens or the face covering affects their ability to drive safely</li> <li>- Senior school pupils should wear a face covering on the minibus.</li> <li>- When the weather is suitable have the windows and ceiling vents open to facilitate good ventilation</li> <li>- All internal and external hand contact surfaces should be cleaned on a daily basis. Areas to pay particular attention to include: door handles (inside and out), top/edges of seats that people touch for balance as they walk through the vehicle, seatbelts, steering wheel, centre touchscreen and stereo, handbrake and gearstick, keys and key fob, indicators and wiper stalks, windows, mirrors and mirror switches, seat adjusters.</li> <li>- Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus; driver and all passengers should sanitise their hands as they board and disembark on each journey. <b>Everyone should practice good respiratory hygiene/cough etiquette whilst in the vehicle - 'Catch it - Bin it - Kill it'.</b></li> <li>- <b>At the end of the school day, pupils should maintain sensible social distancing whilst waiting to board the minibus. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.</b></li> <li>- A record should be kept of all pupils and staff travelling on each minibus journey</li> </ul>	3	2	6	Tolerable	<a href="#">Dedicated transport to schools and colleges COVID-19 operational guidance</a>
<p><b>School Coach Service (Dedicated school transport)</b></p> <ul style="list-style-type: none"> <li>- Seek assurance from the transport operator that coach drivers are strictly adhering to 'stay at home' guidance if they, or any of their families or close contacts, have symptoms of Covid-19, or have tested positive for Covid-19</li> <li>- Request that all school coach drivers and passenger escorts participate in a twice weekly LFD Covid testing programme</li> <li>- Coach drivers and passenger escorts should wear a face covering when in the vehicle / in close proximity to pupils unless they are separated from the passengers by screens or the face covering affects their ability to drive safely</li> <li>- Senior school pupils should wear a face covering on the coach.</li> <li>- Ask transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey</li> <li>- Ask transport operator to keep a supply of sanitiser (min 60% alcohol) and tissues in each coach; driver and all passengers to sanitise their hands as they board and disembark on each journey</li> <li>- <b>At the end of the school day, pupils should maintain sensible social distancing whilst waiting to board the coach. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.</b></li> <li>- A record should be kept of all pupils and staff travelling on each coach journey</li> </ul>	3	2	6	Tolerable	<a href="#">Dedicated transport to schools and colleges COVID-19 operational guidance</a>
<b>School Pick Up / Drop Off</b>					
<p>As far as the layout of the site allows, arrange for children to be dropped off and collected from school in areas which enables pupils and parents to maintain sensible social distancing.</p>	3	2	6	Tolerable	
<b>Lessons / Learning Activities</b>					

<p><b>PE &amp; Sports</b></p> <ul style="list-style-type: none"> <li>- All PE activities, team sports (including contact / combat sports) can now take place.</li> <li>- Follow any sport specific guidance provided by Sport England, the AfPE, and each sport's National Governing Bodies in how to train / play / exercise safely.</li> <li>- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor PE / sports settings.</li> <li>- Monitoring attendance in lessons, clubs, activities etc and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> <li>- Face coverings must be worn by staff and senior school pupils if they are travelling to off-site sports venues in school minibuses or public transport</li> </ul>	3	2	6	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>
<p><b>PE &amp; Sports Equipment</b></p> <ul style="list-style-type: none"> <li>- A thorough and regular cleaning regime should be implemented for all activities that include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, racquets, sticks, balls, weights, gymnastics and athletics equipment and scoring equipment.</li> <li>- All equipment used during the lesson/match should be thoroughly cleaned at the end of each lesson/match, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different classes / teams.</li> <li>- Continue to manage the storage and allocation of equipment and pupils access to equipment should be supervised.</li> <li>- Where possible avoid sharing equipment, especially sports PPE such as helmets and face guards</li> <li>- The practicality and cost of equipment should be assessed when considering what equipment could be shared and what should be allocated individually i.e. it would be impractical and too costly not to share use of rowing sculls, but tennis balls and shuttlecocks would not</li> <li>- Pupils can bring in and use their own equipment, but they should not share it with other pupils</li> </ul>	3	2	6	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>
<p><b>Fitness Suites, Dance Studios and Classes</b></p> <ul style="list-style-type: none"> <li>- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance in lessons, clubs, activities etc and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> </ul>	3	2	6	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>
<p><b>Team Sports</b></p> <ul style="list-style-type: none"> <li>- Competitive team sports can take place, indoors (ensuring that it is well ventilated) and outdoors following the current sport's National Governing Body Covid-19 guidance</li> <li>- Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be thoroughly cleaned before use by another person.</li> <li>- Encourage players to observe good hygiene - not spitting, mouth swilling etc. and to wash / sanitise their hands regularly.</li> <li>- Ensure equipment and facilities are regularly cleaned</li> <li>- Monitoring attendance in lessons, clubs, activities etc and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> </ul>	3	2	6	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>

