

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

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from March 8th 2021		
Establishment: Tanners Wood School	Assessment by: Parv Qureshi (Headteacher), Helen Mudd (Deputy Headteacher)	Date: 3rd Mar 2021
Risk assessment number/ref: (add your own if so desired): RA-001	Manager Approval: Governing Body	Date: 4th Mar 2021

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 **changes highlighted in yellow** <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.

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>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required.</p> <p>Since 20th December when Hertfordshire entered tier 4. all children still deemed clinically extremely vulnerable were advised not to attend school.</p> <p>Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as 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>Clinically extremely vulnerable pupils and staff are not to attend work /school until 31st March 2021 at earliest.</p> <p>Parents fully consulted. Complete risk assessments</p> <p>Parent Letter</p> <p>Review assessments</p> <p>Since 20th December when Hertfordshire entered tier 4 those staff who are clinically extremely vulnerable are to work from home and not to come into work. If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home.</p>	<p>DHT/HT</p> <p>JB/SENDCO</p> <p>HT/DHT</p> <p>DHT</p>	<p>Mar'21</p> <p>Sep'20 Mar'21</p> <p>Jul'20 Sep'20 Mar'21</p> <p>Sep'20</p>	

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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. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection 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>In the event of a suspected case whilst working on site 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 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 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.</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>Students / 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 (reduced from 14 days from Monday 14th December). 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>Reminder letter on all points</p> <p>COVID room set up with clear signage</p> <p>Reminder letter</p> <p>Caretaker informed</p> <p>All letters amended to note change</p>	<p>HT/DHT</p> <p>Premises team</p> <p>HT/DHT</p> <p>KG</p>	<p>Sep'20 Mar'21</p> <p>Jul'20</p> <p>Jul'20 Sep'20 Mar'21</p> <p>Dec'20</p>	

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		<p>Testing 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 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>From 26th August schools were provided with 10 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 in school In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk See <i>COVID-19 case reporting flowchart for schools</i> https://thegrid.org.uk/covid-19/key-documents-for-schools 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>Asymptomatic testing (LFD testing) Home testing kits for primary school staff in place from w/c 25/1/21 See separate Lateral flow testing risk assessment</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>Tests kits stored securely in locked room.</p> <p>Additional 10 kits ordered</p> <p>Results of twice weekly tests to be logged</p>	<p>HT/DHT/KG</p> <p>HF</p> <p>HF</p> <p>HF</p>	<p>Ongoing</p> <p>Feb'21</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
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required e.g. to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. 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. Tissues will be provided for classrooms. Staff to replenish as needed. 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>Caretaker to monitor and distribute KG to work with office team to ensure sufficient ongoing supplies.</p> <p>Hand sanitiser stations at each class door</p> <p>Premises staff to keep track of</p> <p>Classroom posters to be displayed</p> <p>Training document Pupils informed</p>	<p>Caretaker</p> <p>KG</p> <p>Caretaking staff</p> <p>KG</p> <p>HT/DHT</p>	<p>Jul'20</p> <p>Ongoing</p> <p>Ongoing from Sep'20</p> <p>Ongoing</p> <p>Sep'20</p> <p>Jul'20 Sep'20 and daily reminders</p>	
<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.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p>		<p>Caretaking and cleaning staff</p>	<p>Ongoing</p>	

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		<p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Computer suite timetabled daily and cleaned after use.</p> <p>Restrict the number of people using toilet facilities at any one time. Staff to have identified toilets. Clean seat after each person uses with spray/gloves provided. Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school 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. 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 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>	<p>Communication to premises team</p> <p>Signage up and in place</p> <p>Liaise with contract cleaners</p>	<p>All cleaning staff</p> <p>KG/Premises staff</p> <p>KG</p> <p>Premises staff</p>	<p>Ongoing</p> <p>Jul'20</p> <p>Sep'20</p> <p>Daily</p>	

