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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.
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|  | 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.
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|  | 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
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|  | 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.
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|  | 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.
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|  | 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.
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|  | 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
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