



RISK ASSESSMENT FOR:
School activities – After July 19th 2021



| | | |
|---|---|--|
| Establishment: St. Bartholomew's School | Assessment by: Sally Roycroft | Date: 28 th February 2022 |
| Risk assessment number/ref: (add your own if so desired): RA-001 | Manager Approval: Governors | Date: Latest – 08 th march 2022 |

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

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

31/08/21 self-isolation requirement– updated age of young people exempt from self-isolation if a contact of a positive case to under the age of 18 years and 6 months

02/09/21 link to 'when to contact the LA Covid response team' added

Rev 16 29/11/21 updated to reflect revised DfE Schools operational guidance (29/11/21) - face coverings now recommended in communal areas, isolation and test on arrival when arriving from abroad, isolation requirements for close contacts of Omicron cases.

Rev 17 16/12/21 updated to reflect move to daily rapid testing for close contacts instead of self-isolation for all fully vaccinated adults and children aged 5 - 18 years 6 months

Rev 18 4/01/22 updated to reflect DfE guidance change with face coverings in classrooms for Yr 7 and above.

Rev 19 11/1/22 updated to reflect that confirmatory PCR tests are temporarily suspended from 11th January for positive lateral flow test results. Text around travel to England from another country also updated (changes highlighted in yellow)

Rev 20 24/1/22 updated to reflect measures implemented under Plan B will be lifted. DfE guidance updated, from 20/1/22 face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas.

Rev 21 24/2/22 updated to reflect changes to recommended regular asymptomatic testing, contact tracing and the removal of the legal requirement to self-isolate following a positive test

| 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 |
|---|-------------------------------|--|---|---|--|------|
| Health and safety | Staff, pupils, wider contacts | <p>Contact within the local authority known: JamesOttery@hertfordshire.gov.uk</p> <p>A risk assessment to cover all aspects of pupils and staff being in school has been updated following the proforma of HCC and using the model risk assessment provided for Hertfordshire schools</p> <p>Sally Roycroft has attended the webinar by the NAHT director of representation and advice (Paula Porter) on risk assessments in schools and information gained has been fed into the school risk assessment.</p> <p>Sally Roycroft has read the Planning guide commentary and checklist for primary schools created by the NEU, GMB, Unison and Unite unions and fed information into the risk assessment.</p> <p>November 2021 – Sally Roycroft has read the Christmas events guide produced by Hertfordshire</p> | <p>Share the risk assessment with staff and governors and then parents (letter with key message sent out)</p> <p>Keep the risk assessment under review and amend when there is new guidance.</p> <p>In line with circumstances in school – switch to the supplementary risk assessment should there be an outbreak in school.</p> | <p>Sally Roycroft</p> <p>Sally Roycroft</p> | <p>March 11th 2022</p> <p>March 4th 2022</p> <p>Ongoing</p> | |
| Communication with governors and between staff | Staff, governors | <p>Governor meetings will resume as face to face meetings from Spring term 2022. Any staff meetings will continue to be held with distancing between the staff present.</p> <p>Staff to communicate with the office via email. If they go to the office they are to speak to MF through the window rather than going into the space.</p> | Communicate with governors about their preferences for online and face-to-face meetings. | Sally Roycroft | Before Spring meetings | Yes |
| Communication with parents | parents | We will continue to use the newsletter for reminders of covid related expectations. | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
|--|--|---|--|----------------|-----------------|------|
| <p>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</p> <p>Clinically extremely vulnerable (CEV) pupils and staff</p> <p>Shielding for CEV individuals paused on 1st April 2021.</p> | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Pupils Those pupils unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education.</p> <p>Clear message sent to parents that pupils should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Individuals previously classed as clinically extremely vulnerable to have a risk assessment undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required.</p> <p>See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Encourage vaccine take up for staff.</p> <p>Asymptomatic testing (LFD testing) Staff are no longer expected to test twice weekly at home with lateral flow device test kits. See separate Lateral flow testing risk assessment</p> | <p>From 1st April 2021 CEV staff were able to return to the workplace. In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p> <p>Settings may be advised by the local health team to recommend lateral flow device tests to manage an outbreak.</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 |
|--|--|---|---|----------------|-----------------|------|
| School occupants coming into contact with those with Coronavirus symptoms | Staff, Students / pupils / wider contacts Spread of COVID 19 | <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. Updated public health advice communicated to staff, students and parents, if unwell the advice remains to stay at home and avoid contact with other people. See COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)</p> <p>Those with COVID symptoms should order a PCR test and are advised to stay at home and avoid contact with other people while waiting for the test result.</p> <p>Where a student is unwell at school they will be sent home or parents asked to collect.</p> <p>In the event of a suspected case whilst working on site Ensure Head (Kelly Wall/Vic Mowbray if Sally Roycroft is not on site) and Office manager are notified. Staff and students who are unwell should return home. As far as possible students awaiting collection will be kept away from others in the library in order to reduce the risk of onward transmission or an area away from others – in the hall (2M) away from others. If it is a member of staff they go home immediately. Areas occupied by them to be cleaned after collection (see advice below). Any school staff supervising the child and in close contact to wear a fluid resistant surgical mask, type IIR). 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>These are all disposal items and should be double bagged when finished with and placed in the lidded box in the library. On the bag should be placed a sticker with the date of use of the PPE on it. Posters for how to put on and take off items of PPE will be in each first aid box (located in all classrooms and 1 in the library and 1 in the staffroom) Used PPE will be disposed of by the cleaner (wearing gloves) after 72 hours into the normal rubbish bin. In an emergency the child would use the disabled toilet and that would be put out of action for 72h afterwards and then cleaned. The no entry sign to alert people to this is located in the first aid box in the library.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice)</p> | If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, a decision to refuse the pupil can be made, if 'in your reasonable judgement', it is necessary to protect other pupils and staff from possible infection with COVID-19. | | | |

