


**Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020**

Description of Activity / Person / Area / Equipment being assessed		Provision of education during the Covid-19 situation - preparation for full opening of schools in September 2020	
Section(s) / Team(s) covered		Strathmore School	
Location(s) covered		Infant, Primary, Junior, Secondary and Special Schools including nurseries	
Date of Original Assessment		04.08.2020	
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?			02/09/2020
Are staff covered by this risk assessment aware of the controls noted and understand them?			Yes
Has action been taken	YES/ONGOING		
Confirmed by Line Manager?	YES		
Lead Assessors name (print)			
Lead Assessor's signature			
Date:			
Has action been taken	YES/ONGOING		
Manager's name (print)	Ivan Pryce		
Manager's signature			
Date:	02/09/2020		

This risk assessment template focuses on education during Covid-19 situation for September 2020 when schools will be accepting all pupils back. If there are any queries, please contact us at healthandsafety@kingston.gov.uk. Please add local school information/notes where appropriate to ensure your finished document is not generic. This document is applicable to all types of schools including special. Updates are identified with the use of the yellow highlighter pen effect. Direct quotes from Government guidance are highlighted with the pale green highlighter pen effect.

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Schools updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Originally published for schools on 14/7/2020		H&S Team	14/7/2020
	Update of 14/8/2020	<ul style="list-style-type: none"> • Updates following the 7/8/2020 update of the Government's guidance on the full opening of schools in September 2020. • Link to new guidance on noting absence which includes actions for different COVID testing result scenarios. • Information for all schools in relation to safe use and storage of alcohol containing hand sanitiser. • Inclusion of references/links to updated/new specific Government Guidance documents where relevant to H&S. • Notification that CLEAPSS COVID guidance has been updated. • Notification of additional wording on the HSE website relating to air conditioning and fans. • Latest excerpt from the Shielding guidance (updated 13/8/2020). 	H&S Team	14/8/2020
	Updated 26/08/20	<ul style="list-style-type: none"> • Change to government guidance for the use of face coverings in high schools 	H&S Team	26/08/20

No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In place? Comments?
1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	<ul style="list-style-type: none"> Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding. It includes advice as to what shielders should do if transmission of COVID-19 increases/the area enters a local lockdown. <p>Latest excerpt from the shielding guidance (updated on 13th August):</p> <p><i>"What has changed</i> <i>The guidance for the clinically extremely vulnerable is that shielding has been paused. This means:</i></p> <ul style="list-style-type: none"> <i>you do not need to follow previous shielding advice</i> <i>you can go to work as long as the workplace is Covid-secure, but should carry on working from home wherever possible</i> <i>clinically extremely vulnerable children should attend education settings in line with the wider guidance on reopening of schools and guidance for full opening: special schools and other specialist settings</i> <i>you can go outside as much as you like but you should still try to keep your overall social interactions low</i> 	<p>Parents have been advised to seek medical advice regarding their children's vulnerability and to inform school of that advice.</p> <p>CO has liaised with those staff previously advised to stay away from school. Medical advice has been provided to individual staff that enables them to return to school in September.</p> <p>This document is being shared with Unison school rep TM</p>

			<ul style="list-style-type: none"> • you can visit businesses, such as supermarkets, pubs and shops, while keeping 2 metres away from others wherever possible or <u>1 metre, plus other precautions</u> • you should continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or workspace • you will no longer receive free food parcels, medicine deliveries and basic care from the National Shielding Service” <ul style="list-style-type: none"> • Emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are three key demographic factors that can affect people’s vulnerability, or ‘risk factor’ in relation to COVID-19 health outcomes: <ul style="list-style-type: none"> ▪ Age ▪ Underlying health conditions ▪ Ethnicity ▪ Gender • Action HR’s Occupational Health has therefore prepared an Individual Risk Assessment for Staff for schools to utilise. Consultation with Unions took place successfully and the document has been shared with schools. Any questions should be directed to: occupational.health@kingston.gov.uk • The school has utilised the individual staff risk assessment document and gone through the form with staff affected by this. As part of this process the arrangements for their return to work have been carefully planned and discussed with each individual. • Information provided in the updated guidance (for full September opening) relating to clinically or extremely clinically vulnerable and pregnant staff has been expanded. 	
--	--	--	---	--

Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none">• Pregnant women are included in the 'clinically vulnerable' category, and are generally advised to follow the Government advice on full opening of schools. Link: Government Guidance for full opening in September (this takes you to the 'school operations' section then you need to scroll down to 'workforce').• The Government advice in relation to pregnant women also includes a link to this document by the Royal College of Obstetrics and Gynaecology (RCOG). Link: Occupational Health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The Government therefore advises employers and pregnant women to follow this advice and to continue to monitor for future updates to it.• The school will review any individual staff risk assessments undertaken for pregnant staff and consider the advice - particularly in the case of those of weeks 28 gestation and beyond and referring those staff through to Occupational Health.	
--	--	--	---	--

