

**COVID 19 Risk Assessment – Updated: March 2021**

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<b>Description of Activity / Person / Area / Equipment being assessed</b>	<b>Provision of education during the Covid-19 situation</b>
<b>Section(s) / Team(s) covered</b>	The John Fisher School
<b>Location(s) covered</b>	Secondary phase
<b>Date of Original Assessment</b>	August 2020 – Updated March 2021

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	W/b 1 <sup>st</sup> March	
Are staff covered by this risk assessment aware of the controls noted and understand them?	<u>Yes</u>	No

Has action been taken	<u>YES</u> / NO / ONGOING / NONE REQUIRED
Confirmed by Line Manager?	<u>YES</u> / NO
Lead Assessors name (print)	P E MCCULLAGH
Lead Assessor's signature	P E MCCULLAGH
Date:	26.02.21

Has action been taken	<u>YES</u> / NO / ONGOING / NONE REQUIRED
Manager's name (print)	A SMITH
Manager's signature	A SMITH
Date:	01.03.21

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No	Issue/hazard and	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	Additional Comments if necessary
1	Some staff or students may be more vulnerable to complications associated with COVID-19	Staff Students	<ul style="list-style-type: none"> <li>Government Guidance has been updated (16/2/2021). Link: <a href="#">Advice on Shielding and Protecting Clinically Extremely Vulnerable People</a></li> </ul> <p><b>Excerpt in relation to clinically extremely vulnerable people going to work:</b></p> <p><b>“Work”</b></p> <p><i>You are strongly advised to work from home because the risk of exposure to the virus in your area may currently be higher. If you cannot work from home, then you should not attend work.</i></p> <p><i>You may want to speak to your employer about taking on an alternative role or change your working patterns temporarily to enable you to work from home where possible.</i></p> <p>In relation to <b>clinically extremely vulnerable children</b>, <a href="#">Advice on Shielding and Protecting Extremely Vulnerable People</a> (updated on 16/2/2021) states:</p> <p><b>“Education settings”</b></p> <p><i>As our knowledge of COVID-19 has grown, we now know that very few children and young people are at highest risk of severe illness due to the virus. Doctors have therefore been reviewing all children and young people who were initially identified as clinically extremely vulnerable to confirm whether they are still</i></p>	

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		<p><i>thought to be at highest risk.</i></p> <p><i>If you have already discussed this with your child’s doctors and they have confirmed your child is still considered clinically extremely vulnerable, your child should follow this shielding advice.</i></p> <p><i>Under the current national lockdown, children will learn remotely until 8 March at the earliest, except for vulnerable children and the children of critical workers who may still attend school.</i></p> <p><i>Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high. Your school or college will make appropriate arrangements for you to be able to continue your education at home.”</i></p> <p><b>Excerpt from the School Coronavirus Operational Guidance (effective from 8th March):</b></p> <p><i>“We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a 33 clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine</i></p>	
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		<p><i>in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</i></p> <p><i>You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.”</i></p> <ul style="list-style-type: none"><li>● Action HR’s Occupational Health prepared an Individual Risk Assessment which the JFS has used.</li><li>● The school has utilised the individual staff risk assessment document and gone through the form with staff affected by this. .</li><li>● <b>Pregnant</b> women are included in the ‘clinically vulnerable’ category, and in some cases the extremely clinically category. The guidance: <a href="#">Advice for pregnant employees</a> was updated on 11/1/2021.</li></ul> <p><b>Excerpt from the Government Guidelines <a href="#">Schools Coronavirus Operational Guidelines</a>:</b></p> <p><i>“You will need to follow the specific <a href="#">guidance for pregnant employees</a> because pregnant women are considered CV (clinically vulnerable). In some cases pregnant women may also have other health conditions that mean they are considered CEV (clinically extremely vulnerable), where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: <a href="#">a guide for women of childbearing age, pregnant or breastfeeding</a> contains vaccination advice.”</i></p>	
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2	<p><b>People with symptoms of COVID-19 - potential for transmission from person to person</b></p>	<p>Staff students visitors contractors</p>	<ul style="list-style-type: none"> <li>● Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any <a href="#">symptoms</a> of COVID-19.</li> <li>● If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss or change in the sense of taste and/or smell, they are sent home/their parents or carers are contacted to collect them and they are advised to follow the <a href="#">staying at home guidance</a> and arrange a test to identify whether they have COVID-19.</li> <li>● The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called ‘Someone develops COVID-19 symptoms whilst at school’ - number 25 in this risk assessment</li> <li>● Public Health England advises that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying COVID-19.</li> <li>● The following link provides advice on noting absence and gives examples of the time required off school for different COVID-related scenarios based on test results: <a href="#">AbsenceInRelationToCOVIDscenarios</a></li> <li>● The Government Guidance on full opening in September has changed the isolation period for those who test positive for coronavirus from 7 days to at least 10 days from the onset of symptoms or, if no symptoms, then 10 days from the day of the positive test.</li> <li>● <b>Link:</b> <a href="#">DfE Letter about the Helpline</a></li> <li>● <b>DfE Helpline:</b> 0800 046 8687 and selecting option 1</li> <li>● The JFS is aware of the <a href="#">Contingency Framework Government Document</a> which advises in relation to any restrictions on education which would only be initiated as a last resort following a ministerial decision. The framework</li> </ul>	
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			<p>sets out how such restrictions would be implemented as a containment measure for the rare circumstances in which they are required to address transmission within education settings and the community.</p> <p><b><i>Side effects of children taking a vaccination:</i></b></p> <ul style="list-style-type: none"> <li>● <i>Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected.</i></li> <li>● <i>Parents and carers should monitor side effects from a vaccination, and if they are concerned about their child’s health, they should seek advice from their GP or NHS 111.</i></li> <li>● <i>If coronavirus (COVID-19) is suspected, the JFS will follow the advice in the <a href="#">system of controls</a>.</i></li> </ul>	
3	<p><b>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their Family.</b></p>	Staff	<ul style="list-style-type: none"> <li>● Individual staff risk assessments are completed as discussed in point 1.</li> <li>● Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation.</li> <li>● Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed.</li> <li>● School regularly receives updates from Council affiliated teams such as the H&amp;S Team and LA Education Teams.</li> <li>● JFS has the Employee Assistance Programme.</li> <li>● Staff and school have access to official guidance from DfE and Public Health England.</li> </ul>	
4	<p><b>Testing - people who do not have any symptoms of</b></p>		<p>JFS is being sent the same testing kits for their students, although initially students will need to complete 3 LFD tests in school so they can become more familiar with the testing process before they can then do them at home</p>	

