

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



<b>Establishment: Highwood Primary School</b>	<b>Assessment by: Anjali Carter (Finance &amp; Premises Manager)</b>	<b>Date: 14<sup>th</sup> September 2020</b>
<b>Risk assessment number/ref: (add your own if so desired): HPS005</b>	<b>Manager Approval: Danni Harte &amp; Michelle Green</b>	<b>Date: 14<sup>th</sup> September 2020</b>

Rev 4: updated template following issue of Government advice on 10<sup>th</sup> September [Actions for schools during coronavirus outbreak'](#)

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
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>	Staff, Students / pupils / wider contacts	Shielding for those who are extremely clinically vulnerable pauses on 1 <sup>st</sup> August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. <i>The school has had confirmation that the majority of their clinically vulnerable staff will be returning in the new academic year and like with all staff, must follow all preventative measures carefully to minimise risk.</i>		Co-Head's	Sept	Sept
	Spread of COVID 19	Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. <i>All staff with critical vulnerability will be involved in a staff risk assessment during the summer break and have been asked if they wish to wear face coverings or visors. The majority have asked for the latter and the school has agreed to this.</i> Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning <i>although guidelines suggest that fewer and fewer children will need to still self-isolate.</i> Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.		Co-Head's	Sept	August

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		<p>Existing individual health care plans in place for pupils/students to be reviewed. <a href="#">Highwood has reviewed current medical plans with appropriate staff members and made COVID-19 amendments</a></p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. <a href="#">Continued communication from the school via newsletters and Schoolcomms.</a></p> <p><b>Staff</b> 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. <a href="#">There are cases where working from home may be possible, for specific purposes, e.g. PPA or project work.</a> Consideration for roles that could be effective from home will continue to be assessed and monitored by Co-Headteachers.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier. <a href="#">Risk assessments for critically vulnerable staff have identified there it is not really possible to teach remotely. It is however, possible for PPA time to be taken at home where social distancing is easier.</a></p> <p>Any existing individual risk assessments to be reviewed. See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> <a href="#">All individual risk assessments have been reviewed and considerations agreed</a></p>		<p>Finance administrator &amp; Co-Head</p> <p>Co-Heads</p> <p>Co-Heads</p> <p>Co-Heads</p>	<p>Sept</p> <p>Sept – Oct</p> <p>Sept</p> <p>By Sept</p>	<p>Sept</p> <p>Ongoing</p> <p>August</p> <p>August</p>
<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new <a href="#">persistent</a> cough or a loss of, or change, in their normal sense of taste or smell. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed. These have been communicated to all. <a href="#">This will continue to be reinforced on the school's full opening in September 2020 after an initial letter sent regarding the full school re-opening.</a></p> <p>No symptomatic individuals to present on site <u>and</u> for those who have tested positive for COVID-19 in at least the last 10 days not to attend school</p>	<p>Continue with reinforced communication to all school occupants.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Ongoing</p>

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		<p><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately. <i>The school has managed this well during the re-opening of eligible year groups and will continue to do so. An initial newsletter to the parents/carers has been sent before the full reopening.</i></p> <p>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 <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>.) <i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</i></p> <p><b>Testing</b> 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 <a href="#">COVID-19: getting tested guidance</a>. The school have a solid procedure in place for test results with evidence recorded. This will continue in September. Any child/staff who displays symptoms will be sent home to self-isolate along with the entire family for 10 days and not attend school until test results are known. Parents/Carers must be ready and willing to undertake a COVID-19 test. If the result is negative the child can return to school and the family can stop self-isolating. Highwood are asking to see evidence of a negative test result before allowing a child to come back to school. In the instance evidence is not forthcoming, the school may ask for the</p>		Co-Head's & Office Team	Ongoing	Ongoing