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

2	People with symptoms of COVID-19 - potential for transmission from person to person	Staff pupils visitors contractors	<ul style="list-style-type: none"> Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange a test to identify whether they have COVID-19. The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - number 25 in this risk assessment Posters describing the symptoms were circulated to schools in May by the Health and Safety Team and these have been displayed in the school. Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). The following link provides advice on noting absence and gives examples of the time required off school for different COVID-related scenarios based on test results: AbsenceInRelationToCOVIDscenarios The Government Guidance on full opening in September has changed the isolation period for those who test positive for coronavirus from 7 days to 10 days from the onset of symptoms. 	<p>Posters to be re-displayed after redecoration</p> <p>Flow charts from AfC to be displayed in all offices/staff rooms and medical rooms.</p> <p>Local actions to be shared for each campus e.g. isolation room/name of who will contact parents.</p> <p>Each class has a contactless thermometer to use if a child appears unwell.</p>
3	Stress and anxiety for staff who are asked to return and who are worried about the risks to	Staff	<ul style="list-style-type: none"> In addition to the bullet points listed in point 1 of this risk assessment the following are in place: Individual staff risk assessments are completed as discussed in point 1. Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. 	Workplace Options sign in details to be shared with staff

Shared Service - Full Opening in September 2020

	their health and the health of their family (particularly if living with those who are currently shielding).		<ul style="list-style-type: none"> Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). If the school buys into a scheme, staff are reminded of the availability of their Employee Assistance Programme. Staff and school have access to official guidance from DfE and Public Health England. 	
4	Testing		<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This now includes children of all ages, even those under 5. Anyone with symptoms will need to be tested.</p> <ul style="list-style-type: none"> Link: Guidance on Testing for Essential Workers (e.g. teachers) Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils Link: Symptoms <p>Link: Essential Workers</p>	<p>Staff who show symptoms should immediately arrange for test via the online portal https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/ or phone NHS 119.</p> <p>Admin to be made aware of referral system.</p>
5	Local Lockdowns		<p>s in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>The school will follow the advice provided by Public Health in these situations.</p>	Each campus operates as a 'bubble' and will respond accordingly to the advice from PHE

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<p>In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority/Academy Trust.</p> <p>Link: Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance) the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</p>	
6	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> • Link: Government Guidance on full opening in September 2020 • The school is reviewing the numbers of handwashing facilities in school and considering whether these are sufficient or more are needed. One option could be considering supplementing sinks where needed with the provision of hand sanitiser dispensing units. As part of this the school will consider aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc.. • The school is reviewing whether it has sufficient numbers of bins to support respiratory and handwashing hygiene, pedal bins are most effective as they negate the need for hand contact with the bin, however the school will decide ultimately, taking into account suitability in relation to the pupils (e.g. age and abilities of pupils). • On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. • On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. • Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. • All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when 	<p>All classrooms have sinks and soap/sanitising dispensers.</p> <p>Adequate number of bins are provided.</p> <p>Signage to be reinstated post decoration/deep clean</p>

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<p>they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes.</p> <ul style="list-style-type: none"> Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. (See science section re' hand sanitiser in labs and D&T areas.) Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished. Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels. Link: Guidelines on hand hygiene Link: Wash your hands poster Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. Link: Catch it, Kill it, Bin it poster Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.) (<i>School, please change this to reflect what your school has.</i>) First aiders have access to local handwashing facilities/hand sanitiser. 	
7	Visitors		<ul style="list-style-type: none"> Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. Signing in arrangements are discussed in row 8 below. All Schools: Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school. 	Discussions with therapists regarding movement between schools based on HRCH Risk assessment (to be supplied) and School R/A to be shared with individual Therapists and their line managers.

Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> • Immunisation Programmes - Excerpt from the full opening of schools in September Government guidance which was updated on 7/8/2020: • <i>"As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff."</i> • Where immunisation visits are being organised to take place in school, the school will share its risk assessment with the immunisation provider and request confirmation as to what infection control arrangements the provider will be putting in place for the immunisation process. • Special Schools: Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. The school ensures they are aware of the handwashing and social distancing arrangements to be followed in school. • Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. • Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. • The school utilises Action HR's Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July. 	<p>PS to ensure Head of School and Reception are aware when any contractors required to be in school.</p> <p>PS to ensure contractors have received copy of R/A.</p> <p>Code of Conduct: reception to be made aware of Code and location</p>
8	The potential for transmission of virus droplets from		<ul style="list-style-type: none"> • Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. 	<p>Touch Screen Sign In: Visitors to use hand sanitiser before and after signing in.</p>

