

Bishop's Hatfield Girls' School - Covid 19 Risk Assessment – Lettings March 2021

ALL CLUBS MUST ENSURE THEY MAKE THE MEMBER OF SITE TEAM ON DUTY AWARE OF ANY Covid 19 SITUATION THAT ARISES WHILST IN SCHOOL. EMAIL lettings@bishophatfield.herts.sch.uk WITH A DETAILED ACCOUNT / UPDATES ON THE SITUATION

Hazard/Issue	Who is at Risk	Control Measures	Level of Risk with Control Measures in Place
Risk of spreading infection	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Regular washing of hands for at least 20 seconds using soap and water ● Hands to be washed or sanitised on arrival to the premises, before and after eating food and as regularly as possible through your hire period ● Coughs and sneezes to be caught in a tissue and the tissue to be immediately placed in bin, then the person must wash or sanitise their hands ● Club members to be regularly reminded to wash their hands/sanitise at the start of each session ● Any cuts or abrasions on hands or other exposed skin should be covered with plasters ● No food to be consumed on the premises ● Each person should be asked how they are feeling and whether they or a family member have shown any symptoms of Covid 19. ● Social distancing markings are placed in corridors to remind club members when walking around the premises ● A one way system has been introduced in the main corridors ● Only go to areas in school you are given permission to do so ● A face mask/covering should be worn in communal areas of the premises ● Visors should not be worn as a replacement for a mask. Where visors are worn a face mask should also be worn where social distancing cannot be maintained ● Club members should arrive dressed for their activity rather than changing on site ● Any behaviour that causes risk to any other person may prevent any future attendance 	Low
Transport	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Public transport should be avoided unless absolutely essential ● If public transport is used, 2m social distancing must be adhered to ● All club members to wash/sanitise hands on arrival, regardless of means of travel 	Low
External Doors	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Doors on automatic or propped open so that no contact on door handles ● Only use the designated entrance and exit door 	Low
Rooms	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Maximum number to be calculated for each class being used to ensure social distancing ● Rooms may be in different areas of school to minimise risk of contact with other clubs in school ● Staff and club members must bring their own water filled water bottles, no sharing to avoid cross infection risk ● Box of tissues and anti-bacterial wipes to be available and provided by club organiser 	Low

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		<ul style="list-style-type: none"> ● If a Club Member needs to access classes in different rooms they will wash hands/use anti-bacterial gel before going to new room ● Club members to be reminded of no contact rule ● Where possible, there will be no sharing of equipment ● Activity risk assessments will be reviewed by club organisers and any Covid restrictions added prior to activity taking place 	
Break and waiting times	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Club members, accompanying family members and leaders will be required to be outside in the canopy or covered area when not in class ● Young club members must be supervised to ensure no access to other areas of the school and minimise contact with other students/staff or other venue hirers 	Low
Arrival & Departures	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Staggered arrival and departure times may be beneficial, no waiting to be allowed in the canteen areas to avoid cross contamination ● Hand sanitiser to be available at all outside entrances ● Parents must ensure their children do not arrive earlier than the time they are advised by club leaders ● Club leaders will ensure that club members immediately leave the premises at the end of their session or wait in the canopy/covered area until their next session ● Club leaders to ensure parents emphasise new procedures to children ● External doors to be on automatic or propped open where possible so that contact with doors is minimised ● Outside meeting point to be arrange for drop off and collection of club members 	Low
Emergency Evacuations	Lettings Staff Club Members	<ul style="list-style-type: none"> ● The usual fire assembly area will be used (MUGA towards the back of the school) ● Each club leader will take their group to a separate area and register them ● Each group must still maintain social distancing and with other groups 	Low
Students with medical conditions	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Students who are vulnerable – parents must seek medical advice and abide by that as to whether their child should attend classes ● Students who are highly likely to need medical assistance and interventions will need a risk assessment to determine if they can attend classes 	Low
Toilets & Washing Facilities	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Toilets will be cleaned before and after each hire ● Club members must adhere to social distancing when using facilities ● Use soap dispensers and anti-bacterial gel dispensers 	Low
Cleaning	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Cleaning team will attend site out of school hours every day to ensure thorough cleaning of all areas used ● Cleaning team to be given a list of every room that has been used each day 	Low

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		<ul style="list-style-type: none"> ● Site team on duty to deal with any immediate issues 	
First Aid – no symptoms of Covid 19	Lettings Staff Club Members	<ul style="list-style-type: none"> ● Every club must ensure they have a First Aider on site and a First Aid kit which includes PPE ● Normal first aid procedures apply unless there is a need to come into close contact with the injured/unwell person in which case PPE should be worn. 	Low
<p>Club leaders, organisers or accompanying family presenting symptoms of Covid 19</p> <ul style="list-style-type: none"> - high temperature - new, continuous cough - change to or loss of sense of smell 	Lettings Staff Club Members	<ul style="list-style-type: none"> ● All to adhere to social distancing unless it is a medical emergency ● If anyone displays Covid symptoms, they are to be sat outside or in a designated room on their own with the door closed and if possible, an open window. Family to be contacted for or urgent collection. Any room or toilet used whilst waiting will be closed until it has been cleaned – club leaders to advise school. ● Anyone who displays symptoms will need to book in to have a test carried out. Until they receive the results of that test, they must self-isolate for 10 days and all in their household must self-isolate for 10 days ● Other club members and staff who have been in the class with them, do not need to self-isolate unless they have had close physical contact (refer to Government guidelines) ● If the test result comes back negative, the club member/staff member can return and their households do not need to continue self-isolating ● If the test comes back positive, self-isolation must continue for the whole household ● If the person displaying symptoms requires urgent first aid treatment, the first aider must wear PPE comprising of a mask, gloves, eye protection and an apron. These must then be double-bagged and stored for 72 hours before being disposed of in the normal refuse. The first aider must wash hands thoroughly after contact and the affected area cleaned thoroughly ● YOU MUST MAKE THE MEMBER OF SITE TEAM ON DUTY AWARE OF <u>ANY</u> Covid 19 SITUATION THAT ARISES WHILST IN SCHOOL. EMAIL lettings@bishophatfield.herts.sch.uk WITH A DETAILED ACCOUNT / UPDATES ON THE SITUATION 	Low