


RISK ASSESSMENT FOR: External Lettings activities during COVID 19 outbreak.		
Establishment: Goffs Academy	Assessment by: Kevin Yardley	Date: 08/04/21
Risk assessment number/ref: <i>Covid 19 Road Map Step 2 - Lettings</i>	Manager Approval: Ian Denchfield	Date:
Next Review Date: New regulations expected to be in place from the 17th May Weekly after the first week of term and Bi weekly thereafter / as new guidance is issued	Staff referred to below: MEL IDE KYA TBA Lettings Staff Facilities Team	

Rev 1: 14/10/2020 – To clarify access for parent/child joint participation sessions for children aged under 5

Rev 2: 23/10/2020 – To include guidance on the use of face coverings

Rev 3: 25/11/2020 To reflect the new Tiered system of regulations and the required wearing of face masks in certain circumstances

Rev 4: 15/12/2020 – To reflect the Borough of Broxbourne moving in Tier 3 of COVID regulations

Rev 5: 24/03/2021 To reflect the new regulations in place as part of step 1 of the governments COVID-19 roadmap

Rev 6: 26/03/2021 – To reflect the new regulations in place as part of step 2 of the governments COVID-19 roadmap

General Approach

The aim of this document is to outline measures being undertaken, to ensure the Trust complies with advice and guidance as issued by the UK government and other statutory bodies in reducing the risk to students, Trust staff, visitors and the general population of contracting the virus and / or transmitting it to others.

This risk assessment has been completed by the Trust with responsibilities clearly outlined. The Principals of each school have overall responsibility for ensuring that the identified measures are implemented and adhered to, with the aim of protecting the wellbeing of Trust staff, students, visitors to the schools and the general population by reducing transmission of the virus whilst providing education to students in their care.

This document is intended to address the additional risk from lettings activity utilising both indoor and outdoor areas of the school site during the COVID 19 pandemic and should be read in conjunction with and viewed as being supplemental to the organisations main risk assessment for COVID 19

This document is intended to address the risk to the Trusts staff and students. The individual risk to each hiring group and their visitors and participants should be reviewed by the hirer in an independent risk assessment which much be shared with the Trusts Director of Income Generation at least 48 hours before any hire on the site is scheduled to commence. No hire is permitted to commence without written confirmation from the Trusts Director of Income Generation that the hirers risk assessment is acceptable.

In drafting this assessment we have consulted the following guidance:

Government Guidance
https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance
https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
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
https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes

https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
https://www.gov.uk/coronavirus/education-and-childcare
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september
https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf
HSE Guidance
https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf
https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm
https://www.hse.gov.uk/news/work-equipment-coronavirus.htm
https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm
https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm
https://www.hse.gov.uk/toolbox/workers/home.htm
https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm
https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf
Other Guidance
https://www.sportengland.org/how-we-can-help/coronavirus
https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf
https://www.youthsporttrust.org/coronavirus-support-schools
https://www.thefa.com/-/media/thefacom-new/files/get-involved/2021/football-activity-master-guidance-for-re-starting-grassroots-outdoor-football---24-march-2021.ashx
https://www.thefa.com/-/media/thefacom-new/files/get-involved/2021/football-activity-guidance-for-providers-for-football-activities---24-march.ashx
https://sapca.org.uk/wp-content/uploads/2020/04/SAPCA_Reopening_Guidance_v1_0_March_21.pdf
https://www.englandnetball.co.uk/the-countdown-less-than-one-week-to-go-until-community-netball-can-restart/

Risk Matrix

Risk Rating High (H) Medium (M) Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely Impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
Individual risk factors	Lettings Staff, Hirers, Visitors, Participants and the wider school community of students and staff Spread of COVID 19 / Contraction of the Virus	M	<p>Please refer to the organisations main COVID-19 Risk Assessment for lettings staff</p> <p>All hirers must produce a COVID-19 Risk Assessment prior to any hire commencing; all hirers visitors and participants should give due regard to their individual risk factors in their own risk assessments</p> <p>All hirers must ensure than no participants or visitors attend the school site who have returned from abroad from a country for which government advice is that an isolation period of 14 days should be observed until that isolation period has concluded. All hirers understand that they assume full responsibility for ensuring that this is the case</p> <p>Trust staff will be clearly briefed and provided with latest governmental advice which they must sign to say that they have read.</p> <p>All Trust staff will be briefed on expectations and need to self-isolate and get tested in event of symptoms / household member self-isolating etc. as per Government guidance.</p>	None	<p>IDE</p> <p>KYA</p> <p>KYA</p> <p>KYA</p> <p>KYA</p>		L