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	<b>COVID-19</b>		<p>routinely. <b>See row 6 for information on undertaking the tests in school.</b></p> <p><b>Link:</b> <a href="#">LFD Video Animation</a> (no sound but with explanatory text)</p> <p><b>Link:</b> <a href="#">Video on how to use home test kit</a> (with sound)</p>	
5	<p><b>Testing - people with symptoms of COVID-19</b></p> <p><b>People not getting tested if they have symptoms</b></p>		<p>The LFD kits are only for use by people who do not have COVID-19 symptoms.</p> <p>Anyone with symptoms needs to self-isolate and get tested.</p> <ul style="list-style-type: none"> <li>● <b>Link:</b> <a href="#">Guidance on Testing for Essential Workers (e.g. teachers)</a></li> <li>● <b>Link:</b> <a href="#">Guidance on Testing for Non-essential workers, e.g. parents and pupils</a></li> <li>● <b>Link:</b> <a href="#">Symptoms</a>                      <b>Link:</b> <a href="#">Essential Workers</a></li> </ul> <p>The school advises anyone with symptoms to self-isolate and arrange a test.</p>	
6	<p><b>Running COVID-19 testing sites in Secondary Schools</b></p>	<p>Staff Students Operatives</p>	<p><b>Link:</b> <a href="#">Action HR's Template risk assessment for COVID testing sites in schools</a></p> <p>In addition, the Government prepared a series of guides and online training for the different roles associated with the testing sites which members of the JFS Testing team have completed and who have signed to acknowledge the risks.</p> <p><b>Link:</b> <a href="#">Google Drive Folder</a></p> <p><b>Link:</b> <a href="#">Link to Tessollo Training Login</a></p>	

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7	<b>People returning from abroad</b>	Staff Students	Staff/students who are returning from abroad will need to quarantine for 10 days on their return from a non-exempt country or island. The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a> .	
8	<b>Local Outbreaks</b>		<p><b>Process in the event of local outbreaks</b></p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>The JFS will follow the advice provided by Public Health in these situations.</p> <p>In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority.</p> <p><b>Link:</b> <a href="#">Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance)</a> the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</p>	



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9	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</b></p> <p><b>Handwashing</b></p>	<p>Staff students visitors contractors</p>	<ul style="list-style-type: none"> <li>● <b>Link:</b> <a href="#">Government Guidance for Schools during COVID-19</a></li> <li>● The school has reviewed whether it has sufficient numbers of bins to support respiratory and handwashing hygiene.</li> <li>● On arriving at school, all staff and students are required to apply hand sanitiser. Students are well versed in the arrangements and hand sanitising.</li> <li>● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors.</li> <li>● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand sanitising.</li> <li>● All staff and students are reminded to sanitise their hands regularly during the day.</li> <li>● First aiders have access to local handwashing facilities/hand sanitiser.</li> </ul>	
10	<p><b>Visitors</b></p>		<ul style="list-style-type: none"> <li>● Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. Where possible and practical visits are made out of hours or at quieter times when there are less people on site.</li> <li>● <b>All Schools:</b> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. The JFS ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school.</li> <li>● All visitors, including contractors, are required to provide contact information so that this can be accessed for Test and Trace purposes.</li> <li>● Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal</li> </ul>	

