

# Safety, Health and Environment (SHE)

## GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for full reopening in September 2020)



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Community and controlled schools must send their risk assessment to [she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk) by 4<sup>th</sup> September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

# COVID-19 Risk Assessment for reopening schools

## Bromesberrow St. Mary's C of E Primary School

### ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

\*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.

**Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

**Vulnerable groups:** Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<b>Buildings</b> <ul style="list-style-type: none"> <li>Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.).</li> <li>Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).</li> </ul>	<b>Employees</b> <ul style="list-style-type: none"> <li>Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. <i>Additional Inset July 21<sup>st</sup> 2020 for consultation.</i></li> <li>Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where</li> </ul>	<b>Access</b> <ul style="list-style-type: none"> <li>Entry points to school controlled (including deliveries).</li> <li>Building access rules clearly communicated through signage on entrances.</li> <li>School start times staggered so bubbles arrive at different times.</li> </ul>	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.  <b>'Bubbles'</b> <ul style="list-style-type: none"> <li>Small, consistent groups of pupils split into bubbles.</li> <li>Class groups will be kept together in separate 'bubbles'</li> </ul>	<b>Minimise contact with individuals who are unwell:</b> <ul style="list-style-type: none"> <li>Refer to PHE guidance and Action Cards for School Managers.</li> <li>Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with employees and trades union Safety Reps on risk assessments.</li> <li>Risk assessment published on school intranet and website.</li> <li>Nominated employees tasked to monitoring protection measures.</li> </ul>

