


# School Risk Assessment

THE JOHN WARNER SCHOOL



<b>RISK ASSESSMENT FOR:</b> School activities during COVID 19 outbreak – After July 19 <sup>th</sup> 2021		
<b>Establishment:</b> The John Warner School	<b>Assessment by:</b> Jeremy Scott	<b>Date:</b> 27 <sup>th</sup> August 2021
<b>Risk assessment number/ref:</b> <i>(add your own if so desired): RA-001</i>	<b>Manager Approval:</b> Dave Allman	<b>Date:</b> 31 <sup>st</sup> August 2021

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

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

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>  <b>Clinically extremely vulnerable (CEV) pupils and staff</b>  <b>Shielding for CEV individuals paused on 1<sup>st</sup> April 2021.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Pupils</b> Those CEV pupils unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education.  Existing individual health care plans in place for pupils/students to be reviewed.  Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.  <b>Staff</b> Individuals classed as clinically extremely vulnerable to have <a href="#">a risk assessment</a> undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required.	From 1 <sup>st</sup> April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they <b>cannot</b> work from home.	JLP (KS3), LKT (KS4) and SRC (KS5) to liaise with JMB (student services manager) to check CEV pupils/student s and make any necessary arrangements for remote education	Prior to start of term (6 <sup>th</sup> September 2021)	

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		<p>This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p> <p>See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="#">Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a></p> <p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged. Over the summer staff and secondary age students continue to test regularly (x2 weekly) if attending school.</p>	<p>In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p> <p>Encourage vaccine take up (both doses)</p>	<p>OJP and GAK to liaise with JCH (HR) to check risk assessments for staff are up-to-date</p> <p>JMS and GAK to provide information regarding booster vaccines</p>	<p>Prior to start of term (6<sup>th</sup> September 2021)</p> <p>To be reviewed from 1<sup>st</sup> October 2021</p>	
<b>School occupants coming into contact with those with Coronavirus symptoms</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area away from others (2M), open a window for ventilation) and self-isolate.</p>	<p>Check information signage around the site is up-to-date – replace where necessary</p> <p>Reminders to pupils and students through form time communications at the start of term</p> <p>Student Services medical space to be used in event of pupil displaying symptoms on-site while awaiting collection.</p>	<p>GAK, CDB and KPR to check site</p> <p>JLP (KS3), LKT (KS4) and SRC (KS5)</p> <p>JMB</p>	<p>Prior to start of term (6<sup>th</sup> September 2021)</p> <p>Messages passed on by the end of week commencing 6<sup>th</sup> September 2021</p> <p>Prior to start of term (6<sup>th</sup> September 2021)</p>	

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<b>School occupants coming into contact with those with Coronavirus symptoms</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> )</p> <p>Pupils, staff and other adults should follow public health advice on <a href="https://www.nhs.uk/when-to-self-isolate-and-what-to-do-covid-19">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p><b>Testing</b> Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <a href="https://www.nhs.uk/when-to-self-isolate-and-what-to-do-covid-19">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p>Schools were initially provided with 10 PCR home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-</a></p>	<p>JMB to check PPE available and appropriate measures in place</p> <p>JMS to send Coronavirus update home to all parents/carers</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>A positive PCR test will still require self-isolation regardless of vaccination status or age.</p> <p>Additional PCR kits able to be ordered via <a href="https://request-testing.test-for-coronavirus.service.gov.uk/">https://request-testing.test-for-coronavirus.service.gov.uk/</a></p>	<p>JMB</p> <p>JMS</p> <p>JMS to include in comms home/to staff</p> <p>JMS to include in comms home/to staff</p>	<p>Prior to start of term (6<sup>th</sup> September 2021)</p> <p>Prior to start of term (6<sup>th</sup> September 2021)</p> <p>Prior to start of term (6<sup>th</sup>)</p>	