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<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Bubbles/ Groups: Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum). Class bubbles used at all times during the day</p> <p>Groups to remain clear and consistent and separated from other groups.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces (Computer suite, dining hall, hall) between use by different groups. No groups are coming together for assemblies, events / school fairs, school trips etc. If wider assemblies / collective worship conducted - via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups (bubbles) hands to be washed / sanitised before and after and social distancing (2m) to be maintained from other staff and adults as far as is reasonable. Schools can continue to engage supply and peripatetic teachers including staff from music education hubs. Music lessons to remain virtual until at least Summer term.</p> <p>Ideally the teaching space / workstation should be 2m from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Pupils to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face – all desks front facing except early years.</p>	<p>Training document - 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>Timetable for lunch, breaks, use of outside areas – clearly conveyed to staff during training</p> <p>PPA staff to be given Additional guidance re social distancing stringently and restrict year groups where possible</p> <p>Classrooms set up according to guidelines</p>	<p>HT/DHT</p> <p>HT/DHT</p> <p>HT/DHT PPA teachers</p> <p>Teaching staff</p>	<p>Jul'20</p> <p>Jul'20/ Sep'20</p> <p>Jul'20 Sep'20</p> <p>Jul'20</p>	

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		<p>Face coverings for visitors and staff are required due to social distancing not being able to be maintained in corridors and communal areas, including staffrooms.</p> <p>Staff can remove masks while upfront teaching and at their desk as long as a distance of 2 metres can be maintained. Masks must be worn at all other times.</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.</p> <p>The use of face coverings does not replace social distancing, good handwashing and hygiene protocols.</p> <p>No extra-curricular clubs in spring term</p> <p>Hiring and lettings suspended for spring term although Time Out club to run - review hirers activity against relevant Government guidance and any existing restrictions.</p> <p>School Breakfast club suspended (Munch Bunch)</p> <p>Time Out - Provision should where possible replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups.</p> <p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups).</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers</p> <p>Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact.</p> <p>Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</p>	<p>Training document guidance</p> <p>Training document</p> <p>Hirings / lettings reviewed, determine when these may be able to return to school in line with national advice and relaxation of restrictions.</p> <p>Activities as part of educational provision and wraparound care can return from March 8th</p> <p>Time Out Risk Assessment</p> <p>No return of grassroots outdoor sport until at least March 29th</p> <p>See also Sport England FAQs on return of sport</p>	<p>HT/DHT</p> <p>HT/DHT</p> <p>Time Out club</p>	<p>Jul'20</p> <p>Mar'21</p> <p>Updated Feb'21</p>	

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		<p>Additional signage for hired spaces to remind users on social distancing, hand washing etc.</p> <p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school. School equipment - tables and chairs are used by the hirers and these are thoroughly cleaned after use Allocated toilets are cleaned at the end of the morning and afternoon session.</p> <p>Record will be kept of all visitors using the Inventory Signing In system and will be maintained for 21 days to aid track and trace. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school. Visitor Protocol in place</p> <p>Offsite visits No offsite visits to be run.</p> <p>Music-dance and drama Social distancing to be observed. This may limit group numbers. Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups.</p> <p>Performances to be virtual / recorded for parents, no audiences in order to minimise risks. All undertaken in same consistent school bubbles.</p>	<p>Visitor protocol written</p>		<p>Sep'20</p>	

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		<p>Singing and wind / brass instruments Increased risk of aerosol transmission with volume and numbers of individuals within a confined space is likely. We have therefore decided not to allow any singing or playing of wind/brass instruments for spring term.</p> <p><u>PE / school sport</u> PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks. Schools must only provide team sports listed on the return to recreational team sport framework.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited. (The AfPE's position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson).</p> <p>Multiple groups not permitted to use PE / outdoor equipment simultaneously Sharing of equipment during PE is limited. Outdoor sports prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and natural ventilation.</p> <p>Build in time for handwashing / sanitising before / after lesson. 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/</p> <p>No fixtures against other schools (in line with restrictions on grassroots sport) AfPE are still advising against school fixtures due to contact / transmission risks across schools.</p> <p>Monitoring Hands, face, space model must be followed. Wash your hands before and after monitoring. Please sit by the exit door away from ch and staff A max of 13 minutes per observations (at 15 minutes you would be putting yourself and others at risk) No touching of resources/items in the classroom at any time No walking around at all- stay in your chair please You must wear a mask and your visor please</p>	<p>Training document – no singing inside</p> <p>PE timetabled over the week. Outdoor PE only in Spring term</p> <p>Sport as part of educational provision and wraparound care can return from March 8th</p>			