| 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.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) Pupils, staff and other adults should follow public health advice on When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) | | | | |

| 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 |
|--|--|--|--|----------------|-----------------|------|
| School occupants coming into contact with those with Coronavirus symptoms | Staff, Students / pupils / wider contacts Spread of COVID 19 | <p>Testing Staff / pupils who develop symptoms should still be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>Schools were initially provided with 10 PCR home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p>Positive case(s) in school setting From 24th Feb 2022 whilst no longer a legal requirement those with COVID-19 should still self-isolate and not return to school until the end of self-isolation period. See 'when to contact the LA Covid response team' https://thegrid.org.uk/covid-19/key-documents-for-schools COVID.EYSEducation@hertfordshire.gov.uk</p> | Staff and pupils who are tested for Covid 19 to inform the school of result and date of test | | | |

| 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>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get</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>negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</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 |
|--|--|--|-----------------------------------|----------------|-----------------|------|
| General Transmission of COVID-19 Ineffective hygiene protocols | Staff, Students / pupils / wider contacts Spread of COVID 19 | Hand Hygiene Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this. Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / junior corridor entrance/exit points; all class entrance/exit points. Additional hand sanitiser in ICT suite, staffroom, classrooms and offices. Build use into routines staff and pupil routines e.g. on arrival, when leaving and before / after eating. Site staff to regularly clean the hand washing facilities and check consumables (twice per day – once by Rachel Collier and once by lunchtime staff). Suitable (lidded) and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored (Rachel Collier). RC to inform MF if running low on stock. 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, offices and adult toilet areas). 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 High Contact points | Staff, Students / pupils / wider contacts Spread of COVID 19 | Documented cleaning schedule in place, regular cleaning implemented. 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. 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. | | | | |