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		<p><a href="#">kits-for-schools-and-fe-providers</a>. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p><b>Positive case in school setting</b> Those affected self-isolate and do not return to school until the end of self-isolation period. See case reporting protocol / flowchart for schools <a href="https://thegrid.org.uk/covid-19/key-documents-for-schools">https://thegrid.org.uk/covid-19/key-documents-for-schools</a> <a href="mailto:COVID.EYSEducation@hertfordshire.gov.uk">COVID.EYSEducation@hertfordshire.gov.uk</a> From 19<sup>th</sup> July NHS T&amp;T will undertake contact tracing</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged. Over the summer staff and secondary age students continue to test regularly (x2 weekly) if attending school. Primary age pupils are not tested with LFDs</p> <p><b>Secondary School testing</b> Retain an asymptomatic test centre on site All secondary pupils to be offered 2 lateral flow tests 3-5 days apart on their return. Able to commence testing from 3 working days before the start of term. Students continue 2x weekly LFD testing until End of September when this will be reviewed. School staff should keep on testing twice a week even if fully vaccinated. See <a href="#">separate Lateral flow testing risk assessment</a></p>	<p><b>From 16<sup>th</sup> August 2021</b> all under 18's and those adults who have been fully vaccinated will be exempt from self-isolation if a contact of a positive case.</p> <p>Close contacts should take a PCR test and only need to isolate if they test positive or develop symptoms themselves.</p> <p>Testing for all Year 7-13 pupils on return to school to commence on 1<sup>st</sup> September 2021</p> <p>LFD tests to be distributed to pupils during September (form time collection)</p>	<p>GAK to check on-site PCR tests</p> <p>JMS to include in comms home/to staff</p> <p>GAK comms to all parents</p> <p>GAK and MAG to coordinate LFD test distribution</p>	<p>September 2021)</p> <p>Prior to start of term (6<sup>th</sup> September 2021)</p> <p>27<sup>th</sup> August 2021</p> <p>Plan for LFD test distribution required for 6<sup>th</sup> September 2021</p>	<p>Yes</p>
<b>General Transmission of COVID-19</b>	Staff,	<b>Hand Hygiene</b> Welfare facilities are provided which contain suitable levels of soap and paper towels.	GAK and KPR to check availability of hand santiser (at sanitiser points and in	GAK and KPR	Daily/weekl y checks	

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<b>Ineffective hygiene protocols</b>	Students / pupils / wider contacts  Spread of COVID 19	<p>All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required.</p> <p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>classrooms and communal areas) and soap (in toilets)</p> <p>Check information signage around the site is up-to-date – replace where necessary</p> <p>Reminders to pupils and students through form time communications at the start of term</p>	<p>GAK, CDB and KPR to check site</p> <p>JLP (KS3), LKT (KS4) and SRC (KS5)</p>	<p>Prior to start of term (6<sup>th</sup> September 2021) Messages passed on by the end of week commencing 6<sup>th</sup> September 2021</p>	
<b>General Transmission of COVID-19</b>  <b>Ineffective cleaning</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p>	<p>GAK and KPR to check schedule and ensure frequent cleaning is maintained</p>	GAK and KPR	<p>Cleaning schedule to be reviewed in week commencing 6<sup>th</sup></p>	

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<b>High Contact points</b>		<p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b> For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> if an alternative non-chlorine based disinfectant is used ensure that it is <b>effective against enveloped viruses</b> i.e. a product to BS EN14476.</p> <p><b>When cleaning a contaminated area:</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>	<p>GAK and KPR to check suitable cleaning materials are available to staff</p> <p>GAK and KPR to check procedures are in place for cleaning in the event of a suspected or confirmed case</p>	<p>GAK and KPR</p> <p>GAK and KPR</p>	<p>September 2021</p> <p>1<sup>st</sup> September 2021</p> <p>1<sup>st</sup> September 2021</p>	
<b>Poorly ventilated spaces</b>	Staff, Students / pupils / wider contacts	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems.</p> <p>Where mechanical ventilation is present that removes and circulates air to <b>multiple</b> rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible.</p>	Identify any poorly ventilated areas and take steps to improve. A CO <sub>2</sub> monitor can help identify if the space is poorly ventilated (CO <sub>2</sub> levels of between 800-1000ppm are	JMS to reinforce in comms with staff	Prior to 6 <sup>th</sup> September 2021	

