

COVID RISK ASSESSMENT FOR SEPTEMBER 2020

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

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

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

Notes on completion:

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

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

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

Share the risk assessment


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

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

Monitor and review

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

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

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020			
Establishment: KNIGHTSFIELD SCHOOL	Assessment by: LUCY POPE	Date: 14.07.2020 updated 02.09.2020 & 01.10.20 & 02.11.2020	
Risk assessment number/ref:	Manager Approval: Suzanne Thrower Headteacher	Date: 4/09/2020	

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

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. During the New (Nov 2020) national restrictions: Those children whose doctors have confirmed they are still extremely vulnerable to be educated remotely and not attend education whilst the national restrictions are in place Clinically extremely vulnerable pupils and staff are not to attend school during Lockdown 3	n/a. All staff to return in September Individual RAs in place for self-certified high risk staff to be reviewed Following announcement of new lockdown from 05.11 Headteacher emailed all staff to ask them to speak to LP or STH if they had any concerns.	LP STH STH	02.09.20 02.09.20	04.09.20 04.09.20 02.11.20

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		<p>Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, for staff who are extremely clinically vulnerable new advice for those identified through letter from NHS was published on Oct 13th</p> <p>During the Lockdown 2 and Lockdown 3: Those staff who are clinically extremely vulnerable to work from home and not come to work during the period of national restrictions. If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home for the period of lockdown.</p>	<p>None – Government guidelines followed</p> <p>Headteacher to review if any individual pupil RAs required</p> <p>n/a</p> <p>n/a</p> <p>STH letter to parents</p> <p>n/a</p> <p>No staff considered clinically vulnerable</p> <p>Individual staff RAs for COVID to be reviewed in Sept. STH announced at staff briefing – no staff requested changes to their RAs</p>	<p>STH</p> <p>LP</p> <p>STH</p>	<p>July 2020</p> <p>02.09.20</p> <p>04.09.20</p> <p>02.11.20</p>	<p>14.07.20</p> <p>04.09.20</p> <p>02.11.20</p>

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			Email sent to all staff following announcement of new lockdown from 05.11 No staff categorised extremely clinically vulnerable during Lockdown 3			
School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all. 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 sensory garden or a room behind a closed door, or an area at least 2m away from others, 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 a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves. Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately. Anyone who has had contact with those with symptoms to wash hands thoroughly. 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)	Protocols communicated to staff and parents. COVID testing kits rec'd 01.09.2020. Guidance to be given to staff and parents on how to use if need arises Letter to parents. COVID test kit sent home with child/staff member	STH	02.09.2020	04.0920

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		<p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of pupils and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p> <p>Students/staff informed via NHS test and trace or the NHS covid-19 app should self-isolate for 10 days.</p>	<p>Cleaning protocols in place</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p>			

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			Received 01.09.2020			
<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>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p> <p>Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within 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 message reinforced.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>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>Roller towels in pupil toilets to be replaced with paper towels</p> <p>Sanitiser station at school gate before admittance to school.</p> <p>Pupils instructed to wash hands regularly during the day in designated toilets, room 6 or food room.</p> <p>Additional toilet cleaning timetabled for before lunch from September. Additional clean of handles at doorplates during school day</p> <p>Lidded pedal bins ordered</p>	<p>LP to MD</p> <p>SLT</p> <p>LP to MD</p> <p>LP to MD</p>	<p>July 2020</p> <p>July 2020</p> <p>03.09.20</p> <p>03.09.20</p>	<p>02.09.20</p> <p>04.09.20</p> <p>02.09.20</p> <p>03.09.20</p> <p>03.09.20</p>

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		All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.				
General Transmission of COVID-19 Ineffective cleaning	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) 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.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the start of the day.</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</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> Wear disposable gloves and apron 	<p>MD to revise cleaning schedule from Sept 20</p> <p>Additional midday cleaning of toilets to be timetabled</p> <p>Sanitisation of toilets to include bleach equivalent in pan from 03.11.20</p> <p>Sanitisation of toilet surfaces after lunch [procedure attached]</p> <p>TA to clean class surfaces at end of day and between lessons if pupils change</p>	<p>LP to MD</p> <p>From Sept 20</p> <p>LP to MD</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>02.09.20</p> <p>10.09.20</p> <p>02.11.20</p> <p>02.11.20</p> <p>03.09.20</p> <p>03.09.20</p> <p>03.09.20</p>	<p>03.09.20</p> <p>10.09.20</p> <p>02.11.20</p> <p>03.11.20</p> <p>03.09.20</p> <p>03.09.20</p>