<ul style="list-style-type: none"> <li>• Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. <i>If weather permits being outside or Daffodil Room (open windows for ventilation).</i></li> <li>• Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> <li>• Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. <i>Bins adequate in each room and emptied daily. Additional bin at front entrance for mask and glove disposal.</i></li> <li>• Provide sufficient tissues in all rooms. <i>Personal pack of tissues for each child.</i></li> <li>• Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. <i>Classroom zones with own toilet as much as is practical.</i></li> <li>• Create a plan of the building to mark out</li> </ul>	<p>necessary conduct individual risk assessments.</p> <ul style="list-style-type: none"> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment. <i>September Inset update and time for questions. Sent out for reading during Summer holiday period.</i></li> <li>• Regular staff briefings. <i>Weekly staff meetings. Inset planned for November and January.</i></li> <li>• Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. <i>Regular newsletter/bulletin and use of school FB Page and Texting system.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Signage up to remind parents if queuing to social distance.</i></li> <li>• <i>Member of office team to sign in visitors to prevent the use of shared pens.</i></li> <li>• Hand sanitiser provided at all entrances.</li> <li>• Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival.</li> <li>• Covered bins provided on entrances to dispose of temporary face coverings.</li> <li>• Sealable plastic bags provided for reusable face coverings to take home with them.</li> <li>• Gathering at the school gates prohibited.</li> <li>• Staff on duty outside school to monitor protection measures.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Wherever possible keep</li> </ul>	<p>throughout the day and do not mix with other groups <i>(exceptions being outside sport club on a Wednesday and wrap around care and bus journeys. Parents sign up to these and acknowledge the increase in risk)</i></p> <ul style="list-style-type: none"> <li>• Very small schools or APS unable to prevent mixing to adopt whole school bubbles as part of their system of control. <i>This is something we may explore as the year progresses.</i></li> <li>• Keep a record of pupils and staff in each bubble, lesson or close contact group.</li> <li>• <i>School breakfast and after-school clubs to keep a record of who attended and clean area and resources used before and after each session.</i></li> </ul>	<ul style="list-style-type: none"> <li>• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.</li> <li>• An unwell child awaiting collection, will be isolated in a suitable room (Daffodil Room) with or without adult supervision (depending on age and needs of the child).</li> <li>• Staff caring a child awaiting collection to keep a distance of 2 metres.</li> <li>• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.</li> <li>• Staff to wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been to be cleaned after they have left.</li> <li>• Should staff have close hands-on contact they</li> </ul>	<ul style="list-style-type: none"> <li>• Members of staff are on duty at breaks to ensure compliance with rules.</li> <li>• Staff encouraged to report any non compliance.</li> <li>• The effectiveness of prevention measures will be monitored by school leaders.</li> <li>• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</li> </ul>
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<p>areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. <i>Each Class is a Bubble and is self-contained. Overlaps: when Bubbles will mix: Bus and after school transportation. Children to be seated (where possible) next to children from their bubble. Sport club: coach to socially distance from children and games to be designed with limited contact in mind. Outside wherever possible and cap of 15 children.</i></p> <ul style="list-style-type: none"> <li>Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). <i>Children to eat lunch in their classroom bubble.</i></li> <li>Evaluate the capacity of rooms and shared areas. <i>Daffodil Room to be used by Class 3 and Shine Room by Class 2. If used by another class or peripatetic teacher then contact areas should be cleaned.</i></li> <li>Plan for staggered lunches with more sittings to avoid mixing,</li> </ul>	<ul style="list-style-type: none"> <li>Information shared about testing available for those with symptoms. <i>Displayed for parents-display board and shared via email/newsletter.</i></li> <li>Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance.</li> <li>Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). <i>Sports and IT equipment to be wiped down between use or left for 72 hours. Shared maths and writing resources to be cleaned regularly and no cross usage between bubbles.</i></li> <li>Identify and plan lessons that could take place outdoors. <i>Investment in Outdoor Classroom/Curriculum resource guides.</i></li> </ul>	<p>meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.).</p> <ul style="list-style-type: none"> <li>Parents/carers and visitors coming onto the site without an appointment is not to be permitted.</li> <li>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Where possible visits arranged outside of school hours.</li> <li>A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> <li>the name;</li> <li>a contact phone number;</li> <li>date of visit;</li> <li>arrival and departure time;</li> <li>the name of the assigned staff member.</li> </ul> </li> </ul>	<p><b>Minimise mixing</b></p> <ul style="list-style-type: none"> <li>Whatever the size of the bubble, they are to be kept apart from other groups where possible.</li> <li>Groups use the same classroom or area of a setting throughout the day.</li> <li>Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure.</li> <li>Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing.</li> <li>Groups will stay within a specific “zone” of the site to minimise mixing.</li> <li>The number of pupils in shared spaces (e.g. halls,) for exercise is limited to specific bubbles.</li> <li>Large gatherings such as assemblies or collective worship</li> </ul>	<p>should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p> <p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>Sufficient handwashing facilities are available.</li> <li>Where there is no sink, hand sanitiser provided in classrooms.</li> <li>Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</li> <li>Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>Staff help is available for pupils who have trouble</li> </ul>	