Shared Service - Full Opening in September 2020

<p>surfaces to the hands and then to the face -</p> <p>Signing in arrangements,</p> <p>Use of equipment including pens and pencils,</p> <p>Use of Resources,</p> <p>Libraries</p> <p>Shared equipment</p> <p>Toys</p> <p>Computer and IT equipment</p> <p>Outside play equipment</p>	<ul style="list-style-type: none"> Classroom based resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.) Soft furnishings which can be cleaned can be used. Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (See also the sports row of this risk assessment.) Use of the Library - the following controls are in place for the library to reduce the potential for virus transmission: <ul style="list-style-type: none"> Strathmore pupils will not access the libraries located in colocated schools for the time being. No hotdesking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice are cleaned before they are used by a different group. Sharing of computers and Ipads is avoided where possible. The school considers how external play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Playground play equipment: <ul style="list-style-type: none"> As each campus is considered a Bubble in itself, playground equipment can be used providing it is sanitised after each use. 	<p>Hot-desking: JB & NC to be provided with individual wireless keyboard and mouse – each to be responsible for removing at end of day. (IP to ask Direct Support to provide)</p> <p>Wipes to be used after each phone call.</p>
---	---	--

			<ul style="list-style-type: none"> Excerpt from the Government Guidance for Schools (full opening): <i>“Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i> 	<p>Pump Action Sprayers to be used on each Campus rota for Class Staff required. PS to carry out 1 clean on every Campus per day sign off sheets to be filled out after each clean</p>
--	--	--	---	--

				In place? Comments?
9	Cleaning inc. toilets		<ul style="list-style-type: none"> There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)). Rooms / shared areas that are used by different groups are cleaned more frequently. The Government Guidance wording in relation to toilets has changed as of 7/8/2020 and is quoted below with the main change highlighted with yellow highlighter: <i>toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</i> Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach <p>An excerpt from “Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)” (Updated 21 July 2020) is provided below:</p> <p><i>“Cleaning should be generally enhanced, including:</i></p> <ul style="list-style-type: none"> <i>more frequent cleaning of rooms or shared areas that are used by different groups</i> <i>cleaning frequently touched surfaces more often than normal, such as:</i> <ul style="list-style-type: none"> <i>door handles</i> <i>handrails</i> 	

			<ul style="list-style-type: none"> ○ <i>table tops</i> ○ <i>play equipment</i> ○ <i>toys</i> ○ <i>electronic devices (such as phones)</i> <p><i>When cleaning, use the usual products, like detergents and bleach, because these are very effective at getting rid of the virus on surfaces. All education, childcare and children's social care settings should follow the PHE guidance on cleaning for non-healthcare settings.</i></p> <ul style="list-style-type: none"> ● See link: Cleaning in non-healthcare settings. Note: this guidance was updated as the Government promised. 	
10	Social distancing - Teaching, Classrooms Bubbles/Groups	Pupils, staff	<ul style="list-style-type: none"> ● Link: Guidance for Full Opening (Schools) ● Link: Guidance for Full Opening (Special Schools & Other Specialist Settings) ● Where possible and appropriate, outside space is utilised for lessons or activities. ● Where possible, for example if this can be achieved in infant, primary and junior schools, pupils are in the same class group at all times each day, and different groups are not mixed during the day. (If this can be achieved it will help to reduce the number of people who could be asked to isolate should someone in the group become ill with COVID-19.) ● For secondary schools, pupil groupings are likely to be the whole year group rather than individual classes, however, maintaining individual 	Until further notice there will be no interaction between pupils from across campuses nor with mainstream peers in co-located campuses

	Classrooms		<p>classes for the younger secondary school years might be possible. Note the following quote from the guidance in relation to secondary school aged pupils: <i>"When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate."</i></p> <ul style="list-style-type: none"> ● Where possible, pupils use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day. (It is appreciated this is less possible in secondary schools and some settings.) ● Where a different group needs to use a room that has been used by a different group, the room will need to be thoroughly cleaned before the next group enters. ● Where ground floor classrooms/offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times. ● Classroom window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately. ● Excerpts from Government Guidelines: ● Measures within the classroom ● <i>"Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they</i> 	<p>All Staff</p> <p>To be included into every classes daily schedule</p>
--	-------------------	--	--	--

Shared Service - Full Opening in September 2020

			<p><i>should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal."</i></p> <ul style="list-style-type: none"> • <i>The Government Guidance notes:</i> <p><i>"Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</i></p> <p><i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> • <i>children's ability to distance</i> • <i>the lay out of the school</i> • <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i> <p><i>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old</i></p>	
--	--	--	--	--

Shared Service - Full Opening in September 2020

			<p><i>enough, they should also be supported to maintain distance and not touch staff where possible.</i></p> <p><i>Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."</i></p>	
11	Social distancing - Offices		<ul style="list-style-type: none"> • Staff maintain the 2 metre distancing rule wherever possible including with other staff and pupils. • No hotdesking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. • Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. • Where ground floor offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times. • Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. 	See 8

12	After School Clubs, Breakfast Clubs, Holiday Clubs		<ul style="list-style-type: none"> The Government has provided guidance on the provision of these facilities Link: Protective Measures for Holiday or After School Clubs or Other Out of School Settings - this guidance advises on the controls required of providers for these activities and settings. The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19. The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control. Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting. 	<p>No after school or holiday clubs planned</p> <p>Russell Breakfast Club to ensure that hall space is cleaned after use</p>
13	Social Distancing - Travelling to and from school		<ul style="list-style-type: none"> Unnecessary travel on public transport is avoided where possible. All those who travel on public transport are required to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering. Update: The guidance on this has been updated again (25/7/2020) - Link: Safer Travel Guidance for Passengers See also this poster: Safe Travel Poster for Passengers 	<p>Posters to be displayed</p> <p>Local Authorities to be asked to share their arrangements and expectations of drivers and passenger assistants.</p>