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Access to & egress from site	Staff, Students / pupils / wider contacts	Introduce soft start 8.45-9am staggered start and finish times 3.05pm-3.15pm to reduce congestion and contact at all times. Review access points, open up alternative gates. – 6 gates to be used Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.	Timetable and map created and shared with parents	HT/DHT	Jul'20 Sep'20 Mar'21	
	Spread of COVID 19	Staff on duty to monitor arrival / departure and site access points to facilitate social distancing to reduce congestion. Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents. Consider one-way traffic through external doors to avoid face to face passing.	Letter to parents – SLT to be visible and monitor situation outside. Reminders where necessary. One way system in place for corridors	HT/DHT KG/HT/ Caretaking staff	Jul'20 Sep'20 Mar'21	
		Visitors Only essential visitors allowed on site and they must adhere to the Visitor Protocol (see below) 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. Parents only to visit the school by appointment or in event of an emergency. Volunteers, temporary / supply staff and other providers are briefed on school's arrangements for managing and minimising risk, including the need to maintain distance (2m where possible) from other staff and pupils. 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) Signage in reception regarding good hygiene.	Visitors protocol handed out by the office staff either before or on entry. Inventory system to keep records for possible track and trace Signs to remind in foyer	KG/DHT KG KG/HT/DHT	Ongoing Ongoing Ongoing	

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		<p>Use of closed glassed screens at all times. Visitors use the intercom and will only be allowed to enter reception if there is space. One visitor allowed into the area at a time to aid social distancing.</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>			Ongoing	
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains. Water fountains not in use.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources 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.</p> <p>Curriculum adapted where this is an issue eg. Computing blocked in spring term to reduce cleaning to once per day. Class libraries and libraries in use – box for used books Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.or 'quarantined' and left unused (for 48 hrs, 72 hours for plastic) before being used by another group (bubble).</p> <p>Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all computing rooms and teacher to ensure students wipe down after use. Adult to clean where younger children use.</p>	<p>New bottles given out</p> <p>TA clean daily</p> <p>Training document</p> <p>Training document</p> <p>TAs to clean daily where shared</p> <p>TAs and teachers to clean computers/books after their session. Informed of process through training document.</p> <p>Office staff to maintain stock levels</p>	<p>KG</p> <p>All class TAs</p> <p>HT/DHT</p> <p>HT/DHT</p> <p>TAs</p> <p>TAs / Teachers</p> <p>All teachers</p> <p>Office staff</p>	<p>Sep'20</p> <p>Ongoing</p> <p>Sep'20</p> <p>Sep'20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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Proximity of students/ staff	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. In computing suite use air conditioning.</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. Use high level windows where available to minimise drafts. Use heating / additional layers of clothing to maintain comfortable temperatures. Ensure key fire doors are not being compromised / wedged open (those cross corridor, on single directional routes etc.)</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p><u>Meetings / 1-2-1's / training</u> Limit face to face meetings to those which are essential and cannot be delivered in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Google Meet/Microsoft Teams etc.) No physical large scale / all staff briefings should be undertaken.</p> <p><u>Staff rooms</u> Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p><u>Corridors</u> 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 Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc</p> <p><u>PE</u> No swimming lessons will take place in the spring term 2021</p>	<p>Training document and regular reminders</p> <p>Door labelled with maximum capacity</p> <p>Training guidance document</p>	<p>HT/DHT</p> <p>Caretaking/HT /DHT</p> <p>HT/DHT</p>	<p>Jul'20 Sep'20 Mar'21</p> <p>Jul'20 and ongoing</p> <p>From Sep'20</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Outdoor play equipment to be left for period of 48 hrs (72 hrs for plastic) between use by different groups. Pupils should wash / sanitise their hands before and after use. Each class bubble to have outdoor play equipment for class use.</p>				
<p>Dining Room use / lunchtimes</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas – Only for Reception, Years 1 & 2. All other year groups to eat in classroom with hot boxed meal options.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils in Reception, Year 1 and Year 2 to enter dining room/hall in their allocated groups. Staff to clean down carefully after use. Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. Payments should be taken by contactless methods wherever possible. - ParentMail</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p>	<p>Caterlink Risk Assessment checked</p> <p>Spring menu agreed with Caterlink Office staff aware</p>	<p>KG</p> <p>KG</p>	<p>Sep'20</p> <p>Dec'20</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>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 (including classrooms) must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles etc.</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>Public Transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated since 15th June) Guidance on how to wear and make a cloth face covering is available.</p>	Training document and parent letter included this information	HT/DHT	Jul'20 Mar'21	
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<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 a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>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 to seek confirmation of the contractors method statement / risk assessment. All essential / statutory maintenance deemed necessary to the safe running of the school was continued during periods of national lockdown.</p>	<p>Continue to liaise and review their risk assessments</p> <p>Liaise with KG ahead of being on-site</p>	<p>KG</p> <p>KG</p>	<p>Ongoing</p> <p>Ongoing</p>	
Provision of first aid	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p>	Training with office staff completed by KG. Consider staff vulnerability when deciding who undertakes first aid.	KG	Sep'20 and ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<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 rooms can be very busy and it is a small room. Only one person being treated in the first aid room at a time and anyone waiting stays on the bench outside the room.</p> <p>Daily medication administered from 1st aid rooms should be done at less busy times.</p>				
Provision of personal care	<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 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) 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>	<p>Training document – EYFS and Year 1 to have PPE on hand in their areas.</p> <p>SENDCO to consider needs of children who have 1:1s – and risk assess as to whether PPE needed</p>	<p>HT/DHT</p> <p>SENDCO</p>	<p>Sep'20</p> <p>Sep'20</p>	
Emergency procedures (Fire alarm activations etc)	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Maintain groups / bubbles at assembly points.</p> <p>Increased supervision and reiteration of messages to occupants</p>	<p>Markings on playground to accommodate 30 children</p>	<p>Caretaker/KG</p>	<p>Sep'20</p>	
Deliveries & Waste collection.	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when all children are in their classrooms.</p>	<p>Training document</p>	<p>HT/DHT/ office staff</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
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 chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those cross corridor, on single directional routes etc.)	Liaise with KG	Caretaking staff	Ongoing	
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 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 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.	Training day – plans and procedures reviewed in July / Sept 20 / Mar'21 Parent letter updates	HT/DHT HT/DHT	Sep'20 / Mar'21 As required	



