



## Physical Education & School Sport Service (September 2020)

<b>Department:</b> Active Northumberland	<b>Service:</b> Physical Education & School Sport Service	<b>Schools:</b> Multiple School Sites
<b>Activity:</b> PE & School Sport service re-starting after the C-19 pandemic <b>Date of initial assessment:</b> 15 May 2020 <b>Date of update:</b> 1st September 2020 To be read in conjunction with Coronavirus (COVID-19): <a href="#">Guidance for full opening:schools</a>		<b>Site:</b> Multiple school sites
<b>People at Risk:</b> Staff, pupils, visitors, volunteers, parents, contractors & AN PESS team.  <b>N.B.</b> Leaders are reminded to always follow Government and employer's guidelines. The ultimate decision about pupil safety will depend on context and geography, and is therefore for individual headteachers to make, in consultation with their governing body.		<b>Additional Information:</b> <b>Government/Public Health England Advice:</b> <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <b>HSE Advice:</b> <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a> <b>National Association for PE (AfPE) updated (July) COVID-19 Guidance:</b> <a href="#">Updated COVID-19 Guidance: Interpreting the Government Guidance in a PESSPA Context</a> further <a href="#">AfPe update (3rd September 2020)</a> Gov UK: <a href="#">Return to recreational teamsport framework</a> includes specific NGB recommendations for tem sport delivery <i>This document, updated in July 2020, in line with the DfE Guidance on the Full Opening of Schools in September, is designed to support the wider re-opening of schools and facilities. afPE has prepared this document to support the Physical Education, School Sport &amp; Physical Activity (education based) workforce.</i> <b>NCC Guidance:</b> <a href="http://staff/Communications/Coronavirus-information.aspx">http://staff/Communications/Coronavirus-information.aspx</a> Northumberland Education: <a href="http://northumberlandeducation.co.uk/coronavirus/">http://northumberlandeducation.co.uk/coronavirus/</a> <b>DFE Advice:</b> <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a> <b>NCC PPE Risk Assessment;</b> NCC Staff Risk assessment <b>PESS Team</b> have all read Gov.UK <a href="#">Keeping Children Safe document</a>
<b>Name of Persons Completing Form:</b> Active Northumberland PESS Team		<b>Job Title:</b> PE Teacher <b>Date:</b> Sept 1st 2020 <b>Review Date:</b> Dec 2020 or as required

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<b>1. The full re-opening of schools</b> following statutory guidance from the DfE.	Enhanced physical or biological risks to people associated with handling of equipment	M	Statutory school testing and maintenance, such as water hygiene testing / play / sporting equipment tests, will have taken place during the school closure period, but the level of this will vary between schools. As a result of this a further action will be taken to contact each of the schools before resuming the service. AN PE & Sport staff will need to follow each school's own procedures and to check with the Head Teacher.	L	Before re-visiting a school to deliver PE & School Sport each member of the AN PE & School Sport (PESS) team will contact their individual schools to check the specific school procedures/covid protocols. Each member of the team to report any concerns to the PESS Manager.
<b>2. Contact with others</b> who may have Coronavirus  Inadvertent transmission to others  Clinically vulnerable and pregnant staff	Exposure to live virus resulting in contracting Coronavirus.  Exacerbation of existing medical conditions.	H	<b>Staff:</b> Supply teachers, peripatetic teachers and other temporary staff can move between schools (DfE). On current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced, and shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown, it is therefore appropriate for teachers and other school staff to return to their workplace setting <b>Clinically vulnerable staff</b> can return to school in the autumn term. While in school they should strictly follow the sector-specific measures to minimise risk of transmission. i.e. good hand and respiratory hygiene, minimising contact and maintaining 2M social distancing. from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. <b>Pregnant women</b> are in the 'clinically vulnerable' category and are generally advised to follow the above advice , which applies to all staff in schools.	M	Visiting specialists should minimise contact and maintain as much distance as possible from other staff.. Staff classed as "Clinically Vulnerable" should be able to attend school following an individual risk assessment carried out in consultation with line managers <b>Pregnant staff</b> to strictly ensure social & physical distancing and monitor own condition daily / weekly The Royal College of Obstetrics and Gynaecology (RCOG) has published <a href="#">occupational health advice for employers and pregnant women</a> . This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Employers and pregnant women should follow this advice and to continue to monitor for future updates to it.

