**BROOMFIELD SCHOOL**

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| ***Head Teacher:*** | Mr P. P. Travis | ***Persons undertaking the assessment:*** | Head Teacher/Senior Leadership Team(RA drawn up in consultations with staff, including union rep.)(RA sent to Enfield LA H&S Team July 2020.)(RA to be placed on website for parents and pupils and other stakeholders.) |
| ***Work Activity being assessed:*** | Risk Assessment – for the school opening to all pupils from September 2020 according to Government guidance. |
| ***Date of assessment:*** | Consultation with staff, including union rep. Sue C, from 12th July to 17th July 2020.***Friday 5th March 2021 – update and staff consultation begins. DONE.******Monday 26th April 2021 – staff consultation. DONE.******Monday 21st June consultation begins.*** | ***Date of next reviews:***  | ***Friday 3rd October 2020.* DONE. *Friday 6th November 2020.* DONE*.******Friday 27th November 2020. DONE. Sunday 3rd January 2021 – DONE.******Wednesday 13th January 2021 – DONE. Monday 18th January 2021 – DONE.******Monday 8th February 2021 – DONE. Sunday 28th February 2021 – update.******Friday 5th March 2021 – update and staff consultation begins. DONE.******Easter holiday – DONE. Monday 26th April 2021 – staff consultation. DONE.******Summer half-term 12th June 2021.******19th July 2021.****This is a live document and therefore may be updated in the light of the experience of the day-to-day.* *It will also be updated should Government guidance change.**Staff will be invited to submit updates for reviews.* |
| **Adopted by the Governing Body: (Chair’s action)** | 2nd September 2020. 2nd December 2020 to GB – Approved by GB.8th December 2020 – F&P approved.Chair’s Action 6th March 2021 and ratified by Full Governing Body - 17th March 2021.Chair’s Action 25th March 2021. 4th May 2021approved by Community Cttee.12th May 2021 approved by CSS Committee. 21st June 2021 approved by Chair’s Action. |  |  |
| **Updated**  | 17th October 2020, 20th October 2020 4th November 2020, 5th November 202013th November 2020, 26th November 2020 3rd December 2020, 3rd January 202113th January 2021, 18th January 2020 8th February 2021, 28th February 20215th March 2021, 24th March 2021 19th April 2021, Updated 21st April 2021.Updated 6th May 2021. Updated 7th May 2021 Updated 6th June 2021. Updared 12th June 2021. | ***Note*** | *See end of document.* |

This Risk Assessment is based on the Enfield model sent on the 19th May 2020 and Version 2 sent on the 13th July 2020 and version 4 sent on 24th August 2020 and version 5 sent on 13th November 2020 and version 6 sent on 14th Jan. 2021 and Version 7 sent on 26th Feb. 2021 and Version 9 sent on 8th June 2021.

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| **SCOPE OF OPERATION, LOCATION AND TIME** | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):** *facilities/activities relevant to your school*Education settings must be able to achieve the following controls as defined by the Department of Education guidance.<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>The current Risk Assessment must be updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed.Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Reference should be made to the various guidance documents available from GOV.UK as on the right-hand side of this document. The guidance from UK GOV is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required.Staff continue periodically to be consulted over this document including over whether it fully meets their needs if they are defined as Clinically Vulnerable. Individual risk assessments are to be written alongside this RA should an individual feel that this RA is not sufficient. | [HSE - Coronavirus/working-safely](https://www.hse.gov.uk/coronavirus/working-safely/index.htm)[HSE - New and Expectant Mothers](https://www.hse.gov.uk/toolbox/workers/mothers.htm)[HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)[HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)[HSE - Coronavirus / PPE Face Masks](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)[HSE - Supply issues with PPE and working safely during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm)[HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)[HSE - Coronavirus/Working Safely / Protect People](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)[HSE - Coronavirus - Legionella Risks](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm) [HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)[NHS - 111 - COVID-19](https://111.nhs.uk/covid-19)[NHS UK / Coronavirus / Latest NHS Info.](https://www.nhs.uk/conditions/coronavirus-covid-19/)[NHS / Coronavirus / Testing & Tracing](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)[Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers](https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/)[Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/)[Royal College of Paediatrics and Child Health - COVID-19](https://www.rcpch.ac.uk/key-topics/covid-19)[Chartered Institute of Building Services Engineers (CIBSE) - COVID-19](https://www.cibse.org/coronavirus-covid-19)[Chartered Institute of Building Services Engineers (CIBSE) - Emerging from lockdown](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown)[Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems) [GOV.UK - COVID-19 - Response Spring 2021](https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary) [GOV.UK - Government Collections - Coronavirus COVID-19 Guidance](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance)[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links)[GOV.UK - Guidance for Schools Coronavirus COVID-19](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)[GOV.UK - Publications - Guidance on Shielding and protecting Extremely Vulnerable Persons from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[GOV.UK - Guidance / COVID-19 - Restrictions (what-you-can-and-cannot-do - clinically-vulnerable-people)](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#clinically-vulnerable-people)[GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) [GOV.UK - Government / publications / COVID-19 (Asymptomatic-testing for staff in Primary Schools and Nurseries (Rapid Asymptomatic Testing for Staff)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools)[GOV.UK - Government / Publications / Coronavirus - COVID-19 (Asymptomatic testing in Schools and Colleges)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges)[GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protective Equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) [GOV.UK - Government / Publication Stay-at-Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)[GOV.UK - NHS Test & Trace - How it works](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)[GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)[GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)[GOV.UK - Guidance / Contacts PHE Health Protection Teams](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)[GOV.UK - Coronavirus Test](https://www.gov.uk/get-coronavirus-test)[GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)[GOV.UK / Guidance / How to Quarantine (when-you-arrive-in-england)](https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england)[GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)[GOV.UK / Government Publications / COVID-19 for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) [GOV.UK - Government Publications - Health & Safety on Educational Visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)[GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak](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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)[GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation)[GOV.UK / Guidance / Coronavirus COVID-19 - Grassroots/Sports Guidance for safe provision including team sport contact / combat sport and organised sport events](https://enfield365-my.sharepoint.com/personal/julia_moulton_enfield_gov_uk/Documents/JULIA%20-%20WORKING%20ON/GOV.UK%20https%3A/www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events)[GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) [GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak) |
| * There may be specific individuals and groups who will not be able to attend school following reopening and others must take extra-special care whilst attending school.
* It may be that individuals are advised by the relevant authority to self-isolate or quarantine for a variety of reasons or are especially vulnerable and therefore require additional support-measures.
* Such individuals and groups will be supported by the school, including via on-line learning where appropriate.
* The advice from DfE is to be followed.
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| **LOCATION:** Broomfield School, occasionally a visit off site, usually to another school. |
| **WHEN DOES THE ACTIVITY TAKE PLACE** *(early hours, during normal hours, after 6pm or at weekends, in holiday periods,)*The ordinary School day, plus any early morning and after school activity and any weekend or holiday times *and whenever the school is open to individuals.)* . |

Source: Enfield Council Covid-19 model risk assessment, including Version 9 (V9) following changes to the Government Guidance 3rd June 2021.

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| **What are the hazards?**(The Covid hazard throughout is contracting or spreading Covid 19, within and beyond the school, which can lead to a range of illnesses/conditions or complications for other illnesses/conditions; it can result in death.) | **Who is at risk and How would they be harmed?**(e.g. staff, public, contractors – trip, slip, fall, assault)The Covid hazard throughout is contracting or spreading Covid 19, within and beyond the school, which can lead to a range of illnesses/conditions or complications for other illnesses/conditions; it can result in death. | **What is currently done to reduce / control the risk?** | **Risk level scoring****(H,M,L)** | **What more can be done to reduce risk?** | **Action by whom, by when?** |
| Increased risk of infection due to mutations of the Coronavirus. | All staff, pupilsand others may be at greater risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.  | 1. All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.

