


Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

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| RISK ASSESSMENT FOR: School activities during COVID 19 outbreak | |  Hertfordshire |
| Establishment: Hartsfield JMI School | Assessment by: Headteacher (HT), SLT and Site manager (SM) | Date: January 2020 Updated 14.5.21 |
| Risk assessment number/ref.): New updates plus those linked to update from HCC- v14 | Manager Approval: | Date: |

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| Individual risk factors meaning staff / pupils more vulnerable to COVID-19 | Staff, Students / pupils / wider contacts Spread of COVID 19 | School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Those CEV pupils unable to attend school because they are under specialist care and they are following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as clinically extremely vulnerable / clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. | Clinically extremely vulnerable (CEV) pupils and staff are able to return to school. Shielding for CEV individuals pauses on 31st March 2021. From 1 st April CEV staff are able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they cannot work from home. In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly Recommended that Schools contact their HR Advisor. | | | √ |

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| <p>School occupants coming into contact with those with Coronavirus symptoms</p> | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site 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.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days (reduced from 14 days from Monday 14th December). See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> | <p>Use the HCC updated guidance to report via email</p> <p>(COVID.EYSEducation@hertfordshire.gov.uk)</p> <p>Our checklist to be used in the event of a positive case and possible bubble closure- it is included communication with outside users of the site</p> <p>Currently have 9 emergency test kits- when we get down to 5 we need to reorder a further 10 following the Government shared procedure</p> <p>LFT test kits to be reordered as required.</p> | <p>HT</p> | | |

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| | | <p>Testing Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>From 26th August schools were provided with 10 PCR home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p>Positive case in school In the event of a positive case report to HCC via COVID.EYSEducation@hertfordshire.gov.uk See <i>COVID-19 case reporting flowchart for schools</i> https://thegrid.org.uk/covid-19/key-documents-for-schools HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.</p> <p>Asymptomatic testing (LFD testing) Testing remains voluntary but strongly encouraged. This moved to a home testing model for staff on wider return (2x tests / week) and secondary students after 3 LFD tests on site. Home testing kits provided to students (2x tests / week).</p> <p>Home testing kits for primary school staff in place from w/c 25/1/21 Primary age pupils are not tested with LFDs See our separate Lateral Flow testing risk assessment</p> | | | | |
| General Transmission of COVID-19 | Staff, Students / pupils / wider contacts | Welfare facilities are provided which contain suitable levels of soap and paper towels. | Hand sanitisers at each entrance to classrooms and | Site Manager- | | |

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| Ineffective hygiene protocols | Spread of COVID 19 | <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.</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.</p> <p>Alcohol hand sanitiser used in addition where required e.g, to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</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.</p> <p>Wipes available and staff reminded to wipe down areas touched before leaving e.g. staffroom 'Portable pouch' sanitisers to be available for each class</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.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</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)</p> | main entrances- levels checked daily | | | |

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| | | All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. | | | | |
| General Transmission of COVID-19 Ineffective cleaning | Staff, Students / pupils / wider contacts Spread of COVID 19 | <p>Documented cleaning schedule in place.</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.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</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.</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.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> | Cleaning/ first aid boxes in each year group area- Boxes checked regularly replenished by class teams as they are used plus | SM/ Class teams and Medical assistant | weekly | |

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| | | <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <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>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</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).</p> <p>HARTSFIELD are operating Year Group bubbles for all activities in and out of the school.</p> <p>In the event of Lockdown: Identify the likely numbers of pupils (critical worker and vulnerable children who will need a place on site) and thus staffing requirements.</p> <p>Pupils/ students split into small, consistent groups and kept in that same group throughout the day. In the absence of any national guidance on group sizes then a maximum size of 15 in line with advice for out of school provision and previous lockdown is used as a guide. Groups size kept as small as feasible.</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Year group bubbles in place with phase breaks when children are still kept in their bubbles. Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; e.g. canteen, school library etc. (not currently applicable but to be considered ongoing) One-way system at the front entrance of the school with no parents' cars on site using the drop off zone</p> | <p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>Pupils prioritised for on-site provision should be kept in consistent bubbles until the rest of their year group returns to normal on-site provision.</p> | HT | | |

