



SHEPHERD PRIMARY SCHOOL (699)

REVISED RISK ASSESSMENT FOR:

School activities during COVID 19 outbreak - opening from September 2020

Jan 2021 national lockdown updates typed in green

<p>All staff and children are expected to follow to the guidance in this risk assessment and the guidance in the government documents listed at the end of this risk assessment, to keep themselves, the children and the wider community as safe as possible.</p> <p>This risk assessment should be read in conjunction with our Plan for the reopening of Shepherd Primary School (published to staff and parents on 2nd September 2020 and on 4th January 2021 and updates provided in our weekly Friday letter to parents and staff.</p>	<p>Staff noted in this Risk Assessment:</p> <ul style="list-style-type: none"> • Headteacher – Claire Foad • SF, (DHT) – Sarah Freuchen • AC (CT) – Andrew Charter • KM (SBM) – Kelly Mansoor • JH (Office Manager) – Jo Haxton • SA (Administrator) – Sheila Anderson • DN (Site Supervisor) – Diane Norwood • DM (Cleaner) – Donna Murray
<p>Assessment by: Claire Foad (HT)</p>	<p>Date: 4th January 2021</p>
<p>Approval by: Full Governing Body</p>	<p>Date: Monday 11th January 2021</p>
<p>Risk Assessment shared with: Following approval by the Governing Body, this risk assessment has been shared with all Shepherd Primary School staff, and Unions where applicable</p>	

Rev 1: updated template following issue of Government advice on July 2nd [Actions for schools during coronavirus outbreak](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff Pupils Wider community Spread of COVID 19	School to discuss arrangements / concerns with individuals and provide assurance of controls in place.				
		Individual risk assessments will be conducted where required to determine if additional measures are required.				
		Clear message sent to parents that children should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms – regular reminders in weekly Friday Letter from HT.				
		Children Children unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant), provided with remote education (1 x child shielding).				
		Since 20 th December 2020, when Hertfordshire entered Tier 4, clinically extremely vulnerable pupils and staff are not to attend work /school.				
		Children Existing individual health care plans in place for children have been reviewed by JH (1 x child).				
		Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.				
		Staff Since 20 th December 2020, when Hertfordshire entered Tier 4, staff who are clinically extremely vulnerable are to work from home and not to come into work. If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home. (0 staff clinically extremely vulnerable).				

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		<p>Staff Individuals classed as clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p>				
		<p>Staff Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable.</p>				
School occupants coming into contact with those with Coronavirus symptoms	Staff Pupils Wider contacts Spread of COVID 19	<p>From 4th January 2021, we were instructed to move to remote learning and remain open only for children in Nursery, vulnerable children and the children of critical workers.</p>				
		<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>Parents regularly reminded in weekly Friday Letter.</p>				
		<p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p>				
		<p>No symptomatic individuals to present on site.</p>				
		<p>These expectations have been communicated to all.</p> <p>Reminder posters displayed around the school, as the Visitors sign in area at the main office and reminders sent to parents via ParentMail/weekly Friday Letters.</p>				

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		<p>In the event of a suspected case whilst on school site: Ensure the Head is notified immediately.</p>				
		<p>Follow the school protocol for a suspected case, as follows:</p> <ul style="list-style-type: none"> - if a child or staff member has covid symptoms, leave them where they are. Do not allow them to move to a different room/area - ensure that windows are open and the room is well-ventilated - if there are two adults in the room, one adult will take the rest of the class outside - if there is just one adult in the room, they will move the rest of the class 2m away from the child/adult - send an adult or child (not the child/adult with symptoms) to the nearest office with the yellow 'Emergency' card - as soon as the Emergency card arrives at an office, a member of office staff will immediately come to your assistance with the thermometer and full PPE - if the class have not yet left the room, they can then do so - the office staff will make an assessment and if they deem that the child does indeed have one of the covid symptoms, then the child will be sent home - when their parents arrives, the child will leave the school building via the closest external exit (e.g. the Year 1 ramp) and will leave the school site via the closest exit (e.g. the KS2 playground gate) - at this point, we will need to deep clean the areas that the child/adult has been in that day - this protocol stands for wherever you are when a child develops symptom - classroom, hall, dining room etc. 				
		<p>HT/DHT to complete the 'HT/DHT Checklist for a suspected case of coronavirus – member of staff/child'.</p>				

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		School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained.				
		If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.				
		Clear message sent to parents, that if a pupil is unwell at school they are to be sent home or collected immediately.				
		Anyone who has had contact with those with symptoms to wash hands thoroughly.				
		All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)				
		Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance .				
		Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.				
		Staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days (reduced from 14 days from Monday 14th December). See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-				

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		tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/				
		If parents refuse to allow their child/family member to be tested if they have symptoms of coronavirus, they will need to self-isolate at home for 14 days. Staff and children who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill.				
		Any child who has been tested for covid, must stay at home until the results of their test, even if they have been tested when they are asymptomatic.				
		From 26 th August schools were provided with 10 x home testing kits which can be provided in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers . Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer. More test kits can be ordered every 21 days via https://request-testing.test-for-coronavirus.service.gov.uk/				
		Staff and pupils who are tested for Covid-19 to inform the HT of result and date of test, via emailing: emergency@shepherd.herts.sch.uk				
		Positive case in school: In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk				
		See COVID-19 flowchart for schools http://www.intra.thegrid.org.uk/info/coronavirus/key_documents.shtml				
		HT to complete the 'Positive case of Covid-19 at Shepherd Primary School' form.				