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			<p>school day wherever possible.</p> <ul style="list-style-type: none"> <li>● The school utilises Action HR’s <b>Managing Contractors - Code of Conduct Update COVID-19</b> as sent out to schools on 1st July.</li> </ul>	
11	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</b></p> <p><b>Use of equipment including pens and pencils,</b></p> <p><b>Use of Resources,</b></p> <p><b>Libraries</b></p> <p><b>Shared equipment</b></p>		<p>Visitors are required to follow the school’s face coverings policy (unless they are exempt).</p> <ul style="list-style-type: none"> <li>● Staff, students and contractors use their own pens and pencils where possible, not sharing items with others. If a school pen has to be used because an individual doesn’t have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards.</li> <li>● Soft furnishings which can be cleaned can be used.</li> </ul> <p>Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others.</p> <ul style="list-style-type: none"> <li>● Students and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to a student’s education and development.</li> <li>● Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>● Use of the <b>Library</b> - the following controls are in place for the library to reduce the potential for virus transmission: <ul style="list-style-type: none"> <li>○ All library books that are returned by children are stored in a specific area for 48 hours before they are then put back onto the shelves as available to take out by other students from other groups.</li> </ul> </li> <li>● No hot-desking for staff takes place without additional controls in place,</li> </ul>	

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			<p>such as staff having their own keyboard, mouse and phone. If there are insufficient numbers of desk phones available, the phone is cleaned thoroughly before and after each use.</p> <ul style="list-style-type: none"> <li>● Sanitising wipes are provided for areas where students or staff are using keyboards, mice and/or telephones.</li> <li>● ICT Rooms - keyboards and mice are cleaned before they are used by a different group.</li> </ul>	
12	<b>Cleaning inc. toilets</b>		<ul style="list-style-type: none"> <li>● There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products.</li> <li>● Rooms/shared areas that are used by different groups are cleaned more frequently often using standard products, such as detergents and bleach</li> </ul>	
13	<b>Social distancing -</b>  <b>Teaching,</b> <b>Classrooms</b> <b>Bubbles/Groups</b>	Students staff	<ul style="list-style-type: none"> <li>● <b>Link:</b> <a href="#">Actions for Schools During the Coronavirus Outbreak</a></li> <li>● <b>Link:</b> <a href="#">Special Schools &amp; Other Specialist Settings Coronavirus (COVID-19)</a></li> <li>● Where possible and appropriate, outside space is utilised for lessons or activities.</li> </ul> <p><i>(School - Please delete/alter the sections below, dependent on which type of school you have)</i></p> <ul style="list-style-type: none"> <li>● Where possible, students in Yr 7 &amp; Yr 8 will use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day.</li> <li>● Where possible staff will remain in their bubbles but this may not always be possible.</li> <li>● Desks are arranged so students sit side by side and are looking in the same direction (i.e. not facing each other). The teacher remains at the front of the class and maintains 2 metres social distancing where possible.</li> </ul>	

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	<b>Classrooms</b>	<ul style="list-style-type: none"><li>● Where possible, for example where there are classes with reduced numbers of students, the students and staff are all spaced as widely apart as possible, taking into account the space available.</li><li>● Where staff need to move between classes and year groups for timetabling and subject purposes they will try to keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.</li><li>● Classroom window(s) are kept open enough to maintain good general ventilation wherever possible.</li><li>● During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air.</li><li>● <b>Note:</b> If you have windows in classrooms that can be opened, you do not need to keep your final exit classroom door open if the area is too cold. Internal doors would only need to be kept open if there were concerns there was insufficient throughput of air in an area.</li><li>● <b>Measures within the classroom - excerpt from Schools Coronavirus (COVID-19) Operational Guidance:</b></li><li>● <i>“Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. There is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with pupils with complex needs, or those who need close contact care. Provide educational</i></li></ul>	
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			<p><i>and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.</i></p> <ul style="list-style-type: none"> <li>● <i>Where possible, for example with older pupils with less complex needs who can self-regulate their behaviours without distress, they should also be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children, and some children and young people with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help.</i></li> <li>● <i>When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups. You should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom to make more space.”</i></li> </ul>	
14	<p><b>Social distancing and ventilation - Offices</b></p>		<ul style="list-style-type: none"> <li>● Staff maintain the 2 metre distancing rule wherever possible including with other staff and students.</li> <li>● Sanitising wipes are provided for areas where students or staff are using keyboards and mice.</li> <li>● Where ground floor offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times.</li> <li>● Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not</li> </ul>	