Senior Leadership Team.[GOV.UK Rapid Asymptomatic Coronavirus (COVID-19) testing for staff in primary schools, school based nurseries and maintained nursery schools](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools) | L. | All schools and colleges should offer regular twice weekly testing to their staff – participation in testing is strongly encouraged.Lateral flow devices are provided to schools, should offer staff (who are on-site) access to 2 rapid results tests every week. This will help identify staff who are carrying the virus without displaying symptoms, reducing the risk of transmission. | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.  |
| **Preparation of the school before re-opening** | staff, public, contractors – trip, slip, fall, assault, ontracting or spreading Covid 19. | 1. Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)
	1. Usual premises checks
	2. Water treatments/checks (e.g. legionella)
	3. Fire alarm testing
	4. Repairs
	5. Grass cutting
	6. Portable Appliance Testing
	7. Fridges and freezers
	8. Boiler/ heating servicing
	9. Internet services
	10. Any other statutory inspection
	11. Insurance covers reopening arrangements.

Premises Manager.1. Carry out a formal / recorded full pre-opening premises inspection.

Premises Manager. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place.  |
| 1. Moving desks to point all forward and to allow social distancing for teacher.

Premises Manager.1. Measure classrooms and other available rooms to assess capacity for staff and pupils.

Classrooms to be re-configured – i.e. furniture moved so that children are facing the front and if possible not sitting next to one another.Premises Manager.1. Photographs to be taken of each classroom from a number of angles.

Deputy Head.1. Mark out social distancing, any one way flows including entrances and exits and queuing arrangements.

Premises Manager. | L |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| 1. Posters erected about handwashing and other Covid safety measues, including persons with COVID symptoms not to enter the school.

Premises Manager.1. Review evacuation routes and signage.

 Premises Manager.1. Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff.

Office Manager. | L |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| 1. Consideration given to premises lettings and approach in place.

School Business Manager (SBM). 1. Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time. This will be largely determined by Government rulings/guidance.

School Business Manager (SBM). | L | There are no lettings happening currently. |  |
| 1. Consider the minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness)

Deputy Head.1. Consideration given to staffing roles and responsibilities with regards to any continued remote provision alongside in-school provision.

Deputy Head. | L | This is regularly reviewed as the situation changes and evolves. | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| 1. The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. This will be largely determined by Government rulings/guidance. Events may be run remotely, e.g. Open Evening, Roadshows, parenets’ evenings.

Office Manager. | L |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
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| **Potential transmission of Covid-19 Coronavirus from staff/pupils/others with symptoms****Potential transmission of virus from working within enclosed spaces, including:*** **Reception Office**
* **All Offices**
* **Classroom**
* **Staff Kitchen areas/Staff rooms**
* **Printers**
* **Meeting rooms**
* **Toilets**

**and external areas including:*** **Playgrounds**
* **Entrances.**
 | **WHO*** Pupils
* Staff
* Visitors to School Premises
* Cleaners
* Contractors
* Drivers
* Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc.

**HOW**The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces.Pupils, staff, contractors, parents/carers, etc.. | 1. **Details over symptoms and action to be followed in each case is to be checked to ensure that the latest advice is followed**.
2. **Details of quarantine requirements for those - pupils, staff, visitors, parents, etc. - who have travelled abroad are to be followed.**
3. Anyone with symptoms of COVID-19 should not attend School and follow the staff/pupil absence procedures. All to be reminded that if there is a need for nonattendance then they must not feel guilty about not being able to attend. The priority must be the safety of all.

SBM.1. School staff should access NHS 111 online which is an online interactive and personal checklist:

<https://111.nhs.uk/covid-19>SBM.1. Staff/pupils who become symptomatic should self-isolate for 10 days.

SBM.1. If a staff member or pupil is in a household of someone who becomes symptomatic the staff member or pupil should self-isolate for 14 days. If the staff member or pupil starts symptoms, they need to self-isolate for 10 days from that date.

SBM.1. Staff and pupils who are displaying the symptoms, and where relevant those who have been in contact with them, should also follow Government advice and seek a test as soon as possible and follow the Test/Trace/Track procedures.

SBM.1. If staff/pupil develop symptoms whilst at work, inform Staff Liaison at school and immediately go home. Staff liaison provides information of [how to get tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) and provide information about returning to work when safe to do so.
2. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Protocol to be decided on.

SBM.1. If someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating.
2. If someone tests positive they should self isolate for 10 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough whist can persist even when the infection has gone)
3. Staff, pupils and parents/carers frequently reminded of the symptoms and how we should respond.

Head/SBM/DSL.1. Staff, pupils and parents/carers frequently reminded of the health procedures. Individual Risk Assessment will be put in place where necessary.

Head/SBM/DSL.1. SLT to brief staff, pupils and parents/carers on the School’s situation to offer reassurance as appropriate. Staff to reassure pupils as appropriate.

DSL.1. Pastoral staff will offer support to pupils and parents/carers who are affected by Coronavirus or has a family member affected.

DSL1. Line managers will offer support to staff who are affected by Coronavirus or have a family member affected.

SBM. | L. | 1. This risk assessment’s importance is to be drawn to the attention of all pupils, parents/carers and staff and frequently so.

Head, DSL by 16th June 2020. **DONE and ongoing 28/06/2020.**1. The risk assessment is to be made available to all of the above and more.
2. It is to be placed on the website and attention drawn to it by the social media communications used by the school.

SBM. by 16th June 2020.**DONE and ongoing 28/06/2020.**1. It is to be emailed to the staff, including union rep. for consultation.

Head by 15th June 2020.**DONE and ongoing 28/06/2020.**1. It is to be sent to our partner schools of the Broomfield Campus and views sought.

Head by 16th June 2020.**DONE and ongoing 28/06/2020.**1. Consistent monitoring of staff absence because of Covid-19 contact / symptoms to ensure prompt return to work.

SBM. - **ongoing** | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| 1. If staff/pupil develop symptoms whilst at work, inform and immediately go home.

Office Manager.1. Should a member of staff or pupil develop symptoms at school they are to report the matter immediately to the on-duty first-aider in the Front Office (or immediate line-manager at school if school is not fully open) and are to be isolated until they are able to return home or be collected by a parents and taken home, in the case of a pupil. The return to home must be as soon as possible.

Office Manager.1. The small offices in the SLT corridor will be used for the isolation. A member of staff will be able to view the pupil from a position of safety until he/she might be collected.

Any isolation’ room to be thoroughly cleaned after use.Office Manager.1. In leaving the school that exit that best ensures distance will be used, e.g. the SLT fire door.

Office Manager.1. Staff liaison and parent liaison should provide information of a swab test and provide information about returning to work when safe to do so.

SBM and DSL.1. 1st-Aid staff, indeed all staff, fully to follow safety procedures stringently.

Office Manager.1. **‘**Staff who become symptomatic should [self-isolate for 10 days](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection).

If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 14 days. If the staff member starts symptoms they need to self-isolate for 10 days from that date**’ V4.****SBM.**1. Hygiene Box/Facilities in every classroom and office, i.e. a box of tissues and hand sanitizer and antiseptic wipes, antiseptic spray, a pair of gloves and a peddle bin.

Premises Manager and Office Manager.1. Procedure will be put in place to ensure that pupils’ work and books will be treated following Covid-hygiene measures.

Deputy Head.1. Marking of pupils’ in-school work – a safe procedure to be put in place, e.g. not to be touched for at least 72 hours.

Deputy Head.1. Classroom teachers to check at the end of each day that they have the equipment necessary for the next day,

Including:* 1. their own board pens – not to be shared with colleagues,
	2. the Hygiene Box/Facilities.

Class teachers.1. Bins in all classrooms and offices. They are to have lids with foot peddles In place

Premises Manager. |  |  |  |
| Arrangement of bubbles, location in school and out of school, entrance and exit and arrival and departure1. Pupils to be arranged and kept in bubbles:
	1. KS3 at class level and yr group level
	2. KS4 at yr group level

**Deputy Head**1. Year groups to be geographically located in school building and playground.

KS3 pupils to have own room within a location of the school. (KS3 – Practical/specialist lessons may take place in other rooms/areas with hygiene measures in place.)Year 10 pupils to move around according to sets and options within a geographical area of the school.Year 11 pupils to move around according to sets and options within a geographical area of the school.(KS4 - Practical lessons may take place in other rooms/areas with hygiene measures in place.)**Deputy Head**1. Teachers to move to classes rather than pupils move.