			<ul style="list-style-type: none"> Where pupils travel to school on dedicated school transport, the provider and school should discuss what arrangements are in place. This is likely to include: <ul style="list-style-type: none"> hand washing/sanitising, vehicle cleaning, queueing arrangements, boarding arrangements, distancing on the vehicle where possible, and the wearing of face coverings by children over the age of 11 years in the event of specific circumstances applying (each case is best considered individually). The following quote from the Government Guidance sums up the areas to be considered: <p><i>“Dedicated school transport, including statutory provision</i></p> <ul style="list-style-type: none"> <i>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.</i> <i>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this</i> 	<p>AfC Transport to provide R/A & Guidance on expectations</p>
--	--	--	---	--

	<p>Dropping off and collection arrangements</p>	<p>document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> ○ “how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school ○ use of hand sanitiser upon boarding and/or disembarking ○ additional cleaning of vehicles ○ organised queuing and boarding where possible ○ distancing within vehicles wherever possible ○ the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet” <ul style="list-style-type: none"> ● Government Press Release on Transport for Pupils ● Parents are discouraged from gathering at the school gates and reminded of the social distancing rules (2 m or, if this is not possible, 1 m plus mitigating controls). ● Where possible, drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. (Government Guidance states these arrangements should not reduce the amount of overall teaching time.) ● (School - delete if not a secondary school) Secondary schools consider how pupils travel to and from school. Pupils are encouraged to walk or cycle where possible. In preparing for wider opening, secondary schools carefully consider: <ul style="list-style-type: none"> ● how many pupils will be travelling at the same time ● how those pupils are likely to travel 	<p>Posters reminding parents to wait outside and distance to be displayed.</p> <p>Russell: parents to park in spaces at east of campus and walk down. OR. Wait until all buses have left Strathmore car park and travel down when vacant.</p> <p>Review of drop-off/pick arrangements at SRR campus to be made during w/c 07/09/2020</p>
--	--	--	--

Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school Clear messages are provided to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Pupils are reminded about maintaining social distancing both in and outside of school. The school regularly checks the Government Advice: Link: Government Guidance - Full Opening of Schools Link: Government Guidance - Special Schools and Other Specialist Settings Link: Government Advice - Conducting a SEND Risk Assessment. 	
14	Face Coverings	Staff, pupils	<p>Face coverings (All Schools)</p> <ul style="list-style-type: none"> Where pupils, students or staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils and students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. Link: Guidance to working safely in education, childcare and children's social care 	<p>Staff and any pupils should remove their face masks on arrival at school and place in a plastic bag for being washed at home ensuring it cannot be accessed by pupils.</p> <p>Any PPE used when working with children must be disposed of in yellow. Hygiene waste bins located in changing areas and toilets</p>

			<ul style="list-style-type: none"> ● Link: Government Guidance on Full Opening of Schools <p>Quote from Section 1, point 6 of the Government Guidance:</p> <p><i>"The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i></p> <p><i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</i></p> <p><i>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used"</i></p> <ul style="list-style-type: none"> ● This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances. 	
--	--	--	--	--

			High Schools (Please delete if a primary school) <ul style="list-style-type: none">• The high school will continue to follow current government guidance• In the event of a widespread transmission in the area, Children aged 12 and over should wear a mask/face covering under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others.• The school appreciates that some may be unable to wear masks due to specific health conditions or special needs and makes adjustments to its policy accordingly.• It retains the right to require the wearing of face coverings in communal areas based on its assessment of the situation within school.• At this time the school does not require the wearing of face covering	
--	--	--	--	--

Shared Service - Full Opening in September 2020

15	Social distancing - lunch and school canteens		<ul style="list-style-type: none"> Review whether it would be practical to have some groups eating lunch outside in good weather. Consider staggered lunch times to reduce the total numbers of people in the hall at any one time. Queueing for lunch - social distancing rules applied for secondary school pupils. For younger pupils where social distancing is difficult, bubbles are maintained and large distances between each group maintained. Entrance into smaller areas (e.g. food serveries if this is slightly discrete to the main hall) controlled with maximum number of people allowed in the space at any one time. Tables and chairs set to maximise the distance between people. Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. Link: Government Advice for Schools implementing protective measures in education and childcare settings Link: Government Advice - Conducting a SEND Risk Assessment. 	<p>Staggered lunch times as detailed by each campus</p> <p>Furniture arrangements in lunch hall detailed for each campus.</p>
16	Social distancing - staff room and staff toilet facilities meetings	Staff, visitors	<ul style="list-style-type: none"> Protocol set for the use of staff kitchen and staff toilet areas - signage for one person at a time with distancing indicators on the floor. Staff are encouraged to have breaks outside/go for local walks, consider allocating an outside space in school to staff to have their lunch when weather permits. Individual choice is important and accepted. Staff are encouraged to close toilet lids before flushing (where toilet lids are provided). Staff make their own drinks and handle their own food. Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. Window(s) opened where possible. <p>Link: Government Guidance on Full Opening for Schools</p>	<p>Posters encouraging social distancing/good hygiene displayed in staff rooms</p> <p>Staff breaks staggered to help staff distance.</p> <p>Protocol for shared staffroom at Russell to be highlighted and shared.</p>