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			propping open fire doors) is also done where possible to assist with creating a throughput of air.	
15	<b>Clubs</b>		<ul style="list-style-type: none"> <li>● The Government has provided guidance on the provision of these facilities</li> <li>● <b>Link:</b> <a href="#">Protective Measures for Holiday or After School Clubs or Other Out of School Settings</a> - this guidance was updated on 23/2/2021 and advises on the controls required of providers for these activities and settings.</li> <li>● The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19.</li> <li>● The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control.</li> <li>● Where students <b>in year 7 and above</b>, or equivalent age (which would be children who were aged 11 on 31 August 2020) <b>are educated</b> face coverings are worn by adults and students (except if they are exempt) when they are being educated or cared for in classrooms or during activities, where social distancing cannot be maintained.</li> </ul>	
16	<b>Social Distancing - Travelling to and from school</b>		<ul style="list-style-type: none"> <li>● Unnecessary travel on public transport is avoided where possible.</li> <li>● All those who travel on public transport are required to wear face coverings except for a number of exclusions including those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering. <b>Update:</b> The guidance on this has been updated again (5/1/2021) - <b>Link:</b> <a href="#">Safer Travel Guidance for Passengers</a></li> <li>● The JFS supports local authorities in promoting the use of face coverings on school transport and helps them to resolve any issues of non-compliance where appropriate.</li> </ul>	

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		<ul style="list-style-type: none"><li>● The following quote from the <b>Government Guidance</b>, updated on 27/11/2020:  <i>“Local authorities, working with schools, places of education, transport operators, and parents as necessary, need to work through the list of measures below to decide on the appropriate package of measures for their circumstances:</i></li></ul> <ul style="list-style-type: none"><li>● <i>distancing between individual passengers or groups of passengers, should be applied wherever possible - distancing is particularly important where children attending different schools travel on the same vehicle, and for certain children with complex needs, for example, those that spit uncontrollably</i></li><li>● <i>working with schools/places of education and transport operators to consider whether children can sit with the other children in their ‘bubble’ on transport</i></li><li>● <i>working with schools, places of education and transport operators to draw up seating arrangements so that children and young people understand where they need to sit on home to school transport - ensuring the same children always sit together will help to minimise the number of contacts each child has - for example:</i><ul style="list-style-type: none"><li>○ <i>allocating specific seats</i></li><li>○ <i>having rules such as sitting in ascending year groups - front to back, youngest to oldest</i></li></ul></li></ul>	
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	<b>Dropping off and collection arrangements</b>	<ul style="list-style-type: none"><li>○ <i>'first in, last out', with those children getting on first seated at the rear of the bus and the bus filling forwards (such arrangements will require clear communication between schools and families and children)</i></li><li>● <i>avoiding the use of face to face seating on home to school transport wherever possible</i></li><li>● <i>ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open</i></li><li>● <i>working with schools to put in place appropriate queuing or other arrangements needed for picking up and dropping off children and young people, to ensure they are able maintain distancing when waiting for, boarding and alighting from transport</i></li><li>● <i>providing clear information for families, young people and children about the arrangements needed for picking up and dropping off children and young people at their home destination</i></li><li>● <b>Link:</b> <a href="#"><u>Guidance on Transport to School and other Places of Education</u></a> updated in 2/2021.</li><li>● Parents/carers are discouraged from gathering at either the front or back school gates and are reminded of the social distancing rules (2 m).</li><li>● Where possible, drop off and collection times are staggered to avoid larger groups gathering, for example different year groups at different times.</li><li>● are encouraged to walk or cycle where possible.</li><li>● Students are reminded about maintaining social distancing both in and outside of school.</li></ul>	
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			<ul style="list-style-type: none"> <li>● The school regularly checks the Government Advice:</li> <li>● Link: <a href="#">Government Guidance - Full Opening of Schools</a></li> </ul>	
17	<p><b>Airborne transmission -</b></p> <p><b>Face Coverings</b></p> <p>- <b>Travelling</b></p> <p>- <b>In school</b></p>	<p>Staff, students</p>	<p><b>Face coverings (Infant, Primary and Junior Schools)</b></p> <p><b>Travelling</b></p> <ul style="list-style-type: none"> <li>● Where students, students or staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them.</li> <li>● Students are instructed not to touch the front of their face covering during use or when removing them.</li> <li>● They must wash their hands immediately on arrival (as is the case for all students and students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</li> </ul> <p><b>In School</b></p> <ul style="list-style-type: none"> <li>● Face coverings are worn by students, staff and visitors in communal areas of the school, including classrooms, corridors, stairwells and toilets and any other areas where social distancing is not possible. This includes during activities where social distancing cannot be maintained.</li> <li>● The exceptions to the above bullet point are those who are exempt from wearing a face covering and/or when people are undertaking exercise and strenuous activities.</li> <li>● There are some educational activities whereby goggles are needed, for</li> </ul>	