**Deputy Head**1. Start and end of school day and entrance and exit to the school itself to be adjusted to reduce contact between KSs and year groups.

**Deputy Head**Toilets1. KSs to have different toilets appropriate to playground locations.

**DSL**1. Toilets - operate on a three -in-three-out basis if the space is not allowing 2 metre separation.

Duty staff.1. Maintain water and soap at wash hand basins.

Premises Manager.1. Staff and pupils to refrain from using hot air dryers and use paper towels instead if possible.

Staff.Handwashing1. Stringent hand washing should be taking place with soap and water.

DSL.1. See hand washing guidance:

Follow the HSE guidance on cleaning, hygiene and hand sanitiser [HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)Head / SBM / DSL1. Drying of hands with disposable paper towels is recommended.

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>Head / SBM / DSL1. Sanitiser will also be available throughout the school.

Premises Manager1. The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> Head / SBM / DSL1. Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds min. with water and soap and the importance of proper drying with disposable towels.

Head / SBM / DSL1. Also reminded to catch coughs and sneezes in tissues – follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.

Head / SBM / DSL1. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>

Head / SBM / DSL1. Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned.

Head / SBM / DSL1. ‘*Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem*’. Version 4

SBM1. There’s a legal duty to provide welfare facilities and washing facilities for visiting drivers . Mangers to ensure they are provided with hand washing facilities.

Premises Manager | L. | The School has increased its hand washing facilities in September with external sinks installed. | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Social Distancing as recommended by Government: 1. Reducing the number of staff in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government/Public Health England.

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> Premises Manager.1. Social distancing also to be adhered to in Classroom, Corridors, Staff Room, School Canteen, outdoor space etc.

All staff in position to ensure that this happens. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Wearing of Gloves1. Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.

Office Manager.1. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.

Office Manager.1. Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

Office Manager. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| 1. Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.

SBM / DSL.1. Taking steps to review work schedules including start & finish times/rotas, working from home etc. to reduce number of workers on site to the minimum at any one time.

Deputy Head (teaching staff and pupils) / SBM (support staff).1. Enhanced cleaning of school.

Premises Manager.1. Check capacity of cleaning staff is adequate to enable enhanced cleaning regime.

SBM.1. Additional cleaning during the School day from 10.00 am to 3.00 pm.

SBM. 1. Ensure that soap, sanitiser and paper towels are checked and are replenished regularly

Premises Manager.1. Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.

Premises Manager / Classroom staff to take charge of and use as appropriate disinfectant wipes and a box of tissues. 1. Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.

Premises Manager.Premises Manager.1. Redesigning processes to ensure social distancing in place.

Premises Manager.1. One-way flows should be in place for circulation around the school where appropriate.

Premises Manager.1. Separate entry and exits with one way in and out where appropriate.

Premises Manager. | L. | LA Guidance*“If the school cannot achieve these small groups at any point the School should discuss options with the local authority.”* | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| 1. Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.

SBM (staff) and SENCo (SEN pupils) and DSL (vulnerables).1. Contact cleaning company to discuss cleaning regime. This is to include the cleaning of the underside of tables/desks and chairs due to chewing gum possibilities.

SBM.1. Check capacity of cleaning staff is adequate to enable enhanced cleaning regime.

SBM.1. Ensure that soap, sanitiser and paper towels are checked and are replenished regularly.

Premises Manager.1. Enhanced cleaning of school.

Premises Manager.1. Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.

Premises Manager and classroom teachers1. To use the guidance on cleaning and hygiene during the coronavirus outbreak

[HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)Premises Manager and classroom teachers.1. The school has arranged for extra day-time cleaning throughout the day from 9.00 am to 3.00 pm.

SBM.1. Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.

Premises Manager.1. Redesigning processes to ensure social distancing in place as possible.

Deputy Head.1. One-way flows should be in place for circulation around the school where possible. Separate entry and exits with one way in and out, as appropriate.

Deputy Head. **Fire- evacuation** – revert to the usual procedure of using the nearest fire exit escorted by their teachers and each year group will line up on the **astro** as per the **Fire Evacuation Plan** . 1. Social distancing will be maintained in the playgrounds between bubbles as pupils move across the playground and enter the astro.
2. Face masks will be recommeneded, even when outside.
3. The lines on the astro will be checked to ensure that the bubbles are more than 2 metres apart.

**SBM**.**Lockdown for intruder threat** – the usual procedures will be followed. Social distancing will be maintained providing this does not put anyone at risk.**SBM**.1. Mark out queuing arrangements as appropriate.

Premises Manager.1. Teachers and staff to lead pupils out of building at break and lunchtime and bring them in from their lines after break and lunch.

**DSL** 1. Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points of rooms.

Premises Manager.1. Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating.

Staff.1. Avoid touching people, surfaces and objects where possible and regular handwashing.

All.1. Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards.

All.1. If possible open windows to ventilate rooms/corridors.

Classroom teachers / Officer Manager.1. Meeting rooms – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present.

Premises Manager.1. Reduce face to face meetings where possible and use other digital/remote means.

All staff.1. Staff Kitchen areas/ Staff rooms - operate on a one-in-one-out basis if the space is not allowing 2 metre separation.

All staff.1. Ensuring sufficient rest breaks for staff.

Deputy Head / office Manager.1. Printers - operate on a one-in-one-out basis to keep 2 metre distance.
	1. Queues will be managed.

All staff using the printers.* 1. Cleaning wipes available at printers for touch points.

Office Manager.1. Using back-to-back or side-to-side working (rather than face-to-face) where possible.

Office Manager.1. Creating additional space for staff, when necessary, (e.g. alternatives to the staff room) by using other parts of the building that are vacant or have been freed up by remote working.

Office Manager / Deputy Head.1. Hand washing/sanitiser encouraged frequently throughout the day.

Classroom teacher.1. Classrooms to be re-arranged to ensure social distancing as recommended by Government. This would also include other learning environments such as workshops, science labs etc., maintaining space between seats and desks where possible.

Premises Manager.1. No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.

Deputy Head1. Pupils to be reminded on a daily basis of the importance of social distancing and hygiene measures both in the School and outside.

Class teachers.1. Additional support for SEND and children with challenging behaviour may need to be considered.

SENCo1. Plan activities which can be undertaken outdoors with the pupils, as appropriate.

Deputy Head.1. Reduce One-to-One sessions with pupils. Where unavoidable this to be done outdoors or in well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact.

Deputy Head.1. Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings, soft toys that are hard to clean.

Premises Manager.1. To provide areas for people to keep personal belongings and keep personal belongings out of work areas.

Deputy and individual staff.1. Regular/frequent cleaning of toilets for pupil use.

Premises Manager.1. Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.

Premises Manager / Class teachers.1. Staff to raise any concerns with the management as soon as possible.

All staff. | L. |
| **Potential transmission of virus from pupils presenting challenging behaviours (e.g. spitting and biting)** | Staff and pupils. | 1. Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.

Head / SBM.1. Change to Behaviour Policy emphasise the significance of deliberate breaking of the Safety Procedures – clarification of sanctions which shall include permanent exclusion.

Head  | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Potential exposure to Coronavirus – Use of PPE** | Pupils, staff and parents/carers. | 1. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: 1st Aid situations, Pupils or staff who have symptoms.

Office Manager.1. Face masks – to follow the guidance from the Government. **See below for details.**

**Deputy Head.**1. Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.

Office Manager.1. Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean.

[GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) **SBM.** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Potential transmission of virus from Welfare Office** | Pupils and staff. | 1. Staff to adhere to infection control policy.

All staff.1. Regular medication protocols to be followed.

Office Manager.1. Washing facility and sanitisers available in the welfare room.

Officer Manager.1. Staff to frequently wash their hands.

All staff.1. Avoid/reduce close contact with pupils where possible.

All staff.1. Use face mask/gloves where appropriate or close contact is unavoidable.

Office Manager. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Potential transmission of virus from desks, monitors, keyboards and mouse** | Pupils and staff. | 1. Desks to be as far apart as possible.

