

RISK ASSESSMENT FOR:
School activities during COVID 19 outbreak - opening from September 2020



Establishment: Westfield Primary School and Nursery	Assessment by: Suzanne Stace / Paul Bray	Date: 27.7.20 Reviewed against current COVID situation 24.8.20 before sending to Governors / staff Reviewed 4.9.20 against further updated DfE guidance / Sept HCC updated guidance and 2 days of school opening practice 2.11.20 Reviewed against latest Government announcement (31.10.20) and most up to date HCC risk assessment guidance 17.12.20 Reviewed due to change of isolation period from 14 days to 10 days – see any additional reviews and further reviewed 30.12.20 due to current Tier 4
Risk assessment number/ref: <i>(add your own if so desired): RA-001</i>	Manager Approval: FGB Health and safety Link Governor Andrew Walker	Date: End of August 2020

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, other minor changes in red;

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	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.	On return in September – identify if any children / staff require individual risk assessments – and action if required – no further action required – continue to review as required	Head	3.9.20	3.9.20

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	COVID 19	<p>Individual risk assessments will be conducted where required to determine if additional measures are required.</p> <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. (currently no pupils have EHCP)</p> <p>Clear regular ongoing messages sent to parents that pupils should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms and sent the latest government guidance</p> <p>Staff 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</p>	<p>Risk assessment reviewed for Clinically Vulnerable member of staff and actions taken</p> <p>Reminder communication to go out to parents before INSET day</p> <p>Currently no staff classed as this however check if staff circumstances have changed over Summer holiday and action if required no further action required continue to review as necessary</p>	<p>Head / DA</p> <p>Head</p>	<p>2.9.20</p> <p>3.9.20</p>	<p>26.8.20</p> <p>2.9.20</p>
School occupants coming into contact with those with Coronavirus symptoms	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>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 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>In the event of a suspected case whilst working on site Ensure SLT / Head are notified immediately</p>	<p>Reminder communication to be sent out to parents- continue to send out regular updates in Westfield Bulletin and as required in light of school situation / Local + National Covid 19 situation / updated. Dfe guidance</p>	<p>Head / DA</p>	<p>2.9.20</p>	<p>26.8.20 + further updates on 3/9 and 4/9</p>

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		<p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>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.</p> <p>Clear message to parents that if a pupil 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.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Parents and their child / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days from day after symptoms started reduced from 14 days.(Changed by Government on 14.12.20) See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <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>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term</p> <p>Testing kits arrived in school 2.9.20 and further kits ordered end of September. Further orders will be placed as</p>			

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		<p>Positive case in school In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk See COVID-19 flowchart for schools http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml</p> <p>HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.</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>Records kept of pupils and staff in each Bubble group.</p> <p>Class list log created of any child/ family / staff member being tested and outcome / record of date had to self isolate and when able to return – to closely track and monitor – kept up to date by Office staff</p>	required			
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Classrooms / toilets/ Staff room contain suitable levels of soap and paper towels and hand sanitizer - checked at start / end of day by Site Manager</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. (As a minimum -on entering school , before / after playtime / lunchtime / after using toilet and end of school day)</p> <p>Staff to wash hands or use hand sanitizer when entering staff room before contacting any equipment and before leaving staff room</p> <p>Hand washing technique shown and reminded to be adopted as directed by NHS guide</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p> <p>Site Manager to review each day existing levels of hand santiser and refill as required</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust.</p> <p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating if handwashing not</p>	<p>Inset day – staff to be reminded of Health and Safety measures in place and reminders to share with children on Day 1</p> <p>On return to school children – staff to remind children of handwashing routines and how to wash hands</p>	<p>SLT / Teachers / TAs</p> <p>Teachers / TAs</p>	<p>2.9.20</p> <p>3.9.20</p>	<p>2.9.20</p> <p>3.9.20 continue ongoing</p>