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
			<ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid wearing on their neck or forehead • avoid touching the part of the face covering in contact with their mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched it • avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street) <p>When removing the face covering:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • do not give it to someone else to use • if single-use, place it in a zip lock or other sealable single use plastic bag and REMOVE it from the site (They MUST not be placed in the schools waste bins) • if reusable, place it in a zip lock or other sealable single use plastic bag and REMOVE it from the site before washing it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>Signage to be placed at both entrances to be used for toilet access indicating that face masks must be worn on entering the building</p>		Facilities Team		
Suspected case from a member of Trust Staff whilst on site	Lettings Staff, Hirers, Visitors, Participants and the wider school community	M	<p>If a person displays symptoms of coronavirus: high temperature (37.8 or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell:</p> <ul style="list-style-type: none"> • Ensure Principal and Director of Income Generation are notified within 1 hour of the suspected case being reported 	None	Lettings Staff on Duty + KYA + MEL		L

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
	<p>of students and staff</p> <p>Spread of COVID 19 / Contraction of the Virus</p>		<ul style="list-style-type: none"> Trust staff member to be sent home immediately if possible. In the event that a member of lettings staff is lone working and feels unwell they should immediately contact the Director of Income Generation who will advise on arranging relief staff or procedure for leaving the facility in a medical emergency <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>Hirers are responsible for providing first aid to any visitor to, or participant in their sessions and providing and disposing of any PPE required. Lettings staff should therefore not require PPE during their shift. There will however be access to PPE in the site team office should an unforeseen situation arise during a shift. Used PPE to be removed as per NHS guidance double-bagged, stored securely for 72 hours then thrown away in the regular rubbish after treatment is given.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected by Trust Staff or its cleaning contractor before re-use. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Anyone (Trust staff/visitors) who have come into contact with someone who is unwell MUST wash their hands with soap and water or use hand sanitiser.</p> <p>Trust staff who have a symptomatic household member must stay at home until the person has been tested and the test result is known. If the test is positive they must self isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to the school site 7 days after their symptoms started if the only symptoms remaining at that point are a cough and loss of sense of taste</p>		<p>Lettings Staff on duty + KYA</p> <p>KYA</p> <p>KYA</p> <p>Letting Staff/KYA/Evergreen</p> <p>Lettings Staff/KYA</p> <p>TBA</p>		

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			<p>and smell. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Testing</p> <p>All Trust staff who develop symptoms should be tested and results shared with the school. Tests can be booked on-line through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ or by calling NHS 119 if they do not have access to the internet.</p> <p>Where tests are positive, the individual concerned should follow the guidance (link above) and continue to self isolate for at least 7 days from the onset of symptoms and then return to the school site only if they do not have symptoms other than a cough or loss of sense of taste/smell</p> <p>Those with a negative test result can return to the school site unless they still feel unwell as they may have another infection. Other members of their household can stop self-isolating.</p> <p>Where tests are positive, the Trust will immediately undertake active engagement with NHS test and Trace to trace other individuals with whom the infected person may have been in contact and advise them to self-isolate and arrange a test. The individual MUST also engage with NHS test and trace.</p> <p>The Trust will also immediately actively engage with the local health protection team and their advice will be followed and communicated with parents / carers. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>The Trust will keep accurate records of staff and hirers with whom there has been close contact with each “bubble” through the use of timetables registers and work rotas. Hirers must keep accurate records of participants and visitors to the site.</p>		<p>TBA</p> <p>TBA</p> <p>TBA/KYA</p> <p>MEL/KYA</p> <p>MEL/KYA</p> <p>KYA</p>		