Premises Manager.1. It is the pupil ‘bubbles’ that are remaining in one classroom/one location of the building and playground area and one entrance, as far as possible . It is judged that given the numbers of pupils this is the best way to limit any transmission of the virus.

Deputy Head.1. Pupils to have one desk only where possible.

Class teachers.1. Pupils to keep their own equipment – e.g. pen, pencil, ruler - and to bring it to and from school.
	1. Should pupils need such equipment it is to be given to the pupil to keep as their own. It is not to be collected.

Class teachers.1. Clear desk policy – for teachers/staff - will be robustly applied so as to enable effective cleaning.

All staff. 1. Enhanced cleaning regime - including desks every night.

Premises Manager.1. Cleaning wipes/spray available for each teacher to clean desks and equipment as needed before and after use desk and throughout day as needed.

Premises Manager / Class teachers.1. Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.

Class teachers.1. Above applies to the ICT suite use as well.

Premises Manager / Class teachers. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Home visits** | Staff. | 1. Home visits to be ceased generally for now unless there is a potential child protection concern or unless a key document/letter needs to be posted to ensure delivery. Information about the pupils to be obtained over the phone or other digital/remote means, unless there is a potential child protection issue, in which case the Safer Schools Police Team and Social Workers will be contacted with a request for a home visit. If there is a key letter/document to be delivered staff may be involved in this as the risk would be minimal.

DSL. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Kitchen Operations/food preparation** |  | 1. The expectation is that kitchens will be fully open from the start of the autumn term. Voluntary steps to be encouraged to reduce the numbers requiring the canteen to protect the integrity of the bubbles.

**SBM.**1. Catering arrangements including:
	1. For FSM pupils- the school will provide a hot meal for FSM pupils
	2. Non-FSM children to be encouraged to bring their own food from home.
	3. Canteen to have food available, including hot food, for non-FSM pupils

Catering Manager.1. Online refresher training for all staff including food hygiene for kitchen staff.

Catering Manager.1. When kitchen is operational:
	1. Kitchen staff to wear their usual PPE.

Catering Manager.1. Food hygiene practices in place as per Better Food Guidance and accurate records maintained.

Catering Manager.1. No non-kitchen staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter.

Catering Manager. 1. Food to be delivered to eating area. This will mostly be outside. Kitchen staff to wear masks if they choose even though outside. Canteen not to be used by pupils or staff, including kitchen staff, during the period of LFD tests as it will be the test centre. See below for futher details. It will also be the centre of pupil vaccinations by the school nurse teams, as appropriate.

Catering Manager.1. Trolleys/other surfaces to be regularly cleaned.

Catering Manager.1. Staff to wash hands frequently.

Catering Manager.1. Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise. School kitchens can continue to operate, but must comply with the [guidance for food businesses on covid-19](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)

Catering Manager.1. Should the seating area of the canteen be used for other purposes such as the Lateral Flow Testing area, the food preparation area will be ‘sealed off’ and separate exit and entry areas with be used by the different personnel, i.e. the test-personnel and the dinner-personnel.

**SBM, Catering Manager and Premises Manager**.***We are not using the canteen for eating.*** |  |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Potential transmission of virus during lunch/play breaks / food served in the dining hall** | Pupils and staff. | 1. Different year groups to collect food from different areas and eat it in different areas so that the Year Bubbles do not mix. This will mostly be outside. Serving staff to wear masks if they choose, even though outside.

Deputy Head.1. Canteen currently not to be used for general year group eating.

Canteen Manager.1. When dining hall is operational:
2. Dining hall seating to arranged in line with governments guidance on social distancing.

Canteen Manager.1. Pupils encouraged to dispose of their left- over food in the bins.

Canteen Manager.1. Bins provided at various location in the playground.

Canteen Manager.1. Pupils will be supervised as normal, including being strongly encouraged to clear away properly any waste and to tidy away their own belongings.

Deputy Head. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Handling Deliveries** | Staff. | 1. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.

Canteen Manager and Premises Manager.1. Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.

Canteen Manager and Premises Manager.1. Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery

Canteen Manager and Premises Manager.1. Wash hands after handling deliveries/packaging.

Canteen Manager and Premises Manager. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Potential transmission of virus from visitors/parents:** | Staff and pupils. | 1. Parents to observe social distancing when dropping and picking children from school.

Letter to parents from Head or message from Office..1. Only one parent to pick/drop the children.

Letter to parents from Head or message from Office.1. Staggered school start and finish timings to avoid crowding by the school gates.

Deputy Head.1. Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practise social distancing when on school site.

Premises Manager.1. Parents visiting reception office to wait outside. When queues are likely parents to maintain 2 metre distance.

Office Manager.1. Social distancing arrangements put in place with good signage, floor markings, etc.

Premises Manager.1. Only one parent will be allowed in the reception area at any one time.

Office Manager.1. Where parents wish to discuss any concerns with the teacher, efforts are to be made to avoid face-to-face meetings, e.g. phone to be used, outdoor meetings maintaining social distance may be considered.

Office Manager.1. Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.

Premises Manager.1. Screens installed at reception desks, i.e. small window and B-corridor window. (Shutter-area closed for the moment.)

Premises Manager.1. Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.

All staff.1. Reduce intake of any paper documentation from parents.
	1. Advise parents to email any documentation.

Office Manager.* 1. Where it is unavoidable, staff to ensure wash and sanitise hands regularly.

Officer Manager. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Potential transmission of virus from contractors attending the school site.** Please note that there is ‘*a legal duty to provide welfare facilities and washing facilities for visiting drivers*’. (Version 4) | Pupils and staff. | 1. Contractors to be notified in advance not to attend the premises if they have symptoms.

Premises Manager.1. Attendance by contractors notified to reception desk in advance.

Premises Manager.1. Contractors to sign in at reception desk and declare they do not have symptoms.

Office Manager.1. Premises manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.

Premises Manager.1. Premises manager to liaise with and monitor the contractor maintaining social distancing where possible.

Premises Manager.1. Sanitisers stations will be set up at various locations including entry and exit points.

Premises Manager.1. Supervised and limited access to other parts of the building.

Premises Manager.1. Regular cleaning regime of public/communal areas.

Premises Manager.1. Please see the Contractors’ Risk Assessment.

SBM | L. | Staff to observe and ask any contractors to leave the building if they have symptoms. Premises Manager. **Ongoing.**  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Potential Spread of virus from School Library** | Pupils and staff.Distancing and cleanliness measures are forgotten. | 1. Library- procedures to be put in place to ensure hygienic use; until then it is closed as a library. (It is to be used as a large room for the LC.).

Deputy Head.1. Staff to make use of any digital resources for pupils.

Deputy Head.1. Mobile library in place with Covid hygiene measures visiting each bubble location.

Librarian.1. Pupils encouraged to drop the returning items in a collection box/trolley.

Librarian.1. Returned items to be quarantined for 72 hours.

Librarian. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Music and music room and equipment** | Pupils and staff.Distancing and cleanliness measures are forgotten. | 1. Music room now open for Covid-safe music arrangements.

Deputy Head.1. Singing, wind and brass instrument playing must only be undertaken in line with this guidance and other guidance, including working safely during Covid-19 in the performing arts

Consider physical distancing and playing outside wherever possible, and where possible limiting group sizes to no more than 15 (if not ensuring that activities are no more ‘risky’ than say a normal English lesson), positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.Singing indoors is not recommended as it increases the exhalation of droplets etc. Deputy Head.196. The Covid-19 Music specifc guidance will be followed and checked for updates | **L.** |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Sports**  | Pupils.Distancing and cleanliness measures are forgotten. | 1. Sports where social distancing can be maintained are to be permitted, e.g. table-tennis, badminton.

Head of PE.Equipment should be cleaned afterwards or left unused for 72 hours.Head of PE and Premises Manager. 1. Ideally sports should be played outside where possible.

Head of PE1. Pupils are to wear PE kit for the day, rather than school uniform, to avoid use of the changing rooms.
2. The Covid-19 PE specifc guidance will be followed and checked for updates.