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		<p>example in Science and D&amp;T and these departments should consider what activities are planned and, if goggles are required for specific activities.</p> <ul style="list-style-type: none"><li>● The school appreciates that some people may be unable to wear face coverings/masks due to specific health conditions or special needs.</li><li>● The school will be mindful that, even with the use of face coverings, social distancing, good hand and respiratory hygiene should be followed wherever possible.</li><li>● Students and staff are encouraged to ensure they have a spare face covering where possible.</li><li>● Students are instructed not to touch the front of their face covering during use or when removing them.</li><li>● Hands are washed/sanitised before and after removing or putting on face coverings.</li><li>● Students are reminded if using hand sanitiser to rub hands for at least 20 seconds and ensure their hands are dry before putting on or removing their face coverings.</li><li>● This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 including what PPE staff should wear in those instances - see section 27.</li></ul> <p><b>Excerpt from <a href="#">Schools Coronavirus Operational Guidelines</a>:</b></p> <p><i>Ensure face coverings are used in recommended circumstances</i></p> <p><i>“Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside</i></p>	
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*of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.*

*In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.”*

### **Before and After School Clubs**

Relating to those 11 years and above (who were 11 or above on 31 August 2020), **excerpt from the [Protective Measures for Holiday and After School Clubs](#)**

*“Where pupils in year 7 and above, or equivalent age (which would be children who were aged 11 on 31 August 2020) **are educated**, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.”*

**For all schools to be mindful of:**

**Excerpt from [School Coronavirus Operational Guidelines](#):**

*“Face visors or shields should not be worn as an alternative to face coverings.*

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			<p><i>They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.”</i></p>	
18	<p><b>Social distancing - lunch and school canteens</b></p>		<ul style="list-style-type: none"> <li>● Staggered lunch times are in place to reduce the total numbers of people in the hall at any one time.</li> <li>● Queueing for lunch - social distancing rules apply.</li> <li>● Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation. In colder weather, if it is too cold windows can be adjusted just enough to provide constant background ventilation, and opened more fully during times of non-occupation to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air.</li> </ul>	
19	<p><b>Social distancing - staffroom and staff toilet facilities meetings</b></p>	<p>Staff, visitors</p>	<ul style="list-style-type: none"> <li>● Staff are encouraged to have breaks outside/go for local walks. Individual choice is important and accepted.</li> <li>● Staff are encouraged to close toilet lids before flushing.</li> <li>● Staff make their own drinks and handle their own food.</li> <li>● Meeting rooms have had chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled.</li> <li>● Numbers limited based on space available.</li> <li>● Face coverings are being encouraged to be worn by all except by those who are exempt.</li> <li>● Window(s) opened where possible.</li> </ul> <p>Link: <a href="#">Government Guidance on Full Opening for Schools</a></p>	

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	<p><b>Governing Body meetings</b></p>          <p><b>Interviews</b></p>	<p><b>Excerpt:</b></p> <p><i>“Where face-to-face meetings are arranged, schools should make clear to candidates that they must adhere to the system of controls that schools have in place. Schools will also have the discretion to require face coverings for visitors where social distancing cannot be managed safely.”</i></p> <p><b>Governing Body meetings:</b> <i>These are held virtually at JFS.</i></p> <p><a href="#"><u>School Governance June Government Update - Updated 8/10/2020</u></a></p> <p><b>Interviews</b></p> <ul style="list-style-type: none"><li>● Where possible, interviews are held remotely with the use of technology or with distancing measures in place if in person.</li></ul> <p><b>Excerpt from Schools Coronavirus Operational Guidance:</b></p> <p><i>“Schools should consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible.”</i></p> <p><i>and</i></p> <p><i>“Where face-to-face meetings are necessary, you should share the school’s control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings where social distancing cannot be</i></p>	
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			<i>managed safely.”</i>	
20	<b>Social distancing - movement around school buildings</b>	Staff, students	<ul style="list-style-type: none"> <li>● Break times and the movement of students around the school are staggered to reduce large groups of children gathering.</li> <li>● Where there are windows along corridors, they are opened to help with general ventilation where possible. In colder weather, if these areas are very cold, they are adjusted so as to still maintain constant background ventilation whilst not being fully open.</li> </ul>	
21	<b>Social distancing -  Assemblies, Large gatherings, Whole school worship  Fetes, Concerts</b>	Staff, students, visitors	<ul style="list-style-type: none"> <li>● Whole school assemblies or whole school worship does not take place. Instead the school organises individual year group worship or uses vimeo.</li> <li>● School events do not take place currently. Possibilities for virtual activities are explored.</li> </ul> <p><b>Excerpt from Schools Coronavirus Operational Guidelines: “Performances”</b></p> <p><i>You should not host any performances with an audience. You may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission</i></p>	
22	<b>Music - Playing and Singing Wind and Brass All instruments</b>	Staff, students	<p><b>Playing Instruments and singing</b></p> <ul style="list-style-type: none"> <li>● The school limits the numbers in relation to the space being used. Consideration is given to size of the room and ventilation.</li> <li>● Good hand hygiene routine is followed as for other school activities.</li> <li>● Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies.</li> <li>● <b>Microphones</b></li> </ul>	