			<p>Excerpt from the Government Guidelines:</p> <p><i>"Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day."</i></p>	Outdoor area for staff lunch at SRR campus
17	Social distancing - movement around school buildings	Staff, pupils	<ul style="list-style-type: none"> • Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. • Where there are windows along corridors, they are opened to help with general ventilation where possible. • Where physically possible, movement around the building is via a one-way system with one set of stairs used for going up and one for going down. • To minimise close contact between users, lifts only to be used by those with disabilities or reduced mobility (operation recovery, injury, etc.) or for staff moving heavy or large objects. • If heavily used, lift will be subject to the increased cleaning regime in the building. • Excerpt from the Government Guidelines: <p><i>"While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits."</i></p>	In place
18	Social distancing - Assemblies, Large gatherings,	Staff, pupils, visitors	<ul style="list-style-type: none"> • Whole school assemblies or whole school worship does not take place. Instead the school organises individual group assemblies/worship or uses technology (for example with one group of children present as the assembly/worship is delivered and this is filmed for showing in each classroom). 	Campus specific arrangement for assemblies (as each is a single bubble).

Shared Service - Full Opening in September 2020

	Whole school worship		<u>Excerpt from Government Guidelines:</u> "Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group."	
19	Social distancing - Singing	Staff, pupils	<ul style="list-style-type: none"> • Singing is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing sitting side to side or back to back. • Singing does not take place in larger groups such as school choirs and groups/ensembles, or school assemblies. 	<p>Singing as a musical marker is permitted within classrooms etc.</p> <p>See assembly protocol above</p> <p>Music Teachers and Music Therapists to be made aware</p>
20	Social distancing - Music - playing of wind and brass instruments	Pupils, staff	<ul style="list-style-type: none"> • Playing of wind and brass instruments is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting back to back or side to side; ○ pupils do not share instruments and only use their allocated instrument. • Wind and brass playing does not take place in larger groups such as school choirs and ensembles, or school assemblies. <p>Quote from the Government Guidelines:</p> <p>"Schools should note that there may be an additional risk of infection in</p>	<p>Music Teachers and Music Therapists to be made aware and discussions on possible risk reduction to take place</p>

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, 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. Further more detailed DfE guidance will be published shortly.”	
21	PE and Sports	Staff, pupils	<ul style="list-style-type: none"> • PE and sports lessons will take place outside where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only. • Contact sports will not take place. Instead, for example, training in such sports will take place with individual spaces marked out for each individual taking part in training elements of the activity and distanced from others. • Equipment used for sports and PE are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Pupils will be kept in consistent groups. 	Sprays and wipes are located within PE Cupboards

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> External coaches where used will follow the school's requirements in terms of its wider controls including hygiene, social distancing and non-contact sports. Cloakrooms are cleaned between use by different groups. <p>Association for Physical Education (AfPE) Guidance:</p> <ul style="list-style-type: none"> AfPE has produced some useful guidance for schools highlighting some of the key areas to consider when planning activities: <p>Link: AfPE Guidance on Interpreting the Government Guidance</p>	
22	Swimming	Pupils, staff	<ul style="list-style-type: none"> The Government announced that open swimming pools could reopen on the 11th July with enclosed pools being able to open from the 25th July. Swim England has published a number of documents in relation to opening swimming pools, the links to which are provided below. (There does not currently appear to be specific Government advice in relation to pools.) <p>Link to Swim England Documents - in particular the Guidance for Operators document is the most helpful for schools and it has just been updated (13/7/2020).</p> <p>Controls include:</p> <ul style="list-style-type: none"> one way systems for entry and exit of the pool and changing rooms 	<p>Risk Assessment for use of Hydro pool to be carried out on 7/9/20</p> <p>Currently all public pools out of use. Update in response to Government guidance as and when released</p>

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> • increased ventilation • enhanced cleaning arrangements • reduced numbers of swimmers in the pool and changing areas 	
23	Educational Visits	Staff, pupils	<p>Link: <u>coronavirus: travel guidance for education settings.</u></p> <ul style="list-style-type: none"> • The Government has advised that, in the autumn term, schools can resume non-overnight domestic educational visits. This includes any trips or placements connected with a pupil or student's preparation for adulthood (for example workplace visits, travel training, etc.). • Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. • The school also makes use of outdoor spaces in the local area to support delivery of the curriculum. When planning these activities, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues. • The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school. As part of this arrangement, the school notifies them of any trips and submits risk assessment as necessary for consideration. 	School Ed. Visit protocol to be followed
24	Provision of first aid and medication	Staff, pupils	<ul style="list-style-type: none"> • First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. • Disposable gloves are provided for first aiders (preferably non-latex for 	Type IIR masks to be made available to First Aiders