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		If children have to be sent home during the school day, this will be communicated to parents via phone calls/ParentMail texts.				
		HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.				
		School 'bubble' document compiled by HT each week, as a log of which staff/visitors have been in which class bubbles each day.				
General Transmission of COVID-19	Staff Pupils Wider contacts	Toilet facilities are provided which contain suitable levels of soap and paper towels. Hand dryers are available in toilets, as well as paper towels in staff toilets.				
Ineffective hygiene protocols	Spread of COVID 19	All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.				
		Additional outdoor handwashing facilities installed on both the North and South playgrounds, to support children in handwashing before and after school, as well as before lunch.				
		Hand washing technique to be adopted as directed by NHS. See https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ NHS handwashing clips shared with all children.				
		Guidance posters in place to reinforce this, in all toilets, at all classroom sinks and at all outdoor handwashing stations.				
		Alcohol hand sanitiser provided at all staff/adult entry points into school, to allow staff/pupils/visitors to hand sanitise when arriving at school and before leaving.				

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		Alcohol hand sanitiser provided in each classroom and located by a hand sanitiser sign, for safe storage and monitoring.				
		Alcohol hand sanitiser provided in all other areas of the school for staff (e.g. staff room, PPA room, Meeting Room, toilets).				
		DN and DM to regularly check hand sanitiser stations to ensure they are well supplied.				
		Opportunities to use hand sanitiser built into school day routines (e.g. upon arrival at school (children supervised by a TA to do this), when returning from break, before / after eating).				
		DN and DM to regularly clean the hand washing facilities in the shared areas around school and check consumables (soap, paper towels) to ensure they are well supplied.				
		Bins for paper towels next to each sink area – bins are regularly emptied.				
		‘Catch it, kill it, bin it’ message reinforced.				
		Reminder posters displayed around the school and by each classroom bin.				
		The government recommended ‘ebug’ lessons are regularly used by class teachers to help educate children on hygiene. See https://e-bug.eu/				
		Staff / pupils to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.				
		Bins in children’s areas are not lidded bins, as children cannot reliably push a pedal bin foot and are more likely to lift the lid to put waste in the bin, therefore increasing the risk of transmission of germs.				

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		Lidded bins provided in staff areas – toilets and staff rooms.				
		Tissues provided for each classrooms and shared areas around the school. DN/DM and Cleaners to replenish supplies as needed.				
		All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.				
		Children are allowed to bring a school bag to school, containing their reading book, a water bottle, a coat, a sun hat and a packed lunch – parents asked to provide packed lunches in a plastic container rather than a fabric lunch bag.				
		Children will also bring a spare pair of trainers/wellingtons for use on the school field during – these will be left in school in a named plastic bag.				
		Staff to bring into school as little as possible and to store their own coats and bags in either the staff lockers or the classroom they are working in.				
		If staff are using the fridge in the staff room to store their lunch, staff to wash their hands before and after opening the fridge.				
		If staff use any school equipment (e.g. plates, cutlery, mugs etc), then these must be placed in the dishwasher. DN and DM will regularly run the dishwasher and empty clean equipment back into cupboards.				
General Transmission of COVID-19	Staff Pupils Wider contacts	There will be at least one cleaner in school during school hours. The full team of cleaners will clean after school.				
Ineffective cleaning	Spread of COVID 19	Documented cleaning schedule in place, so that each Cleaner has a specified section to clean. A thorough clean of each rooms/area takes place at the end of the school day.				

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		Cleaning tick sheets to be completed by each cleaner cleaning each classroom and set of toilets – tick sheets to be left on the wall in these areas, so staff can see that the areas have been cleaned.				
		Enhanced cleaning schedule implemented throughout the site during the school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly. DN/DM to clean communal shared areas and class TAs to clean classroom high contact points.				
		DN/DM/JH/SA will clean the handrails in the glass link corridor after parents have dropped off and picked up children.				
		Shared areas and rooms that are used by different groups will be cleaned between each class use.				
		Staff to be responsible for wiping down/cleaning areas they have touched in the Repro Room, staff room and Meeting Room after they have been in there. Signage is up to remind staff.				
		Each class has their own toilet area, as follows: <ul style="list-style-type: none"> - Nursery: Nursery classroom - Reception: Reception classroom - Year 1/Year 2/Year 3 Vendeen: KS1 toilets - Year 3 Texel/Year 4: lower KS2 toilets - Year 5/Year 6: upper KS2 toilets <p style="color: green;">During lockdown, children will use the following toilets:</p> <ul style="list-style-type: none"> - Nursery: Nursery classroom - E Yrs/KS1 group: KS1 toilets 				