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
		<ul style="list-style-type: none"> Wash their hands with soap and water once they remove their gloves and apron Wear a fluid resistant surgical mask (Type IIR) if splashing likely Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering lunchtimes at MWS canteen; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Secondary</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart. KS pupils attend MWS canteen at a different time to MWS pupils</p> <p>Staff to be instructed to sanitise/wash hands before changing groups for teaching and/or support</p>	<p>SLT</p>	<p>02.09.20</p>	<p>3/09/2020</p>

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>Zone school assigning groups to different areas Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classed wherever possible. Staggered timetable / timetable specialist rooms to keep groups apart; SLT supervise corridor / communal areas during changeover to facilitate.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained.</p> <p>Review hirers activity against existing Government restrictions. See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed (including as at July 7th this included indoor fitness and dance, indoor sports facilities and gyms).</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Ventilation of internal spaces during Autumn and Spring Term All windows to be opened as wide as possible before registration . Windows to be wither left ajar of closed during lessons, weather dependant, and reopened wide at morning Break, Lunch and Afternoon break. Staff in classroom responsible for ensuring this is managed correctly.</p> <p>As all pupils are DEAF the school does not routinely ask pupils and staff to wear masks in order to allow lip-reading. Face shields are available for all staff to use at MWS and Oaklands and in school if they work in other settings or feel more comfortable doing so.</p> <p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p> <p>Music</p>	<p>Playground area zoned.: Yr 6/7 corner area Yr 8/9 main playground basketball court Yr 10/11 awning area</p> <p>Hirings/lettings on hold for Autumn and Spring Term</p> <p>All staff to follow new guidelines</p> <p>During Lockdown 3 visiting staff who work at multiple sites (SaLT, HI Counsellors etc to wear mask or visor)</p>	All staff	03.11.20	ongoing

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
Updated Gov guidance rec'd 28.08.2020 on use of face mask in school		<p>Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments.</p> <p>PE / school sport PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p> <p>STH to write to parents to inform them that in line with latest Government guidance pupils can choose to wear face masks in corridors and playground in they choose to do so. Face masks MUST be put in a sealed bad after use and hands washed thoroughly for 20 seconds.</p>	<p>Further DfE guidance on music delivery expected</p> <p>Sanitisation of instruments after each lesson</p>	DB	02.09.20	4/09/2020
				DB	02.09.20	
				STH	02.09.2020	4/09/2020
				LP	11.09.20	4/09/2020
			Core PE under MWS RA. SLT to ask for copy RA for Sports Leaders to be reviewed			
			Core PE will not take place at MWS during Lockdown 3. PE lessons will take place at KS	LP	11.09.20	
			STH to write to parents and email staff	AJ		11.09.20
				LP	11.09.20	

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>Staff to be informed that they can choose to wear face masks in communal areas if they choose to do so, but they must be placed in a sealed bag and hands washed thoroughly for 20 seconds.</p> <p><u>Monks Walk School</u></p> <p>All staff to follow Monks Walk School COVID risk assessment guidance as published on their website</p> <p>https://www.monkswalk.herts.sch.uk/1078/coronavirus-update-centre</p> <p>All staff to wear face shields and pupils to wear face masks in communal areas of Monks Walk School from 14.09.2020</p> <p>No lessons will take place at MWS (inc PE) during Lockdown 3</p> <p>BTEC Sport exam will have 1 pupil attending MWS to sit. All safety measures will be followed to comply with their COVID guidelines</p> <p><u>Oaklands College</u></p>	<p>Link for RA emailed to staff 11.09.2020 Staff and parents informed 11.09.2020</p> <p>Timetable rearranged to facilitate pupils at KS</p> <p>RA and protocols emailed to staff supporting at Oaklands</p> <p>COVID contact at Oaklands requested to ensure we are alerted if any student in a course attended by KS pupils</p> <p>Oaklands COVID contact is Nicola Caiger</p> <p>Sixth Form students to attend KS on their college days where they will be supported with accessing their online lessons. Sixth Form students to form 'bubble' whilst at KS</p>		<p>02.09.20</p> <p>15.09.20</p>	

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>COVID risk assessment and staff protocols circulated to all staff supporting at college by email by AJ on 02.09.2020</p> <p>Students will not attend oaklands College during Lockdwn 3.</p>				
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>.</p> <p>Visitors Only essential visitors onsite for duration of Lockdown 3</p>	<p>Expectations for visitors to be provided on arrival.</p>	<p>LP</p>	<p>02.09.20</p>	<p>Ongoing</p>