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	Spread of COVID 19	<p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 ventilation guidance</a> (v5 July 21)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p><b>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</b></p>	<p>indicative of a well-ventilated room.)</p> <p>Use high level windows where available to minimise drafts.</p> <p>Where lower level windows are being opened out onto play areas then ensure these don't create a risk of pupils running into the edge of an open window.</p>	GAK and KPR to include ventilation checks into site checks	Review in week commencing 6 <sup>th</sup> September 2021	
<b>General Transmission of COVID-19</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Additional Covid measures maintained by the school</b></p> <p>Form groups will continue to operate in year group bubbles:</p> <ul style="list-style-type: none"> <li>Year 7 (Seacole Building – downstairs)</li> <li>Year 8 (Seacole Building – upstairs)</li> <li>Year 9 (Turing Building)</li> <li>Year 10 (Austen Building)</li> <li>Year 11 (Business School)</li> <li>Year 12/13 (Hawking Building)</li> </ul> <p>Year groups have designated entrance/exit gates:</p> <ul style="list-style-type: none"> <li>Year 7 and 8 (Sport Centre gates)</li> <li>Year 9 and 10 (Gates opposite Nursery Road)</li> <li>Year 11 and Sixth Form (Main school gates)</li> </ul> <p>Year groups have designated areas for break and lunch:</p> <ul style="list-style-type: none"> <li>Year 7 between Austen/Seacole and Sports Centre</li> <li>Year 8 between Seacole and Hawking</li> <li>Year 9 basketball courts</li> <li>Year 10 between Turing and Austen</li> <li>Year 11 around Business School</li> <li>Sixth Form around Sixth Form Centre</li> </ul> <p><b>Meetings</b> Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate</p>	<p>Reminders to pupils and students through form time communications at the start of term</p> <p>School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups</p> <p>Parents evenings continue to be virtual (using SchoolCloud) and option to use</p>	<p>JLP (KS3), LKT (KS4) and SRC (KS5)</p> <p>JMS and GAK to create school outbreak management plan</p> <p>JMS to include in</p>	<p>Messages passed on by the end of week commencing 6<sup>th</sup> September 2021</p> <p>6<sup>th</sup> September 2021</p> <p>Prior to start of term (6<sup>th</sup></p>	



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		<p><b>Face coverings</b> Any individuals who continue to choose to wear face coverings should be supported to do so. Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">face coverings in Education</a></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></p> <p>Face coverings should still be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p>	<p>Teams/Zoom for other meetings</p> <p>Confirm continued option to wear face masks through form time communications at the start of term</p> <p>In the event of an outbreak the wearing of face coverings may be required to be re-introduced in classrooms / communal areas.</p>	<p>comms home/to staff</p> <p>JLP (KS3), LKT (KS4) and SRC (KS5)</p> <p>JMS to include in comms home/to staff</p>	<p>September 2021)</p> <p>Messages passed on by the end of week commencing 6<sup>th</sup> September 2021</p>	
<p><b>General Transmission of COVID-19 wider use of school by 3<sup>rd</sup> parties / beyond school day</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Hiring and lettings</b> risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>Supplementary conditions of hire in place for COVID see <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</a></p> <p>Room layouts and areas able to be accessed agreed with hirer. Time of hire avoids any unnecessary mixing with members of the school community. Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Provide additional signage, if required, for hired spaces to remind users on hand washing etc. All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or <a href="#">NHS QR code poster</a> and check in function could be used for members of the public when premises are let to external providers.</p>	<p>Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions.</p> <p>See also <a href="#">Sport England FAQs on return of sport</a></p> <p>GAK to review all lettings and ensure risk assessments are in place</p>	<p>GAK</p>	<p>Prior to start of term (6<sup>th</sup> September 2021)</p>	