			<p>allergy reasons).</p> <ul style="list-style-type: none"> • First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. • A disposable plastic apron is recommended. • Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. • Where possible a window is kept open in the first aid room to help ensure good ventilation. • Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. • See also the section on 'Someone develops COVID-19 symptoms whilst at school' • Excerpt from Government Guidance: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (updated 21 July 2020): <p><i>"When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</i></p> <p><i>Face masks must:</i></p> <ul style="list-style-type: none"> • <i>cover both nose and mouth</i> • <i>not be allowed to dangle around the neck</i> • <i>not be touched once put on, except when carefully removed before</i> 	
--	--	--	--	--

			<p><i>disposal</i></p> <ul style="list-style-type: none"> • <i>be changed when they become moist or damaged</i> • <i>be worn once and then discarded - hands must be cleaned after disposal"</i> <ul style="list-style-type: none"> • Please see the following link for PPE guidance for first responders: • Recommended PPE for ambulance staff, paramedics and first responders • The following link provides information on donning masks: • Advice on donning surgical masks and other PPE. • The following link provides information on how to safely remove the masks and other PPE: • Advice on removing surgical masks and other PPE. <p>Cardiopulmonary Resuscitation</p> <ul style="list-style-type: none"> • Government Advice to First Aiders including Resuscitation • Resuscitation Council Advice <p>The above links advise on the differences between performing CPR on adults and children.</p> <p>"If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a "dynamic risk assessment") and adopt appropriate precautions for infection control.</p> <p>For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-</p>	<p>Advice shared specifically with all First Aiders</p>
--	--	--	---	---

			<p>asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</p> <p>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.”</p> <p>If schools do not already have a resuscitation shield in their first aid kits, then it is advisable for them to purchase these. Here are some examples. Link: Examples</p> <p>Should staff have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the NHS website.</p> <p>Medication</p> <ul style="list-style-type: none"> • The school has a medication policy in place that is followed • Staff dispensing medication to students should minimise contact. • Wash hands before and after dispensing the medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • If required, gloves will be worn by staff when giving medication. 	
	Administering medication			Usual School procedures to be followed

25	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	<ul style="list-style-type: none"> • If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange to be tested to confirm if they have COVID-19. • If a pupil is awaiting collection, they are moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. • Where possible, a window is opened for ventilation. • If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • The school will call 999 if they are seriously ill or injured or their life is at risk. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. • Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. • Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. 	See also Section 2
----	--	---------------	---	---------------------------

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. Link: guidance on cleaning in non-healthcare settings. Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by AfC (for Kingston and Richmond Schools) or Sutton's Head of Pupil Based Commissioning (for Sutton Schools). This protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn't contacted the school) which will likely advise that the rest of their class/group be sent home and advised to self-isolate for 14 days. Link: Government Guidance for Contacts of People with Confirmed Case of Coronavirus <p>Excerpt from Government Guidance for schools:</p> <p><i>"Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</i></p> <ul style="list-style-type: none"> <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i> 	
--	--	--	--	--

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> ● proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.”</p>	
26	Staff changing nappies	Staff	<ul style="list-style-type: none"> ● Staff wear disposable gloves and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. ● Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. ● Areas / changing mats / beds in use are cleaned before and after use. ● Link: Guidelines on hand hygiene 	PPE available for staff – see Section 14

27	Supervised toothbrushing for Early Years and Schools	<ul style="list-style-type: none"> The Government has published a new guidance document - Government advice on supervised toothbrushing. It includes COVID-19 control measures needed if a school is carrying out this activity. <p>Excerpt:</p> <p><i>“Toothbrushing programme models</i> <i>Until now 2 main models have been used for supervised toothbrushing. These are:</i></p> <ul style="list-style-type: none"> <i>dry brushing models where children brush their teeth without the use of water or sinks. This can take place with children seated or standing</i> <i>wet brushing models where children brush their teeth using water, usually stood at sinks.</i> <p><i>The wet brushing model is no longer recommended during the COVID-19 recovery phase as it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral health over dry brushing.”</i></p> <ul style="list-style-type: none"> In light of this advice, if the school is participating in this project, it will follow the advice included in the Government guidance which includes following the dry brushing model only and using the associated COVID-19 controls detailed in that guidance. 	Where pupils have a medical need for tooth brushing, an individual Risk Assessment must be carried out, checked by the HT and shared with all class staff.
28	Laundry	<ul style="list-style-type: none"> Public Health advises items should be washed in accordance with the manufacturer’s instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. 	Pupil’s clothing should be bagged (or double bagged) and sent home for washing – bags to be sourced