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<p>allowing time for cleaning, devise seating plans, safe capacity etc. <i>Lunches within class to prevent the need for this and to ensure adequate staffing.</i></p> <ul style="list-style-type: none"> <li>• Consider door signs mounted to identify max number in room / toilets at one time. <i>Managed by adult direction and supervision.</i></li> <li>• COVID-19 posters/signage displayed. <i>Noticeboard and in each classroom/office and entrance</i></li> <li>• Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. <i>Through timings and adult supervision.</i></li> <li>• Can separate doors be used for in and out of the building (to avoid crossing paths). <i>Opened up new entrance for Class One to spread 'crunch points'.</i></li> <li>• Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. <i>Classroom</i></li> </ul>	<ul style="list-style-type: none"> <li>• Consider how online resources can be used to shape remote learning. <i>School will continue to use eschools and Purple Mash for self isolation/individual cases. In case of local lockdown, we would use Teams again in addition to this.</i></li> <li>• Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. <i>School will continue to use eschools and Purple Mash for self isolation/individual cases. In case of local lockdown, we would use Teams again in addition to this</i></li> </ul> <p><b>Parents/pupils</b></p> <ul style="list-style-type: none"> <li>• Review EHCPs where required.</li> <li>• Educate pupils before they return about the need to stay apart from others and expectations around hygiene. <i>Letter sent home (July 2020) to communicate this and teachers to explain over first couple of days back in September.</i></li> </ul>		<p>with more than one group to be avoided. Whole school assemblies to be conducted outside or via Teams.</p> <ul style="list-style-type: none"> <li>• Separate spaces for each group clearly indicated.</li> <li>• Multiple groups do not use outdoor equipment simultaneously.</li> <li>• Limiting the number of pupils who use the toilet facilities at one time.</li> <li>• Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.</li> <li>• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.</li> <li>• Staff that move between classes and year groups, to keep their distance from pupils and other staff. <i>Sports coach on a</i></li> </ul>	<p>cleaning their hands independently (e.g. small children and pupils with complex needs).</p> <ul style="list-style-type: none"> <li>• Use resources such as "e-bug" to teach effective hand hygiene etc.</li> </ul> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Tissues to be provided.</li> <li>• Bins for tissues provided and are emptied at the end of each day.</li> <li>• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>	
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<p><i>doors kept open with consideration to specific child need. Hall doors propped open.</i></p> <ul style="list-style-type: none"> <li>Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). <i>All classrooms to be accessed from own individual doors. Limit use of main entrance.</i></li> <li>Organise classrooms for maintaining space between seats and desks. <i>Classrooms have been cleared of extras so that free flow is easier to maintain.</i></li> <li>Arrange desks seating pupils side by side and facing forwards. <i>Teachers have spaced desks to enable as much distance as is practical.</i></li> <li>Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. <i>Each Bubble to complete a lunchtime clean of contact surfaces. Cleaner enhanced cleaning schedule agreed and in place.</i></li> </ul>	<ul style="list-style-type: none"> <li>Communicate to parents on the preventative measures being taken. <i>July 2020 letter sent home.</i></li> <li>Post the risk assessment or details of measures on school website.</li> <li>Parents and pupils informed about the process that has been agreed for drop off and collection. <i>July 2020 letter sent home</i></li> <li>Ensure parents have a point of contact for reassurance as to the plans put in place. <i>July 2020 letter sent home</i></li> <li>Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books...</li> <li>Bags are allowed.</li> <li><i>All pupils provided with own equipment in school or in younger years cleaned daily or rotated.</i></li> <li>Staggered drop-off and collection times planned and communicated to parents. <i>July 2020 letter sent home</i></li> </ul>		<p><i>Wednesday to social distance from the children as much as is possible.</i></p> <p><b>Distancing</b></p> <ul style="list-style-type: none"> <li>Staff to keep 2 metres from other adults as much as possible.</li> <li>Where possible staff to maintain distance from their pupils, staying at the front of the class.</li> <li>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.</li> <li>The occupancy of staff rooms and offices limited.</li> <li>Use of staff rooms to be minimised.</li> <li>Staff in shared spaces (e.g. office) to avoid</li> </ul>	<ul style="list-style-type: none"> <li>Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> <li>physical distancing;</li> <li>playing outside wherever possible;</li> <li>limiting group sizes to no more than 15;</li> <li>positioning pupils back-to-back or side-to-side;</li> <li>avoiding sharing of instruments;</li> <li>ensuring good ventilation.</li> </ul> </li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>Thorough cleaning of rooms at the end of the day.</li> <li>Shared materials and surfaces to be cleaned frequently (e.g. toys, books,</li> </ul>	