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		<p>- Y3/Y4 group: Y3/4 toilets - Y5/Y6 group: Y5/6 toilets</p>				
		<p>Where toilets are shared between different classes (Year 3 boys only), they will be cleaned regularly by DN/DM (focus on high contact surfaces) and the importance of thorough hand washing reinforced with the children.</p>				
		<p>Wherever possible, just one child will be allowed to go to the toilet at a time.</p>				
		<p>Cleaning materials (e.g. disinfectant spray, wipes, cloths) are available to staff – each class and shared area has a cleaning kit. These are kept in sink areas in classrooms, by clear signs to ensure safe keeping and ease of monitoring.</p> <p>Supplies are checked and re-stocked regularly by DN/DM.</p> <p>Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. Instructions are provided in each cleaning kit.</p>				
		<p>Only cleaning products supplied by the school / contract cleaners are to be used, as per our normal school policy.</p>				
		<p>In the event of a suspected case / confirmed positive case on site: Trolleys are ready prepared for cleaning areas in the event of a suspected or confirmed case – trolleys contain all necessary PPE and all cleaning products that will be needed.</p>				
		<p>For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p>				

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		To clean, the class of children they have been working with may need to evacuate their classroom and move outside, or in bad weather to an evacuation classroom, while the classroom is cleaned.				
		When cleaning a contaminated area: Cleaning staff to: <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Any cloths and mop heads used must be disposed of as single use items. 				
		PPE worn is double-bagged (in the yellow bags), then stored securely for 72 hours in our isolation area (the kiln room). Then member of staff must complete the form attached to the top of the bin, stating the date/time the bag was placed in the bin. PPE will be stored securely for 72 hours from the latest bag put in the bin, then thrown away in the regular rubbish bins outside in the school bin store – this will be managed by KM.				
General Transmission of COVID-19	Staff Pupils Wider contacts	During Lockdown, we identify the number of children (critical worker and vulnerable children who will need a place on site) and thus staffing requirements.				
	Spread of COVID 19	Children will be split into small, consistent groups and kept in that same group throughout the day. In the absence of any national guidance on group sizes, a				

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Minimising contact and Maintenance of social distancing		maximum size of 15 in line with advice from the previous lockdown is used as a guide.				
		Nursery children remain in their own class bubble.				
		Bubbles: Each class is a separate bubble, to reduce transmission risk whilst delivering the full curriculum. Class bubbles will remain clear and consistent – no bubble of children will mix at any point during the school day. Vulnerable children and children of critical workers will attend school in three bubbles: - E Yrs/KS1 children - Lower KS2 children (Y3/4) - Upper KS2 children (Y5/6)				
		Each class/bubble has a separate breaktime, on either the North or South playground.				
		Breaktime: - 10-10.15: Year 1 and Year 2 (South playground) and Year 5 (North playground) - 10.20-10.35: Year 3 (South playground) and Year 4 (North playground) - 10.40-10.55: Year 6 (North playground) During lockdown, breaktimes will be decided by each group bubble.				
		The North and South playgrounds will be divided into 'zones' (demarcated by large blue cones), so that each class bubble has its own zone to play in.				

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		At lunchtimes, when children are moving around the school walking to and from playgrounds and eating areas, a clear plan is in place to ensure that classes do not mix – managed by SF.				
		A ‘keep left’ approach has been implemented in school corridors, with staff and children walking in single file – class teachers have modelled this approach to children in their class.				
		To help children visualise 2m when travelling around the school, floor stickers have been laid down corridors and through the school library/entrance area.				
		Children’s learning will be class based, as well as outdoor learning. If shared areas are used (e.g. the Sunshine Room for counselling), the area will be cleaned in between use.				
		The Dining Room and Packed Lunch Room will be used by multiple classes each lunchtime – tables and chairs will be cleaned in between classes eating.				
		Classes are not meeting together in larger groups.				
		Whole school assemblies are not taking place – instead, class teachers are leading class assemblies each day. This includes a pre-recorded weekly singing assembly, Picture News, CBBC/Newsround etc.				
		There is a ‘no touching’ policy across the school, for all year groups and social distancing is being positively promoted amongst children.				
		Staff are strictly 2m social distancing between each other.				
		In office spaces (the main school office and the SBM office), perspex screens have been installed to safely divide work spaces.				
		In staff shared areas, e.g. the staff room, spots have been placed on seats where staff can sit, safely maintaining 2m social distance from each other. An				