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		<p>period of self-isolation to continue for the full 10 days. Please see 'Positive case in school' for what happens after a positive case. SLT will decide whether to inform others in bubbles that a test has been undertaken.</p> <p>Tests can be booked online through the NHS  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>For those without internet access, a telephone test can be arranged by calling 119</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested. The school are now in receipt of some test kits and SLT will decide how these are to be administered.</p> <p><b>Positive case in school</b>  In the event of a positive case the local health protection team will be contacted and their advice followed.  Public Health England East of England 0300 303 8537 opt 1  <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt">https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</a></p> <p><b>Action for Schools from Hertfordshire County Council</b></p> <ul style="list-style-type: none"> <li>• Whilst track and trace is building capacity, schools will also need to alert LA to any confirmed case in schools via PH helpline and Caroline Inglis</li> <li>• Herts PH helpline 01992 556285</li> <li>• Email  <a href="mailto:PublicHealth@hertfordshire.gov.uk">PublicHealth@hertfordshire.gov.uk</a>  <a href="mailto:Caroline.Inglis@hertfordshire.gov.uk">Caroline.Inglis@hertfordshire.gov.uk</a></li> </ul> <p>Records kept of pupils and staff in each group. The school's emphasis will be on how to assist 'Test and Trace' from September so all record keeping will be robust and clear. The Office Team will monitor attendance records during the school day. This will be the same for attendance of Tea Time Club. For those attending After-School clubs, attendance will be monitored by the providers. In the event of a positive test result, the school will follow the guidance given by the 'Test and Trace' team but would expect that the affected bubbles will need to be closed for a period of time ranging from 10-14 days, dependent on</p>	<p>National advice and roll out of kits expected by Autumn term</p>	<p>SLT</p> <p>SLT/Office Team</p>	<p>Ongoing</p> <p>By Sept</p>	<p>Ongoing</p> <p>Ongoing</p>

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		<p>advice given. If any pupil/staff has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should re-start the 10 day isolation period from the day the symptoms start.</p> <p>Schools are also now required to contact OFSTED in the event of a positive test result.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this. <i>The school will continue to reinforce this guidance to all year groups across the school day through the use of their visual timetable.</i></p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p> <p>Review existing levels / location of hand sanitiser stations. <i>In order to minimise disruption during class time, the school have decided to allocate individuals with their own hand sanitiser bottles, which are to be kept on their person whilst in school.</i></p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating. <i>The school have already implemented hand-washing times on their visual timetables and will continue to enforce this in the autumn term. The hand sanitiser used by the school has a 70% alcohol content – this information has been conveyed to the parents/carers in the first newsletter of the year re full re-opening (August 2020)</i></p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. <i>The site team have successfully implemented a regular cleaning regime including the cleaning of hand washing facilities and other regular touch points. This will continue to be as robust from September with twice daily cleaning and a classroom clean whilst the children are at lunch.</i></p>		<p>Site Team</p> <p>Co-Heads</p> <p>Site Team</p>	<p>By Sept</p> <p>By Sept</p> <p>Ongoing</p>	<p>Sept</p> <p>August</p> <p>Ongoing</p>

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		<p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. <a href="#">The Site Team monitor stocks regularly to keep levels high.</a></p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste). <a href="#">The school have decided to not purchase lidded bins due to financial implications but have instead implemented regular bin collections throughout the day. This practise will continue in the autumn term.</a></p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p><a href="#">The use of masks in primary school has deemed unnecessary by the DfE. However following reviews of the individual risk assessments, the school have taken the decision to allow all critically vulnerable staff to wear a visor when teaching. In addition, following the recent rise in infection rates, the SLT have agreed, that any staff wishing to wear a face covering when unable to socially distance, can do so.</a></p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place. <a href="#">The school does have a documented cleaning schedule in place but needs to be made more robust. The school's aim to aid Test and Trace will need documentation to be accurate. The Site Team have since drawn up detailed cleaning documents for multiple rooms in the school and will review this over the coming months.</a></p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly. <a href="#">The current practise the school has in place will be continued; the Site Team will ensure that every classroom has a set of gloves, virucidal spray and cloth but will also continue to clean all tables, chairs, touchpoints, keyboards and phones (middle rooms) twice daily. In order to make this manageable, it may be that certain groups (office corridor, ICT suite) will need to take responsibility to clean and disinfect telephones, keyboards etc. During Inset in September, the staff members working in the office corridor will be informed that they need to be responsible for cleaning their own keyboards, telephones and frequently touched surfaces.</a></p>		Site Team	By Sept	August