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| | | <p>Staggered start and finish times for children set up (1 class of 2 entering at a time) to limit children and parents on the playground and in through cloakrooms at one time.</p> <p>All other assemblies in bubble classrooms or outside- Reviewed 8.9.20- 2-week rota in place which each bubble having one-year group assembly with HT per week (either Monday or Friday)- class assemblies suspended under current lockdown</p> <p>No groups are coming together for events / school fairs, school trips etc. 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. Schools can continue to engage supply and peripatetic teachers during this period, including staff from music education hubs 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>Ideally the teaching space / workstation should be 2m from pupils. (where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+).</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Remain in year groups for the majority of the time. Ideally pupils sitting side by side rather than face to face</p> <p>Face coverings From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own Staff and pupils should comply with expected requirements when visiting such venues.</p> | | | | |

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| | | <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p> <p>See guidance on face coverings in Education</p> <p>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms. (see also Stairs / corridors)</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols.</p> <p>Where staff choose to wear a face covering they should be supported to do so.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Parents/carers requested to wear face coverings when on the school grounds from 2.11.20 but from 17.5.21 are not required to outside (still required inside the school building) but requested to socially distance.</p> <p>Face coverings for visitors and staff to be worn in corridors and communal areas, including staffrooms (where 2M social distancing can't be maintained).</p> <p>(The HSE says that if staff choose to wear face coverings this should be supported by employers.) All staff have been told that they can use face coverings if they wish</p> <p>Extra-curricular clubs- (see also breakfast / after school clubs below).As of April 12th all parents can access wraparound and extra-curricular provision with no restrictions on reasons for attendance.</p> <p>Determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>From May 17th wraparound and other extra-curricular activities for children taking place indoors are able to take place in groups of over 15. Continue to</p> | | PS/SM | | |

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| | | <p>minimise mixing between children, where possible. See also out of school settings guidance Size of room and ventilation levels able to support group number.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</p> <p>Supplementary conditions of hire in place See https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</p> <p>Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement). Review hirers activity against relevant Government guidance and any existing restrictions.</p> <p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact. Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Is any additional signage for hired spaces to remind users on social distancing, hand washing etc.</p> <p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p> <p>School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school.</p> | <p>See also Sport England FAQs on return of sport</p> <p>Risk assessments were obtained from: Great Group Stage Coach BTFC.</p> <p>Ongoing regular communication needed based on Gov guidance and prevalence of cases</p> <p>Sports clubs in year group bubbles to restart from wc 19.4.21</p> | | | |

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| | | <p>Schools to decide if the NHS QR code poster and check in function is to be used for members of the public when premises are let to external providers. Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. See protective measures for holiday and after school clubs, and other out of school settings which recommend a max 15 children per group (multiple groups can use the same space, only if there is robust social distancing between group</p> <p>As of April 12th all parents can access wraparound provision with no restrictions on reasons for attendance.</p> <p>From May 17th the maximum group size of 15 indoors for wraparound care has been removed</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. Review space / layout and occupancy to determine if children from different groups can maintain social distancing (2m between children from different groups). Where this is not possible keep the before / after school groups consistent to reduce mixing.</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>Offsite visits Offsite visits (day visits) able to be run from 12th April in line with the Government's roadmap. Domestic residential visits can take place from 17th May</p> <p>Off site visits risk assessment to be undertaken, children kept in the same consistent group as usual during the visit. COVID secure measures at destination and ability of school group to socially distance from others to be risk assessed.</p> | <p>Bookings made for Offsite visits to include checking covid secure arrangements and risk assessments. EVOLVE used to record and report.</p> | | | |