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		additional staff room (in the Meeting Room) has been opened up to allow more staff to make a drink/eat lunch.				
		Staff should not enter a room where a 2m social distance cannot be maintained.				
		Where staff move across classes (bubbles), e.g. to cover PPA time or to support children with SEND, they wash their hands / sanitise before and afterwards. They also strictly social distance (2m) from children outside their normal class bubble.				
		Staff (including MSAs who work with multiple classes at lunchtime), to log with the HT by the end of the day, any child/staff that they went within 2m of for more than 15 minutes, or within 1 metre of for any length of time, that is not in their normal class bubble.				
		There is a 2m space at the front of each class and class teacher's desks are at least 2m from children's tables.				
		<p>Children's tables in Key Stage 2 are arranged in rows, forward facing, so children are sitting next to each other facing forward.</p> <p>In Early Years and Key Stage 1, tables are arranged in small groups, to aid teaching and learning in these year groups.</p> <p>During lockdown, classrooms for critical workers/vulnerable children have been rearranged back to all being forward facing desks, enabling children to sit apart.</p>				
		In each classroom there will be a seating plan for the children, with each child having their own allocated space (this could be both a table and/or a carpet area). Children will remain in these allocated spaces, promoting social distancing wherever possible.				

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		There is a space in each classroom for SLT to enter and be present, whilst maintaining social distancing.				
		Key Stage 2 breakout rooms will be used by just 1 class a day and will be cleaned before the next class uses it the following day. During lockdown, breakout rooms are out of use and will not be used by staff or children.				
		All staff to avoid close face to face contact and minimise time spent within 1 metre of anyone				
		Parents have been asked to wear face masks/shields when entering the school site for drop off and pick up at the start and end of each day. Signage has been displayed to remind parents of this and they are regularly reminded in our weekly Friday Letter.				
		Reusable face masks to be given to those families who may need assistance in paying for one, to save them re-using disposable masks.				
		School staff wear masks/face shields when speaking to parents at the start and end of the school day. Each member of staff has been provided with a face shield and a plastic cover to keep it in in between uses. If staff chose to wear a (reusable) face mask instead, they will keep it in a sealed plastic bag between uses. Staff should wash their hands before putting on or removing their face mask.				
		During lockdown, staff must wear face shields/visors when working with groups of children – this includes any staff working with children in class, in the dining room/packed lunch room and outdoors (e.g. in the Quad, playground or school field).				

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		<p>During lockdown, staff can wear (reusable) face masks in communal areas, where social distancing cannot be maintained, including in staffrooms.</p> <p>DfE guidance states face masks will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms.</p>				
		<p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. All staff to ensure that they are familiar with guidance regarding the wearing and disposal of face masks https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</p>				
		<p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</p>				
		<p>People visiting school are required to maintain a strict 2m social distance from school staff and children. If there is any doubt whatsoever as to whether this can be maintained (e.g. an SEN specialist visiting a young child in Nursery or school health administering the flu nasal spray), then the visitor will be asked to wear a face mask and possibly a face shield if they anticipate close contact.</p> <p>During lockdown, all visitors to school are required to wear a face mask for the duration of their visit.</p>				
		<p>Following the DfE guidance, our primary school aged children are not wearing face masks in school.</p>				
		<p>Staff reminded of the importance of maintaining 2m social distance outside of school hours as well, to preserve the hard work taking place in school.</p>				
		<p>After school clubs are not currently taking place. Clubs will remain closed until government guidance changes, allowing bubbles of children to mix in after school clubs.</p>				

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		Face-to-face PTA events are not being run. Instead the PTA are being creative with a range of online and remote fundraising activities.				
		Hiring and lettings: Hirings currently suspended. HT regularly liaises with Daybreak and the Family Centre, who let buildings on the school site.				
		Offsite visits: No overnight or overseas visits to be run. This will continue until government guidance changes.				
		Music, dance and drama lessons: Social distancing to be observed. This may limit group numbers. Keep background / accompanying music to levels which do not encourage teachers or children to raise their voices unduly.				
		Singing: Cumulative aerosol transmission from both those performing in and attending events is likely to create risk.				
		Singing to take place outside where possible.				
		When children are singing in class, classroom doors and windows will be open to allow for good ventilation. Music played will be at a low level so as not to encourage children to raise their voice unduly. Children will be encouraged to sing quietly. Pupils will be positioned back-to-back or side-to-side when singing and should not face each other.				
		Ensure that staff are 2m social distanced from children singing.				