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> • Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. • People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry. • The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble. 	
29	Uniforms	Staff, pupils	<ul style="list-style-type: none"> • Government advice notes that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	
30	Routine cleaning of communal areas of the school estate	Staff/ Cleaning Contractors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> • Disposable gloves are provided for staff/contractors (see next bullet point) • Staff wear their usual washable uniform/clothing • Mops are used for the tasks • No jet washing takes place during the current COVID-19 - not under any circumstances We are reviewing this jet washing restriction and will update when we can. • Staff wash their hands when they have finished their task and dispose of the gloves. • Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. • As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. • The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of 	PS to gather from contractors and share school R/A

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			what is expected of the contractors in terms of following COVID controls within school.	
31	Cleaning Lifts	Staff cleaning / contractors cleaning	<ul style="list-style-type: none"> The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed. 	To be shared with contractors
32	Storage and issuing of masks Putting on the masks	Staff	<ul style="list-style-type: none"> Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE. The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE - Donning and Doffing PPE Video, Public Health England 	Masks are kept in each classroom. Staff must wear gloves prior to picking up the first mask available and donning it according to advice Supply bag of masks must be kept sealed in zip-lock bags when not being required.

33	Ventilation including mechanical ventilation	<ul style="list-style-type: none"> • Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. • HSE Advice: (as at the 14/8/2020 this is noted to have been updated on the HSE website and the updates are highlighted with yellow highlighter below) • “Air conditioning • The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low, as long as there is an adequate supply of fresh air and ventilation. • You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. • You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room. • If you’re unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser. • General ventilation • Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. 	Reminder to staff to open windows and doors (when safe)
----	---	--	---


Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> • Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. • Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). • Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example, provided good ventilation is maintained. • The risk of transmission through the use of ceiling and desk fans is extremely low, providing there is good ventilation in the area it is being used, preferably provided by fresh air.” Source: HSE. 	
34	Fire Evacuation Fire Doors	All	<ul style="list-style-type: none"> • The school has reviewed the fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. • The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation). • # School - please note here which action you have taken by deleting the following scenarios which don't apply to your school. <ul style="list-style-type: none"> ○ <i>The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with.</i> ○ <i>There are no fire doors presenting these issues at SRR & Russell Campuses as those we have are already held open with automatic door release mechanisms.</i> 	<p>Staff to wipe door push plates/handles/release buttons on entry to/exit from communal areas when accompanying groups of pupils.</p> <p>Admin to be responsible for doors in reception – PS to liaise</p>

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

35	Food and drink Catering	All	<ul style="list-style-type: none"> • Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. • The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the Government Guidance for Caterers. • Pupils are not allowed to swap food from their lunch boxes/plates. <p>Excerpt from Government Guidance:</p> <p><i>"We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals."</i></p> <p>Controls detailed in the guidance for caterers include:</p> <ul style="list-style-type: none"> • regular handwashing; • those with symptoms to stay at home and get tested; • prompt removal of anyone with symptoms; • active engagement in test and trace; • risk assessment in place for activities; • limit unnecessary visits into the kitchen; • maintain 2m distancing between workers - if not possible, additional measures, e.g. redesigning task, physical barriers, PPE or face coverings. 	<p>Posters reminding staff to be displayed in staffrooms</p> <p>Caterers' R/As to be sought and school R/A to be shared</p>
----	--	-----	--	---

36	Science, DT guidance	All	<ul style="list-style-type: none"> CLEAPSS has written a number of guidance documents in relation to delivering activities during the current situation these are listed below. As CLEAPSS promised, all of the documents were updated on the 10th August 2020. <p>Primary Schools</p> <p>P104 - Organising and managing hands on activities in science, D&T and art in a partially reopened primary school.</p> <p>P097 - Practical activities for primary aged children attending school during extended periods of school closure.</p> <p>P098 - Practical activities for primary aged children at home during extended periods of school closure.</p> <p>Science</p> <p>GL343 - Guide to doing practical work in a partially reopened school - Science</p> <p>GL344 - Guidance on practical work in a partially reopened school in DT</p> <p>GL336 - CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic</p> <p>GL338 - Practical activities for pupils attending school during extended periods of closure</p> <p>GL339 – Practical activities for pupils at home during extended periods of school closure</p> <p>GL345 – Guidance for science departments returning to school after an extended period of closure</p> <p>GL352 - Managing practical work in non-lab environments</p>	
----	----------------------	-----	--	--

			Design and Technology GL346 School Extended Closure Arrangements GL347 returning to school after an extended period of closure http://primary.cleapss.org.uk/ http://science.cleapss.org.uk/ http://dt.cleapss.org.uk/	
37	Safe storage of alcohol based hand sanitiser supplies - for all schools  <small>Danger Highly Flammable/No Smoking/Naked Lights Signs</small> Use of alcohol-containing hand sanitiser	Staff	Storage of Supplies of alcohol based hand sanitiser <ul style="list-style-type: none"> Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> are not stored within fire escape routes including stairwells; are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources; there is a no smoking policy in place; the containers are kept tightly closed; are not stored in the same room as Oxygen cylinders; located in a room with a fire door; where available they are kept in a fire resisting cabinet; signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames); the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following these bullet points. Use of alcohol-containing hand sanitiser <ul style="list-style-type: none"> Where a school has Oxygen cylinders on site and/or in use by pupils, 	