<p><i>Clinically vulnerable (cont'd)</i></p>			<p><i>Advice should be sought from Occupational Health where necessary.</i></p> <p><b>Children:</b> <i>Pupils in “Clinically Extremely Vulnerable” category have been identified and may be continuing with remote education.</i></p> <p><i>Pupils classed as “Clinically Vulnerable” can attend school following an individual risk assessment carried out in consultation with the child’s parents.</i></p> <p><i>Pupils should be kept in consistent groups or bubbles</i></p> <p><b>General:</b> <i>Staff communicate to children regarding social distancing / personal hygiene etc.</i></p> <p><b>Key issues include:</b></p> <p><i>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</i></p> <p><i>Social distancing of 2m is applied throughout the school <u>where possible</u>.</i></p> <p><i>Minimising contact, touching and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables</i></p> <p><i>Cleaning hands more often than usual - before &amp; after PE and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.</i></p> <p><i>Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach.</i></p> <p><i>There will be no sharing or drinks or water bottles.</i></p>	<p><i>See NCC generic risk assessments for vulnerable staff, including the ones below available to download from the NCC staff intranet.</i></p> <p><i>General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template.</i></p> <p><i>Staff with Mild Asthma - COVID19.</i></p> <p><i>All members of the AN PESS team will continue to monitor the hazards mentioned in this section and will be alert to ensuring the appropriate control measures are followed.</i></p> <p><b>No use of shared indoor gymnastics</b> <i>equipment and this will remain out of action until further notice. This includes all fixed and wall / apparatus.</i></p> <p><b>Schools and school staff</b> <i>to ensure and monitor washing of hands before and after PE lessons (particularly if any limited equipment has been used)</i></p> <p><b>Schools to ensure adequate provision of and easy access to hand sanitizer dispensers , soap &amp; water.</b></p> <p><i>Personal challenges and some aspects of Physical Activity using a student’s own body weight could be another form of suitable activity depending on the size of the class.</i></p>
<p><i>Physical contact and activities</i></p>				

			<p><b>Outdoor activities should be prioritised where possible</b>, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p>		<p>-Follow the PESS teacher to a specific area marked out by cones or spots.  <u>-Refer to Return to recreational Teamsport framework for specific updates</u>  AfPE advocates a broad and balanced PE curriculum to be taught. This includes the following activity areas: dance, games, athletics, outdoor and adventurous activities and swimming. Physical activities from recognised sports can be taught through the physical domain and creative approaches will be needed to ensure they remain on the curriculum. <b>Pupils should be kept in consistent groups and PE equipment should be thoroughly cleaned between each use by different groups/bubbles.</b></p>
<p><b>3. Unable to achieve social distancing</b> - All teaching including; early years, primary and secondary</p>	<p>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</p>	H	<p>NCC schools have implemented the following to reduce risk:</p> <ul style="list-style-type: none"> <li>● Pupils taught in a developmental/age appropriate way to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if unwell.</li> <li>● School staff should explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices.</li> <li>● Staff informally monitor for presence of symptoms.</li> <li>● Where possible the same teaching staff work with the same groups.</li> <li>● Regular cleaning of equipment initiated</li> </ul>	L	<p>Children should be grouped and taught in regular groups or bubbles as organised by schools to reduce mixing or transmission</p> <p>Access rooms directly from outside where possible.  Pupils should be kept in consistent groups and PE equipment should be thoroughly cleaned between each use by different groups/bubbles.</p>

<p><b>Teaching areas</b></p> <p><b>Unable to achieve social distancing - Teaching areas(cont`d)</b></p>			<ul style="list-style-type: none"> <li>• Groups sizes and ratios are in line with Government Guidance: <b>EYFS:</b> Maintain EYFS ratios and use these to group children into bubble groups. <b>Primary;</b> Indoor classes or bubbles - safely and suitably spaced, with appropriate ventilation and or zoning (matched to group ,ability and appropriate to activity) Outdoor groups and sizes dependant on space available - full classes reasonable in large outdoor spaces <b>Secondary:</b> As primary - sitting positions 2m apart.</li> <li>• Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, and pick up/drop off) to reduce movements and incidence of group mixing, including parents.</li> <li>• Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles.</li> </ul>		<p>Any equipment that will need to be used in lessons such as cones can be safely spread 2m apart and cleaned at the end of the session with wipes. Children should not need to handle cones or domes Cones &amp; marker spots used to keep children apart safely and to show children where to move in lesson. e.g. children could follow a set of coloured cones either around a circle pupils / pairs in marked zones No face to face proximity in activities Running track or in a straight line for running races / drills . <b>No physical contact</b> for 'relay movements' or 'high fives'. Use of outdoor spaces i.e.playing fields will minimise potential first aid issues such as falling over on concrete and requiring plasters or antiseptic wiping – simply to limit physical contact is important.</p>
<p><b>4. Outdoor PE &amp; School Sport.</b></p> <p>Equipment &amp; resources</p>	<p>Contracting coronavirus - staff and pupils</p>	<p>M</p>	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible. Plan activities and progressions that require very limited equipment. Back to back classes should not use the same equipment unless cleaning is possible. If cleaning between groups is not possible ...Staff should split equipment into 2 seperate class bags of balls or similar - to prevent sharing of 1st bag used.</p>	<p>L</p>	<p><b>Fixed outdoor playground equipment is not to be used</b> unless sanitized or wiped thoroughly (suitable cleaning wipes or solutions) between use by school staff Any <b>resources</b> used or shared between classes or bubbles, such as sports, art &amp; science equipment should be <b>cleaned frequently &amp; meticulously</b> and always between bubbles, or rotated to allow them to</p>