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| | | <p>Residential visits: Existing school bubbles are replicated for residential visits. Bubbles of no more than 30 children, accompanying staff are from within same bubble. See also Hotel and Guest accommodation guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation <i>"Where a school/college/further education/higher education facility is organising a visit with more than 30 pupils or students, they should split their group into more than one bubble"</i></p> <p>Parents / volunteers should not accompany the visit in order to maintain integrity of the bubble. Contingency plan in place in event of symptoms developing in the group or someone needing to self-isolate Staff and Students in Year 7 and upward to undertake LFD testing x 2 weekly</p> <p>Sleeping / room sharing Room sharing limited, capacity in shared dormitory rooms reduced – school to clarify with provider, max of 6 strongly recommended. Members of school staff have their own single room.</p> <p>Face coverings From Saturday 8 August, Government guidance changed and members of the public are required to wear a face covering inside a wider list of indoor settings such as libraries, museums, galleries, visitor attractions etc. unless they have a legitimate reason for not wearing one. See full list here https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own Staff and pupils should comply with expected requirements when visiting such venues.</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on face coverings in Education</p> | <p>At Hartsfield- Residential trips cancelled- based on the guidance from 17th May- we would have had difficulty as a school complying as we have 60 in a cohort/ year group bubble and therefore staff from outside the bubble would have been required to adhere to the relevant required ratios.</p> | | | |

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| | | <p>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms. (see also Stairs / corridors)</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so.</p> <p>Parents/carers requested to wear face coverings when on the school grounds from 2.11.20 but from 17.5.21 are not required to outside (still required inside the school building) but requested to socially distance.</p> <p>Music-dance and drama Social distancing to be observed. This may limit group numbers. Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible use microphones, avoid sharing these. Clean equipment before / after use and between users / groups.</p> <p>Performances: All undertaken in same consistent school bubbles. Audiences indoor / outdoor are permitted from May 17th (but performing Arts guidance as referred to by DfE not yet updated to reflect Step 3, last updated April 14th).</p> <p>Live streaming / recording recommended at Step 3.</p> <p>Singing and wind / brass instruments Increased risk of aerosol transmission with volume and numbers of individuals within a confined space is likely. Accumulation of aerosols to be limited by keeping the actual singing / playing time short. Activity to take place outside where possible.</p> <p>If using a shared space (hall etc.) then ventilate the empty room for at least 15 minutes before another group uses the space and clean all touch surfaces before use by another group.</p> | <p>For a live audience significant reduction in capacity, seating arrangements to ensure social distancing is maintained and other required controls would require a specific risk assessment. Therefore, no productions/ audiences planned until after 21st June (earliest) at present</p> | | | |

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| | | <p>Larger groups e.g. more than a single class of 30, would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present).</p> <p>Face to face activity is to be avoided (Pupils positioned back-to-back or side-to-side when playing or singing). Where face to face activity cannot be avoided ensure 2m physical distancing is kept between staff and pupils (if 2m is not viable further robust risk mitigation will be needed- screens, 'moisture guard' covers for mouth blown instruments and good ventilation.)</p> <p>Use microphones. Sing / play quietly to reduce aerosol risk.</p> <p>Position wind and brass players so that the air from their instrument does not blow into another player. No sharing of wind / brass instruments.</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. http://www.hertsmusicservice.org.uk/schools-covid-update/ September: SEE APPENDIX 1</p> <p><u>PE / school sport</u> PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks. Schools must only provide team sports listed on the return to recreational team sport framework.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports limited. (The AfPE's position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson).</p> <p>Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p> | <p>No choir- share with relevant staff and no singing assemblies etc inside school No singing inside classrooms as part of curriculum or assemblies</p> | | | |

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| | | <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p> <p>Multiple groups not permitted to use PE / outdoor equipment simultaneously Sharing of equipment during PE is limited.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and natural ventilation. Build in time for handwashing / sanitising before / after lesson. See advice and FAQ's from Association for Physical Education, (Revised 29/9/20)_AfPE have also published a model risk assessment for PE.</p> <p>From 29th March outdoor fixtures against other schools are permissible (in line with restrictions on grassroots sport).</p> <p>School swimming as part of educational provision and wraparound care can return from April 12th</p> <p>From 12th April indoor competition between different schools was permissible.</p> <p>See guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England</p> | | | | |
| Access to & egress from site | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> | | | | |