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		<p>possible</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. Bags to be tied by staff and placed by exit door for Cleaning staff to remove at end of day.</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. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / pupils to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (bin bags regularly changed / tied up 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>On return to school – staff to remind children of handwashing routines and how to wash hands ongoing</p> <p>Messages reminded again on return after Oct half term to staff / children</p>	Teachers / TAs	3.9.20	3.9.20 and ongoing
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place by Site Manager</p> <p>Enhanced cleaning schedule implemented throughout the site during school day by teachers / TAs and Site cleaners , 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>If shared areas and rooms are used by different groups these will require more frequent cleaning / cleaning between groups(This will be kept to a minimum).- Cleaning equipment in areas at all times and staff members/ visitors instructed to clean areas before leaving room</p> <p>Staff room – staff able to access if they are happy to do so ensuring they follow 2 m social distancing as much as possible , wash hands or hand sanitize on entry and exit – surfaces / contact points regularly cleaned – cleaning equipment accessible at all times</p> <p>Staff to wear Face masks when accessing communal shared areas and also when receiving children / dismissing children to parents at start and end of day</p> <p>Photocopier to be accessed by staff – staff to try to plan so not all using at a peak time to minimise number of staff accessing at any one time – door of staffroom to be wedged open- staff able to view if photocopier free to use – if not</p>	<p>Note further guidance on general cleaning is expected by Public Health England before Autumn term</p>			

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		<p>to wait until free to do so ventilating room – Staff to wash hands or use hand sanitizer on entry to staffroom to use , use anti-bac photocopier contact point surfaces after using</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. Note – toilets for children kept to Bubble class groups to minimise use of shared toilets . Dining room toilets are used at lunchtimes however children encouraged to use classroom toilets before going outside to play to minimize need to access these .</p> <p>Cleaning materials (e.g. disinfectant spray / cloths) available to staff. Site Manager each morning to provide clean cloth to each room) / staff area (different colour each day to then be washed at end of school day .</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Thorough cleaning of rooms at the end 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 • 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>Allocate Staff toilets to reduce use of sharing – inform staff on Inset day Decided by all staff that allocation of toilets not practical with number of staff agreed Staff toilets all have sanitizer on cisterns to be used before flushing</p>	Deputy Head	3.9.20	3.9.20

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		Any cloths and mop heads used must be disposed of as single use items.				
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>To reduce transmission risk and whilst still delivering the full curriculum -</p> <p>Children to be taught in Class Bubble groups of 30 and remain only with this group for the majority of the time- From return from Oct half term – Children will go back to only staying with their class bubble during lessons / playtimes to be reviewed after National lockdown period ends (starting 5.11.20)</p> <p>From January 2021 – children to mix with one other phase class bubble for playtime / half an hour lunch time – outside Staff supervising to wear a face mask and remain at 2 m distance as much as possible – DUE TO being in Tier 4 continue arrangements with children remaining only with their class bubble including break times outside.</p> <p>Outside at playtimes / Lunchtimes – Class Bubble groups to mix with one other class group (max total 60 children) (in Sub- phase groups – e.g Nurs/ Rec, Yr 1/2, Yr 3/4 and Yr 5/6) (allocated playtime space – see timetable)</p> <p>Year 1 and 2 leave playground using new path system to ensure not crossing with KS 2 children and ease flow of children moving at same time</p> <p>From return from Oct half term – Children will go back to only staying with their class bubble during playtimes to be reviewed after National lockdown period ends (starting 5.11.20) - Further timetabling of playground space areas / staggered playtimes to accommodate this and staff having half an hour lunch break to support the additional cover required for this additional measure.</p> <p>Each class bubble will be allocated their own play equipment to remain with their bubble From January 2021 – children to mix with one other phase class bubble for playtime / half an hour lunch time – outside – Staff supervising to wear a face mask and remain at 2 m distance as much as possible DUE TO being in Tier 4 continue arrangements with children remaining only with their class bubble including break times outside.</p> <p>Staff predominately remain with their Class Bubble group – and where possible will only mix with children internally within a sub-phase group e.g HLTA releasing teachers for PPA across two classes. Where a member of staff is required to support / cover in a class out of their sub phase bubble additional social distancing will take place by that member of staff between children / other staff member and where possible teaching will take place in outside open space or hall From return from Oct half term Staff all remain with only class Bubble – only time a member of staff may supervise or support they will be at least 2 m distanced / wearing a mask and whenever possible</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.</p> <p>Lunch in classes where children only having – packed lunch option to be reviewed before Oct – half term</p>	<p>SLT / Staff</p> <p>SLT / Cook</p>	<p>As required</p> <p>Mid Oct</p>	