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			<p>The Trust has registered Goffs Academy as a venue with the NHS track and trace system and received as a QR code poster which is displayed at all access points and areas used for external hire. All hirers have been instructed to ensure their visitors and participants are using the NHS app to scan the QR code to register their attendance at the site. The QR code can be found at https://pdf.create-qr-code-poster.service.gov.uk/318fa054-8434-4222-a260-f7b24fd90cca_RK82M645.pdf</p> <p>Home testing kits will be available from the Trust and Trust staff should be asymptotically testing at home twice a week following the guidance provided. All test results must be logged with NHS Test and Trace and positive tests with the school.</p> <p>A small on-site testing centre will be maintained at Goffs-Churchgate Academy for any staff who require assistance with testing.</p>		<p>KYA</p> <p>All Staff / MEL</p> <p>Relevant Staff</p>		
Suspected case on site from Hirer, Visitor or Participant	<p>Lettings Staff, Hirers, Visitors and Participants and the wider school community of students and staff</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	H	<p>If a person displays symptoms of coronavirus: high temperature (37.8 or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell:</p> <p>All hirers are required to submit a risk assessment addressing how they will deal with any Visitor or Participant who displays COVID-19 symptoms whilst on the school site.</p> <p>Ensure Principal and Director of Income Generation are notified within 1 hour of the suspected case being reported</p> <p>If a Hirer, Participant or Visitor becomes unwell whilst on the school site they are to be sent home or collected immediately.</p> <p>Any Hirer, Visitor or Participant who has become unwell is to wait in car park drop off area for collection</p> <p>Hirers are responsible for any first aid required by their Visitors and Participants and should ensure they have appropriate procedures and PPE in place</p>	None	<p>KYA</p> <p>Lettings Staff on duty</p> <p>Lettings Staff on duty</p> <p>Lettings Staff on Duty</p> <p>KYA</p>		<p>Risk to Trust staff and educational delivery = L</p> <p>Risk to Hirers, Visitors, Participants = M (To be mitigated further by hirers risk assessments and control measures)</p>

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
			<p>Hirers are responsible for removing any PPE from the site as per NHS guidance, ensuring it is double-bagged, then stored securely for 72 hours before being thrown away in the regular rubbish.</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected by Trust staff or its cleaning contractors before re-use. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Anyone (hirers, participants, visitors or lettings staff) who has come into contact with someone who is unwell MUST wash their hands with soap and water or use hand sanitiser.</p> <p>Hirers, visitors or participants who have a symptomatic household member must stay at home until the person has been tested and the test result is known. If the test is positive they must self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the person develops symptoms during this period, they can return to the school site 7 days after their symptoms started if the only symptoms remaining at that point are a cough and loss of sense of taste and smell. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>All hirers, participants and visitors briefed on expectations and need to self-isolate and get tested in event of symptoms / household member self-isolating etc. as per Government guidance.</p> <p>Testing</p>		<p>KYA</p> <p>Lettings Staff on duty / KYA</p> <p>Lettings Staff on duty / KYA</p> <p>KYA</p> <p>KYA</p>		

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
			<p>All hirers, participants and visitors who develop symptoms should be tested and results shared with the school. Tests can be booked on-line through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ or by calling NHS 119 if they do not have access to the internet.</p> <p>Where tests are positive, the individual concerned (hirer, participant or visitor) should follow the guidance (link above) and continue to self-isolate for at least 7 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of taste/smell</p> <p>Those with a negative test result can return to the school site unless they still feel unwell as they may have another infection. Other members of their household can stop self isolating.</p> <p>Where tests are positive, the school will immediately undertake active engagement with NHS test and Trace to trace other individuals with whom the infected person may have been in contact and advise them to self-isolate and arrange a test. The individual concerned (hirers, participants and visitors) MUST also engage with NHS test and trace.</p> <p>Where there is a positive test the school will immediately actively engage with the local health protection team and their advice will be followed and communicated with parents / carers. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Where there is a positive test the school will advise parents and carers of students attending the school. Hirers will be informed who must advise their participants and visitors to the school site.</p> <p>The school will keep accurate records of staff and hirers with whom there has been close contact with each “bubble” through the use of timetables registers and work rotas to aid in</p>		<p>KYA</p> <p>KYA</p> <p>KYA</p> <p>MEL/KYA</p> <p>MEL/KYA</p> <p>MEL</p> <p>KYA</p>		

