

# COVID-19 Risk assessment – Re- Opening of Lettings at Kendrick School from September 2020

## Introduction

The Government published guidance on the wider opening of schools in September 2020 ([government guidance](#)).

Kendrick School will adhere to the latest government advice and guidance regarding the hiring of its Sports Facilities, swimming pool and classrooms. Current regulations allow for

- work, or the provision of voluntary or charitable services
- registered childcare, education or training supervised activities provided for children, including wraparound care, youth groups and activities, and children's playgroups
- elite sporting competition and training
- other religious and belief-based life cycle ceremonies - up to 30 people, in a public place. This only covers the ceremonies, and does not include celebrations of these events
- organised sport or exercises classes or licensed outdoor physical activity. This does not include informal sport or fitness activity with family or friends - this must be limited to a group of 6

Kendrick School sets out to ensure that the measures introduced are sensible and proportionate by following the health and safety hierarchy of control to reduce the risk to the lowest reasonably practical level.

Any Covid-19 outbreak is being supported by NHS Test & Trace. Hirers must assist this service by keeping a record of their members & attendees for 21 days and assist NHS Test & Trace with requests for that data if needed. This could help contain clusters or outbreaks.

Due to the strict guidelines in place some group bookings may be altered to allow time in-between each booking to clean and prepare for the next customer /club and to avoid congestion at changeover times.

Hirers must adapt their classes or group training sessions to support social distancing and to avoid cross contamination. Hirers should continue to socially distance from those they do not live with wherever possible. Changing Rooms will currently remain closed to control the spread of the virus. All hirers should arrive and leave dressed in their training/sports kit.

Sanitizing stations have been strategically placed around the site to promote good personal and group hygiene. All hirers will be asked to take personal responsibility for safety and will be asked to clean equipment before and after use.

Clear signs are on display around the site to remind all hirers to ensure hand and respiratory hygiene.

Enhanced cleaning regimes will take place.

Hirers are required to strictly observe booking times to allow time for cleaning in-between bookings.

## **Preventative Action**

Routine preventative measures, which will be in place at all times:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the school for the hire and use of equipment and training rooms..
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contacts between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)
- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

## **Personal Protective Equipment (PPE) including face covering and face masks:**

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people not usually met and where social distancing and other measures cannot be maintained. However, it is vital that they are worn correctly and appropriate procedures for putting on, removing, storing and disposing of are followed correctly.

## **Social distancing and 'Bubbles'**

Hirers should maintain their distance from and away from other groups outside of their bubble. All hirers should also maintain social distancing where possible on moving around the school site and continue to observe the following guidance:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring hirers and members where possible, **only mix in a small, consistent group** or 'bubbles' and that small **group stays away from other people** and groups.

Public Health England (PHE) is clear that all schools do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

## Health and Safety Risk Assessment – Re-opening Kendrick School September 2020 COVID-19

<b>Academy / School</b>	Kendrick School	<b>Assessment No.</b>	Draft Only- In progress
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<b>Site</b>	KENDRICK SCHOOL	<b>Location</b>	Whole school		
<b>Subject of Assessment</b>	Compliance to government objectives and the re-opening of all schools from September 2020 and re-opening of facilities for lettings and hiring purposes				
<b>Assessed by</b>	SBM	<b>Date</b>	September	<b>Review date</b>	Mid/late September 2020
<b>Details of workplace/activity</b>	Hirers accessing school site facilities for the purposes of sport, creation, culture and learning.		<b>Persons Affected</b> <i>(Who may be harmed)</i>		
			Employees and visitors		

	Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> <li>There is communication with hirers and clubs that no person should enter the site if they are unwell and display Covid-19 symptoms.</li> <li>School staff and leisure attendants will ask hirers to leave if they believe they are unwell.</li> <li>School staff and leisure attendants will check that rooms and sports areas are not crowded and do not exceed maximum capacity</li> <li></li> </ul>	Low with control and further actions in place	PPE Hygiene stations and signage displayed around the site. Supplies will be checked daily and replenished as required. Enhanced cleaning regimes. School