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			<ul style="list-style-type: none"> <li>● The school uses microphones where possible or encourages singing quietly.</li> <li>● <b>Social distancing for singing and music</b></li> <li>● In the smaller groups where these activities can take place, the school will observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</li> <li>● <b>Seating positions for singing and music</b></li> <li>● Social distancing is maintained</li> <li>● <b>All instruments</b></li> <li>● Wherever possible, students do not share instruments and only use their allocated instrument.</li> <li>● Equipment is labelled to help identify the designated user.</li> <li>● If instruments and equipment have to be shared, they are cleaned regularly</li> <li>● <b>Link: <a href="#">Performing Arts Handling Equipment Safely</a></b></li> <li>● <b>Link: <a href="#">hygiene: handwashing, sanitation facilities and toilets.</a></b></li> <li>● Handwashing takes place before and after handling instruments, especially if being used by more than one person.</li> </ul>	
23	<b>Drama</b>	Staff, students	<p>The following control methods are followed by the school:</p> <ul style="list-style-type: none"> <li>● Social distancing.</li> <li>● Good general ventilation, activities outside where weather permits.</li> <li>● Use of props and costumes is avoided during practice and rehearsals.</li> <li>● Where props and costumes must be used, ensuring they are not shared between people and are cleaned thoroughly before and after use, if they</li> </ul>	

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			<p>have to be shared then meticulous cleaning takes place between different users.</p> <ul style="list-style-type: none"> <li>● Good hand hygiene is followed, particularly at the start and end of the session and if equipment has been handled.</li> </ul> <p><b>Link:</b> <a href="#">Working Safely During COVID-19 Performing Arts</a></p>	
24	<b>PE and Sports</b>	Staff, students	<ul style="list-style-type: none"> <li>● PE and sports lessons will take place outside as a priority where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only.</li> <li>● Students will be kept in consistent groups.</li> <li>● Where outdoor activities are not possible, the following are in place:             <ul style="list-style-type: none"> <li>○ large indoor spaces are used, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible);</li> <li>○ distancing between students</li> <li>○ and paying scrupulous attention to cleaning and hygiene.</li> <li>○ These factors are particularly important in a sports setting because of the way in which people breathe during exercise.</li> </ul> </li> <li>● External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</li> <li>● Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at <b>Link:</b> <a href="#">return to recreational team sport framework</a>.</li> </ul>	



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			<ul style="list-style-type: none"> <li>● Equipment used for sports and PE is cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>● External coaches, where used, will follow the school’s requirements in terms of its wider controls including hygiene and social distancing and the protocols as set in the specialist guidance issued by that sport governing body - list available at <b>Link: <a href="#">return to recreational team sport framework</a></b>.</li> <li>● Cloakrooms are cleaned between use by different groups. Students arrive in school in their PE/sports kits at KS3 so that they do not have to change.</li> <li>● <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a></li> <li>● <a href="#">the above document includes a section on changing rooms</a></li> </ul>	
25	<b>Swimming</b>	Students staff	Not taking place at JFS	
26	<b>Educational Visits</b>	Staff, students	<ul style="list-style-type: none"> <li>● Educational visits do not take place.</li> <li>● Overnight trips in the UK and trips abroad do not take place</li> </ul> <p><b>Excerpt from the School Coronavirus Guidelines:</b>  <b><i>“Educational visits”</i></b></p> <p><i>“We advise against all educational visits at this time. This advice will be kept</i></p>	