**Head of P.E.**[guidance for safe provision including team sport, contact combat sport and organised sport events](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) Refer to:* guidance on [grassroot sports for public and sport providers](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers), [safe provision](https://www.gov.uk/www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) and [facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities), and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus)

advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.).Indoor competition between different schools should not take place until wider indoor grassroots sport for under 18s is permitted. This will be no earlier than 12 April and this will be confirmed in due course.**Head of P.E.** | **L.** |  |
| **Drama** | Pupils, staff | 1. The Covid-19 Drama specifc guidance will be followed and checked for updates.

**Head of Drama** |  |  |
| **Art and DT Rooms** | Pupils, staff | 1. Social distancing to be maintained.
2. Equipment is not to be shared. Packs are to be prepared for each pupil.
3. Room and facilities to be cleaned by the cleaners after use.
 | **L** |  |
| **IT Rooms** | Pupils, staff | 1. Social distancing to be maintained.
2. Key boards, etc. to be sterilised before use by different pupils.
3. Room and facilities to be cleaned by the cleaners after use.
 | **L** |  |
| **Board games** | Pupils.Distancing and cleanliness measures are forgotten. | 1. Social distancing must be maintained.

**Supervising staff.**1. The same pieces must not be touched by different individuals. Ideally these games should take place outside.

**Supervising staff.** | **L.** |  |
| **Accidents, security and other incidents:** | Staff and pupils.Distancing and cleanliness measures are forgotten. | 1. In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

**Supervising staff**.1. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

**Supervising staff.**1. *Re-visit your first aid arrangement and fire safety arrangements and lockdown arrangements (terrorism) which may need some alterations due to reduced staffing levels. -* **DONE**

**SBM.****Lockdown for intruder threat** – the usual procedures will be followed. Social distancing will be maintained providing this does not put anyone at risk.**SBM**. | **L.** |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Mental health and wellbeing affected through isolation or anxiety about coronavirus****Potential for Stress or Anxiety caused by** **fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working*.******NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis*** | Staff, pupils and parents/carers.Unnecessary distress caused. | 1. Follow guidance on stress and mental health

[GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)Head and SBM.1. Reassurance to staff, pupils and parents/carers of measures taken seriously to protect their safety. Regular communication of mental health information should be communicated to all staff and pupils, and opportunities for support conveyed to parents.

Head and SBM.1. Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.

Head and SBM.1. Regular communications from Head Teacher keeping staff updated on what is happening so that they feel involved and reassured.

Head.1. Mental Health

Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference –<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>DSL and SBM.1. Regular contact with managers and colleagues.

Head, Deputy and SBM.1. One to one supervision meetings with manager.

SLT line-managers.1. The School has a SLA with the Employee Assistance Programme and Enfield PersonnelService. *Contact Health Assured on 0800 030 5182.*

SBM.1. The Education Support Partnership provides mental health & wellbeing support to the Education sector:

<https://www.educationsupport.org.uk/>SBM.1. The School has placed a Wellbeing Folder on the School’s website. *(Signpost to any online guidance regarding bereavement during the coronavirus period.)*

SBM and DSL.1. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions

SBM and DSL.1. During lockdowns and when back at school - discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours.

SBM and DSL.1. During lockdowns - pupils/parents/carers to have frequent phone calls, assemblies, welfare programme, several means of communating with school for support, including website.

**DSL** | **L.** | Further advice and support - Share information and advice with workers about mental health and wellbeing- Consider an occupational health referral if personal stress and anxiety issues are identified - Encourage workers to use it to talk through supportive strategies with the employee assistance programme were required. | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Travel between schools or other travel whilst at work****Travelling to and from school** | Staff, pupils and parents/carers.Travel to and from school leaves pupil, staff and parents/carers at greater risk. | 1. The KSs to arrive and leave at different times.
2. Encourage greater use of walking, cycling or own car rather than public transport if possible with staff.

Deputy Head.1. Consider how children and young people arrive at School and reduce any unnecessary travel on coaches, buses or public transport where possible. [(Coronavirus (COVID-19), safer travel guidance for passengers.](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)

Deputy Head.1. Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.

SBM1. Encourage pupils to follow the Government guidance on Covid safety during travel, including use of face masks.

DSL.1. Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts etc.

DSL. | **L.** |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Wet Break arrangements** | Pupils and staff.Social distancing breaks down. | 1. Keep the pupil-bubbles in separate places during wet break.

Deputy Head. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Broomfield Campus:*** **Broomfield School**
* **Bowes,**
* **West Lea,**
* **Winchmore.**
 | Staff, pupils and parents/carers.That the various RAs work against one another. | 1. Ensure that Broomfield School has the RA of each - if the school intends using Broomfield School - and has considered their arrangements in relation to ours.

SBM and Head.1. Ensure that each school has Broomfield School’s RA.

SBM.1. Ensure that each school has the RAs of the others.

SBM.*Note: As Broomfield pupils generally do not mix with the pupils or parents of the other schools sharing the Campus, they are likely only to pass them in small numbers as they enter and leave the school.* | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Checklist for detailed daily running of the School.**This is to assist in insuring that the RA is fully implemented and that the detail of the RA is fully implement and monitored. | All.Implementation of this RA. | 1. This Covid-Safe School document is distributed to the staff attending school and reviewed daily.

**Head Teacher.** |  |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Should there be any visitors to the School who may have interaction with pupils in lessons to enhance T&L.** | Pupils, staff, visitor.Integrity of Covid security is put at risk. | 1. Such visitors must confirm that:
	1. they are not in any of the vulnerable categories that would require them to shield on otherwise not be in a Covid secure school,
	2. they have read this RA,
	3. understand that all hygiene measures are to be strictly followed, i.e. not be required to stay at home isolating because of symptoms according to Government guidance, min. of 2 metre distance at all times, frequent washing of hands, ‘Catch it, Bin it, Kill it’, etc.,
	4. be escorted at all times by a member of staff who will ensure that the full hygiene measures are followed at all times and that all safeguarding measures are fully followed and to report any concerns immediately to the member of SLT on duty.

**Deputy Head**. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **T&L for those who cannot attend school due to quarantine needs** | Pupils’ learning and not falling behind. | 1. Google Classroom (GC) – staff are to remained trained and ready to use GC at a moment’s notice for a return to a full lockdown, including teacher/pupil conferencing and live lessoms for high quality T&L.

**T&L SLT Team** 1. All lessons of the day are to be placed on GC in a timely fashion for those pupils having to work from home, this includes for Year 11s studies, after the summer half-term holiday to the last Friday in June.

**T&L SLT Team**  | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Getting or spreading coronavirus through workers living together and/or travelling to work together** | Workers | 1. Identify groups of workers who live together and group them into a ‘work cohort’.

**SBM**1. Identify groups of workers who travel to work together and group them into a ‘work cohort’. However, note that staff should not share cars unless they live together and are a ‘work cohort’.

**SBM**1. Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus.

**SBM**1. Staff should not share cars.

**SBM** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| **Poor workplace ventilation leading to risks of coronavirus spreading**<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown> | Workers Customers Contractors | 1. Follow our guidance on heating ventilation and air conditioning (HVAC)

[https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems)**SBM.**1. Identify if you need additional ventilation to increase air flow in all or parts of your workplace

**SBM.**1. Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help

**SBM.**1. If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc

**SBM.**1. Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air

[https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-system.](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-system.%20) **SBM.**1. Maintain air circulation systems in line with manufacturers’ recommendations.

**SBM**1. Pupils and staff are to wear warmer clothing, including coats, if the school is colder due to windows being open.

**DSL.** |  |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| **Exposure to workplace hazards due to PPE not being used.**<https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm> | Workers | 1. Follow our guidance on PPE during the outbreak

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>**SBM**1. There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don’t need it for protection from coronavirus

 **SBM**1. Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance

**SBM**1. Identify which tasks you need PPE for and specify the right protection factor needed for those tasks

**SBM**1. Provide the right protection factor for each task rather than the highest protection factor respiratory protection equipment (RPE) for all tasks

**SBM**1. Where required, ensure that those using PPE are face-fit tested.

<https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm>**SBM**1. Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm>

**SBM**1. Please note – face coverings are not PPE <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm>

**SBM**1. Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out

**Premises Manager** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| Exposure to workplace hazards because it isn’t possible to get normal PPENote: PPE will still need to be used in settings not related to Coronavirus e.g. operating machinery[HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)[HSE - Coronavirus / PPE Face Masks](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm) | Workers that may be in situations where social distancing and other general precautions are not adequate may require PPE or there may be a requirement for PPE as a control measure in certain settings not relating to Coronavirus | 1. .