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<p><i>Laminated tick sheets in place for communication.</i></p> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. <i>In place and communicated to parents.</i></li> <li><i>Break time -allocated spaces for bubbles to play.</i> Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. <i>School will continue to use eschools and Purple Mash for self isolation/individual cases. In case of local lockdown, we would use Teams again in addition to this.</i></li> </ul> <p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> <li>Safeguarding/child protection</li> <li>Behaviour</li> <li>Curriculum</li> <li>Special educational needs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Made clear to parents that they cannot gather at entrance gates or doors.</li> <li>Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> <li>Assurances that caterers comply with the guidance for food businesses on COVID-19.</li> <li><i>Bus driver to wear a mask whilst driving and keep windows open in the front. Children from her daily bubble to be seated closest to her. Nobody to sit in the front. Children and Bus Driver to have washed hands before they/she enter/s the bus.</i></li> </ul>		<p>working facing each other.</p> <ul style="list-style-type: none"> <li>Use a simple 'no touching' approach for young children to understand the need to maintain distance.</li> <li>Older children to be encouraged to keep their distance within bubbles.</li> </ul> <p><b>Minimising contact</b></p> <ul style="list-style-type: none"> <li>Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> <li>Taking books and other shared resources home limited, all unnecessary sharing avoided.</li> <li>Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.</li> </ul> <p><b>PE and School Sport</b></p> <ul style="list-style-type: none"> <li>Pupils kept in same consistent</li> </ul>	<p>desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</p> <ul style="list-style-type: none"> <li>Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.</li> <li>Outdoor equipment appropriately cleaned frequently.</li> <li>Toilets to be cleaned regularly. <i>Bubble staff to spray/wipe down at lunchtime..</i></li> <li>Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> </ul>	
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<ul style="list-style-type: none"> <li>• Ensure website is compliant with regards to the publishing of policies.</li> <li>• Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. <i>Communicated prior to visit by visit organiser/leader or if this is not possible on entry to the school.</i></li> <li>• Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. <i>School have support though Insurance. Staff have been directed to this if needed. Strong lines of communication and a small staff team to support each other.</i></li> </ul> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>• Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> </ul>	<ul style="list-style-type: none"> <li>• Limit visitors by exception (e.g. for priority contractors, emergencies etc.).</li> </ul>		<p>bubbles where possible during PE and sport.</p> <ul style="list-style-type: none"> <li>• Sports equipment thoroughly cleaned between each use.</li> <li>• Contact sports avoided until guidance changes.</li> <li>• Outdoor sports should be prioritised where possible.</li> <li>• Large indoor spaces used where it is not.</li> <li>• Swimming pools are not used until guidance changes.</li> <li>• Distance between pupils from mixed bubbles will be maximised.</li> <li>• Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.</li> </ul> <p><b>Educational Visits and journeys</b></p> <ul style="list-style-type: none"> <li>• From the autumn term, non-overnight</li> </ul>	<p><b>PPE</b></p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• Check if qualifications run out. Consider enrolling more staff on training.</li> <li>• Employees providing first aid</li> </ul>	
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<ul style="list-style-type: none"> <li>• Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> <li>○ book a test if they are displaying symptoms; inform the school immediately of the results of a test;</li> <li>○ provide details of anyone they have been in close contact with;</li> <li>○ self-isolate if necessary.</li> </ul> </li> </ul> <p><i>Letter sent out July 2020</i></p>			<p>educational visits only.</p> <ul style="list-style-type: none"> <li>• Risk assessments of visits and journeys to be undertaken by visit leaders.</li> <li>• No overnight and overseas visits until government guidance changes.</li> <li>• Pupils grouped together on transport in the same bubbles that are adopted within school where possible. <i>Consistent group pupils using the bus on a daily basis.</i></li> <li>• Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). <i>Consistent group pupils using the bus on a daily basis.</i></li> <li>• Use of hand sanitiser (or washing hands) upon boarding and/or disembarking</li> </ul>	<p>to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> <li>• washing hands or using hand sanitiser, before and after treating injured person;</li> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>• dispose of all waste safely.</li> </ul>	
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<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> <li>• <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>					