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| **ID: RA/COVID-19 PROPERTY** | | **OPERATING PROCEDURE & RISK ASSESSMENT** | | | |
| **Document created:**  **03/11/2020** | **Version Number: 1** | **Version Date: 05/11/2020** | | | **Next Scheduled Review Date: 05/12/2020** |
| **Department of BRP: Education** | | | | **Approved by Document Owner: BRP** | |
| **Assessed by: Victoria Ford Education Health & Safety**  *(Template created by A Drummond)* | | | | | |
| **Task:** Management of COVID 19 situation - Indoor and Outdoor PE Primary | | | **Number of people affected: Staff and pupils** | | |
| **Property Name:** | | | | | |
| **Equipment/Plant:** Statutory compliance and maintenance records sheet available from PATS | | | | | |
| **PPE –** See comments below. | | | | | |
| **Staff should also be aware of and refer to the current RA/COVID-19 PROPERTY Risk Assessment for their individual school.** | | | | | |

| **Number** | **Location** | **List of control methods that must be followed to protect your health and safety.** | **Concerns/comments** |
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|  | Entry/Exit and Pedestrian traffic routes | * Consider how to minimise movement of class groups throughout the school. * Follow existing controls from the property risk assessment such as one way systems, keeping left etc. * Consider if separate entry/exit points should be used. * Staff must ensure they maintain 2m social distancing while in corridors. * Staff must wear a face covering in all communal areas ( unless exempt) * Consider how learners can queue, enter and exit in a controlled manner. |  |
|  | Toilet Facilities | * Existing protocols for toilet use from the property risk assessment. * No requirement for pupils to socially distance when using the toilet however this should be managed in class groups where possible. * Consider if toilet use should be encouraged prior to PE class and identify which toilet(s) can be used closest to the PE activity. * It is not recommended to use toilet areas as changing facilities. |  |
|  | Changing Rooms | * The default position is **not** to use changing facilities. * Where possible pupils should come to school wearing their PE kit on P.E days * The school must provide a rationale if use of changing rooms is deemed necessary and all of the following mitigating actions must be in place:- * Changing rooms must be kept well ventilated, if they cannot be ventilated they cannot be used * Signage in place to indicate maximum capacity in area. * Minimal numbers usage at any one time to ensure 2m social distancing can be maintained * All unnecessary equipment/fittings should be removed from the area to allow for appropriate cleaning of area. * All benches/seats must be clearly marked out with areas in use to maintain social distancing. * SLT must ensure that this area is included in the enhanced cleaning schedule to include benches, floors, handles, light switches etc. * Area must be cleaned between each user group |  |
|  | Hygiene and Infection Control | * Pupils must wash hands before and after PE sessions. * Soap and water to be used where this is available * Where soap and water not available for example during outdoor activities, hand sanitiser can be used. * Pupils to be continually reminded of hand washing protocol such as after touching equipment shared be others, after coughing and sneezing etc. * Encourage all to use sleeves when touching door handles, doors may be temporarily held open to facilitate movement. * All indoor areas must be kept well ventilated – existing controls as per Covid Building Risk Assessment. * Face coverings should be worn by staff where they cannot keep 2m distance from other staff and in communal areas. * Face covering should be worn by staff in they are interacting with pupils at less than 2m distance. * The WHO (World Health Organisation) advise wearing a face covering during exercise is **not** recommended however if a participant wishes to wear a face covering they should be supported to do so. * For infection control of equipment please see indoor/outdoor PE section. |  |
|  | First Aid | * Follow existing protocols from Covid Building Risk Assessment * Ensure staff are aware of arrangements for general first aid. * Ensure staff are aware of appropriate PPE. * Ensure staff are aware of the arrangements for any person who is symptomatic including the designated area for this. |  |
|  | Indoor PE Activity | * Pupils should remain within the same class group/cohort for PE activity * Where possible activities should be planned which do not involve close physical contact. * Social distancing must be maintained at all times between adults and pupils * Pupils should still be encouraged to consider social distancing and minimise contact through play. * A specific risk assessment should be carried out for any pupil who may require additional support. * Equipment/resources should not be shared between pupils. * Any resource/equipment which is difficult to clean should be taken out of use. * Resources/equipment must be cleaned between each user group * If any pieces of equipment cannot be cleaned it should not be used * If the hall has been used to store miscellaneous equipment/items these should be removed where possible. * Where such items cannot be removed they should be stored in a safe manner, no stacking of items, placed on perimeter and consider if a screen should be placed in front. |  |
|  | Outdoor PE Activity | * Where possible use of outdoor space should be encouraged. * Consider which areas of the playground are used for each year group/cohort. * Pupils should remain within the same class group/cohort for PE activity. * Where possible activities should be planned which do not involve close physical contact. * Social distancing must be maintained at all times between adults and pupils * Pupils should still be encouraged to consider social distancing and minimise contact through play. * A specific risk assessment should be carried out for any pupil who may require additional support. * Equipment/resources should not be shared between pupils. * Resources/equipment must be cleaned between each user group * If any pieces of equipment cannot be cleaned it should not be used |  |