Follow guidance from the HSE[HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)[HSE - Coronavirus / PPE Face Masks](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)Face coverings and masks help control the risk of Coronavirus. However, they are not designated as PPE which is equipment of a higher standard for specified settings. It may be that a PPE standard face mask is required if so, it should meet the requirements of FFP3.Generally, you will be aware of the other workplace situations where PPE is required that is not related to Coronavirus.- Where required, ensure that those using RPE are face-fit tested. [HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)- Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace [HSE - Supply issues with PPE and working safely during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm)(Please note – face coverings are not PPE. PPE is predominately for specified tasks e.g., using machinery.Where it is used for risk reduction in the case of Coronavirus it would be for specific use – in general healthcare settings ordinary face masks are considered adequate. Systems in place to keep PPE supplies under review so you can take action if necessary before you run out.**SBM + Premises Manager.** |  |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| ***Staff who may otherwise be at increased risk from coronavirus (COVID-19)*** | Staff | 1. Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.

If people with significant risk factors are concerned, to discuss their concerns and explain the measures the school is putting in place to reduce risks, and as far as practically possible to accommodate additional measures where appropriate.**SBM** |  |  |  |
| ***Increased risk of infection and complications for vulnerable pupils and staff*** | Pupils/staff who are shielding | 1. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. Please read advice [here](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield)

**SBM & DSL** | L.  | Put systems in place so people know when to notify you if they fall into one of these categories. **DONE.** |  |
| **General points:****Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, changing rooms and other communal areas.** | PupilsStaffVisitors Contractors Drivers coming to school | 1. Careful monitoring and procedures for
* areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, tea points, kitchens etc.,
* leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation,

fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation- ➢ areas where there are pinch points meaning people can’t meet the social distancing rules, e.g. narrow corridors, doorways, customer service points, storage areas **Controls**:* One-way systems where possible.
* Year groups limited to an area.
* Staff to wear masks.
* Staff to supervise.

➢ areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc**Controls**:* Additional cleaning
* Staff and pupils to more frequently wash / sanitise.
* Notices.

➢ areas and surfaces that are frequently touched but are difficult to clean **Controls**:* Additional cleaning
* Staff and pupils to more frequently wash / sanitise.
* Notices.

➢ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation**Controls**:* Additional cleaning
* Limit numbers in the area at any one time
* Staff and pupils to more frequently wash / sanitise.
* Notices

Generally: re. the above: ➢ limiting the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms ➢ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met ➢ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact ➢ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ➢ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ➢ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➢provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens ➢ put signs up to remind people to wash and sanitise hands and not touch their faces➢ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it* areas where there are pinch points meaning people can’t meet the social distancing rules, e.g. narrow corridors, doorways, customer service points, storage areas.

**SBM**1. Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should.

**SBM & Deputy Head** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| **Face Coverings, revision**(Update 17th May 2021, step 3 of the ‘roadmap’.) | Adults and pupils | 1. From 17th May 2021 face coverings
	1. Are no longer recommended for pupils in classrooms or communal areas,
	2. Are no longer recommended for staff in classroom,
	3. Staff and visitors **should** wear face coverings outside the classroom where social distancing is not possible, e.g. moving around in corridors and communal areas.
	4. **The above may change in localized areas and therefore the guidance must be watched for updates.**
	5. Pupils must still wear face covernings on public transport.
	6. **Face visors or shields are not an equivalent alternative in terms of the control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately**

**SBM.***GOVT guidance states:*From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and Further Education providers. Face coverings will also no longer be recommended for staff in classrooms*GOVT guidance states that where there is a ‘surge’**Government guidance states that in schools and colleges where pupils and students in year 7 and above are educated, that face coverings should be worn by pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social**distancing cannot easily be maintained.**In addition, it is also recommended in those schools, that face coverings should be worn by adults and pupils in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Face coverings do not need to be worn by pupils when outdoors on the premises.*1. *‘****Exemptions***

*Some individuals are*[*exempt from wearing 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)*. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs’.*(Source: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> **)**1. Advice will be provided to staff and pupils on the safe wearing of masks. <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>

**Head**1. ‘However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school will take steps to have a small contingency supply available to meet such needs.

**SBM** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| Ventilation in classrooms and the school.(Update 17 Oct. 2020 + 13 Nov. 2020.) | Adults and pupils. | 1. In the colder months and the temperature drops it will remain important for some windows in classrooms to remain open and doors to be open (although closed for fire-safety reasons when the teacher and class leave). Pupils will therefore be able to wear coats in classrooms, but not hats or gloves. (Parents/carers to be advised to ensure that pupils come dressed appropriately.)

**(Fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation.)****Deputy Head**268**.** Follow guidance on heating ventilation and air conditioning (HVAC) - maintain air circulation systems in line with manufacturers’ recommendations.[Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)](https://www.cibse.org/coronavirus-covid-19/coronavirus%2C-sars-cov-2%2C-covid-19-and-hvac-systems) - Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation) can help - If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air**SBM and Premises Manager** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| Consulting staff and parents on an earlier end to the school day for KS3, i.e. from 3.15 pm to 3.05 pm.(*Update 4th Nov. 2020*) | KS 3 pupils, parents and staff. | 1. An earlier finish for KS3 gives the following advantages:
* we have observed that KS4 pupils have left the bus stop by 3.05 pm,
* as the days get colder, it reduces the time all pupils – and duty staff - are outside at LT to 30 mins,
* it would make a wet lunch easier to manage,
* it makes revision opportunities after school easier,
* it means that our pupils will not mix in the driveway with Bowes pupils and parents,
* our pupils better avoid the ‘rush hour’ at the end of the day,
* it will provide additional time for a fuller meetings schedule.

Disadvantages include:* the occasional advantage of a 40 min. lunch is lost.

**Head****KS3 will leave at 3.05 pm following the consultation. The bus stop will be watched to ensure that the KS bubbles continue not to meet.** **Head** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| Clinically Vulnerable staff (*Update 4th Nov. 2020*) | Staff  | 1. All have been sent this RA and asked whether there is anything that we might reasonably add to it to better ensure their safety. If so, an individual RA to be written.

**SBM** | L |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| Increased risk of infection and complications for vulnerable workers e.g. Clinically Vulnerable, over 60 or those at a higher risk of severe illness from coronavirusThose at higher risk [GOV.UK - Guidance / COVID-19 - Restrictions (what-you-can-and-cannot-do -](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#clinically-vulnerable-people)  | **WHO**Staff with protected characteristics **HOW**Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19. Such as:Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors. The causes of these increased risk factors are not yet fully understood, and further research is taking place.Disability might impact on how staff can move around the building or use the adjusted workplace. | 1. For Schools with access to Schools Health & Safety Team Service, they should carry out the Individual COVID-19 Risk Assessment for those at increased risk and for New and Expectant Mothers Briefing.