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| | | <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Communicate expectations to parents.</p> <p>Deliveries and maintenance organised for out of school hours</p> <p>Entrance sanitiser checked regularly and all visitors to be told to use.</p> <p>Visitors See Appendix 2- September 2020 Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Parents instructed only to come onto premises by appointment or in event of an emergency Volunteers, 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. Visors and face masks to be used if requested and if social distancing is not possible. Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace- visitor book in place. Signage in reception regarding good hygiene. Glass screen in place in reception</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p> | No parent volunteers in school until further notice- to be reviewed based on guidance | | | |
| Contact points Equipment use printers, workstations, apparatus, machinery etc. | Staff, Students / pupils / wider contacts | <p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid</p> | Pack of wipes required in all year groups and the office Laptops/ ipads to be cleaned before use- levels to be regularly checked by SM | SM HT | ongoing | |

| 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>sharing. Pencil cases supplied in KS1</p> <p>Activities and resources</p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>Where equipment is quarantined ensure this is clearly labelled with day used / next day available for use.</p> <p>Curriculum equipment 'booked out for a year group and not shared across. E.g. DT/ PE/Art/ Music resources for a week or topic otherwise they will require cleaning</p> <p>See Hartsfield Curriculum Risk Assessment</p> | Books kept in year groups areas | | | |
| Proximity of students/ staff | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to multiple rooms recirculation should be turned off and adjust these to full fresh air where possible).</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE COVID-19 ventilation guidance</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. Use heating / additional layers of clothing to maintain comfortable temperatures. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> <p>Consider opportunities for outdoor learning to assist in social distancing. 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>Unavoidable close contact to be minimised between adults and adults and children and adults within a bubble</p> <p>Staff to wear face coverings outside of the class bubble. Staff and children to wash/ sanitise hands when leaving and before reentering a bubble.</p> <p>Classrooms rearranged to make use of communal spaces to allow greater distance between staff and children with L shaped desk layouts used if necessary.</p> <p>Class assemblies to resume from 8.3.21 after being stopped during lockdown</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>Windows opened in staffroom at the start of each school day Class teams to open classroom windows on arrival Corridor windows to be opened on arrival Lunch and break rotas to be drawn up to allow for children and staff to stay in bubbles. Staff to be encouraged to leave the premises at lunch or to remain with bubble staff Use of remote sign in system, Use of class 15 if needed for meetings Staff to take paperwork to classes/ office with no daily paper registers/ bag supplied by the office</p> <p>Staff rooms If using the staffroom for making drinks/ hot meals- staff must wash their hands before and after entering. 'break out spaces' identified and maximum occupancy agreed. Break out areas set up- kettle in the KS1 area</p> <p>Changing rooms not being used but classrooms used for changing at the beginning of an am or pm session</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential and cannot be delivered in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) No physical large scale / all staff briefings should be undertaken</p> <p>-Weekly teaching staff meetings held via Zoom Friday meetings now replaced by email communication</p> <p>corridors Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Break / Playgrounds</p> | <p>No staff marking during the current lockdown Staff to leave through bubble doors when leaving the school building at lunchtime (after signing out)</p> <p>Where lower level windows are being opened out onto play areas then ensure these don't create a risk of pupils running into the edge of an open window.</p> <p>Staff encouraged to remind other staff of the rules</p> <p>Only one bubble in a space for PPA- PPA can be taken at home.</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>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. Use playing fields when weather permits. Brief all staff on expectations.</p> <p>Outdoor play equipment (wooden) to be allocated to a daily bubble. Class sets of play equipment Zones/rotas identified for when grass in use/ when wet</p> | | | | |
| Canteen use / lunchtimes | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</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>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Increased supervision to aid enforcement of social distancing as far as is reasonable- MSAs organised into 2 x 45 minutes' sessions (lunchtimes EYFS/KS1 and KS2) to enable increased numbers of MSAs and reduce children out on lunchbreak plus additional time provided by TA cover for teaching staff and children</p> <p>Lunches eaten in classes/ outside (Reception and Year 1 in the dining room staggered times and different sets of tables) to minimise corridor movement</p> <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</p> <p>Children to use their own refillable water bottles at lunch and throughout the day.</p> | As noted previously | | | |