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			<p><i>under review. The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak. If schools have any further questions about their cover or would like further reassurance, they should contact their travel insurance provider.”</i></p> <ul style="list-style-type: none"> <li>• The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school.</li> </ul>	
27	<b>Provision of first aid</b>	Staff, students	<ul style="list-style-type: none"> <li>• First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</li> <li>• Disposable gloves are provided for first aiders.</li> <li>• First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases.</li> <li>• Disposable plastic aprons are available.</li> <li>• Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> </ul>	
27	<b>Administering Cardiopulmonary Resuscitation (CPR)</b>		<ul style="list-style-type: none"> <li>• <b>Link: <a href="#">New HSE Guidance on CPR for adults (last reviewed on 3/11/2020)</a></b></li> </ul> <p>The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used.</p>	

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			<p><u><a href="#">Government Advice to First Aiders including Resuscitation</a></u></p> <ul style="list-style-type: none"> <li>● <u><a href="#">Resuscitation Council Advice</a></u> -</li> </ul> <p>Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. The following link provides information on donning masks:</p> <ul style="list-style-type: none"> <li>● <u><a href="#">Advice on donning surgical masks and other PPE.</a></u></li> <li>● The following link provides information on how to safely remove the masks and other PPE:</li> <li>● <u><a href="#">Advice on removing surgical masks and other PPE.</a></u></li> </ul>	
28	<b>Administering medication</b>		<p><b>Medication</b></p> <ul style="list-style-type: none"> <li>● Staff dispensing medication to students should minimise contact.</li> <li>● Wash hands before and after dispensing the medication</li> <li>● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> <li>● If required, gloves will be worn by staff when giving medication.</li> <li>● Surgical masks are worn for situations in which social distancing (2m) cannot be maintained.</li> <li>● If there is a risk of contamination with splashes, droplets of blood or body fluids, a visor or goggles are also worn.</li> </ul>	
29	<b>Someone develops COVID-19 symptoms</b>	Staff, students	<ul style="list-style-type: none"> <li>● If anyone is experiencing <b>symptoms</b> - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are</li> </ul>	

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<b>whilst at school</b>		<p>advised to follow the <a href="#">staying at home guidance</a> and arrange to be tested to confirm if they have COVID-19.</p> <ul style="list-style-type: none"><li>● If a student is awaiting collection, they are moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</li><li>● Where possible, a window is opened for ventilation.</li><li>● If the student needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li><li>● If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li><li>● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li><li>● The school will call 999 if they are seriously ill or injured or their life is at risk.</li><li>● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li><li>● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</li><li>● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.</li><li>● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste.</li></ul>	
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			<ul style="list-style-type: none"> <li>● <b>Link:</b> <a href="#">guidance on cleaning in non-healthcare settings</a>.</li> <li>● Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared with Sutton’s Head of Pupil Based Commissioning (for Sutton Schools). This protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn’t contacted the school) which will likely advise that the rest of their class/group be sent home and advised to self-isolate for 14 days.</li> <li>● <b>Link:</b> <a href="#">Government Guidance for Contacts of People with Confirmed Case of Coronavirus</a></li> <li>● <a href="#">Government Guidance - Schools Full Opening - Positive Cases</a> - go to system of controls number 9 in this section. <ul style="list-style-type: none"> <li>● <b>Link:</b> <a href="#">DfE Letter about the Helpline</a></li> <li>● <b>DfE Helpline:</b> 0800 046 8687 and selecting option 1. The DfE is no longer expecting schools to report every positive case through the Helpline, although the hours that this service is available have been increased to include weekends (10am to 4pm).</li> </ul> </li> </ul>	
30	<b>Staff changing nappies</b>		<ul style="list-style-type: none"> <li>● Not Applicable at the JFS</li> </ul>	
31	<b>Supervised toothbrushing</b>		<ul style="list-style-type: none"> <li>● Not Applicable at the JFS</li> </ul>	
32	<b>Laundry</b>		<ul style="list-style-type: none"> <li>● People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry.</li> <li>● The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a bubble.</li> </ul>	


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33	<b>Uniforms</b>	Staff, students	<ul style="list-style-type: none"> <li>● Government advice notes that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>● The school is flexible in its approach and accepts that items may need to be 'home' clothes rather than strict uniform. If students should have outgrown some of their clothing then the school will be understanding.</li> </ul>	
34	<b>Routine cleaning of communal areas</b>	Staff/ Cleaning Contractors	<p>For <b>routine</b> cleaning (i.e. <b>not</b> cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> <li>● Disposable gloves are provided for staff/contractors</li> <li>● Staff wear their usual washable uniform/clothing</li> <li>● Mops are used for the tasks</li> <li>● Staff wash their hands when they have finished their task and dispose of the gloves.</li> <li>● Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal.</li> <li>● As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.</li> <li>● The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school.</li> </ul>	
35	<b>Cleaning Lifts</b>	Staff cleaning/ contractors cleaning	<ul style="list-style-type: none"> <li>● Lift not going to be in use in the SDL Building</li> </ul>	