| 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>Only cleaning products supplied by the school / contract cleaners are to be used. School has obtained the risk assessment from Haywards for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> | | | | |
| Poorly ventilated spaces | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors).</p> <p>Use of CO2 monitor to help identify if the space is poorly ventilated (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>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>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 (use of cones).</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 |
|--|--|--|--|----------------|-----------------|------|
| | | Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) | | | | |
| General Transmission of COVID-19 | Staff, Students / pupils / wider contacts Spread of COVID 19 | <p>We are not retaining a soft start generally (children will enter classrooms between 8.50 a.m. and 9 a.m. as they arrive on site). We are not staggering breaks or lunchtimes.</p> <p>Meetings Hybrid approach to meetings / parents evenings etc. with some use of virtual Platforms where appropriate</p> <p>Staff room Ensure ventilation through opening the window/door.</p> <p>Communication Hybrid approach with some face to face contact but also continued use of email to communicate with office</p> <p>Face coverings From January 20th face coverings in classrooms were no longer required. From January 27th face coverings were no longer required in communal areas. Any individuals who continue to choose to wear face coverings should be supported to do so.</p> <p>See wider advice on face coverings , these are still advised in crowded and indoor 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>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See face coverings when to wear one</p> <p>Equipment Parents to ensure children have their own water bottles in school to reduce contact with water dispenser/beakers. Staff and pupils continue to have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> | <p>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups if there is an outbreak in school (see risk assessment to be implemented following an outbreak)</p> <p>In the event of an outbreak or when additional government or County measures are reintroduced the wearing of face coverings will be required to be re-introduced in communal areas.</p> | | | |
| General Transmission of COVID-19 wider use of school by | Staff, Students / pupils / wider contacts | <p>Hiring and lettings risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits.</p> <p>Supplementary conditions of hire in place for COVID see</p> | Hiring / lettings to be reviewed in line with national advice. In the event of a local 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 |
|---|------------------------------|--|---|----------------|-----------------|------|
| 3 rd parties / beyond school day | Spread of COVID 19 | <p>https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</p> <p>Room layouts and areas able to be accessed agreed with hirer.</p> <p>Time of hire avoids any unnecessary mixing with members of the school community.</p> <p>Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</p> <p>Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate (classes 2 and 3 for tech clubs).</p> <p>Provide additional signage for hired spaces (classes 2/3 and hall) to remind users on hand washing/sanitising of hands before leaving the site</p> <p>All areas used, particularly touch surfaces are cleaned after use by clubs / before occupation by school.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group they are to notify the school.</p> <p><u>Re-introduction of school organised after school clubs</u></p> <p>Clubs were re-introduced at the start of September – risk assessments on delivery required from providers</p> <p><u>Performances</u></p> <p>Audiences indoor / outdoor have been permitted since May 17th (see also performing Arts guidance). For all indoor spaces, maximise natural ventilation (through opening windows and doors wherever possible-see ventilation and music).</p> | <p>additional measures may be required.</p> <p>See also Sport England FAQs on return of sport</p> <p>Be prepared to change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team.</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 |
|---|--|---|---|----------------|-----------------|------|
| Access to & egress from site | Staff, Students / pupils / wider contacts Spread of COVID 19 | Visitors Ensure all visitors / building users (volunteers, sports coaches) 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. Signage in reception regarding good hygiene. 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. | | | | |
| Curriculum activities | | PE / school sport Changing for PE allow pupils to wear PE kit to school on the days they have P.E. This will continue following parent/teacher feedback. No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance. Since 29 th March, outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport). Since 12 th April, indoor competition between different schools has been permissible. See guidance on grassroot sports for public and sport providers , safe provision and facilities , and guidance from Sport England See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/ Music and assemblies Assemblies were reintroduced in the school hall in September 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. Where using indoor spaces ensure good ventilation through the use of opening doors (staffroom and junior corridor outside doors to be opened throughout). Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. | In the event of a local outbreak additional measures may be required. School outbreak management plan to consider any individual events. Be prepared to change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team. | | | |

| 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.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx Offsite visits Offsite visits (day visits) able to be run since 12 th April in line with the Government's roadmap. They returned to St. Bart's from the beginning of September 2021 Domestic residential visits able to take place since 17 th May Off site visits risk assessment to be undertaken. | | | | |
| Children are asked to work from home and the online provision doesn't provide continuity of education | Staff, parents, children | We have switched provision to Google classroom for the provision of all remote learning activities. Pupils in Years 1 to 6 have now used it though lockdown. Parents have been asked if they have any technological requirements and if they do they have been supplied with a laptop to use at home. | | | | |
| Canteen use / lunchtimes | Staff, Students / pupils / wider contacts Spread of COVID 19 | Reinforce handwashing prior to eating food. Hand sanitiser is available at the entrance to the hall for the juniors and should be used by all persons when entering and leaving the area. | | | | |
| Contractors | Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19 | School and any on site contractors (Catering, cleaning, etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. School to seek confirmation of the contractors method statement / risk assessment. | | | | |

| 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 |
|-----------------------------------|---|---|-----------------------------------|----------------|-----------------|------|
| Provision of first aid | Staff, Students / pupils / wider contacts Spread of COVID 19 | Where reasonable physical contact should be kept to a minimum e.g. pupils apply their own cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK | | | | |
| Provision of personal care | Staff, Students / pupils / wider contacts Spread of COVID 19 | Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE. | | | | |
| Premises safety | Staff, Students / pupils Wider safeguarding / safety risks | Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then 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.) | | | | |

| 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 |
|---|--|--|---|----------------|-----------------------------|------|
| Lack of awareness of PHE / school controls | Staff, Students / pupils / wider contacts Spread of COVID 19 | All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk. | Staff to be emailed risk assessment Risk assessment to be updated on school website for parents | Sally Roycroft | March 11 th 2022 | |
| Staffing levels | Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks | Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school. Review 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, Head Teacher cover, partial closure may be required in event of staff shortages. | Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected. | | | |

Previous revisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Relevant links

Guidance for educational settings

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

Actions for schools COVID operational guidance

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

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

Protective measures for holiday and after-school clubs

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

Cleaning after a positive / symptomatic case on site

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

Guidance on infection prevention and control for COVID-19

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

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

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

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

Stay at home guidance

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

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

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

Return to Recreational team sport framework

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

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

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

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