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>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. Signage in reception regarding good hygiene.</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>	<p>Swiped On sign in system updated to allow visitors to sign in using their phones</p> <p>COVID 19 questionnaire to be completed by all visitors and kept by school for 21 days Prospective pupil visits suspended during Lockdown 2 & 3 unless essential All visitors are temperature checked on arrival and complete a COVID questionnaire which is kept for one calendar month by the school if track & trace required.</p>	<p>LP</p> <p>STH</p>	<p>01.10.20</p> <p>02.11.20</p>	<p>01.10.20</p> <p>07.11.20</p>
<p>Contact points</p> <p>Equipment use</p> <p>printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources</p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use</p> <p>Minimise all unnecessary sharing of resources, taking books home unless this contributes to pupil development and learning.</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 &</p>	<p>BB to distribute IT equipment, not to be collected by teachers/TAs. BB to sanitise equipment after usage ICT equipment log issued to all staff to record sanitisation and distribution</p>	<p>DB to BB</p>	<p>02.11.20</p>	

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		<p>GL 344) for suggested considerations in undertaking practical work.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If students are too young then arrangements for IT support staff etc. to clean.</p>	<p>Music equipment sanitised after use Playground equipment sanitised after use</p>			
Proximity of students/ staff	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential and cannot be delivered in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) No physical large scale staff briefings should be undertaken.</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p>Stairs / corridors</p>	<p>Staff log of all <1m contacts created. Responsibility of individuals to record instances Staff to be reminded to complete</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. Use heating to maintain comfortable temperatures.</p> <p>12.2.21 Staff Inset to be rearranged or online</p>	<p>STH</p> <p>STH email</p> <p>LP</p> <p>SLT</p> <p>SLT</p>	<p>01.10.20</p> <p>03.11.2020</p> <p>07.01.21</p> <p>July 2020</p> <p>02.09.20</p>	<p>ongoing</p> <p>14.07.20</p> <p>3/09/20</p>

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>Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing rooms Reduce numbers needing to use by allowing pupils to wear PE kit to school.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean contact surfaces between use by different groups.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different groups.</p>	<p>Hall used as additional staffroom with staff notified of which to use</p> <p>Year groups to be kept in same class with staff rotating</p> <p>All pupils to change at Knightsfield and arrive at school in PE kit if possible</p> <p>Year 6,7 corner of playground by climbing wall</p> <p>Year 8,9 main playground area</p> <p>Year 10,11 under awning</p>			

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
			MUGA under supervision as agreed by SLT			
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<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>Pupils to enter canteens in their allocated groups.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. <i>(This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)</i></p> <p>.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles,</p>	<p>MWS RA. Knightsfield pupils attend canteen accompanied by KS staff between 12.00 - 12.15</p> <p>Pupils eat lunch eat in form room.</p>			
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Pupil Taxis New arrival time of 8.30am</p> <p>If pupils choose to wear a face covering it must be placed in sealed bag before entering school and not put back on until entering taxi. Wash hand straight away. Pupils need to wash hands or sanitise before entering the taxi.</p> <p>At end of day pupils to line up in taxi 'bubbles' as set out in playground in socially distanced bubbles</p> <p>Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June)</p>	<p>All pupils to wear face coverings in taxi following updated Gov guidance</p> <p>Playground taxi 'bubble' plan started w/c 21.9</p>			

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>Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use Used by those within same school group / bubble, reduce numbers on board to aid distancing. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.</p>				
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment.</p>	Essential/statutory maintenance deemed necessary to the safe running of the school to continue during lockdown 3			
Provision of first aid	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council</p>				

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
		https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ Medical Room must only treat one person at a time and allocate another room / area as a waiting/collection area.	Ear mould cleaners not being used			
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.				
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants	To be practiced w/c 02.11 with visual of location circulated to staff	STH/LP	02.11.20	07.12.20
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
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 Follow normal practices for re-opening after summer holiday period. 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.)				
				LP/STH	04.01.21	

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
	Staff, students, visiting professionals	Lateral Flow testing of all consenting staff, pupils, and regular visiting professionals to commence from 06.01.2021. Please refer to separate risk assessment for the asymptomatic testing process at site at Knightsfield School	Testing coordinators are Head and SBM. All staff involved have completed training and have been assessed for competency. Staff tested from 06.01.21, pupils to commence 11.01.21			
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.				

Relevant links

Guidance for educational settings

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

Guidance for full opening from Sept 2020

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

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

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

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

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>