			<p><i>Large boxes / containers with water warm soapy water/disinfectant could be made available or used to wash and soak small items of equipment in after lesson</i></p> <p><i>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</i></p>	<p><i>be left unused and out of reach for a period of 48 hours</i></p> <p><i>School First aid kits should be easily accessible to AN PESS staff at all times during PE lessons. School staff should treat and administer care as individual school policies require.</i></p> <p><i>AN PE staff are first aid qualified and can administer first aid if required using PPE</i></p>
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<p><b>5. Use of communal areas</b> - toilets, corridors, sports halls, dining hall, outdoor spaces or the staff room.</p> <p><i>This includes children changing areas <b>but ideally the children would come into school ready for PE on any day where they are going to have PE.</b></i></p> <p><b>Clubs</b></p> <p><b>Extra curricular fixtures</b></p> <p><b>Supervision of changing</b></p> <p><b>Staff rooms</b></p>	<p>Contracting coronavirus - staff pupils, visitors, parents/carers</p>	<p>H</p>	<p>Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes considered, or place a divider down the middle of the corridor if the width allows).</p> <p>Halls, dining areas and internal and external sports facilities are used at <b>half capacity</b> for lunch/sporting activities and wiping of any used surfaces is a reasonable approach.</p> <ul style="list-style-type: none"> <li>• <b>Attending school with PE kit on</b> will limit the need to use changing rooms.</li> <li>• <b>Schools should ensure sufficient standard cleaning equipment is available in all areas.</b></li> <li>• Social distancing measures still apply and zoning or cone marking out areas which cannot be used will help manage the area effectively.</li> </ul> <p>Arrangements in place to ensure <b>toilets</b> do not become crowded-limiting the number of staff, children or young people who use the toilet facilities at any one time.</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom/ other learning environment is occupied by the same children or group in one day, or properly cleaned between cohort groups.</p> <p><b>afPE's position at the current time is that school fixtures should be avoided</b></p> <p>Staff breaks are staggered to avoid congestion in staff rooms. This includes the AN PESS team being able to access toilet facilities during a suitably quiet period.</p> <p><b>N.B. The AN PESS team will not be responsible for supporting any changing or supported changing of children during this pandemic.</b> Staff will ensure they are always at a social distance from anyone changing.</p> <p><b>This will be the individual school's responsibility</b></p>	<p>M</p>	<p><b>When reviewing areas/spaces consider:</b></p> <p>Widening routes where possible. Removing unnecessary obstacles.</p> <p>Signing and communications: - markings/signage at entrances. - movement of intersections. - encouraging people to wait and allow others to pass. -one-way movement. -separate entry and exit routes. -enlarge access and exits.</p> <p>Schools should have queuing system process in place for entry to facilities, hand washing before &amp; after P E etc</p> <p>There will be a limit to extra curricular clubs offered by the AN team to schools during this period. Any clubs available must be closely regulated by the school in terms of groupings and bubbles. There will be no mixed group clubs at this time to avoid spreading or contracting the virus through further interactions.</p> <p>AN PESS team to enter buildings, sign-in and move to teaching space. AN PESS team <u>should limit visits to staff-rooms</u> in host schools to reduce risk of transmission (advisory)</p>
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<p><b>6. Personal care activities</b></p>	<p>Contracting coronavirus or passing onto vulnerable or shielded children</p>	<p>H</p>	<p>Social distancing is implemented where possible all of the time until further notice. Staff know how to safely put on and take off PPE. The AN PESS team have been able to watch an online demonstration about how to put on safe and effective PPE equipment. Face coverings to be worn in areas where social distancing is impractical at the headteacher's discretion</p>	<p>L</p>	<p>PPE requests/shortages in PPE are raised with each individual school.  AN PE &amp; School Sport Manager to speak to NCC in regard to accessing the necessary PPE.</p>
<p><b>7. Insufficient cleaning/exposure to virus on objects/surfaces</b></p>	<p>Contracting coronavirus</p>	<p>H</p>	<p>Increased cleaning to take place using standard cleaning products. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected by school staff. AN PESS staff will keep contact to surfaces to a minimum and follow good personal hygiene procedures via thorough hand washing and use of sanitizers before and after lessons on entering / exiting all schools and mask renewal / changes / machine washes after use in each school. Specifically for the AN PE &amp; School Sport team this will include all aspects of PE equipment and the entering / exiting of buildings such as gyms or Sports Halls.</p>	<p>L</p>	<p>A supply of antibacterial wipes/alcohol gel is made available in school to encourage staff/pupils to help maintain cleanliness in personal work areas.  PPE requests/shortages in PPE are raised with the AN PESS Manager.  A further visual risk assessment will take place before every PE lesson.</p>
<p><b>8. Staff displaying symptoms of coronavirus whilst at school</b></p>	<p>Others contracting virus.</p>	<p>H</p>	<p>Head Teacher &amp; Line Manager are to be notified immediately and the staff member is sent home. Staff advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the child became symptomatic). If they are seriously ill contact 999. Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Where the staff member tests negative, they can return to work when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation.</p>	<p>M</p>	<p>Ensure home and emergency contacts are up to date. Staff requested to urgently access the <u>national test and trace programme</u> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school / ANSSP being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, staff should</p>