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		<p>If children are performing their singing, they will sing in the school hall, which is a much larger room with high ceilings – windows and doors will be open to allow for good ventilation. If using a shared space (e.g. hall) then ventilate the empty room for at least 15 minutes before another group uses the space and clean all touch surfaces before use by another group.</p>				
		<p>Face to face singing is to be avoided (children to be positioned back-to-back or side-to-side when singing).</p> <p>Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and children.</p>				
		<p>Individual and small group peripatetic music lessons will be delivered by Rock & Pop, from 2/11/20 (guitar, drums and keyboard lessons).</p> <p>Class bubbles of children will not mix for any lessons and children will not share any equipment.</p> <p>Rock & Pop staff will wear a face shield and clean the room used between lessons.</p>				
		<p>PE:</p> <p>Pupils will participate in PE lessons in their class bubbles. (The AfPE’s position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson).</p> <p>Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p> <p>See advice and FAQ's from Association for Physical Education, (Revised 29/9/20) AfPE have also published a model risk assessment for PE</p>				
		<p>AC (PE subject leader) has reviewed the above guidance and issued the following advice to staff:</p> <ol style="list-style-type: none"> 1. Make sure children get 2 hours of PE a week 2. The PE long-term plan has been updated - please carry on teaching games and ball skills as they can take place outside 3. If you are teaching dance- give each child their own space- no partner work 4. Do the Daily Mile everyday 5. Where possible keep 2m apart from children 6. Try and keep the sharing of equipment to a minimum during lessons 7. PE must be done outside (unless very bad weather prevents this) 8. Carry on teaching different sports, following our long term plan, but teach and develop the skills rather than playing game situations, because close contact sports increase the chances of spreading Covid 9. If teaching Gymnastics, give every child their own mat 10. Make sure any PE equipment used is left in the school hall to be cleaned at the end of the lesson 11. All children and staff to wash their hands after PE lessons. 				
		<p>The school long term plan for PE has been reorganised by AC (PE subject leader) – indoor PE units (e.g. dance, gymnastics) have been moved to the summer term, so that PE lessons can focus on outdoor, non-contact sports until government guidance changes.</p>				
		<p>We will only play team sports listed on the return to recreational team sport framework: https://www.gov.uk/government/publications/coronavirus-covid-</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework				
		<p>The team close contact sports we play at Shepherd are: Football, Hockey, Tag ruby, Netball and Dance.</p> <p>We will continue to teach these sports, but will teach and develop the skills rather than playing game situations (i.e. we will teach football skills, but will not play football matches) - this is because close contact sports increase the chances of spreading Covid.</p>				
		<p>Outdoor sports have been prioritised where possible.</p>				
		<p>Any PE equipment used will be left in the school hall, clearly underneath the sign indicating that it needs to be cleaned.</p> <p>PE equipment will be cleaned by DN/DM twice a day and will then be put back in the PE cupboards/PE trolleys for further use.</p>				
		<p>Multiple classes are not permitted to use PE / outdoor equipment simultaneously.</p>				
		<p>The large school hall can be used by 1 class a day (only when the weather is bad and PE lessons cannot take place outside).</p> <p>The hall will be thoroughly cleaned by the Cleaners at the end of the school day.</p> <p>Children will handwash/sanitise before / after each indoor PE lesson.</p>				
		<p>Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools, so no sports fixtures against other schools will take place.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Access to & egress from site	Staff Pupils Wider contacts Spread of COVID 19	There is a flexible approach to starting school, to reduce congestion on the two school playgrounds – children can be dropped at school any time between 8.40am and 9am each day.				
		During lockdown, children arrive at 9am – the gate is closed at 9.05am.				
		Parents advised that only one parents may enter the school site to drop off/pick up a child, to minimise the number of parents on site at any one time.				
		Signage is up on railings outside school and by school gates, encouraging parents to 2m social distance while waiting to come into school at the start and end of the day, and when on school site.				
		At the end of the school day, there are staggered pick-up times for each class, to avoid congestion on the playground: <ul style="list-style-type: none"> - 3.10pm: Reception, Year 1 - 3.15pm: Year 2, Year 3, Year 4 - 3.20pm: Year 5 and Year 6. During lockdown, Nursery children are collected at 12 noon (Mon-Thurs). Critical worker/vulnerable children are collected at 3.15pm.				
		Each class bubble enters and exits school via their own entry point, to avoid class bubbles mixing at all as they enter/leave school.				
Class entry points to school are as follows: <ul style="list-style-type: none"> - Nursery: normal Nursery ramp on the South playground - Reception: normal Reception classroom ramp on the South playground - Year 1: normal Key Stage 1 ramp on the North playground - Year 2: dining room door on the North playground - Year 3: the main Key Stage 2 door on the North playground, by the table football 						