			<p>before anyone uses, adjusts or checks the cylinders, they will wash and dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice:</p> <ul style="list-style-type: none"> ● Excerpt from a BOC guide on Oxygen cylinders: <p><i>“You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment.” Source: The Home Oxygen Handbook by BOC .</i></p> <ul style="list-style-type: none"> ● Row 38 below discusses hand sanitiser in science and D&T in relation to fire safety. 	
38	Fire Safety - alcohol containing hand sanitiser advice for Science and D&T	Staff, pupils	<ul style="list-style-type: none"> ● The CLEAPSS science documents as referred to in row 36 include reference to the fact that alcohol containing hand sanitiser is identified as a fire risk in labs. To address this, please ensure alcohol containing hand sanitiser is not used in labs or technician preparation rooms, science stores, etc.. Identify a sink in each lab and preparation room to be used for hand washing and provide soap and paper towels together with a handy bin. ● CLEAPSS guidance refers to the use of alcohol free sanitiser in labs and D&T rooms, however, the use of soap, water and paper towels would be most effective in relation to COVID-19 and provides a simpler solution than schools trying to source alcohol free sanitiser. ● If a school does need to buy hand sanitiser for its labs/D&T rooms rather 	

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			than the soap and water option, check product details for the following phrase: <i>"99.99% effective against viruses and bacteria"</i> as this is a regulated term used in the UK to show that a product has been through a number of BS standard tests on this issue.	
39	Science and D&T		<p>Excerpt from the Government Guidelines:</p> <p><i>"Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles."</i></p> <p>As mentioned in the rows above, CLEAPSS has produced a number of documents to help schools in planning these activities, either at home or at school during the current COVID situation. Some of the control measures are listed below, however, schools are advised to check the CLEAPSS documents for full information. Note that the three major CLEAPSS documents as referred to in the above rows are going to be updated in relation to full September opening for schools and so some of these controls may change:</p> <ul style="list-style-type: none"> • Prep' rooms and stores to be used one person at a time. (If the Prep' room is large and staff can maintain social distancing easily, this can be taken into account and arrangements adjusted accordingly.) • Ensure pupils work individually. • Practical work - CLEAPSS advice updating this is expected during the next few weeks. • PPE e.g. safety spectacles or goggles will need to be sanitised before and after each use. CLEAPSS refers to using Milton, ensuring sufficient air-drying time after cleaning. 	<p>Food Technology: all utensils to be washed in dishwasher.</p> <p>Do not use utensils that cannot be safely washed in dishwasher.</p> <p>Equipment and surfaces must be thoroughly cleaned as per guidance above</p>

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

			<ul style="list-style-type: none"> • There should be no sharing of welding masks or gloves. Activities should be adjusted accordingly. • Do not to attempt the following practical activities in biology: <ul style="list-style-type: none"> - Cheek cell sampling - Lung volume / capacity & other breathing based activities - Activities which make use of saliva. 	
40	Communicating with staff and parents	All	<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Parents and carers have been updated with a summary of the main COVID controls and arrangements that will be in place in school for September opening. (Consider including photographs of the changes the school has made as part of this so that parents and children can see these to reassure them and help them understand how things will be.) Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important. • Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures. • Include reminders of parents' roles in social distancing in the school's newsletter, for example in terms of the weekends if the newsletter goes out towards the end of the week. • Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. 	<p>R/A shared with staff on 02/09/2020 and any edits will be made and re-sent. Parents to be sent Risk Assessment update on 2/9/20 after any edits.</p>

Schools - COVID 19 Risk Assessment - Template prepared by the Health & Safety Team, Kingston & Sutton
Shared Service - Full Opening in September 2020

41	COVID controls declaration poster	-	<ul style="list-style-type: none"> The Government has produced a declaration poster for employers to display which schools may like to display: Link: Covid Secure Poster 	
42	Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.	-	<ul style="list-style-type: none"> Guidance for Full Opening of Schools Guidance for Full Opening of Special Schools and Specialist Settings Government Advice on Implementing Social Distancing in Schools Safe Working in Education, Child Care and Children's Social Care Settings including use of PPE Reopening Schools and Other Settings - Information for Parents Government Advice - Conducting a SEND Risk Assessment Government Guidance for Schools - shielding children and adults Actions for Schools During the Coronavirus Guidelines on hand hygiene Advice on donning surgical masks and other PPE. Advice on removing surgical masks and other PPE. Video: PPE - Donning and Doffing PPE Video, Public Health England School Premises - Managing Partially Opened Buildings Guidance on Ventilation by REHVA guidance on cleaning in non-healthcare settings. DfE Summary of Government Advice Scientific Evidence Summary Covid Secure Poster staying at home guidance Catch it, Kill it, Bin it poster Safe Travel Poster for Passengers 	

--	--	--	--	--

Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.