| 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 |
|------------------------------------|--|--|--|----------------|-----------------|------|
| Transport / Travel off site | Staff, Students / pupils / wider contacts Spread of COVID 19 | Encourage walking / cycling to school Public transport 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 th June) Guidance on how to wear and make a cloth face covering is available. Where business travel via car is required use private single occupancy where possible. | | | | |
| Swimming pools | Staff, Students / pupils / wider contacts Spread of COVID 19 | See https://www.swimming.org/swimengland/pool-return-guidance-documents/ | School swimming as part of educational provision and wraparound care resumed from March 8 th Outdoor pools able to open from March 29 th Indoor pools able to open from April 12th (at the earliest)- At this point all children's activities can resume, e.g. learn to swim classes and club sessions for under 18s will be able to resume. Swim England has published detailed guidance for the safe use of swimming pools, club activity and swimming lessons must adhere to this Returning to the Pool guidance | | | |

| 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 |
|------------------------|---|---|-----------------------------------|----------------|-----------------|------|
| Contractors | Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19 | School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment. All essential / statutory maintenance deemed necessary to the safe running of the school was continued during periods of national lockdown. | | | | |
| Provision of first aid | Staff, Students / pupils / wider contacts Spread of COVID 19 | It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Year group First aid packs organized that can be taken out by MSAs to minimise use of first aid room 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. PPE available in First Aid room and office as well as in year group boxes Bubble triage system in place to minimise use of the First Aid room. Records of first aid put on system at the end of each day First aid kits supplied per year group and supplies to be monitored and replaced regularly Wipeable chairs set up outside the first aid room See also 'provision of personal care' and 'Suspected case whilst working on site'. | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
|--|--|--|-----------------------------------|----------------|-----------------|------|
| | | First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ | | | | |
| Provision of personal care | Staff, Students / pupils / wider contacts Spread of COVID 19 | 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 (type IIR) and if there is a risk of splashing to the eyes, changing soiled children, coughing, spitting, vomiting then eye protection should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use. 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) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. | | | | |
| Emergency procedures (Fire alarm activations etc) | Staff, Students / pupils / wider contacts Spread of COVID 19 | Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants | | | | |
| Deliveries & Waste collection. | Staff, Students / pupils / wider contacts Spread of COVID 19 | Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Main gate closed and padlocked when not covered by SM- signage for delivery drivers to contact the school office for access. | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
|---|--|--|---|--|---|------|
| Premises safety | Staff, Students / pupils Wider safeguarding / safety risks | Any new 'seldomly' used water outlets to be flushed weekly during lockdown. Post lockdown / in the event of closure of any part of the building 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 Legionella Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) | | | | |
| Lack of awareness of PHE / school controls | Staff, Students / pupils / wider contacts Spread of COVID 19 | All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception 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. 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. | Add this risk assessment to website and confer and share any updates with govts and staff Appendix 2 shared with visitors coming on site | PS By Key liaison- e.g. Office team and SLT | Ongoing At beginning of term and ongoing | |
| Staffing levels | Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks | Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages. | | | | |

Previous revisions

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

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

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

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

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

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

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

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

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

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

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

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

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

Relevant links

Guidance for educational settings

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

Actions for schools COVID operational guidance

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

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs

<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#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

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

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

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

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

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

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

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Risk Assessment << [Hartsfield JMI School updated 14.5.21 \(V14 HCC\)](#)