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> - Year 4: the entrance door on the school field (turn left just before the glass link corridor and follow the path round) - Year 5: directly into classrooms via classroom doors on the North playground - Year 6: the entry door next to the trim trail on the North playground. <p>During lockdown, critical worker/vulnerable groups will enter at the following points:</p> <ul style="list-style-type: none"> - E Yrs/KS1: normal Year 1 ramp on the North playground - Year 3/4: the main Key Stage 2 door on the North playground, by the table football - Year 5/6: the entry door next to the trim trail on the North playground. 				
		2m social distancing guideline mats are placed at each class/group entry point, helping to guide parents as to where they must drop their child – these are put outside by DN each morning and tucked back in school by the external door, by DM each evening.				
		As children enter school, they hand sanitise their hands (supervised by a TA).				
		Parents to adhere to a one-way system around school to assist with the flow of parents on school site and to help families to social distance and keep 2 metres apart.				
		Parents will enter the school site via the South playground pedestrian entrance (by the school office), walk along the back of school through the glass link corridor, onto the North playground and will exit via the North playground gate (by the George V Playing Fields).				
		This system is clearly signposted for families.				
		The HT/DHT monitor the entry and exit gates each day, before and after school.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Parents advised that children arriving late at school is not permitted, as the risk of bubbles of children mixing is too great. Children must arrive on time for school (between 8.40-9am). During lockdown, parents informed that children must arrive between 9 and 9.05am.				
		Parents requested not to congregate outside school.				
		If a parent is late collecting their child, the child will wait with their class teacher on the playground for 5 minutes after the end of the school day. They will then be brought to the school office and will wait in the library, with a member of staff.				
		Visitors: All visitors enter the school via the main school office.				
		During lockdown, only essential visitors will be allowed on site/access to the school.				
		There is clear signage at the front door, reminding visitors not to enter school if they have any covid symptoms.				
		There is a glass screen at the main school office.				
		When signing in, visitors are asked to hand sanitise and to sign in on Inventory.				
		The member of staff that the visitor is visiting, will meet the visitor and reinforce the covid expectations for their visit – strict social distancing, access to the area they are working in and whether they need to wear a face mask/shield.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Parents instructed only to come onto premises by appointment or in event of an emergency.				
		Where meetings with parents or visitors do take place, they will be in large, well ventilated rooms, where there is enough space for staff to maintain a strict 2m social distance.				
		Parents evening appointments will be carried out via telephone appointments.				
		Tours of the school for prospective parents will not run as usual – photographs of the school will be placed on the school website and parents (no children) will be invited to view the Early Years indoor and outdoor setting after school hours.				
		Parent Workshops will not be run in school – instead workshops will be prepare in advance and posted on the school website.				
		Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school’s arrangements for managing and minimising risk, including the need to maintain strict social distance (2m) from other staff and pupils.				
		Supply teachers are given a copy of the key elements of this risk assessment and are briefed by the DHT before they enter a classroom.				
		Where visits can happen outside of school hours, they do.				
		A record is kept of all visitors via our Inentry signing in system (records maintained for 21 days+) to aid track and trace. (Name, contact phone number, date of visit arrival/departure time).				
Contact points Equipment use printers, workstations,	Staff Pupils Wider contacts	Children will keep their bags and coats in their class cloakroom, except for Year 1 who will keep them in their classroom/spare Year 1 classroom.				
		Parents to ensure children have their own, named water bottle in school.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
apparatus, machinery etc.	Spread of COVID 19					
		The 1 x water fountain has been disconnected, and clearly signposted as out of use, to avoid children using it.				
		High contact surfaces in the entry area are regularly cleaned – keypads, Inventory screen, office hatch, front door handle.				
		If multiple staff use an office telephone, it must be cleaned between uses.				
		Each child in Years 1-6 has their own pencil case with their own equipment to use (pencil, ruler, rubber, pen etc), to avoid sharing. Children in Reception have their personal stationery in their own personal drawer/tray.				
		Activities and resources: Classroom resources which are shared within classes (bubbles) are cleaned regularly.				
		Those resources shared across classes must be cleaned between use, or quarantined for 72 hours.				
		Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.				
		Laptops and ipads will be cleaned with antibacterial ICT wipes before returning them to the trolleys for use by another class.				
		Children using the library will hand sanitise their hands before and after use. No library books to be borrowed during lockdown.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Children will be allowed to change their reading books from the reading book bookshelves – each class has a separate time slot to visit the bookshelves.</p> <p>Children will hand sanitise their hands before and after choosing a book.</p> <p>As reading books are going home, they will be quarantined in the INCo Office from Thursday morning until Monday morning (72 hours+).</p> <p>No reading books to go home during lockdown – those critical workers/vulnerable children in school, will be able to read books from class libraries.</p>				
		Build cleaning into end of lesson activity routines.				
		Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.				
		Google Classroom is being used by class teachers to set homework each week. Homework is being completed on Google Classroom and websites, including spag.com and My Maths.				
Proximity of pupils / staff	Staff Pupils Wider contacts	Staff are to maintain a strict 2m social distance between each other.				