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		<p>(this is not a legal requirement) Schools are not expected to create NHS QR code posters for their normal day to day operations. In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p><b>Breakfast and afterschool clubs</b> – risk assessments on delivery required from providers See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a></p> <p><b>Performances</b> Audiences indoor / outdoor have been permitted since May 17<sup>th</sup> (see also <a href="#">performing Arts guidance</a>). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).</p>	<p>GAK to ensure risk assessments from HCL are in place</p> <p>LJW to check all arrangements for indoor/outdoor performances adhere to recommendations</p>	<p>GAK</p> <p>LJW</p>	<p>Prior to start of term (6<sup>th</sup> September 2021)</p> <p>Programme of performances to be agreed by 1<sup>st</sup> October 2021</p>	
<b>Access to &amp; egress from site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Visitors</b> 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.</p> <p>Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an <a href="#">NHS QR code poster</a>, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene. Use of Perspex screens for open receptions.</p>	GAK, MAG and KPR to check signage in reception and availability of hand sanitizer, NHS QR code poster etc	GAK, MAG and KPR	Prior to start of term (6 <sup>th</sup> September 2021)	
<b>Curriculum activities</b>		<p><b>PE / school sport</b> No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.</p>	THA to check all arrangements for PE/school sport adhere to recommendations and guidance	THA	Ongoing	