Tanners Wood School - Visitor Protocol

At Tanners Wood School, we are asking for the support and understanding of all our visitors in helping us minimise the risk of COVID-19. Our key priority is to safeguard the health and wellbeing of our pupils, staff and the wider school community.

Tanners Wood takes advice and guidance from Public Health England, The Department for Education and Hertfordshire County Council. Consequently, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please call or email the school office, admin@tannerswood.herts.sch.uk and check with a member of the office team.

If your visit to Tanners Wood is an essential one, we would nevertheless ask that you do not visit the school if:

- You have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 10 days or is on the list of countries from which those entering the UK must self-isolate for 10 days
- You have developed a fever (above 37.8C) or a new, continuous cough within the last seven days
- There is a loss or change to your sense of taste or smell
- Anyone in your household is required to self-isolate in accordance with Government guidelines.

Along with the team at Tanners Wood, any visitors to the school must wash their hands with soap and water before leaving home and once they arrive. Gel hand sanitiser will be available on arrival and throughout your visit. For the avoidance of potential embarrassment, we would also like to advise you that the school is currently operating a 'no handshake' policy for all members of its community. We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.

We require all external visitors to:

- Wear a face covering/mask when in communal areas
- Maintain a 2 metre social distance wherever possible
- Provide your contact details for track and trace purposes (name, contact number, date of arrival and departure)
- Confirm they have not been in contact with a confirmed case within the last 10 days
- Adhere to the guidance given by the member of staff they are visiting. This means only using the agreed areas/room allocated
- Use the toilets in the office reception area
- Keep themselves and our community safe by following good hand and respiratory hygiene
- Notify the office **immediately** if they become unwell with symptoms associated with COVID either on site or following your visit
- Inform the school office by calling 01923 262229 or emailing the admin address outside normal working hours.

If you have any questions, please contact the member of staff you were due to visit. We will continue to monitor the current situation and assess the associated risks carefully. If and when the situation changes, we will issue new information as appropriate.

We thank you for your cooperation during these difficult times.