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		<p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. At Highwood, it is anticipated that only the library and ICT suite will be a shared space. However it has been agreed that the library will be used on a 2 week rota, ensuring a 48 hour period between groups. Staff present will be responsible for cleaning and disinfecting surfaces, keyboards, etc before each new group is admitted.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. New guidelines (August 2020) state that it is no longer a requirement that different groups/bubbles have an allocated toilet space as all toilets will be included in the increased daily cleaning regimes. There will be staff using shared areas (during breaks or when teaching) so it is suggested that they use the nearest toilet, ensuring good hygiene and social distancing at all times.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. The school's Site Team are responsible for following manufacturer's instructions and the completion of data sheets.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site. The school has already obtained a risk assessment from the contract cleaners</p> <p>Thorough cleaning of rooms at the end of the day. The School's contract cleaners have increased their cleaning regime and this will continue.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b> 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p><b>When cleaning a contaminated area:</b></p>				

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		<p>Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Minimising contact and Maintenance of social distancing</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum). <i>After further consultation, it has been decided that all bubbles will consist of class bubbles of no more than 30 children. Any pinch points have been determined and controls have been reviewed in order to keep groups apart where ever possible.</i></p> <p><i>The school aims to implement procedures that best aid Test and Trace. To that end documentation of the approach taken is evident in planning, emails and further communication to parents/carers. All class sizes will be well documented and monitored.</i></p> <p>Groups to remain clear and consistent.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch: <i>The SLT are looking at staggering breaks appropriately. For instance in KS2, only one year group (in bubbles of 30) are on the courtyard and the other on the netball court at any one time. KS1 will have staggered breaks and lunchtimes too and breaks have now been set out by Phase Leaders.</i> <i>A new and complex lunch rota involving all staff has been drawn up minimising movement between year group bubbles. A strong cleaning regime in between each sitting will take place.</i> <i>Minimise rooms / spaces being shared across groups; Class groups will become bubbles of 30 and will aim to stay in their classrooms and allocated outdoor spaces</i> Any shared spaces used by different groups will be cleaned between each use</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p>	<p>All Staff</p> <p>SLT &amp; all staff</p> <p>Phase Leaders</p>	<p>Ongoing</p> <p>By Sept</p> <p>By Sept</p>	<p>Ongoing</p> <p>August</p> <p>Sept.</p>



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		<p>There will be no groups are coming together for assemblies, events / school fairs, school trips etc, although the school have agreed to invite in specialists to enrich learning (Histories off the Page etc) who will abide by the visitors/contractors guidelines. Wider assemblies will be conducted through online platforms. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p><b>Primary</b> to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face. <a href="#">The classrooms have been configured to have children sitting side by side and 2 per table.</a></p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles. <a href="#">The school has over the summer break reviewed it's provision of after-school activities and are satisfied that it is safe to resume them from September (provided satisfactory risk assessments are submitted). However all preventive measures as highlighted in the government guidelines will be adhered to and the school will work closely with the providers to ensure social distancing, good hygiene and engagement with Test and Trace is in place. We will also ask that all children (as far as possible) are kept in the same bubble as they are during the school day. See <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></a></p> <p><b>Hiring and lettings</b> risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained.</p>		F&P Manager.	By Sept	Sept

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		<p>Review hirers activity against existing Government restrictions. See <a href="https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance">https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance</a> for details of business which remain closed (including as at July 7<sup>th</sup> this included indoor fitness and dance, indoor sports facilities and gyms).</p> <p><b>Breakfast and afterschool clubs</b> – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</p> <p>Provision should where possible replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups. The school will be resuming Tea Time Club in the autumn term but accept that there will need to be changes made due to the number of children that cross class bubbles. Current plans include housing 20 children in the Stand Alone building (yrs. 1, 2 &amp; 3), socially distanced in small, consistent groups, with 2 members of staff and totalling no more than 20 per day. Years 4,5 &amp;6 will be housed in Nursery with 1 staff member and totalling 10 per day. A specific risk assessment for Tea Time Club has been drawn up. After the 1<sup>st</sup> full week, the Tea Time Club numbers have significantly dropped and there are now less than 15 children attending daily. They have reverted back to use of the Stand Alone building, ensuring social distancing between all children and staff. The resumption of Breakfast Club is still being discussed. A letter detailing the changes will be sent out before the new term starts. On going discussion with the Pre-School has ensured that regular cleaning between bubbles is undertaken and both parties are documenting this.</p> <p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups).</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p><b>Offsite visits</b> No overnight or overseas visits to be run. The school will be following DfE guidance and has deferred overnight residential trips to the spring term. With regards to day trips, the school have agreed not to undertake any in the autumn term but will instead engage outside providers to come into school. Any such visitors will abide by the Visitors/Contractors regulations upon entering a school.</p> <p><b>Music</b> Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance.</p>		F&P Manager	By Sept	