**SBM.**Managers/headteachers consult with their employees to determine who can come into the workplace safely taking account of a person’s journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration should be given to those people at higher risk**SBM.**Considering with the staff member if it is more suitable for them to do lower risk work or work remotely in the interim and take HR advice of any other measures if needed. **SBM.**Managers to discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in the office will impact on them or might pose a new or different risk to them. **SBM.**Considering the need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Considering facilities for pregnant and new mothers- carrying out a ‘New and Expectant Mothers Risk Assessment’ includes a section specifically looking at COVID for the individual.**SBM.**Staff to inform SBM whenever there might be an increased risk to them despite existing control measures so that necessary adjustments might further be made to mitigate risks. It might be that an individual risk assessment might be written.**Staff and SBM.**Considering evacuation procedure for such staff that might be needed in an emergency. Staff:* should be especially careful to follow the rules and minimise their contacts with others
* should continue to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in their home and/or workspace

Systems in place so people know when to notify you that they fall into the clinically vulnerable or more at risk categories.**SBM.**Headteachers/Managers should engage in discussions with staff in these groups - consider risk factors and perception of the staff member. Where there is agreement that the risk factors can be mitigated with the existing control measures in the risk assessment to everyone’s satisfaction no change is needed. **SBM.**However, if there is increased risk for a staff member despite existing control measures the manager/headteacher will provide support and make necessary adjustments to mitigate those risks. It may be that an individual risk assessment can help to discuss issues.**SBM.** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| Clinically Extremely Vulnerable (CEV) **Adults**[GOV.UK - Government / Publications / Actions for schools during the Coronavirus outbreak / staff-who-are-clinically-extremely-vulnerable](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#staff-who-are-clinically-extremely-vulnerable)[GOV.UK - Publications - Guidance on Shielding and protecting Extremely Vulnerable Persons from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | CEV Staff in schools | 1. Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.

[GOV.UK - Government / Publications / Actions for schools during the Coronavirus outbreak / staff-who-are-clinically-extremely-vulnerable](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#staff-who-are-clinically-extremely-vulnerable)**SBM**[GOV.UK - Publications - Guidance on Shielding and protecting Extremely For Schools with access to Schools Health & Safety Team Service, they should carry out the Individual COVID-19 Risk Assessment for those at increased risk and for New and Expectant Mothers Briefing.](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) **SBM**Monitoring of all Government guidance.**SBM**Review individual risk assessments at least monthly, when updates occur or where any changes or concerns are raised. | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| Clinically extremely vulnerable pupils(*Update 5th Nov. 2020 + 13th Nov. 2020 + 31st March 2021*)[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links) | Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician | 1. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Such pupils are not to attend school.

The schools will make appropriate arrangements to enable these pupils to continue their education at home.More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice and can continue to attend nursery, school or college in this period.**DSL + SBM**Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.**DSL + SBM** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| Increased risk of infection to and from vulnerable children, SEND or children with disabilities | Staff and PupilsHOWIncreased risk of infection due to either physical difficulties or behaviour issues related to children’s needs | 1. *.*

Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.Review relevant support/care/other plans relating to individual children.***SENCO + SBM*** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| During lesson observations(*Update 5th Nov. 2020*) | Staff and pupils | 1. *This item is already covered above, however, it is given specific coverage here to ensure that it is not overlooked in these circumstances.*

Lesson observations are a part of the monitoring and support process for staff and pupils, e.g. during the Appraisal process. Such observations must only take place when the min of 2 metres’ distance rule and all over Covid-safe measures are possible at all times. (Should the 2 m distance not be possible consideration will be given for the observation to be moved to another room or another class observed that is in a larger room.)**Head** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| The teacher/staff member is to be 2 metres or more from the pupils in the classroom/room.(*Update 5th Nov. 2020*) | Staff  | 1. *This item is already covered above, however, it is given specific focus here to ensure that it is not overlooked in these circumstances.*

SLT member shall frequently take a 2 m rod into each classroom/room in which teaching takes place to emphasis to pupils and staff what 2 m ‘look like’ and to ensure that the desks have not crept forward within 2 m over time. (Care will be taken to ensure that no-one is accidently poked with the 2 m rod.)**Head** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place |
| (*Update 3rd Dec. 2020*)Staff visiting other sites thereby at risk of becoming infected or transmitting infection. | **Staff, pupils, wider families.** | 1. Such visits kept to a minimum.

Such visits to be agreed with Head Teacher or Deputy.1. Travel to and from the establishment must follow the Government’s Covid-safe requirements and Broomfield’s RA.
2. Staff member to check before or on arrival at the establishment – it will usually be another school – that:
	1. it has a Covid-safe RA and
	2. what the Covid-safety measures are for our staff member.

Our staff member is to follow the establishment’s Covid-safe measures, or should they be less rigorous than Broomfield School’s in terms of:1. social distancing,
2. washing/sanitising,
3. wearing of face-mask,
4. not sharing equipment,
5. etc.

 Broomfield’s standards are to be maintained as a minimum.**Head** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| *(Updated 13th Jan. 2021 - Enfield is to continue with in-year admissions during the lockdown.)*Prior to admission the School will often need to see various documentation, e.g. passports and photo ID and often the best way to identify any potential CP issues or ‘causes for concern’ is to have a face-to-face meeting in School.*(Updated 17th Jan. 2021*)These same procedures to apply to other meetings in school, as appropriate, e.g. School Counsellor meeting with a pupil when necessary. | **Staff and new pupil and family members in attendance, and the wider body of pupils and staff in school, and wider families.** | 1. In advance of the meeting, parents to be contacted and advised:
	1. only to send one parent and pupil himself/herself. On occasion, the family might need to bring a translator. Should more family members arrive they will wait outside or in Reception, unless the additional member is a baby.
	2. advised that they must not attend should anyone in the home have the Symptoms, or having been found to be positive, or required to quarantine or self-isolate.

 **Office Manager**1. Family is to wear masks unless exempt. The School will have masks available, if needed.

 **Office Manager**1. The meeting will be held in a large and well ventilated room. If the conference room is **not** large enough due to people in attendance a larger room must be used, e.g. assembly hall.

 **Office Manager**1. The meeting room will be prepared in advance, including the following.
	1. Room and furniture to be pre-sanitised/cleaned.
	2. Windows are to be opened.
	3. Chairs and a table for family to sit together at and chairs and table for the staff member are to be set up in advance with a minimum of **2 metres distance** between them,
	4. Should there be a requirement for more than one member of staff to be present, e.g. the need for a staff translator, their chairs will be 2 metres from one another as well as 2 metres from the family,
	5. There will be a ‘neutral documents-table’ – 2 metres between the parental seating and the staff seating - which is to be approached by either the parent or staff member one at a time - never together. Documents that the school needs to view can be placed on the table by the parent who then returns to his/her seat before the table is approached by the member of staff.

The same process is followed in reverse should the parent need to view, sign or receive documents from the School,* 1. Gloves will be worn by staff member when handling documents and gloves will be made available for parent should they wish to wear them.
	2. Documents returned to the Office will be held wearing gloves by staff in the meeting and staff in the Office before filing.

 **Office Manager and Premises Manager**1. The family will be escorted at a distance of not less than 2 metres to and from the meeting room.

**SLT/AD running meeting**1. In the meeting room:
	1. 4 metres distance will be maintained when seated between:
		1. The family and the staff and
		2. between the staff also should there be more than one member of staff present..
	2. The ‘neutral documents table’ will be used by either parent or staff member at any one time.

**SLT/AD running meeting**1. The cleaners will be informed of the meeting so that there can be a thorough cleaning after the meeting and before it is used by others.

**Office Manager and Premises Manager** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Teachers working from home and pupils using DSE equipment. | **Staff working from home and pupils studying from home**.Musculoskeletal disorders as a result of using DSE at home for a long period of time | 1. For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”.

**SBM.**1. Follow guidance on display screen equipment in the HSE Protect homeworkers page. Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s

[HSE - Protect home workers - Coronavirus (COVID-19)](https://www.hse.gov.uk/toolbox/workers/home.htm) [HSE - Coronavirus/Working Safely / Protect People](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)**SBM.**1. There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed

**SBM.**1. - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly

**SBM.**296 - For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home**SBM.**1. Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.

**SBM.** |  |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Pregnant workers/new and expectant mothers contracting Corona virus, whilst at work or using public transport.NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV). | Pregnant workersInfection of Covid 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary. | 1. Consultation on the general COVID-19 risk assessments for the school and its arrangements should also take place.

Discussion with the new or expectant mother should take place before any physical return to the school/workplace. **Carry out New and Expectant Mothers Risk Assessment.**Current government and NHS advice is that pregnant workers are in the clinically vulnerable (CV) group.  | L. | Consideration should also be given to requests from employees to be based at a site other than their usual workplace.Regularly review the risk assessment, (MINMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm. | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Pregnant workers with defined conditions or at 28 weeks / third trimester or more are considered Clinically Extremely Vulnerable (**CEV**). |  | 1. .