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36	<p><b>Storage and issuing of masks</b></p> <p><b>Putting on the masks</b></p>	Staff	<ul style="list-style-type: none"> <li>● Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean.</li> <li>● The following link provides information on donning masks: <b>Link:</b> <a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>● The following link provides information on how to safely remove the masks and other PPE: <b>Link:</b> <a href="#">Advice on removing surgical masks and other PPE.</a> <b>Video:</b> <a href="#">PPE - Donning and Doffing PPE Video, Public Health England</a></li> </ul>	
37	<b>Ventilation</b>		<ul style="list-style-type: none"> <li>● Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure.</li> </ul>	
38	<b>Fire Evacuation</b>	All	<ul style="list-style-type: none"> <li>● The school has reviewed the fire evacuation procedures and has had new doors installed in its oldest building.</li> </ul>	
39	<p><b>Food and drink</b></p> <p><b>Catering</b></p>	All	<ul style="list-style-type: none"> <li>● Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc.</li> <li>● The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the <a href="#">Government Guidance for Caterers</a>.</li> </ul> <p>Controls detailed in the guidance for caterers include:</p> <ul style="list-style-type: none"> <li>● regular handwashing;</li> </ul>	

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			<ul style="list-style-type: none"> <li>● those with symptoms to stay at home and get tested;</li> <li>● prompt removal of anyone with symptoms;</li> <li>● active engagement in test and trace;</li> <li>● risk assessment in place for activities;</li> <li>● limit unnecessary visits into the kitchen;</li> <li>● maintain 2m distancing between workers - if not possible, additional measures, e.g. redesigning task, physical barriers, PPE or face coverings.</li> </ul>	
40	<p><b>Science, DT guidance</b></p>	All	<p>CLEAPSS has written a number of guidance documents in relation to delivering activities during the current situation these are listed below. All of the documents were updated on the 10th August 2020.</p>	
41	<p><b>Safe storage of alcohol based hand sanitiser supplies</b></p>  <p>The image shows three safety signs: a yellow triangle with a flame icon and the text 'Danger Highly flammable'; a red circle with a diagonal line over a cigarette icon and the text 'No smoking'; and a red circle with a diagonal line over a lit match icon and the text 'No naked lights'.</p>		<p><b>Storage of Supplies of alcohol based hand sanitiser</b></p> <ul style="list-style-type: none"> <li>● Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> <li>○ are not stored within fire escape routes including stairwells;</li> <li>○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources;</li> <li>○ there is a no smoking policy in place;</li> <li>○ the containers are kept tightly closed;</li> <li>○ are not stored in the same room as Oxygen cylinders;</li> <li>○ are located in a room with a fire door/s</li> </ul> </li> </ul>	



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42	<b>Fire Safety - alcohol containing hand sanitiser advice for Science and D&amp;T</b>	Staff, students	<ul style="list-style-type: none"> <li>● The CLEAPSS science documents as referred to in row 38 include reference to the fact that alcohol containing hand sanitiser is identified as a fire risk in <b>labs</b>. To address this, alcohol containing hand sanitiser is not used in labs or technician preparation rooms, science stores, etc.</li> </ul>	
43	<b>Science and D&amp;T</b>	Staff, students	<p>Prep rooms and stores to be used one person at a time.</p> <ul style="list-style-type: none"> <li>● Ensure students work individually.</li> <li>● PPE e.g. safety spectacles or goggles will need to be sanitised before and after each use.</li> <li>● There should be no sharing of welding masks or gloves. Activities should be adjusted accordingly.</li> </ul>	
44	<b>Hiring out premises</b>	Hirers, staff, visitors	<ul style="list-style-type: none"> <li>● <b>Indoor</b> sports facilities at the school will only be used by students, i.e. they will not be hired out to others.</li> <li>● <b>Outdoor</b> sports facilities at the school will not be hired out.</li> <li>● Arrangements will be made for the cleaning of any areas used following the letting.</li> </ul> <p style="text-align: center;">Link: <a href="#"><u>National Lockdown - What you Can and Can't Do</u></a></p> <p>Excerpt from the <a href="#"><u>Restricting Attendance During National Lockdown Guidance for Schools</u></a>:</p> <p><i>“Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.”</i></p>	

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45	<b>Communicating with staff and parents/carers</b>	All	<ul style="list-style-type: none"><li>● Emphasising the role of parents and carers in terms of the national approach is appropriate as it potentially impacts on school life and the whole pandemic control measures.</li><li>● We will continue to emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school.</li></ul>	
46	<b>COVID controls declaration poster</b>		<ul style="list-style-type: none"><li>● The Government has produced a declaration poster for employers:</li><li>● <b>Link:</b> <a href="#">Covid Secure Poster</a></li></ul>	