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

Appendix 1 Hartsfield Music Provision Visitor Guidance based on full Covid Risk assessment

| Guidance from HMS (Hartsfield specific) | Action by school |
|--|--|
| <p><u>General Guidance</u></p> <ul style="list-style-type: none"> • Teaching must take place in a well ventilated room. Gentle through ventilation is preferred. Fans that recirculate stale air should not be used. (all rooms to be used are well ventilated-air conditioning not to be used in mobile) • In cases of additional control measures or ‘robust’ control measures, these should be set by your school and briefed to any visiting HMS teachers ahead of any planned activities. • Pupils to have their own music, or music could be projected. • All pupils need to use their own stand in lessons and any ensembles. Equipment (stands) and any touchpoints must be cleaned between each new group/student using COVID safe wipes, sprays or hot soapy water. (school stands to be used but wiped in between use) • Pupils should be drawn from the same clear and consistent groups (bubbles) in place at the school. No coming together of pupils from different bubbles in group lessons. (teachers have confirmed that this is the case with the new lessons arranged) • Tuning instruments – tutors must wipe down instruments before and after handling stringed instruments. All other instruments should be adjusted by the pupil. • When teaching group lessons on ‘blown’ instruments, even where the minimum social distance of 2m between the tutor and pupils can be achieved, where possible a screen/visor/barrier should be placed in front of the teacher. (HMS teachers have confirmed that they have been provided with screens by HMS- visors for teachers and other PPE will be available on site in addition) • Facemasks used in communal areas when moving through the school building • Lateral Flow tests used twice weekly, optional, supplied by HMS link school or Hartsfield- results shared before coming into contact with staff/children | <p>Guidance shared with Hartsfield and HMS music teachers – Office team- actioned</p> <p>PPE, Wipes and anti-viral gel available in all relevant rooms- SM- actioned</p> |

Risk Assessment << Hartsfield JMI School updated 14.5.21 (V14 HCC)

Non-Blown Instrumental Lessons

| Instrument | DfE Recommended social distance | Minimum distance with additional control measures | Additional Information |
|-----------------------------------|---------------------------------|--|--|
| Violin / Viola | 2m | 1m – Tutor must be separated from the pupil with a clear roller screen | See Strings cleaning guide below. |
| Guitar & Lower Strings | 2m | 1m – Tutor must wear a visor | See Strings cleaning guide below. |
| Piano / Keyboard | 2m | 1m – Tutor must wear a visor | See Piano cleaning guide below. |
| Drums | 2m | 1m – Tutor must wear a visor | See Drums cleaning guide below. |

Blown Instrumental Lessons (Brass teacher has asked students to also have a flannel with them for lessons-information shared with relevant families)

| Instrument | DfE recommended social distance | Minimum distance with additional control measures | Additional Information |
|----------------|---|---|--|
| Singing | 2m+ (No control measures required at this distance) | 1m – Tutor must wear a visor or use a clear roller screen. | See Guidance for Singing below. Ventilation of the teaching space must be adequate for the activity taking place. |

| | | | |
|-----------------------------|---|---|---|
| Woodwind & Brass | 2m+ (No control measures required at this distance) | 1m – Tutor should use an instrument cover e.g. 'Moisture Guard' and the tutor must be separated from the pupil with a clear roller/Perspex screen. | See Woodwind or Brass cleaning guide below. Ventilation of the teaching space must be adequate for the activity taking place. |
|-----------------------------|---|---|---|

HMS will provide all HMS tutors with the required Personal Protection Equipment including any roller screens or instrument covers. HMS will not provide pupils with instrument covers.

First Access (arrangements discussed and agreed with Mrs Reid and class teachers)

| Instrument | Minimum teacher distance from class | Maximum number of pupils per session | Additional Information |
|-----------------------|--|---|--|
| Violin / Viola | 2m | No maximum other than size of class bubble | See Strings cleaning guide below. |

If the class is a general music class (Primary Music Consultants) or First Access is on any instrument not in a high-risk category, then staff can teach in the class bubbles as long as min. 2m distancing between the teacher and pupils can be maintained. Instruments cannot be shared between classes or individual pupils.

Guidance for singing

- Singing should favour quality of sound and quiet singing which would generate fewer airborne particles. Note: extremes of diction (particularly plosives) generate higher volumes of bio aerosols, so maybe try singing only on vowels sometimes.
- Singing should be with the windows open in a well ventilated space, or outdoors.
- Songs can be mainly taught by ear.