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			<p>this process. Hirers must keep accurate records of participants and visitors to the site.</p> <p>The Trust has registered Goffs Academy as a venue with the NHS track and trace system and received as a QR code poster which is displayed at all access points and areas used for external hire. All hirers have been instructed to ensure their visitors and participants are using the NHS app to scan the QR code to register their attendance at the site. The QR code can be found at https://pdf.create-qr-code-poster.service.gov.uk/318fa054-8434-4222-a260-f7b24fd90cca_RK82M645.pdf</p>		KYA		
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p>	<p>Lettings Staff, Hirers, Visitors and Participants and the wider school community of students and staff</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	M	<p>Social Distancing</p> <p>Hirers, Visitors and Participants</p> <p>All hirers must conduct a general risk assessment for their sessions detailing how social distancing will be maintained</p> <p>All hirers must conduct specific risk assessments for anyone attending their sessions at the school site who are clinically extremely vulnerable, clinically vulnerable or who live in a household with someone who is extremely clinically vulnerable</p> <p>See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>No Hirer, Visitor or Participant should attend sessions at the school if they are unwell relating to both Covid-19, plus any other illnesses / symptoms.</p> <p>Following the implementation of the new national COVID 19 regulations under stage 2 of the roadmap on the 12th of April 2021:</p> <ul style="list-style-type: none"> Outdoor sports activities can continue to take place for all ages. Whilst spectators now permitted under the rule of 6 the Trust will continue to restrict access to only participants in activities and 1 parent to accompany participants aged under 18. 	Each hirer to return risk assessment for their sessions prior to accessing site	<p>KYA</p> <p>All lettings staff & visitors</p> <p>KYA</p> <p>KYA</p>		L

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			<p>All visitors to the school site must maintain 2 meters social distancing from each other.</p> <p>During periods of lettings activity any areas of the school building which are not required for the activity or safe evacuation will be secured to prevent unauthorised access</p> <p>During this period lettings will only be permitted from hiring groups who operate within small groups of no more than 30 participants and 1 coach in each bubble for external activities.</p> <p>No Visitors or Spectators are permitted for activities taking place in external areas of the site except for 1 parent for any participant aged under 18. Parents MUST maintain social distancing at all times and NEVER congregate in groups of more than 6 people.</p> <p>Poster reminders to social distance and wear face masks to be displayed throughout areas in use.</p> <p>In line with government guidance on ensuring 100sq feet of space per visitor, internal lettings will be restricted to the following maximum occupancy for each area: Main Hall – 37 Drama Studio - 9 G07 - 6 6th Form Common Room - 14 Dance Studio - 16 Sports Hall - 63 Fitness Gym – 13</p> <p>In line with government guidance all sports participants attending the site will be expected to arrive in their sports attire and leave site after their activity before changing. There will be no access to showers or changing rooms on site.</p> <p>There will be no parental access to internal areas of the site other than the sports corridor toilets. All hirers to be informed that participants attending sessions utilising internal areas, must be dropped outside of the relevant facility area and communication with organisers/coaches will be remote, rather than face to face at the school site.</p>		<p>Lettings Staff on Duty</p> <p>KYA</p> <p>KYA + Lettings Staff on Duty</p> <p>Facilities Team</p> <p>KYA + Lettings Staff on Duty</p> <p>KYA + Lettings Staff on Duty</p> <p>KYA + Lettings Staff on Duty</p>		