<p><b>After School and Weekend Sports Activities - extra curricular activities</b></p> <ul style="list-style-type: none"> <li>- Extra curricular clubs can operate for all pupils providing the activity is run in accordance with the guidance issued by the sports National Governing Bodies.</li> <li>- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> </ul>	3	2	6	Tolerable	<p><a href="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#who-can-attend">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#who-can-attend</a> 19/07/2021</p>
<p><b>Inter-school Events, Fixtures and Competitions</b></p> <ul style="list-style-type: none"> <li>- Competitive sports can take place, indoors (ensuring that it is well ventilated) and outdoors, between teams from different schools following the sport's current National Governing Body guidance</li> <li>- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container. If you are providing water or other beverages, ensure that these are provided to individuals and are not expected to be shared.</li> <li>- Consider whether there are any changes you can make to your fixture arrangements, to reduce the risk of transmission, eg you could ask teams not to shake hands after the match</li> <li>- For away matches follow educational day visits guidance whole school requirements line 81 for away fixtures</li> </ul>	3	2	6	Tolerable	
<p><b>Using External Sporting Facilities and Venues</b></p> <ul style="list-style-type: none"> <li>- Schools can use external sporting facilities and venues for indoor and outdoor for curricular sporting activities.</li> <li>- To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out, schools should undertake an advance planning visit and use EVOLVE to manage your visits to them. Expect to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> </ul>	3	2	6	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>

<p><b>Use of School Swimming Pool by School Pupils</b></p> <ul style="list-style-type: none"> <li>- Swimming lessons and pool based activities, eg aquarobics and water polo, can take place in the school swimming pool.</li> <li>- The pool itself is considered to be low risk due to the disinfecting chemicals in the water, however hand contact surfaces, e.g. handrails and facilities in the showers and changing rooms should be regularly cleaned</li> <li>- For all activities you should still encourage good respiratory hygiene and sensible social distancing where possible.</li> <li>- As far as practical, good ventilation should be maintained in non-poolside areas and changing rooms</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> <li>- Ensure that swimming teachers and lifeguards have access to suitable PPE to administer first aid and resuscitation and have been trained in revised methods to perform such in light of the risk of Covid -19 see link to RLSS <a href="https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19">https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19</a></li> </ul>	3	2	6	Tolerable	<p>Refer to Swim England's and STA's guidance documents on re-opening swimming pools</p> <p><a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a>  <a href="https://www.sta.co.uk/wp-content/uploads/2021/07/New-guidance-Step-4-for-England-1.pdf">https://www.sta.co.uk/wp-content/uploads/2021/07/New-guidance-Step-4-for-England-1.pdf</a></p> <p><b>First aid guidance</b>  <a href="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.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</a></p>
<p><b>Rowing</b></p> <ul style="list-style-type: none"> <li>- Competitive rowing and training can now take place without limits on numbers and with the full use of indoor facilities.</li> <li>- For all activities you should still encourage good respiratory and hand hygiene and sensible social distancing where possible off the water and in clubhouses.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> </ul>	3	2	6	Tolerable	<p>British Rowing guidance can be found at  <a href="https://www.britishrowing.org/wp-content/uploads/2021/07/210720-Managing-COVID-19-v14.pdf">https://www.britishrowing.org/wp-content/uploads/2021/07/210720-Managing-COVID-19-v14.pdf</a> July 2021</p>
<p><b>Climbing walls</b></p> <ul style="list-style-type: none"> <li>- For all activities you should still encourage good respiratory and hand hygiene and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> </ul>	3	2	6	Tolerable	<p>Guidance is available from the BMC  <a href="https://www.thebmc.co.uk/covid-19-coronavirus-climbing-walls-gyms-need-to-know">https://www.thebmc.co.uk/covid-19-coronavirus-climbing-walls-gyms-need-to-know</a> July 2021</p>