			<i>PHE staff return to work criteria must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational team. The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to HPT)</i>		<i>inform their Line Manager as soon as they receive their test result (positive or negative). The HPT can be contacted via Public Health England- 0300 303 8596 (Select option to transfer to HPT)</i>
<b>9. Pupils displaying symptoms of coronavirus whilst at school</b>	<i>Others contracting virus.</i>	<i>H</i>	<i>Head Teacher &amp; Line Manager are to be immediately. Staff in contact with any pupils showing signs are advised to self-isolate for 7 days, unless they are seriously ill and should contact 999.</i>	<i>M</i>	<i>AN PESS team to be extra vigilant during this pandemic and will report any possible issues immediately to the Head Teacher or member of SLT.</i>
<b>10. Inadequate first aid provision</b>	<i>Serious injury or death  First aider contracting coronavirus or spreading virus to others.</i>	<i>H</i>	<i>A review of the first aid needs assessment has taken place across the team to decide if sufficient appropriate cover can be provided for activities being undertaken.  Each member of the AN PESS team has been first aid trained and will pass on any concerns or report any issues to the class teacher during PE lessons. <b>Individual schools are responsible for First Aid treatment.</b></i>	<i>L</i>	<i><b>All members of the AN &amp; PE &amp; School Sport team hold an in-date first aid qualification</b> and will liaise with schools on individual first aid reporting policies and procedures. <b>Every</b> incident will be recorded and there should be no high risk activities undertaken during this time.</i>
<b>11. Uncertainty due to the unprecedented nature of the pandemic</b>  <b>12. Maintaining staff wellbeing</b>	<i>Stress and anxiety arising through uncertainty.  Lack of control and reduced contact</i>	<i>M</i>	<i>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Zoom Meetings. Shared distribution of workload, e.g. rota for staff in school and those homeworking / self-isolating.  Regular weekly communications are in place between staff and PESS manager. Staff also have access to all shared information/documentation through Google Docs</i>	<i>L</i>	<i>A further risk assessment could be put in place by the AN Line Manager on an individual staff-by-staff basis for anyone with health issues. The health and well-being of staff will be monitored through weekly contact through forums such as WhatsApp. Pregnant staff monitored closely and in weekly communications with line manager regarding safe working conditions , risk assessment and essential health &amp; well being</i>

<p><b>13. PPE First Aid</b></p>	<p><i>An injury to either a child / student or an adult during an ANSSP PE lesson.</i></p>	<p><i>L/M</i></p>	<p><i>ANSSP staff will have collected PPE equipment All ANSSP staff will read , review and contribute to this document . They will carry and use it to guide safe practice on an ongoing basis as it's updated . They will share important updates across the team and with their Line Manager.</i></p> <p><i>Each member of the team will ensure they are aware of the PPE First Aid arrangements for each individual NCC school and liaise with School Leaders in the event of a First Aid incident. Any First Aid situations will be reported and recorded immediately both within school and also reported to FC in the event of a suspected case of C-19.</i></p> <p><i>All members of the AN PE team should be aware of schools` first aid policies and know where the Covid First Aid rooms are within each school setting,</i></p> <p><b><i>NB: Individual schools are responsible for First Aid treatment.</i></b></p>	<p><i>Ideally ensure full PPE it is put on in the correct order:-</i></p> <ul style="list-style-type: none"> <li><i>- Apron</i></li> <li><i>-Mask</i></li> <li><i>- Eyes</i></li> <li><i>- Gloves</i></li> </ul> <p><i>Also taken off in the correct REVERSE order &amp; disposed in a bin Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion.</i></p> <p><i>Recommendation that staff always carry a mask and gloves.</i></p> <p><i>Apply mask and gloves when attending any first aid. If a child presents symptoms and only 1 mask is available, allow the child to wear it and remove them from the class.</i></p> <p><b><i>Do not approach face on.</i></b></p>
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