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		<p>Since 29<sup>th</sup> March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport).</p> <p>Since 12<sup>th</sup> April indoor competition between different schools has been permissible.</p> <p>See guidance on <a href="#">grassroot sports for public and sport providers</a>, <a href="#">safe provision and facilities</a>, and guidance from <a href="#">Sport England</a></p> <p>See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. <a href="https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/">https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</a></p> <p><b>Science / DT</b> For secondary science and DT see also CLEAPSS advice (GL343 &amp; GL 344) for suggested considerations in undertaking practical work. <a href="#">CLEAPSS Home page</a></p> <p><b>Music Singing and wind / brass instruments</b> No limits on the number of people who can sing indoors or outdoors. However there is Increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school Hall) for larger groups. <b>Encouraging the use of outside space where practical</b></p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. <a href="https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx">https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx</a></p> <p><b>Offsite visits</b> Offsite visits (day visits) able to be run since 12<sup>th</sup> April in line with the Government's roadmap. Domestic residential visits able to take place since 17<sup>th</sup> May International visits able to commence from start of Autumn term. Off site visits risk assessment to be undertaken and include IPC measures.</p>	<p>AME/SCH to check all science and DT arrangements adhere to recommendations and guidance</p> <p>DNT to check all singing and woodwind/brass arrangements adhere to recommendations and guidance</p> <p>OJP to check all off-site visits comply with any guidance or recommendations</p>	<p>AME/SCH</p> <p>DNT</p> <p>OJP</p>	<p>Ongoing</p> <p>Ongoing</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
			Travel list (and broader international travel policy) is subject to change, contingency plans required			
<b>Canteen use / lunchtimes</b>	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><b>Canteen use</b> Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced).</p> <p>Queueing for the canteen has been modified to ensure separate year group lines. Staff monitoring the front of the line will send pupils in a year at a time. Lunch time entry times are staggered as follows:</p> <ul style="list-style-type: none"> <li>• Year 7 13:20</li> <li>• Year 8 13:30</li> <li>• Year 9 13:35</li> <li>• Year 10 13:40</li> <li>• Year 11 13:45</li> <li>• Sixth Form have access to separate facilities (Sixth Form Café)</li> </ul> <p>Pupils can select the food and then pay at the tills using thumb-print recognition (the scanners will be wiped down after every usage). Parents/carers will need to use the WisePay 'Pay for School Meals' system to ensure that children have sufficient funds</p>	GAK to check arrangements with HCL	GAK	Prior to start of term (6th September 2021)	
<b>Minibus use</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser / disinfectant wipes to be available on the vehicle). Use hand sanitizer on entering / leaving vehicle. Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation. Windows to be open for ventilation (open partially if cold).</p> <p>JWS minibus protocol (in addition to normal checks):</p>	GAK and KPR to check suitable provision of anti-bacterial wipes	GAK and KPR	Prior to start of term (6th September 2021)	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Responsibility of driver to ensure that all passengers are handed an anti-bacterial wipe as they enter the minibus to clean down any touch points</li> <li>Driver to sanitise the steering wheel and any touch points from driver position</li> <li>All buses to have anti-bacterial wipes, spray, cloths and hand sanitiser</li> <li>Face coverings must be worn by passengers and driver</li> <li>Windows should be open to allow ventilation</li> </ul>				
<b>School Swimming pools</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Review swimming pool risk assessment and operating procedures. <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/swimming</a></p> <p>The Government has removed the capacity limits, bather load can return to pre Covid capacity levels.</p> <p>Follow PWTAG and Swim England advice on reopening school pools.</p> <p><b>PWTAG advice</b> <a href="#">Reopening a pool after COVID-19 shutdown</a> <a href="#">Operation after COVID-19 shutdown</a></p> <p>Mechanical ventilation should operate on 100% fresh air with no recirculation. Pool cleaning procedures are detailed in Pool's NOP</p> <p><b>Hiring and lettings</b> risk assessments on delivery, bather numbers and social distancing required from hirers. Ensure these are robust and follow national advice from Swim England. School to provide their operating procedures to hirers (NOP/EAP).</p> <p>Areas used to be cleaned after use / before occupation by school.</p> <p>Cleaning of JWS Swimming Pool is the responsibility of The John Warner Sports Centre</p>	<p>Swim England has published detailed guidance for the safe use of swimming pools, club activity and swimming lessons must adhere to this <a href="#">Returning to the Pool guidance</a>. These will be replaced after July 19<sup>th</sup> with a best practice guide.</p> <p>GAK and THA to check cleaning arrangements of JWSC</p>	GAK and THA	Prior to start of term (6th September 2021)	
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.</p> <p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical).</p>	GAK to check cleaning contractors have risk assessment and appropriate measures in place	GAK	Prior to start of term (6th September 2021)	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	<p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.            Agree approach to scheduled / ongoing building works.            Where works can be conducted outside of the school day they should be.</p> <p>School to seek confirmation of the contractors method statement / risk assessment.</p> <p>Deliveries to reception and placed in boxes at the front where possible</p>	GAK and KPR to check procedures meet recommendations	GAK and KPR	Prior to start of term (6th September 2021)	
<b>Provision of first aid</b>	<p>Staff,            Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.            Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.            All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.  <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council  <a href="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings   Resuscitation Council UK</a></p>	AMS and JMB to check procedures meet recommendations and appropriate levels of PPE are available	AMS and JMB	Prior to start of term (6th September 2021)	
<b>Provision of personal care</b>	<p>Staff,            Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if close contact is required.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>	AMS and GAK to check appropriate levels of PPE are available and correctly stored	AMS and GAK	Prior to start of term (6th September 2021)	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational  <b>Legionella</b> Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	GAK and KPR to maintain all compliance checks	GAK and KPR	Ongoing	
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.	JMS to send risk assessment to all staff	JMS	Consultation prior to 1 <sup>st</sup> September 2021 Final version issued by 6 <sup>th</sup> September 2021	
<b>Staffing levels</b>	Staff, Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.  Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)  Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected. JMS, OJP, IWC, GAK (as required) to discuss any staffing issues and decide on necessary action	JMS, OJP, IWC, GAK	Ongoing	

## Previous revisions

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

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

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

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

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

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

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

19/11/20 – minor addition only to clarify extracurricular activities / clubs can include activities related to PE, sport, music etc. where this is to enable parents / carers to work etc.

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

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

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

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

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

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

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

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

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

Risk Assessment << COVID 19 Risk Assessment 270821



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

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

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

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

### **Relevant links**

Guidance for educational settings

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

Actions for schools COVID operational guidance

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

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

Protective measures for holiday and after-school clubs

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

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning after a positive / symptomatic case on site

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

Guidance on infection prevention and control for COVID-19

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

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

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

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

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

Risk Assessment << COVID 19 Risk Assessment 270821

Stay at home guidance

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

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

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

Return to Recreational team sport framework

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

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

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

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