<p><b>Music</b>  <b>Instrumental Lessons, Choirs, Group and Ensemble Rehearsals:</b></p> <ul style="list-style-type: none"> <li>- Ensure there is good ventilation in all rooms used for singing and playing woodwind and brass Instruments. Doors and windows should be opened (balanced with temperature and noise concerns)</li> <li>- Woodwind, brass and singing lessons/ rehearsals should have priority for larger and better ventilated rooms.</li> <li>- Use the largest room available for choirs, ensembles and groups of brass and woodwind instruments</li> <li>- Space pupils around rooms as much as sensibly possible, when singing or playing wind instruments.</li> <li>- Multi group choirs and orchestras - where easily possible try to have singers and wind players seated in year-groups, where it makes musical sense. Try to reduce the length of time of massed singing, eg by having sectional rehearsals at the beginning or in the middle of a longer rehearsal.</li> <li>- When learning notes / pronunciation etc, encourage singing and playing quietly</li> <li>- Try to avoid singers singing directly at people close by who are facing them.</li> <li>- Avoid sharing woodwind or brass instruments, and minimise the sharing of equipment such as bows, sticks and keyboards. Use spare electronic keyboards if possible for demonstrating fingering and so on.</li> <li>- Woodwind and Brass instruments that produce drips and/or require draining should have additional precautions applied, including ensuring pupils do this in a way that does not contaminate the practice room. Collecting this residue and disposing of it safely (ideally in to a bio bin, or by putting down the toilet) should be built into the safety precautions of the lesson.</li> <li>- A thorough and regular cleaning regime should be implemented for all activities that include the use of hand-held equipment, or equipment that is often touched by hand.</li> </ul>	3	2	6	Tolerable	<p>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p>
<p><b>Music and Drama Performances</b></p> <ul style="list-style-type: none"> <li>- Indoor and outdoor performances in front of live audiences can take place</li> <li>- An event specific risk assessment must be completed and all necessary Covid controls identified and implemented - follow the Performing Arts Guidance <a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-5">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-5</a></li> <li>- Enhanced ventilation should be provided</li> <li>- Organise tickets etc remotely to reduce queues and crowding</li> <li>- Allocate seating in household groups where possible, and try to spread the audience out and use all available space</li> <li>- Be aware of "pinch points" doorways, queues, halls etc; use stewards at pinch points to ensure some distancing.</li> <li>- Use a one-way system to enter and exit the venue, including toilets if possible</li> </ul>	3	2	6	Tolerable	<p><a href="https://www.gov.uk/guidance/working-safely-during-covid-19/in-the-performing-arts-guidance">Working Safely During COVID-19 in the Performing Arts guidance</a>  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p>
<p><b>Art / DT / Food tech / Textiles</b> lessons - practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&amp;T, Food and Art' (Senior schools)</li> <li>- Pupils and staff must wash their hands before and after <b>practical work</b></li> <li>- Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk</li> </ul> <p>NB Prior to reopening any Art / DT practical room staff should refer to CLEAPSS guidance on D&amp;T depts. returning to school after an extended period of closure (GL347)</p> <p>Welsh guidance states resources that are shared between different groups/classes, should be cleaned frequently, so enhanced cleaning frequencies should be maintained.</p>	3	2	6	Tolerable	<p><a href="http://dt.cleapss.org.uk">CLEAPSS Art / DT website</a>  <a href="http://dt.cleapss.org.uk">http://dt.cleapss.org.uk</a></p>
<p><b>Science</b> lessons - practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools)</li> <li>- Pupils and staff must wash their hands before and after handling any equipment</li> <li>- Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk</li> </ul> <p>NB Prior to reopening any lab or prep room staff should refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345)</p> <p>Welsh guidance states resources that are shared between different groups/classes, should be cleaned frequently, so enhanced cleaning frequencies should be maintained.</p>	3	2	6	Tolerable	<p><a href="http://science.cleapss.org.uk">CLEAPSS Science website</a>  <a href="http://science.cleapss.org.uk">http://science.cleapss.org.uk</a></p>