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		<p>Outside staff may have contact at playtimes / lunchtimes with additional sub-phases – wherever possible social distancing) Outside staff now cover from their own Bubble – in an emergency cover situation – staff member to wear a face covering and still remain at 2m distance from children / staff</p> <p>From January 2021 – children to mix with one other phase class bubble for playtime / half an hour lunch time – outside – Staff supervising to wear a face mask and remain at 2 m distance as much as possible</p> <p>DUE TO being in Tier 4 continue arrangements with children remaining only with their class bubble including break times outside.</p> <p>See Staggered timetable – re playtime / lunchtime – and allocated staffing</p> <p>Interaction Limited between groups by: Staggering breaks and lunch (children eat packed lunch in classrooms) accept Reception who use the Dining room From Jan 21 Year 1 to use dining room in ventilated room, on opposite side of room at least 2 m distance – Year 6 to use middle tables after Rec. Yr 1 have vacated room</p> <p>Rec to use dining room tables when leave Year 6 to use Dining room however sitting at different tables – Dining room doors to be opened to be ventilated</p> <p>Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups if used 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 (n.b more emphasis on this is likely with older children KS 2 children as recognised as not practical with EYFS / KS 1 children).</p> <p>In the event of an emergency if staff are required to 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 , where possible 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 by class doorways for SLT to enter / SLT to establish area to stand in classroom to be present whilst maintaining social distancing- wash hands or santiize on entry and when leaving</p>	<p>Head / Hm from Hm reviewing current need by parents</p> <p>Hm from Hm to provide Risk assessment</p>	<p>Head / Louise Curtis</p>	<p>2.9.20</p>	<p>Received / reviewed by Head 24.8.20</p>

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		<p>Staff to wear Face masks when accessing communal shared areas or non-class bubble as well as when receiving children / dismissing children to parents at start and end of day</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>EYFS / KS 1 it is recognised that it is not practically possible for tables to be arranged in forward facing rows.</p> <p>KS 2 children – classrooms arranged where practically possible so that pupil's desks are arranged so that Pupils sit side by side rather than face to face</p> <p>Extra-curricular clubs/ Nurture Breakfast club will not operate for the first half term in order to minimise contact between class groups. This will be reviewed for after October half term according to current COVID-19 situation and government regulations in place at the time</p> <p>Extra- curricular clubs to resume after October half –term – clubs only involve children within a sub-phase bubble and where possible only interacting less than 2 m when outside . Risk assessments obtained from all outside providers – providers will be advised to keep class bubble groups separate as much as possible – this will be reviewed against ongoing Government guidance</p> <p>After school club – (with outside Provider Home from Home) Will operate with provider following school protocol of children only mixing with sub-phase groups and following Health and Safety Government protocols to minimise potential transmission between the school's groups.) Head received Risk assessment from setting – currently Breakfast club not in operation however will follow same guidance if and when it does so</p> <p>It is unlikely that children will be brought together across year groups inside review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups). However in the event this were to happen it would take place in a large ventilated space – eg the hall</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Nb no planned Hirings and Lettings in first half of Autumn term – however if any</p>	<p>Further DfE guidance on music delivery expected</p>			

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		<p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Social distancing (<i>ideally 2m, 1m+ with mitigation</i>) must be maintained. <i>Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement) and this should not exceed 30.</i> Review hirers activity against <i>relevant Government guidance</i> and any existing 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.</p> <p>Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.</p> <p>Areas used (and any school owned equipment) to be cleaned before / after use / before occupation by school. Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace.</p> <p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent class 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>Face coverings From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here 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 Staff and pupils should comply with expected requirements when visiting such venues.</p> <p>Face coverings are not a legal requirement for staff working in such settings unless as the result of a specific risk assessment. Other controls to be in place to ensure staff are not in close proximity to public / people they do not normally meet.</p> <p>The use of face coverings does not replace social distancing, good hand</p>				