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		<p>No playing / singing in groups of &gt;15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation.</p> <p>Ensure 2m physical distancing for staff and pupils.</p> <p>No face to face contact (pupils back-to-back or side-to-side)</p> <p>No sharing of wind / brass instruments.</p> <p>The school have been discussing the peripatetic music provision from Life Music and have agreed that the provision of piano lessons can restart from September 21<sup>st</sup> in the Activity Studio. All Life Music teachers will be wearing face masks whilst teaching and all lessons will be on a 1-1 basis. The school will ensure that once the lessons are finished (Mondays), that the area will be thoroughly cleaned. <b>The school are still thinking about a suitable space for guitar lessons as all appropriate rooms are likely to be in use.</b></p> <p>The school's music lead will also resume piano lessons for specific children on Tuesday and Wednesday. The cleaning responsibility will fall to the music lead</p> <p><b>PE / school sport</b></p> <p>PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils.</p> <p>Build in time for handwashing / sanitising before / after lesson.</p> <p>The sports lead has drawn up plans to keep groups consistent and the school will be asking all children to come to school dressed in PE kits on the days of their PE lessons.</p> <p>Provision of lunchtime sports from Game On will resume from Monday 10<sup>th</sup> September for KS2 in their class bubbles. All Game On coaches will be responsible for the cleaning of equipment used.</p> <p>See advice from <a href="#">Association for Physical Education</a></p> <p><a href="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">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</a>.</p>	<p>Consider further spaces/areas for guitar lessons through Life Music</p>	<p>Co-Heads, Music Lead &amp; F&amp;P Manager</p> <p>SLT/F&amp;P Manager</p>	<p>By Oct</p> <p>By Sept</p>	<p>Sept/On going</p> <p>Sept</p>
<b>Access to &amp; egress from site</b>	Staff, Students / pupils / wider contacts	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Review access points, open up alternative gates.</p> <p>Allocate groups different times / entrance points.</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>Where visits can happen outside of school hours, they should.  A record should be kept of all visitors to aid track and trace.  Signage in reception regarding good hygiene.  Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)  All the above measures have been enforced during Lockdown and thereafter and the school will continue with this model, reviewing and refining regularly. An updated visitor/contractor book has been set up to aid Track and Trace.</p> <p><b>Staff / pupils</b>  On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry. The school have decided that washing hands rather than sanitising is their preferred option so will continue with this practice. Where this is not possible, staff will have their own hand sanitiser bottles.</p>				
<p><b>Contact points</b>  <b>Equipment use</b>  <b>printers,</b>  <b>workstations,</b>  <b>apparatus,</b>  <b>machinery etc.</b></p>	<p>Staff,  Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains. The water fountains have been taped up and will continue to be inaccessible until guidelines change. However should children require water to fill bottles, the outside sinks can be used.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). The Site Team will ensure regular cleaning of touch points, etc across the school but will ask that the back office staff take responsibility of cleaning &amp; disinfect their own desks, screens, telephones etc during the day.(Expectations to be discussed on Inset day in Sept 2020)</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing. In Highwood, all children up to and including Year 1 will have access to their own whiteboard and pen in an individual labelled wallet. From Year 2 upwards, all children will have a set of pens and pencils in an individually labelled wallet. These will not be shared between children. Each child will have their own books and should worksheets be used, there must be one per child. In the event, worksheets need to be glued into books, it is reasonable that 2 children on the same table can share 1 glue stick.</p> <p><b>Activities and resources</b></p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly;  Those shared across groups must be cleaned between use</p>		<p>Site Team</p>	<p>By Sept</p> <p>By Sept</p>	<p>Sept</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done	
		<p>All classroom resources for Early Years and Year 1 will be put out and any used will be quarantined for 72 hours by way of signage, warnings etc. A rota will be set up and maintained by staff. On Tuesdays and Thursdays, all frequently used resources used will be cleaned in detergent and laundry bags. All role play costumes/puddle suits etc will have small numbers put out daily to allow 72 hrs quarantine in between usage.</p> <p>Year 2 upwards all classroom resources will be shared between year group bubbles only and responsibility for daily cleaning will lie with the specific year group staff.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc. The school will be resuming the taking home of reading books in September but will apply the 72 hour rule to returning and reissuing.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.</p> <p>Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group. In the instance that resources have to be shared across year group bubbles, cleaning and disinfecting will take place (by previous year group bubble staff) before handing over.</p> <p>Build cleaning into end of lesson activity routines. (dependant on ages of children)</p> <p>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.</p> <p>Anti- bacterial wipes purchased and will be allocated to IT suite in September</p>		Teaching/Support staff	Site Team	By Sept	August