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			<p>Hirers and coaches should not leave and return to the school during their shift.</p> <p>Hirers who fail to adhere to the measures identified in the Trust's COVID risk assessment, COVID specific terms of use or their own specific risk assessment which has been approved by the Trust will be unable to access the facilities during any period or any Tier of COVID regulations. This includes managing the behaviour of all visitors to the site associated with their hire.</p> <p>Timing of Access:</p> <p>Access for Hirers, Visitors and Participants to be restricted to 4pm to 10.30pm Monday to Friday during term time and 8am to 10.30pm Monday to Friday during school holiday periods. Weekend access for lettings activity will be 8am to 6pm throughout. These access times are in order to ensure there is no overlap with school activity.</p> <p>Hygiene protocols:</p> <p>Visitors to sanitise hands on arrival and departure using sanitiser available from dispensers positioned by the main entrance gates, and at the entrance to each activity area.</p> <p>Posters to be displayed in toilets regarding hand washing protocols as per HNS guidance.</p> <p>Rooms in use to be kept well ventilated, by opening available windows and doors, at all times rooms are in use</p> <p>With the exception of those taking part in or leading children's activities Hirers, Visitors and Participants are only permitted to access internal areas of the facility for the purpose of using the toilet facilities and MUST wear face coverings whilst visiting internal areas of the school site where social distancing may be difficult, and where they will come into contact with people they do not normally meet. This will, in practice mean that hirers, visitors and participants should</p>		<p>KYA + Lettings Staff on Duty</p> <p>KYA</p> <p>Lettings Staff on shift + KYA</p> <p>Lettings Staff on shift + KYA</p> <p>Facilities Team</p> <p>Facilities Team</p> <p>KYA + Lettings Staff on Duty</p>		

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			<p>wear face masks when moving around the building in the corridors on the way to their hire area. Hirers MUST follow guidance on wearing, putting on, removing, storage and disposal of face coverings where they choose to do so, this includes:</p> <p>Ensuring the face covering:</p> <ul style="list-style-type: none"> • covers their nose and mouth while allowing them to breathe comfortably • fits comfortably but securely against the side of the face • is be secured to the head with ties or ear loops • is made of a material that they find to be comfortable and breathable, such as cotton • ideally include at least two layers of fabric (the World Health Organization recommends three depending on the fabric used) • unless disposable, is able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged <p>When wearing the face covering :</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid wearing on their neck or forehead • avoid touching the part of the face covering in contact with their mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched it • avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street) <p>When removing the face covering:</p>				

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			<ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • do not give it to someone else to use • if single-use, place it in a zip lock or other sealable single use plastic bag and REMOVE it from the site (They MUST not be placed in the schools waste bins) • if reusable, place it in a zip lock or other sealable single use plastic bag and REMOVE it from the site before washing it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>Hirers are responsible for ensuring that Visitors who are accessing internal areas of the site to use toilet facilities wear face coverings and that these face coverings are removed from the site and not placed in the schools waste bins</p>		KYA + Lettings Staff on Duty		
Access to & egress from site	<p>Lettings Staff, Hirers, Visitors and Participants and the wider school community of students and staff</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	M	<p>Hirers, Visitors and Participants</p> <p>Staggered start and finish times of all hire sessions and use of multiple entry and exit points to reduce congestion and contact as follows:</p> <p><u>Main Community Sports Entrance:</u> For all sessions using the dance studio, fitness gym and sports hall</p> <p><u>Side gate between school and caretaker's bungalow:</u> For all sessions using the 3G Pitch</p> <p><u>Community Sports Gate from side of the car park</u> For all sessions using the Grass Pitches For all sessions using the MUGA courts</p> <p><u>Main Reception Entrance</u> For all sessions using the Main Hall, GO7, Drama Studio and 6th Form Common Room</p>	None	KYA		L