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		<p>washing and hygiene protocols. (The HSE says that if staff choose to wear face coverings this should be supported by employers and westfield staff are aware that they are able to wear a face covering / shield if they wish to do so .</p> <p>From returning from Oct Half term - Staff to wear Face masks when accessing communal shared areas and also when receiving children / dismissing children to parents at start and end of day</p> <p>Parents informed to wear face masks when on school site</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing mouth blown instruments / singing in groups of >15 (no larger school choirs / ensembles etc.).</p> <p>Where children do sing in class this will be in a ventilated room only for a short period of time if inside and children singing quietly</p> <p>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 and keeping room ventilated – opening Fire exit door for natural ventilation Build in time for handwashing / sanitising before / after lesson.</p> <p>Multiple groups not permitted to use PE / outdoor equipment simultaneously without cleaning Sharing of equipment during PE is limited</p> <p>Outside providers of Sport to provide Risk assessments to be discussed /</p>				

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		<p>agreed with Head teacher prior to working with children</p> <p>See advice and FAQ's from Association for Physical Education, (Revised 29/9/20). AfPE have also published a model risk assessment for PE.</p> <p>Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools- which we are adhering to</p>				
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staggered start and finish times to reduce congestion and contact at all times- following one way system around school.</p> <p>Site manager to be at entrance gate / or Meeting place area if Head not available to meet and greet – parents reminded to follow social distancing rule if queuing to drop children off outside classroom door , to then follow one way system around to leave site</p> <p>One entry gate / one exit gate used to reduce social contact</p> <p>Monitor site access points to facilitate social distancing – may need to allocate exact start times change to reduce congestion if 8.35-8.55 start has a peak time causing congestion.</p> <p>Communication letter reminder to parents to be sent before returning to school re above / 1 parent on site to drop off / pick up to reduce number of adults on site – Reminder sent out at end of October half term and on return after half term</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Floor markings around site to be repainted to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.</p> <p>Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Wearing of face coverings by parents / children on arrival and departure to school are permitted . Parents instructed to remove child's face covering before hand over to teacher and take home.</p> <p>Parents instructed only to come onto premises by appointment or in event of an emergency Reminder sent out to parents on return from Oct half term and further reminders as required</p>	<p>Letter to parents reminding of safety routines expectations</p> <p>Site Manager to respray markings outside on pavements and respray when fading</p>	<p>Head</p> <p>Site Manager</p>	<p>Before 3.9.20</p> <p>Before 3.9.20</p>	<p>26.8.20</p> <p>2..9.20</p>

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		<p>Parents informed to wear face masks when on school site</p> <p>Visitors 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>Track and trace record taken by Office staff when any visitor is on site</p> <p>Minimise parent contact at Reception area – by parents leaving note for teacher in plastic Bubble parent message container. Parents to e mail or phone where possible. Parents to ask member of staff before entering Reception area</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>Risk assessment obtained by Head from Forest School provider – only working outside with class group</p> <p>Sports coaches working with delivering PE lessons to follow schools risk assessment procedures</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)</p> <p>Signage in reception regarding good hygiene. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / pupils On arrival all staff and pupils to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>				
Contact points Equipment use printers, workstations, apparatus,	Staff, Students / pupils / wider contacts	<p>Parents to ensure children have their own water bottles in school</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p>				

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machinery etc.	Spread of COVID 19	<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 etc.</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, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use- for any resources coming into school office from home these are placed in quarantine drawer system with clear labelling of day they are able to be emptied</p> <p>Build cleaning into end of lesson activity routines.</p>				
Proximity of pupils/ 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) From return after Oct half term staff to wear face masks when in communal areas or in the event of having to enter a non class bubble</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>				