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
Proximity of students/ staff	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible).</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible) <i>All external bi-fold doors are kept open to assist with ventilation.</i></p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p><b>Meetings / 1-2-1's / training</b> Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)</p> <p><b>Staff rooms</b> Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing. <i>The staff room spaces have been divided as follows:</i> Early Years/ Office – Main staffroom Year 1 &amp; 2 - Holly Year 3 &amp; 4 - Cherry (accessing water from the PPA room) Year 5 &amp; 6 – KS2 hub Site/Welfare &amp; MSA's – food tech room PPA room available for use by individuals in the same year group bubble only observing 2m social distance rule wherever possible. <i>Cleaning before other adults from different year group bubbles has to be</i></p>		Site Team	By Sept	Sept

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>robust and will apply to all shared rooms. Cleaning rotas to be drawn up by the Site Team <u>but the responsibility will lie with the staff using the shared space.</u> As in the classrooms, gloves, cloths and virucidal spray will be available in all shared rooms.</p> <p>All rota's have now been drawn up and will be checked regularly.</p> <p><b>Stairs / corridors</b></p> <p>Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk)</p> <p>Implement one-way system (where possible e.g. multiple routes / stairs)</p> <p>Stagger use and numbers using circulation spaces at the same time.</p> <p>Avoiding multiple groups queuing in same shared areas/ narrow corridors etc. The school has removed all furniture in the corridors to ensure that any potential 2 way traffic between adults will be wide enough apart. However there will be one way system in place for the children. KS1 children will access their classrooms internally through the corridors and exit onto courtyards through the bi-folding doors. All KS1 children will access the hall via the steps outside the staff room. KS2 children will access the school externally via the courtyards and exit the same way. During lunchtime, KS1 will use the steps to the hall and return via the corridors. Years 3&amp;4 will access the hall/dining room via the corridors and return via the courtyards. Classes going to the library are using the corridors for both journeys but the risk associated is small as they travel in their own bubbles and there is no furniture in the corridor, allowing them 2m in the event that an adult will pass them. No other class will be using the corridors at the same time.</p> <p><b>Changing rooms</b></p> <p>Reduce numbers needing to use by allowing pupils to wear PE kit to school. Children will not be required to change into PE Kits as they will be asked to come to school in PE kits on the days they have PE lessons.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean contact surfaces between use by different groups.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p>		Co-Heads	Sept	August