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
2.	Spread/contraction of COVID-19 due to lack of social distancing measures at entry and exit points	<ul style="list-style-type: none"> <li>Hirers must enter via the designated entrances to the school site and designated entrance to school buildings.</li> <li>Hirers are required to complete hand washing or sanitise on entry to the school;</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>Sanitizer stations are located at the entrance to the school building and /or classroom. All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school;</li> <li>Good hand washing signage to instruct hirers and members how to do this effectively is displayed.</li> <li>Hirers must exit via the designated entrances to the school site and designated entrance to school buildings.</li> <li></li> </ul>	Low with control and further actions in place	One -way system in buildings to be followed by all hirers. Additional supervision by staff at entrances and exits may be required.
	Spread of COVID-19 due to lack of social distancing measures during the facility hire of outdoor courts	<ul style="list-style-type: none"> <li>Outdoor equipment and posts left outside to avoid spread of virus.</li> <li>Seating/ viewing area not permitted. No spectators allowed.</li> <li>Changing rooms closed to avoid the spread of infection.</li> <li>One -way system in place with arrows and directional signs.</li> <li>Booking system in place.</li> <li>Clubs present own risk assessment which all club members must follow.</li> <li>Hirers must remain in their 'bubbles' and not mingle with other hirers.</li> </ul>	Low with control and further actions in place	All hirers must sanitize or wash hands on entry into school and before session begins. Hirers to arrive and leave site in their training/sports kit. Sanitizer station located near the outdoor sports court. Signs displayed to promote the Covid safe hand and respiratory hygiene.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>• Use contactless payment system to be used to reduce the need of cash handling.</li> <li>• Benches and seating areas removed where possible</li> </ul>		Club members to assemble outside and wait for Leisure attendant directions. Hirers must clean equipment before and after use. Hirers must bring their own balls and personal equipment and clean every 15minutes if used frequently in team sports e.g. netball
	Spread of COVID-19 due to lack of social distancing measures during the facility hire of dance studio	<ul style="list-style-type: none"> <li>• Area cleaned before and after use.</li> <li>• Seating/ viewing not permitted. No spectators allowed.</li> <li>• Changing rooms closed to avoid the spread of infection.</li> <li>• One -way system in place with arrows and directional signs.</li> <li>• Booking system in place.</li> <li>• Clubs present own risk assessment which all club members must follow.</li> <li>• Hirers must use their own floor mats if required for stretching at the end of the session.</li> <li>• Sanitizer station with PPE cleaning products available.</li> <li>• Hirers must remain in their 'bubbles' and not mingle with other hirers.</li> </ul>	Low with control and further actions in place	All hirers must sanitize or wash hands on entry into school and before session begins. Hirers to arrive and leave site in their training/sports kit. Sanitizer station located in the Dance studio area. Signs displayed to promote the Covid safe hand and respiratory hygiene. Club members to assemble outside and wait for Leisure attendant directions. Hirers must clean equipment before and

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		<ul style="list-style-type: none"> <li>Use contactless payment system to be used to reduce the need of cash handling</li> </ul>		after use including Ballet bars and mats. Maximum capacity is 12 persons.
	Spread of COVID-19 due to lack of social distancing measures during the facility hire of Sports Hall and Gym.	<ul style="list-style-type: none"> <li>The supply of sanitising spray, paper towels and hand sanitizer available for cleaning equipment before and after use.</li> <li>Courts separated by Sports Hall curtains to reduce interference and possible contamination from other court users e.g. badminton courts</li> <li>Seating/ viewing area not permitted. No spectators allowed.</li> <li>Changing rooms closed to avoid the spread of infection.</li> <li>One -way system in place with arrows and directional signs.</li> <li>Booking system in place.</li> <li>Clubs present own risk assessment which all club members must follow</li> <li>Badminton courts are confirmed as being 2 metre distance.</li> <li>Hirers must remain in their 'bubbles' and not mingle with other hirers.</li> <li>Use contactless payment system to be used to reduce the need of cash handling</li> </ul>	Low with control and further actions in place	All hirers must sanitize or wash hands on entry into school and before session begins. Hirers to arrive and leave site in their training/sports kit. Sanitizer station located in the Dance studio area. Signs displayed to promote the Covid safe hand and respiratory hygiene. Club members to assemble outside and wait for Leisure attendant directions. Hirers must clean equipment before and after use including mats. Hirers must bring their own balls and personal equipment and clean every 15minutes if used frequently in team sports e.g. netball



Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
			Non- contact sports to be practiced at all times
Spread of COVID-19 due to lack of social distancing measures during the facility hire of Classrooms	<ul style="list-style-type: none"> <li>• The supply of sanitising spray, paper towels and hand sanitizer available for cleaning equipment before and after use.</li> <li>• Seating/ viewing area not permitted. No spectators allowed.</li> <li>• Changing rooms closed to avoid the spread of infection.</li> <li>• One -way system in place with arrows and directional signs.</li> <li>• Booking system in place.</li> <li>• Clubs present own risk assessment which all club members must follow.</li> <li>• Hirers must remain in their 'bubbles' and not mingle with other hirers.</li> <li>• Use contactless payment system to be used to reduce the need of cash handling.</li> <li>• 2 metre distancing rules should apply as preference otherwise 1 metre plus.</li> </ul>	Low with control and further actions in place	All hirers must sanitize or wash hands on entry into school and before session begins. Hirers to arrive and leave site in their everyday clothing. Sanitizer station located in the classroom areas. Signs displayed to promote the Covid safe hand and respiratory hygiene. Club members to assemble outside and wait for Leisure attendant directions. Hirers must clean equipment before and after use including tables and surfaces. Desks to remain front facing. Maximum capacity in classroom 20.
Spread of COVID-19 due to lack of social distancing measures during the facility hire of Swimming Pool	<ul style="list-style-type: none"> <li>• The supply of sanitising spray, paper towels and hand sanitizer available for cleaning equipment before and after use.</li> <li>• Seating/ viewing area not permitted. No spectators allowed.</li> </ul>	Low with control and further actions in place	All hirers must sanitize or wash hands on entry into school and before session begins.

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		<ul style="list-style-type: none"> <li>• Changing rooms closed to avoid the spread of infection.</li> <li>• One -way system in place with arrows and directional signs.</li> <li>• Booking system in place.</li> <li>• Clubs present own risk assessment which all club members must follow</li> <li>• Hirers must remain in their 'bubbles' and not mingle with other hirers.</li> <li>• Use contactless payment system to be used to reduce the need of cash handling</li> </ul>		<p>Hirers to arrive and leave site in their training/sports kit. Sanitizer station located in the pool area. Signs displayed to promote the Covid safe hand and respiratory hygiene. Club members to assemble outside and wait for Leisure attendant directions. Hirers must clean equipment before and after. Non- contact pool activities to be practiced at all times. Swimming clubs will limit the number of swimmers in the pool depending on age and ability.</p>
	Spread of COVID-19 due to lack of social distancing measures during the facility hire classrooms for drama workshops and classes	<ul style="list-style-type: none"> <li>• The supply of sanitising spray, paper towels and hand sanitizer available for cleaning equipment before and after use.</li> <li>• Seating/ viewing area not permitted. No spectators allowed.</li> <li>• Changing rooms closed to avoid the spread of infection.</li> <li>• One -way system in place with arrows and directional signs.</li> </ul>	Low with control and further actions in place	<p>All hirers must sanitize or wash hands on entry into school and before session begins. Hirers to arrive and leave site in their training/sports kit. Sanitizer station located in the Dance studio area.</p>

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
		<ul style="list-style-type: none"> <li>• Booking system in place.</li> <li>• Clubs present own risk assessment which all club members must follow.</li> <li>• Hirers must remain in their 'bubbles' and not mingle with other hirers.</li> <li>• Use contactless payment system to be used to reduce the need of cash handling.</li> <li>• 2 metre distancing rules should apply as preference otherwise 1 metre plus.</li> </ul>		<p>Signs displayed to promote the Covid safe hand and respiratory hygiene.</p> <p>Club members to assemble outside and wait for Leisure attendant directions.</p> <p>Hirers must clean equipment before and after use including tables and surfaces.</p> <p>Desks to remain front facing.</p>
	Spread of COVID-19 due to lack of infection control measures during the use of water fountains.	<ul style="list-style-type: none"> <li>• Limited to filling water bottles only</li> <li>• Hirers advised to bring their own water bottles, which must be removed from site after activity.</li> <li>• Signs inform hirers not to drink directly from the water fountain.</li> </ul>	Low with control and further actions in place	Hirers to ensure all members adhere to water fountain use. Hand sanitiser station located nearby.



## ACTION PLAN

(Additional Control Measures Required/Recommended Actions)

Hazards and Risks		<i>Recommended Actions</i>
	Change in government guidance and lack of consistency in approach	Kendrick will continue to receive daily government guidance notifications and advice from ASCL and will react and act to minimise the threat of infection but maximising the teaching and learning in school or remotely.

***Please note:***

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance **MUST** be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

*Any further actions identified should be completed before the assessed task is carried out.*