	Spread of COVID 19	<p>Occupied rooms are to be kept as well ventilated as possible – windows should be opened and doors propped open.</p> <p>As the weather gets colder, it is important that rooms are comfortable for staff and children to work in and are conducive to teaching and learning. So in cooler weather staff should open windows just enough to provide constant background ventilation – not all windows need to be opened fully, some windows can just be open partially. Staff should open windows more fully during break times/lunchtimes etc when the rooms are not occupied.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Parents were advised about windows being open in class and that classrooms may be a little cooler.				
		Heating adjusted to be on in school all day.				
		Children permitted to wear school zipped hoodies in class, as an extra layer to help keep warm.				
		The air conditioning unit in the PPA room can be used as this operates on 100% recirculation. See HSE guidance				
		Electric cooling fans must not be used.				
		Opportunities for outdoor learning are being maximised, to assist in social distancing – this includes Forest Schools, outdoor PE lessons, the Daily Mile and orienteering.				
		The playgrounds and school field will be risk assessed each day by DN – if they are unsafe to use, DN will inform staff before the start of the school day.				
		Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc (i.e. 2m wherever possible).				
		Where staff need to move between classes and are not working with their normal class bubble, they must maintain strict 2m social distance between other children and staff.				
		Individual Behaviour Plans will be reviewed and individual risk assessments carried out for specific children, where necessary.				
		Meetings / 1-2-1's / training: Face to face meetings and training are conducted in the large school hall and are only conducted when essential.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Governors meetings, PTA meetings and CP meetings are all conducted online, via Zoom and Microsoft Teams.				
		Staff rooms: Occupancy levels and the layout of the Staff room and Meeting Room were reviewed, to facilitate social distancing. In the staff room, staff are to sit where spots have been laid out. Maximum occupancy signage is posted on shared area rooms.				
		Corridors: We have a 'keep left' rule along all corridors. We have minimised the number of times when classes pass in the corridors: <ul style="list-style-type: none"> - There is a one way system at lunchtimes - Classes are classroom based, so are spending very little time moving around the school building - If a group of children are visiting the library, they are accompanied by a member of staff - If a child is working with an adult (e.g. the school counsellor or music teacher), the adult will collect the child from class and escort them back to class afterwards. 				
		High level corridor windows used where available, to minimise drafts.				
		Changing for PE: Children are coming to school in their PE kit, to avoid having to change in school and to eliminate the risk of wearing other children's clothes.				
		Breaktime and Lunchtime Play: Each class bubble is playing separately at breaktime and lunchtime.				
		Staff avoid planning activities that require pupils to be in close physical contact with each other.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		There is increased supervision on the playgrounds, to aid enforcement of social distancing between classes.				
		Each class has their own tub of resources to play with at breaktime and lunchtime. Class equipment is regularly cleaned.				
		Children wash/sanitise their hands before and after play.				
		The large wooden outdoor play equipment trim trails are used by 1 class each week and are quarantined for 48 hours between class use. The KS2 trim trail is not being used during lockdown.				
Dining Room & Packed Lunch Room use / lunchtimes	Staff Pupils Wider contacts	Break times staggered to reduce congestion and contact between groups – each class plays separately at break and lunchtime.				
	Spread of COVID 19	The Dining Room and Packed Lunch Room are used on rota (5 classes in each room, each lunchtime).				
		Children enter and leave the Dining Room and Packed Lunch Room in their class groups, following the lunchtime timetable (12.15-12.45 and 12.45-1.15 – half an hour to eat, half an hour to play outside).				
		Children wash their hands prior to eating their lunch.				
		Hand sanitiser is available in the Dining Room and Packed Lunch Room.				
		Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		To ease the movement of classes needing to access the hot food counter, Herts Catering are providing hot meals to children on a week on – week off rota. Those children not eating a hot meal, will eat a cold packed lunch. During lockdown, Herts Catering are providing hot meals for all critical worker/vulnerable children in school, and all staff.				
		Herts Catering are providing weekly food parcels for all FSM children during lockdown – these are collected by families each Monday.				
		Herts Catering staff will wear face shields when serving the children their meals.				
		School staff are using the lunch screen to select meals in the Dining Room, rather than each child tapping the screen. The staff clean the screen in between use.				
		Payment for school dinners is mostly made via parents paying on School Gateway and in therefore cashless.				
		Individual cups of drinking water are provided to each child having a school dinner. Those children having packed lunches have their own drink.				
		All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.				
		All cutlery and plates are put in the cleaning tubs by the user and are cleaned by Herts Catering staff.				
		All tables and chairs are thoroughly cleaned between classes using them.				
Transport / Travel off site	Staff Pupils Wider contacts	Families are encourage to walk/cycle/scoot to school – the scooter pods and bike sheds are in use by families.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	The school Crossing Patrol is back in situ on Shepherds Lane, at the start and end of the school day. During lockdown, the crossing patrol has been ceased by HCC.				
		Staff to wherever possible limit their use of public transport to and from work.				
		Families should only use public transport to get to school if they have no other way to safely get to school.				
		For those families that have to drive to school, parents will be discouraged from parking cars directly outside school and instead to park a little further away and walk to school.				
		AC, Travel Plan Lead, has reviewed the school Travel Plan (Sep 2020).				
		For the 6 x children that get an HCC funded taxi to school, we have liaised with HCC transport – drivers and chaperones are wearing face masks and hand sanitiser is available.				