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>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing/ ventilated room or via electronic means</p> <p>Staff rooms layout enables staff to sit 2m socially distanced apart</p> <p>Stairs / corridors 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) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Swimming pools (see also changing rooms and hire) NOTE CURRENTLY Westfield will still not be sending Year 4 children swimming and are communicating with Sports centre regarding this- and this will be reviewed once sports centre are offering lessons again. NOTE Year 4 were planned to resume swimming on 5.11.20 however due to Government announcement on 31.10.20 of a month lockdown this is now not likely to take place in the Autumn term and will be reviewed again after November National lockdown. Swimming pools (including school pools) were able to open following national restrictions from 2nd December.</p> <p>Year 4 to start swimming in January – risk assessments received from Sports centre DUE to current Tier 4 – Swimming will be further postponed</p> <p>Use of swimming pools (including school pools) still closed until July 25th under Government restrictions. Follow PWTAG and Swim England advice on reopening school pools. Review swimming pool risk assessment and operating procedures. Pupil use is consistent with their groups.</p> <p>See https://www.swimming.org/swimengland/pool-return-guidance-documents/ Reopening a pool after COVID-19 shutdown : https://www.pwtag.org/reopening-pool-after-covid19-shutdown/ Operation after COVID-19 shutdown https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/ Note: PWTAG recommend a free chlorine conc of 1.5 mg/L with a pH of 7-7.4; Testing before bathing and every 2 hrs after that.</p>	<p>Review current Government guidance re swimming pools before sending Year 4 to swimming lessons –</p>	<p>Head / Gemma Walker / Yr 4 staff</p>	<p>First week back in Sept reviewed Dec2020 in line with new national restrictions</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>Recalculate bather load to ensure social distancing and communicate new maximum numbers to all users. (min 3 sqm per bather is only a start point, see Swim England recommended figures 6 sqm+)</p> <p>Hiring and lettings risk assessments on delivery, bather numbers and social distancing required from hirers. Ensure these are robust and follow national advice from Swim England.</p> <p>Areas used to be cleaned after use / before occupation by school.</p> <p>Swimming pools (including school pools) were able to open following national restrictions from 2nd December. DUE to current Tier 4 – Swimming will be further postponed</p> <p>Swimming pools & Hydrotherapy in SEND settings</p> <p>Specific risk assessment required to mitigate the potential transmission of COVID-19, and this must include the pool side, use of equipment and changing areas, as well as the deployment of adults in a safe manner.</p> <p>Break / Playgrounds</p> <p>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./ or quarantined Each class Bubble to have own designated equipment for playtimes</p>				
Canteen use / lunchtimes	<p>Staff, Pupils</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups. Children to be in class bubbles on zoned playground areas mixed with one other phase bubble from Jan21 DUE to current Tier 4 children to remain in class bubbles only</p> <p>Packed lunches to be eaten in classrooms- tables to be cleaned before and after children eat – review Oct half term . Due to children still needing to remain in classrooms for lunch to minimise contact between groups children will continue to receive packed lunch in second half of Autumn term</p> <p>Reinforce handwashing prior to eating food.</p>	<p>Review packed lunches at Oct half term</p>			

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		<p>Hand sanitiser should be available in 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. Kitchen staff to wear visors or face masks during working hours on site</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned before and after eating</p>				
Transport / Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school</p> <p>Where business travel via car is required use private single occupancy where possible.</p>				
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>All contractors will be briefed by Office staff on entry re hygiene protocols and asked to use hand sanitiser on entry / exit</p> <p>All contractors details are taken for Track and trace by Office staff</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All visitors to wear a mask before entering school site</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>				
Provision of first aid	<p>Staff, Students / pupils / wider contacts</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.</p>				

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	Spread of COVID 19	<p>All classrooms to have First aid equipment reducing need to go to staff room as well as children's medication – keep high up out of reach of children – all First aid / medical treatment to be recorded on class clipboard forms and placed in locked cupboard at night (re GDPR)</p> <p>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.</p> <p>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 https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>First aid equipment available in classrooms. Any first aid to be administered out of class – if possible to be carried out – outside if at playtime or in Dining room – where child can sit on a plastic chair – to be cleaned after use</p> <p>If DAILY medication is required to be administered from 1st aid rooms- staff to consider if this needs relocating to classroom area – out of reach of children / to reduce demand on space (see above)</p>				
Provision of personal care	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place in classrooms 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 and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</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 (type IIR) if a distance of 2m cannot be maintained.</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>				
Emergency procedures (Fire	Staff, Students /	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but				

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alarm activations etc)	pupils / wider contacts Spread of COVID 19	will be for short period) In order to minimise contact / congestion from return in September – Fire assembly points have been relocated so that EYFS and KS 1 meet at the meeting place and KS 2 on the bottom playground Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants				
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 either outside Reception area (weather permitting or inside Reception area 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.)				
Lack of awareness of PHE / school controls	Staff, / 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, staff room 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 by Office staff on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.	Head to send RA to Governors and staff once reviewed towards end of Summer holiday so reviewed against current COVID situation / government guidance is as up to date as possible Staff/ Governors to contact to Head if have any questions or concerns and discuss accordingly and review RA if felt required	Head	26.8.20	26.8.20

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>

<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>

Stay at home guidance

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

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

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