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><b>Swimming pools</b> As of 15<sup>th</sup> August, swimming pools reopened to the general public. The school will continue to provide swimming lessons from October 2020 – March 2021. A full review of the risk assessment will be undertaken before then and the school will work with the leisure centre to adhere to all social distancing measures.</p> <p><b>Break / Playgrounds</b>            Avoid any group activities that require pupils to be in close physical contact with each other.            Limit group interaction by clearly zoning areas and staggering breaks. The following areas have been earmarked for use by the children in their breaks/lunchtimes:            Early Years – Early Years courtyard            Years 1 &amp; 2 – KS1 courtyard (sectioned off into class group bubbles)            Years 3 &amp; 4 – KS2 courtyard (sectioned off into 4 for each class group bubble)            Years 5 &amp; 6 – netball courts (sectioned off into 4 quarters for each class group)</p> <p>Use playing fields when weather permits.            Brief all staff on expectations.            Increased supervision to aid enforcement of social distancing as far as is reasonable.            Outdoor play equipment to be cleaned between use by different groups by appropriate staff. Staff responsible for the children using the outdoor play equipment, will take responsibility for the cleaning of it as per the PE Lead's timetable.</p>	<p>Review of existing risk assessment in order to add COVID-19 requirements</p>	<p>F&amp;P Manager</p>	<p>By Oct</p>	
		<p>Use playing fields when weather permits.            Brief all staff on expectations.            Increased supervision to aid enforcement of social distancing as far as is reasonable.            Outdoor play equipment to be cleaned between use by different groups by appropriate staff. Staff responsible for the children using the outdoor play equipment, will take responsibility for the cleaning of it as per the PE Lead's timetable.</p>		<p>All staff</p>	<p>By Sept</p>	<p>Ongoing</p>
<b>Canteen use / lunchtimes</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups.            Rota for use of dining areas – see below</p> <p>Reinforce handwashing prior to eating food.            Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p><b>Canteen use</b></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>Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p> <p>Discussions with HCL and the school cook have resulted in a change of meal provision and will be serving lunches in bags instead of on plates. Every class will have 1 lunchtime helper so each year group bubble will have 2 helpers plus additional staff as per lunch rota</p> <p>Year Reception – Activity Studio (11.45pm) Lunch brought from the kitchen to the children by lunchtime staff. On completion of the first sitting, one lunchtime helper will take children out to play and the other will clean tables and place leftovers in the bins. There will be 2 sittings.</p> <p>Years 1 &amp; 2 – Dining Hall &amp; Main Hall (partition wall closed) – (12.00pm Children to sit immediately at tables and will have lunches handed to them. On completion of meals, one lunchtime helper to take the children to play whilst the other will clean tables and seats and place leftovers in the bins.</p> <p>After this first sitting, all tables and seats will be cleaned/disinfected by lunchtime helpers.</p> <p>Years 3 &amp; 4. – Dining Hall &amp; Main Hall (partition wall closed) (12.50 – 1.15pm) The children play first and then come in for lunch. On completion of meals, one lunchtime helper to take the children back to class and the other to help clean up.</p> <p>Year 5 &amp; Year 6 – classrooms – 12.25pm - Lunchtime helpers to bring meals to the middle rooms where they will serve the children back to back. The children will go back to their desks and eat there. On completion, one staff helper will take the children to the netball court whilst the other cleans the tables and returns the trolleys and leftovers to the kitchen. Timings may change to reduce pressure on the kitchen.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. <a href="#">Drinking water will be put into jugs from the kitchen taps which are subject to regular cleaning regimes.</a></p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.</p>				
<b>Transport / Travel off site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school Review travel plan</p> <p><b>Public transport</b> All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15<sup>th</sup> June) Guidance on <a href="#">how to wear and make a cloth face covering</a> is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p><b>Minibus use</b></p> <p>Used by those within same school group / bubble, reduce numbers on board to aid distancing. <a href="#">Recent guidelines (August 2020) state that social distancing is not to be uniformly applied on dedicated school transport (minibus) but if possible should be put in place if possible. Highwood will take pupils from the same bubbles on journeys for the majority of the journeys so will be abiding by the regulations. It is recommended that the opening of windows to increase ventilation is used.</a></p> <p>Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation.</p>	<p>Travel plan to be reviewed</p> <p><b>Ensure a good supply of cleaning supplies, gloves in the minibus. Set up a cleaning document.</b></p>	<p>SLT</p> <p><b>Site Team</b></p>	<p>October</p> <p><b>By Oct</b></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>Staff to wear disposable gloves when refueling.</p> <p>Any member of staff driving the minibus is required to wear PPE equipment as they will not be a member of the specific year group bubble and will come in contact (less than 1m/2m) with others. <u>Should other staff members on the minibus wish to wear face coverings, this will be permitted. With regard to children wishing to wear masks, that will be dealt with on a case by case basis by the Co-Headteachers.</u></p> <p>There will also need to be documented evidence of cleaning regimes in place</p>				
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Where works can be conducted outside of the school day they should be.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>School's to seek confirmation of the contractors method statement / risk assessment. <u>The Site Manager has ensured that all contractors over the summer have been asked to provide specific COVID-19 risk assessments.</u></p> <p><u>The school have been adhering to all the above guidelines during Lockdown and partial re-opening so will continue to do so. Recent guidelines (August 2020) have reminded schools that they need to discuss the free movement of some staff across the school (contractors and those not in bubbles). It is essential that appropriate planning is taken to ensure everyone's safety.</u></p>		Site Team	Summer & ongoing	Ongoing
Provision of first aid	Staff, Students / pupils / wider contacts	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Wash hands before / after treatment.</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
	Spread of COVID 19	<p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'</b>. If the provision of first aid results in close proximity, the wearing of PPE and good sanitation afterwards will be ensured.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council  <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. <i>The school do not have access to another room that can be used as a waiting room so have decided that the area between the photocopiers will be used by children waiting for medical attention when the medical room is already being used. The area will not be used by other staff at all if there is a child requiring medical assistance. The area will be disinfected thoroughly once the child has been collected.</i></p> <p>If daily medication is administered from 1<sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space. Highwood have agreed that there will be NO daily medication administered to children on site. <i>Children requiring asthma pumps can leave them in the middle rooms and they can self-administer when required. All epi-pens to be taken home on a daily basis. If medication is required on a daily basis, the responsibility will lie with the parent/carer to come to site and administer in the reception area.</i></p>		SLT/Site & Office Teams	By Sept	August
Provision of personal care	Staff, Students / pupils / wider contacts	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) The Intimate Care Plan has been reviewed				