Contractors	Contractors Staff Pupils Wider contacts Spread of COVID 19	Only essential/statutory maintenance deemed necessary to the safe running of the school to continue during lockdown.				
		School and site contractors to co-operate and share risk assessments with the school, to ensure that the school's high standards are reflected in their risk assessments.				
		All contractors will read and comply with signs in reception regarding good hygiene and social distancing.				
		Staff and contractors must maintain a strict 2m social distance between themselves.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site, as are all visitors to school.				
		For scheduled building works, we will agree a schedule of work in advance.				
		Where works can be conducted outside of the school day they will be.				
		Site inductions will be carried out following strict social distancing principles.				
		We will seek confirmation of the contractors method statement / risk assessment, in advance.				
Provision of first aid	Staff Pupils Wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Pupils should wash their hands before and after.				
		Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'.				
		Staff should wash/sanitise their hands before / after treatment.				
		First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/				
		Minor first aid will be dealt with in class, by class teachers and TAs, who are all first aid trained. Ice packs are kept in the INCOs office, along with accident logs.				
		Asthma inhalers will continue to be kept in labelled boxes in classrooms.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>During lockdown, asthma inhalers for those children attending school will be kept with each group bubble.</p> <p>Epi-pens will continue to be kept in the school office.</p>				
		Class Accident Log sheets must be taken to the school office at the end of each day by the class teacher and filed in the Accident Folder. TAs will ensure that there are a supply of Accident Log sheets in their class first aid kit, as well as Bumped Head and First Aid wrist bands.				
		Children with more serious first aid incidents (including head injuries) must be accompanied to the school office by a member of staff, so that JH/SA, pediatric first aiders, can treat the child. One child will be allowed in the office at a time. Children waiting for first aid at the office can wait in the school library and will be supported by a member of staff.				
		We will not be administering any medication which requires us to assist the child, other than in life saving situations (e.g. epi-pen or asthma inhaler) Parents informed about this policy change.				
Provision of personal care	Staff Pupils Wider contacts Spread of COVID 19	Additional PPE is available in each classroom and the school office, if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection should be worn.)				
		PPE should be removed straight away - the member of staff must place it in a bag, tie the bag and put it straight in the outside bins in the bin store area. The member of staff must then wash their hands thoroughly. Suitable bags will be kept with supplies of PPE.				
		Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.				
		If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.				
		If a child has a toileting accident and is unable to deal with this themselves under supervision, then staff are advised to wear PPE. For a more 'serious' toileting accident, the child's parents will be called and asked to assist their child.				
Emergency procedures (Fire alarm activations etc)	Staff Pupils Wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).				
		Fire evacuations have been practiced with each class (Sep 2020).				
		The Fire Evacuation Policy has been updated.				
		Maintain class bubbles at assembly points.				
Deliveries & Waste collection.	Staff Pupils Wider contacts Spread of COVID 19	Staff must not approach delivery staff – delivery staff will not be allowed in school. Delivery staff will be asked to place packages on the floor outside the front door and will be collected by staff.				
		Staff must thoroughly wash their hands after handling all deliveries.				
		Waste collections are made before school starts, when minimal staff and children are on site.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Premises safety	Staff Pupils Wider safeguarding / safety risks	All 'normal' routine tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Legionella - during lockdown, any new/seldom used water outlets to be flushed weekly. Post lockdown / in the event of closure of any part of the building, i.e. where weekly flushing of outlets has not taken place, then chlorination/flushing of whole system should take place.				
		Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)				
Lack of awareness of PHE / school controls	Staff Pupils Wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment.				
		Parents/ carers and pupils informed of measures in place to protect them, via weekly Friday Letters and school reopening plans.				
		Posters displayed on the front and back door, warning staff and visitors of the risks posed by coronavirus as well as reminders about not entering the school if you are suffering from any symptoms.				
		Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.				
		Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance from other staff and pupils.				
Staffing levels	Staff, Students / pupils	Dynamic decisions on staffing levels will be made dependent on numbers/needs of pupils present in school.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	<p>Spread of COVID 19</p> <p>Wider safeguarding / safety risks</p>	<p>Staffing levels reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p>				
		<p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>				
		<p>Local operational decisions on partial closure/closure to be made in event of insufficient available staff to supervise pupils, with a move to remote learning in such circumstances for those pupils affected.</p>				

Relevant links:

- Guidance for educational settings <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
- Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for return in Jan 2021 <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>
- Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>
- Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>
- New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>
- New national restrictions from Nov 5th <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>
- Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
- <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>
- Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>
- Stay at home guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
- Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>
- Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>