Arrangements discussed and agreed:
Year 3 Violin:
Starting Monday 14.9.20
2 groups of 15 children (45 minutes per group) each way
Week 1- Class 7 2 x 15 children
Week 2 x 15 children
This will mean that children do not share instruments and the instruments will be left for a week before being used in week 2 by the other half of the year group.
Lessons in Class 16 (mobile)
Mrs Reid will have a screen and a visor (when moving around and tuning etc) and a member of staff will be with each group. As this is one bubble, entry and exit can be through one door (quick turnaround)

- If needed, words could be projected.
- If needed, pupils to retain their own copy of any music or it could go into individual, named, plastic pouches.

Cleaning instruments

All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school. Instruments that are only used by one person should be cleaned as usual but with additional care. If instruments are used by more than one person (e.g. classroom percussion), or taken in and reallocated (e.g. at the end of a whole-class programme or hire period), meticulous cleaning is called for.

This advice may be shared with schools and contextualised as needed. Some processes are not intended to be taught to or carried out by pupils. Not all will be practical or even desirable every time an instrument is played. The guidance is written with normal school and student instruments in mind. It is not intended for higher quality or antique instruments.

Woodwind:

Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials. Some disinfectant products will damage the pads of woodwind instruments and varnished or polished finishes. Hot, soapy water is just as effective as disinfectant wipes. Instruments or parts of instruments made entirely from plastic may be submersed. The same applies to brass instruments but take the valves out first and set them aside. Recorders can even be cleaned in the dishwasher in the top rack.

Do not immerse or soak woodwind instruments with cork joints or with key work as it may damage pads: this includes flute head joints, as it will damage the handcrafter playing, woodwind instruments should at minimum be dried in and out with swabs or pull-throughs to limit microbial growth.

Brass:

Fully drying even small brass instruments is not practical but it is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush, to ensure that all dirt and debris are removed.

Piano:

Piano keyboards must be cleaned before and after each use. Plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. It is a good idea to dry keys off afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and wrung out; leave the residue on for thirty seconds and wipe with a dry cloth.

Drums:

Handles and straps of percussion instruments and beaters should be wiped similarly. Primary school percussion trolleys may not be practical for now unless all instruments and the trolley can be cleaned after each use. Instruments might be allocated to classes or set aside for 72 hours between uses to avoid cross-contamination. Schools will need to respond according to their stocks, circumstances and needs.

Strings/Guitar:

For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface. You may want to wipe the chinrests of violins or violas, but it probably is not necessary (pure sweat is not

thought to carry viruses). The neck and fingerboard and the lower end of the bow of all bowed strings may also be wiped.

Music Tech:

Knobs, buttons, sliders etc. on ICT equipment, amplifiers, backlines, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment.

Areas such as the home button on iPads and the mesh of microphones are particularly bad for harboring microbes. As prevention is better than cure, using a pop screen with microphones will reduce contamination. Always unplug equipment from the mains before cleaning.

After five days of not being played, normal cleaning of any equipment will suffice.

Appendix 2

Hartsfield Visitor Guidance based on full Covid Risk assessment

- Visitors to liaise with a Hartsfield member of staff and book in their visit and the member of staff will ensure the school office has recorded it to allow for contact tracing and notification of closure.
- Visitors to immediately inform Hartsfield, via the school office, if they are asked to isolate within 14 days of visiting the school.
- On arrival, visitors to ring the school number (01462 895267) to gain access to the school site as gates will be locked.
- All visitors to report to the school office and sign in on arrival and to sign out on departure.
- Social distancing (2m where possible) from other staff and pupils to be applied from arrival.
- Meetings held in rooms with ventilation and windows should be open when in use.
- Handwashing/ sanitising on arrival to the site and between meetings.
- Visitors to wear masks while on site in communal areas
- Desks/ resources cleaned on arrival, between meetings and before departure
- The school office will ring through to the relevant class and the visitor will be escorted to the corridor adjacent to the relevant bubble area.
- For regular visitors, children will be met in the corridor adjacent to the relevant bubble area.
- Children will need to be returned back to the corridor adjacent to the relevant bubble area