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	<p>and a COVID amendment added. This stipulates that all staff will need to wear PPE when dealing with a child. <a href="#">More PPE equipment has been purchased</a></p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) <b>if</b> a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>		Site Team	By Sept	August
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants <a href="#">During Lockdown and partial re-opening, the school's evacuation routes have been from the classroom bi-folding doors (apart from Yrs. 5 &amp; 6) onto the courtyard and then up to the field. This will continue in September but will be reviewed regularly. The Site Team will start to ask that staff shut the bi-folding doors on evacuation, as this is good practise. Nursery and Reception will access the field from gates nearest to their play area. The same applies for Year 1 &amp; Year 2. Years 3 &amp; 4 will access the field via the amphitheatre gate and Years 5 &amp; 6 will access the field via the ramp by the netball court but will leave their classrooms through the internal KS2 corridor. This approach will allow some form of reasonable social distancing measures. Staff working in the office/IT/Kitchen/Activity Studio areas will access the field by working up the drive through and entering through the village gates. The bolt on the Village gates will be secured with a chain and padlock instead of using the bolt (which is hard to move)</a></p>	Reinforce message about shutting bi-folds on evacuation	Site Team	By Sept	Ongoing
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>				

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	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). <a href="#">The school's refuse collection is on a rota system and collected from the service yard area. The refuse contractor have keys to this area.</a>				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational <b>Legionella</b> Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. <a href="#">All key services have remained operational throughout Lockdown and partial re-opening and will continue to do so.</a> Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) <a href="#">All classroom doors (fire doors) in Early Years and Key Stage 1 will remain shut but in Key Stage 2, all classroom and middle room doors are to be wedged open with doorstops. The school has decided that the risk of spread of COVID-19 through touch points (i.e. door handles) is greater than the risk of a fire. Once the school receive new guidance on the management of COVID-19 in schools, this will be reviewed.</a>	To review guidance from HCC re key fire doors	Site Team/ SLT	When new guidance is released	
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment. Staff have been consulted about every change. The updated risk assessment will be emailed and discussed at Inset day – September 2020  Posters will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Briefing given during INSET day  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 (2m where possible) from other staff and pupils. <a href="#">Further review needed with specific regard</a>		F&P Man  F&P Man	Summer  Sept	Ongoing  Sept

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 peripatetic teaching, for e.g. Life Music. The school need to ensure that there can be one room that to be used solely and consistently for this provision. This is the only way to ensure the safety for both the adults and students. Documentation will ensure that robust cleaning takes place in between use. Further discussions with Life Music have resulted in the resumption of piano lessons from 21 <sup>st</sup> September 2020 in the Activity Studio. Guitar lessons to follow after further examination of an appropriate space.	Further decisions to be taken with guitar lessons.	Co-Head's/F&P Man & Music lead	By Sept/Oct	Sept for piano lessons



## Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>