<p><b>Wrap-Around' Care and Extra Curricular Clubs</b></p> <ul style="list-style-type: none"> <li>- All Before / After School Care and extra curricular clubs can operate both inside and outside activities for all pupils</li> <li>- For all activities you should still encourage good respiratory and hand hygiene and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> </ul>	3	2	6	Tolerable	<a href="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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#the-see-attend">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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#the-see-attend</a>
<p><b>UK Based School Trips / Educational Visits / Duke of Edinburgh Activities</b></p> <p>Educational <b>day and residential</b> trips can take place providing appropriate controls are in place including:</p> <ul style="list-style-type: none"> <li>- The trip / visit risk assessment considers the risks associated with Coronavirus, including how to reduce the risk of infection from people staff &amp; pupils come in contact with during the visit.</li> <li>- Ensuring venues / activity providers / accommodation providers have good risk assessments and Covid procedures. Expect to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.</li> <li>- Covid infection risks during travel to / from the venues are considered as part of the visit risk assessment. Senior school pupils and adults must wear face coverings on school minibuses and coaches and public transport</li> <li>- All residential accommodation complies with the Government Guidance for Hotels and Guest Accommodation. Good ventilation must not compromise personal safety or have an adverse effect on security - <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation</a></li> <li>- Encouraging sensible social distancing and regular hand washing / sanitising</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> <li>- Take supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, spare face coverings with you</li> <li>- Encourage volunteers, eg parents, accompanying school trips to take an LFD test the day before the visit and confirm they have a negative result</li> <li>- Arrangements need to be in place in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip. This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible. Parents need to be aware that they may be asked to collect their daughter from the trip venue if they become ill.</li> </ul>	3	2	6	Tolerable	<p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation</a></p> <p><a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic</a>  <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a></p>
<p><b>International Educational Visits</b></p> <p>School trips can take place in countries on the Government's 'green' list. However caution is advised as the list is subject to frequent and short notice changes -see specific separate guidance from OEAP for both expeditions and overseas trips <a href="https://oeapng.info/downloads/download-info/7r-overseas-visits/">https://oeapng.info/downloads/download-info/7r-overseas-visits/</a></p> <p>Before rearranging postponed international visits, or starting to organise future international visits, schools are advised to speak to their visit provider, GDST Finance Department, or the Risk Protection Arrangement (RPA) to assess protection available when it comes to insurance and payment.</p>	3	2	6	Tolerable	<a href="https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</a>
<b>Whole School Activities</b>					
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>- Events, eg Parents Evenings, Open Days, Sports Days, Taster Days, Speech Days, Concerts, Performances, Fairs, Fetes, Celebration and Social events can take place in person providing an <b>event specific risk assessment</b> has been completed and all necessary Covid controls are identified and implemented</li> <li>- For all activities you should still encourage good respiratory and hand hygiene and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are thoroughly cleaned before and after the event, and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Spectators / audiences are allowed indoors and outdoors, but the total number of all participants must be aligned with the ventilation rates and sensible social distancing should be encouraged</li> </ul>	3	2	6	Tolerable	

<p><b>Exams</b> (including entrance exams / assessments)</p> <ul style="list-style-type: none"> <li>- Candidates who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive Covid 19 test must not attend; alternative arrangements should be made for the candidate to sit the exam</li> </ul> <p><b>Arrival and Departure</b></p> <ul style="list-style-type: none"> <li>- Spaces where candidates wait before and after the exam should be sufficient to enable <b>sensible</b> social distancing</li> </ul> <p><b>Exam Room</b></p> <ul style="list-style-type: none"> <li>- All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment</li> <li>- Hand sanitiser should be available at the entrance to the exam rooms</li> <li>- Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles</li> </ul>	3	2	6	Tolerable	<a href="https://www.gov.uk/guidance/public-health-arrangements-for-exams-from-jan-2021">DfE Public Health Arrangements for Exams from Jan 2021</a>
<p><b>All Lets</b></p> <ul style="list-style-type: none"> <li>- Lets can take place for all activities, indoors and outdoors</li> <li>- Lets should be encouraged to have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test &amp; Trace system.</li> <li>- Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Factors to consider include: <ul style="list-style-type: none"> <li>- How the let checks the health status of their customers</li> <li>- How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)</li> <li>- How the let will ensure <b>sensible</b> social distancing, regular handwashing / hand sanitisation, and good ventilation during the let</li> <li>- When and where the lets customers will enter the school site / buildings</li> <li>- Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups</li> <li>- Any overlap with school staff / other lets</li> <li>- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with</li> <li>- Responsibilities for cleaning of facilities before / after the let</li> <li>- Insurance</li> </ul> </li> <li>- The areas used must be thoroughly cleaned before and after the let</li> <li>- The areas used must be well ventilated before and after the let</li> </ul>	3	2	6	Tolerable	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> <a href="https://www.sportengland.org/how-we-can-help/coronavirus/return-play/frequently-asked-questions-national-coronavirus?section=step_3_-_from_17_may">https://www.sportengland.org/how-we-can-help/coronavirus/return-play/frequently-asked-questions-national-coronavirus?section=step_3_-_from_17_may</a>
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- Where an injured person needs <b>hands-on care, a fluid resistant surgical mask</b>, disposable gloves and a disposable apron should be worn.</li> <li>- After first aid treatment has been given, used PPE should be disposed of with normal 'black bag' waste (not recycled waste), hands should be washed thoroughly with soap and water at the earliest opportunity</li> <li>- All first aiders and first aid kits should be supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely)</li> </ul>	3	2	6	Tolerable	<a href="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.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</a> <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</a>
<b>Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School</b>					