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
			<p>Allocated times, other arrangements, and any changes to be communicated to all hirers</p> <p>Hirers, Visitors and Participants to be encouraged to walk / cycle to the school site where possible and avoid using public transport. Where Visitors must drop off Participants they must do so in the layby and should not leave the vehicle. Where visitors are waiting for participants on site, they should use the main car park but remain in their vehicles wherever possible.</p> <p>Given the increased visitors numbers generated by a wider opening the car parking facilities on site will be open during lettings periods. Visitors should refrain from gathering in the car park and should use other areas such as the local park to do so.</p> <p>Ensure all hirers are briefed on expectations whilst on the school site including following social distancing measures, washing hands/using sanitisers on entry and access being restricted to specific external areas only.</p> <p>All hirers to be sent regular reminders of their obligations and responsibilities when operating on a COVID secure site</p>		<p>KYA</p> <p>Lettings Staff on shift/KYA</p> <p>KYA</p> <p>KYA</p>		
<p>Contact points Equipment used – Goals and Netball Posts</p>	<p>Lettings Staff, Hirers, Visitors and Participants and the wider school community of students and staff</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	<p>M</p>	<p>Entry and exit point gates and access doors will be propped open during lettings periods and entry / exit monitored by lettings staff to reduce the need to touch gates.</p> <p>Hirers, Visitors and Participants</p> <p>Hirers to ensure that all Visitors and Participants arrive with their own water bottle that is full to reduce contact with water fountains.</p> <p>Participants should bring their own equipment to sessions and MUST not share these with others.</p> <p>All sports equipment such as goal posts and netball posts to be sanitised by lettings staff after each period of use.</p> <p>All hirers of internal spaces will be required to provide sanitising wipes which hirers must use to ensure all contact</p>	<p>None</p>	<p>Lettings Staff on Shift</p> <p>Lettings Staff on Shift</p> <p>KYA</p> <p>KYA</p> <p>Lettings Staff/KYA/Evergreen</p>		<p>L</p>

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
			<p>points are sanitised between groups and at the end of hire periods</p> <p>Trust Staff</p> <p>Lettings Staff to use staff toilets next to sport changing rooms – to be sanitised by Evergreen before the start of the next school day</p> <p>All Trust staff to be briefed that sports corridor toilets will be in use for external visitors during lettings periods and that they should use alternative toilets on the site</p>		<p>Lettings Staff/KYA/Evergreen</p> <p>KYA</p>		
Cleaning	<p>Lettings Staff, Hirers, Visitors and Participants and the wider school community of students and staff</p> <p>Spread of COVID 19 / Contraction of the Virus</p>	M	<p>External Bins to be sanitised at each the end of each period of lettings activity.</p> <p>Bike sheds to be sanitised at the end of each period of lettings activity.</p> <p>All sports equipment provided by the school and used by hiring groups to be sanitised at the end of each period of use; netball posts and goal posts to remain in place to reduce risk of transmission.</p> <p>All internal spaces utilised for lettings will be sanitised between groups and at the end of hire periods</p> <p>Any additional potential transmission risk to be identified by staff and referred to the Facilities Manager for Evergreen to address before the start of the next school day</p> <p>A member of cleaning staff to be on shift during all lettings periods to periodically clean the sports corridor toilets and the sports corridor toilets and all internal areas used for hire at the end of each period of hire.</p> <p>Cleaning protocol is as follows:</p> <p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day.</p>	Cleaning	<p>Lettings Staff on Shift</p> <p>Lettings Staff on Shift</p> <p>Lettings Staff on Shift</p> <p>Lettings Staff on Shift + KYA + Evergreen</p> <p>Lettings Staff on Shift + KYA + Evergreen</p> <p>Lettings Staff on Shift + KYA + Evergreen</p> <p>Lettings Staff on Shift + KYA + Evergreen</p>		L

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
			<p>For a deep clean/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 the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Follow manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear fluid resistant surgical mask if splashing likely • Wash hands with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be removed as per NHS guidance double-bagged, 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>Hand towels and hand wash detergents are to be checked and replaced as needed by site/cleaning staff.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Owner	In place	Residual risk Rating
Emergency procedures (Fire alarm activations etc)	Lettings Staff, Hirers, Visitors and Participants and the wider school community of students and staff Injury / death due to other causes	L	Fire evacuation marshalling points are unchanged. Hirers will be reminded of their location and the importance of keeping accurate registers. Hirers, visitors and participants should be reminded to maintain social distancing in the event of an incident requiring hirers to congregate at the marshalling point.	Communication to hirers regarding evacuation procedures in COVID 19 period	KYA		L
Premises safety	Lettings Staff, Hirers, Visitors and Participants and the wider school community of students and staff Injury / death due to other causes	M	Please refer to the organisations main COVID-19 Risk Assessment	None	Facilities Team	Yes	L