Pregnant workers are **defined** as **clinically extremely vulnerable at 28 weeks / third trimester)** – this group may previously have been advised to shield. SEE NOTES BELOW.NOTE: LATEST GOVT GUIDANCE EXTRACT BELOW covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees**SBM** | L. | There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment. | holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **For women less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19)** | *You must first have a workplace risk assessment with your employer and occupational health team.**Then, you should only continue working if the risk assessment advises that it is safe to do so.**This means that your employer should remove or manage any risks. If this cannot be done, you should be offered suitable alternative work or working arrangements (including working from home) or be suspended on your normal pay.**Your employer should ensure they are able to adhere to any active national guidance on social distancing.**Some higher risk occupations such as those with greater public contact or in healthcare may carry a higher risk of exposure to the virus. In healthcare settings this may include working in specific higher risk areas or higher risk procedures as summarised in the Public Health England publication* [*Guidance on Infection Prevention and Control*](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)*.**You should be supported by your employer with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment.*  *If alternative work cannot be found, advice on suspension and pay can be found in* [*HSE guidance*](https://www.hse.gov.uk/mothers/index.htm)*.* |
| **The following recommendations apply for pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus** | *If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.**This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.**Your employer should ensure you are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).**For many workers, this may require working flexibly from home in a different capacity.**All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.**Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave.  Advice on suspension and pay can be found in* [*HSE guidance*](https://www.hse.gov.uk/mothers/index.htm)*.* |
| *(Updated 17th Jan. 2021 +8th March 2021)*Lateral Flow Testing (LFT) introduced. | **Staff and pupils who are in school, and wider families** | 1. To follow the Government guidance regarding:
	1. Training,
	2. Set-up arrangements,
	3. Staffing,
	4. Procedures,
	5. *Further detai*l - see the Risk Assessment for the School’s LFT Centre. (This uses the NHS model provided.)
	6. etc.

**SBM.**1. Pupils will be brought into school in a staggered and orderly manner for their first LFT and reintroduced to their lesson overs the w.b. 8th March 2021.

Parents and pupils briefed in advance.LFTs are voluntary and consent forms required.**Deputy Head and SBM and Office Manager.**1. Staff will be properly briefed on the LTF as applied to them, including on the use of the home-test kits.

**SBM.** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Increased risk of infection due to mutations of the Coronavirus. | All staff, pupilsand others may be at greater risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.  | 1. All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.

**SLT** | L.  | All schools and colleges should offer regular twice weekly testing to their staff – participation in testing is strongly encouraged.Lateral flow devices are provided to schools, should offer staff (who are on-site) access to 2 rapid results tests every week. This will help identify staff who are carrying the virus without displaying symptoms, reducing the risk of transmission. | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Persons previously ‘shielding’ | EVC persons. | 1. Following Government guidance EVC persons might return to work under specified conditions.
2. Individual meetings have been held to ensure that all support is in place.

**SBM** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Lateral Flow Device tests. | All at the school. | 1. Government advice re. home tests is being followed for pupils and staff.

**SBM** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| After-school clubs, holiday clubs and other out-of-school settings, including educational visits. *See guidance:*<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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak> | All at school and others who may be involved in the activities, e.g. coaches. | 1. **‘*Educational day visits -*** *Schools and out-of-school settings can resume educational day visits from 12 April. Any educational day visits must be conducted in line with relevant COVID-19 secure guidelines and the regulations in place at the time, including protective measures, such as keeping children within their consistent groups, and the COVID-19 secure measures in place at the destination. Out-of-school settings should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, out-of-school settings will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues*.’

**The above is from the guidance. The school will follow this guidance. The school shall not be running residential trip or overseas trip until Government restrictions relax sufficiently**. **All educational visits/trips shall be placed on Evolve as is the School’s usual practice.** **Head Teacher.**1. **After-school sports**

This risk assessmemt is to be followed in respect of after-school sports, including:* + Being outdoors were possible,
	+ Maintaining bubble-integrity, (**It is likely to be the case that new bubbles from the class-bubbles are formed for the purpose of the sport, e.g. football so that teams, coaching and games might take place**. *Clarification at 7th May 2021*.)
	+ Sanitizing hands and equipment,
	+ Social distancing.

See the guidance:***Sports provision****All outdoor sports provision can be accessed by all children without restriction on the purposes for which they may attend. However, restrictions on access to indoor provision will remain in place until 12 April. Read the sections*[*who can attend your out-of-school setting*](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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend)*and*[*considering group sizes*](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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#considering-group-sizes)*for more information.**Care should be taken to maintain social distancing in a sports setting as people breathe more heavily and rapidly during exercise. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (though opening windows and doors or using air conditioning systems wherever possible), distancing between children, and paying scrupulous attention to cleaning and hygiene.**Where you are considering team sports you should only engage in those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport, and been approved by the government, for example, sports on the list available at*[*grassroots sports guidance for safe provision*](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events)*including team sport, contact combat sport and organised sports events.**Read the*[*providers of grassroots sport and sport facilities guidance*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities)*for more information. Providers of sports activities should also refer to relevant guidance from:** [*Sport England*](https://www.sportengland.org/how-we-can-help/coronavirus)
* [*Association for Physical Education*](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf)
* *Youth Sort Trust*

**Head of PE.** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Police Cadets | Cadets and their ‘staff’ and the School. | 1. The Cadets will have a suitable Risk Assessment and a copy will be provided for the School.

**SBM.**1. The School will ensure that the area to be used by the cadets will be cleaned and sanitized before and after use by the cadets.

**Premises Manager.** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Staff Football | Staff  | 1. This will be fully in accord with the national guidance and the School’s Covid RA. There will be an additional RA which will be an addendum to this main RA.

**Head of PE.** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Year group Examinations | Year group and staff | 1. Where we need to ensure exam confidentiality, the exam hall (Sports Hall and Assembly Hall) will be set out to give max spacing. This will meet the exam board distancing, but will not be the 2 metres Covid distancing for the whole of the year group. Therefore the following additional measures will be put in place:
	1. for the exam session, pupils will have fixed seats according to a seating plan,
	2. all doors will be open for max. ventilation,
	3. care will be taken to distribute papers and equipment and to collect papers and equipment to ensure that Covid sanitary-conditions are fully followed, (See above.)
	4. the marking of papers will be conducted according to Covid sanitary-conditions. (See above.)

**Should the hall not be ‘full’ the pupils will be spread out to ensure 2m distance min.****Deputy Head and Exam Secretary.** | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| Visiting speakers as part of the educational and wider-educational programme, e.g. NCS. | Pupils and staff | 1. The Covid RA to be applied, including:
	1. Ensuring that the visitors are aware of our Covid requirements, including keeping stringently to social distancing,
	2. Check that they do not have any of the symptoms or should otherwise not be in school,
	3. Encourage them to take the LFD test before coming to the school,
	4. Ensuring that all of our usual safeguarding measures are in place.

**Visit organiser and SBM**. | L.  |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **UPDATED 6TH MAY 2021****Interviews for teaching posts** | Pupils and staff.Candidates | 1. Candidates to confirm that they:
	1. Free from symptom of Covid-19.
	2. Are not required to be in self-isolation.
	3. If formally advised to shield, they are to advise us so that we might write an individual RA with them.
2. Candidates are advised to have a lateral flow decice test before coming to Broomfield.
3. Candidates are to follow all of the hygiene and social distancing requirements of the Government, including
	1. mask wearing if not except.
	2. Maintain a min. of 2 metres in the classroom and around the building and site generally.
	3. Not sharing equipment.
4. Candidates are to confirm that they have read this RA and have raised with Broomfield any concerns they may have.

Candidates and Office Manager | L. |  | Please note that the post holder shown in turquoise in the **What is currently done to reduce / control the risk** column is responsible for ensuring that the control measure is in place/remains in place. |
| **Pupils on Alternative Provision placements and managed move placements.** | Pupils, staff and families. | 1. All pupils will have received Covid-19 safety guidance from Broomfield School. They are to be briefed in the Covid-safety procedures at their new placement.

**DSL and other institution**. |  |  |  |

End of risk assessment.