<p>Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day. If EYFS children are on site, one person with a full <b>Paediatric First Aid</b> certificate must also be on site</p> <p>Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <p>1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms)</p> <p>2 - a dedicated 'isolation room' where pupils with symptoms of Covid-19 could be isolated until they can go home.</p> <p>3 - an office / work area where pupils that need treatment unrelated to Covid-19 can be treated.</p> <p>A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required</p> <p>All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean</p>	3	2	6	Tolerable	<p><a href="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.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</a></p> <p><a href="https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare">https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</a></p>
<p><b>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</b></p> <p>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves &amp; aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:</p> <ul style="list-style-type: none"> <li>- fit closely around the face and cover both the nose and mouth</li> <li>- not be allowed to dangle around the neck</li> <li>- not be touched once put on, except when carefully removed before disposal</li> <li>- be changed when they become moist or damaged</li> <li>- be worn once and then discarded</li> <li>- hands must be washed after disposal</li> </ul> <p>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p> <p>Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at: <a href="https://www.fit2fit.org/find-a-tester/">https://www.fit2fit.org/find-a-tester/</a></p>	3	3	9	Tolerable	<p>Contact tracers will not consider the wearing of PPE in schools as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered. Ref 'NHS Test &amp; Trace in the Workplace'</p>
<p>All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p>	3	3	9	Tolerable	<p><a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</a></p>
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> <li>- changed as soon as possible and wrapped in a disposable plastic bag,</li> <li>- laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate</li> <li>- ironed or tumble dried</li> </ul> <p>The bag can be disposed of in the normal 'black bag' household waste stream.</p>	3	3	9	Tolerable	
<p>Members of staff that give direct personal care to / closely supervises someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose. After leaving the sick person they should carefully take off and safely dispose of any PPE, then immediately wash their hands thoroughly for 20 seconds.</p> <p><b>If they are double vaccinated</b> they do not need to go home and isolate unless</p> <ul style="list-style-type: none"> <li>- they develop symptoms themselves.</li> <li>- they are requested to do so by NHS Test &amp; Trace or PHE</li> <li>- they have a positive result from a PCR test</li> </ul>	3	3	9	Tolerable	<p><a href="#">Schools Coronavirus Operation Guidance</a></p>

<p><b>Pupils</b> developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in school, should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in '<i>Guidance for Full Opening: Schools</i>'. If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE if this is not possible. If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</p>	3	3	9	Tolerable	<a href="#">Schools Coronavirus Operation Guidance</a>
<p><b>Cleaning areas occupied by someone with suspected Coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>- If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours</li> <li>- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses</li> <li>- Do <b>not</b> use bleach - there are serious H&amp;S risks associated with this product</li> <li>- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used</li> <li>- <b>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, especially all potentially contaminated and frequently touched areas. Practice one site, one wipe, in one direction.</b></li> <li>- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- All waste (gloves, aprons, paper towels, <b>disposable cloths and mop heads</b>, etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular 'black bag' rubbish after cleaning is finished</li> <li>- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron</li> <li>- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned</li> <li>- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of</li> </ul>	3	3	9	Tolerable	<a href="#">Link to 'Cleaning in non-healthcare settings' guidance</a>
<b>Communication and Training</b>					
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded					
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors					
<b>Area / Activity Risk Assessments</b>					
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented					
<b>Monitoring</b>					
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department					
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It is essential that:

- Staff are **consulted** on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is not necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.

In addition:

- The risk assessment should be **signed off** by the Head, Junior Head and DFO
- You should **publish** your site specific risk assessment on your school's website <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>
- Once the school has reopened, the risk assessment should be kept under **regular review**, and updated as necessary

Further Action Log				Responsible Person	Date for completion	Completed
Action Required						
1						
2						
3						
4						

**Reviewed and**

 Adele O'Doherty - Acting Head

 Alex Hume - Director of Finance and Operations