

<b>Educational Setting</b>	Elton C of E Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	July 2020 Claire Arnold and Kerry Darby
<b>Review Date</b>	September 2020

**This Model Risk Assessment should be used and modified to suit the school setting**

	What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<a href="#">Prevention</a>	Infection	All members of the school community	<ol style="list-style-type: none"> <li>1. Ensure parents are aware that they are not to send their child to school if they are unwell, or any member of their family group has symptoms. Nor should they mask any symptoms/potential symptoms which might develop through the day by giving them Calpol etc before sending them into school. Communicated through all forms of media. Repeated weekly. Home-school agreement.</li> <li>2. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Ensure online platform is up and ready to go, to offer alternative provision in event of partial/full closure or child needing to isolate because of confirmed case within family</li> <li>3. <a href="#">Clean hands thoroughly more often than usual</a> As a minimum, as soon as children enter school, when moving from inside to</li> </ol>	<ul style="list-style-type: none"> <li>- Repeated communication to parents.</li> <li>- Home School Agreement in place on children's return</li> <li>- Cleaning rota</li> <li>- Repeated ordering schedule</li> <li>- Brief all staff on expectations at September inset</li> <li>- Rotate a spare adult on corridor duty etc</li> <li>- Change contracted cleaning hours to work for half an hour over lunchtime (combine with Midday Supervisor Role) so that toilets are thoroughly cleaned twice a day, and touch points cleaned frequently (cleaner and rotating staff member)</li> <li>- Repeat training video re donning and doffing of PPE</li> </ul>	CA RG	Sept 2020	

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			<p>outside and vice versa, before eating, before leaving, at the discretion of the teacher (hygiene). Supervised by an adult.</p> <p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – bins emptied regularly, children told to wash hands after sneezing/touching face etc. All staff now very good at this and prioritising hygiene within the class.</p> <p>5. <a href="#">Continue to follow enhanced cleaning schedule, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</a> As previously, children to take responsibility for the cleaning of their own resources, desk spaces and chairs, supervised and followed up by an adult.</p> <p>6. <a href="#">Minimise contact between individuals and maintain social distancing wherever possible</a> Classes to be in bubbles with same adults (where possible) during teaching time. Some mixing of bubbles during outdoor play only (20 mins + 30 mins) refer to rationale overview statement. Enhanced spot cleaning and hygiene measures in place to mitigate against potential "cross-over" points within the building (eg shared toilets, hands touching corridor walls etc)</p> <p>7. <a href="#">Where necessary, wear appropriate personal protective equipment (PPE)</a></p>	<ul style="list-style-type: none"> <li>- Children with eczema/dry skin condition to bring in a suitable alternative? Letter to parents</li> <li>- Refresher re inset – observation of hygiene within the classroom – personal plan/risk assessment for x1 SEND</li> <li>- Review processes and procedures at inset for what to do when a child displays symptom. Monitor through daily debriefs. Alternative outdoor collection point in lieu of School House (quicker, easier to navigate, less to clean re touch points)</li> </ul>	CA/KD/ NY/LS/ LE		

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			All staff aware of when PPE should be used, where it is stored and how to fit it correctly				
<a href="#">Response to any infection</a>			<ol style="list-style-type: none"> <li>8. <a href="#">Engage with the NHS Test and Trace process</a></li> <li>9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community, Continue with open and honest communication – recognise that everyone’s threshold re response to Covid-19 will be different and largely be based on their experiences during lockdown. Some families will be reluctant to send children in, others may well be more complacent and expect things to operate “as normal”– Governor discussion group/pair up families for support.</li> <li>10. Contain any outbreak by following local health protection team advice</li> </ol>	<p>Ensure parents are aware of and understand NHS Test and Trace process – revise consent permissions (GDPR) Agreement to follow = part of Home-School agreement</p> <p>Establish Governor panel for weekly feedback from parents/teachers etc</p> <p>For 10 – Health and Safety Committee to meet immediately after advice obtained to discuss how to communicate next steps.</p>	RG		
Contingency planning for a further outbreak			<ul style="list-style-type: none"> <li>• In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. We have received funding for Office 365 and will be using this as a learning platform should the need arise to supplement the Home Learning format used in lockdown.</li> </ul>	Office 365 platform – training part of inset day, used to set homework from weeks 2/3 so that teachers, parents and families get used to accessing it, therefore we can hit the ground running if needed. This can also be used as an opportunity to identify any families not accessing the online platform, and supporting them with an alternative if necessary.	JS All staff		

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				Office 365 to be used for Collective Worship from week 2, so that only one bubble comes to the hall – the others participate remotely in their classes.			
Social Distancing in school			<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing wherever possible but without compromising on quality of education or mental health and well-being.</li> <li>Staffroom moved to hall, so all staff can remain socially distanced</li> <li>Staff staying with same children (class) wherever possible, rather than subject rotation in afternoons (as in previous years)</li> <li>Children working in class bubbles throughout the day. The expectation is that they will actively choose to play with their class bubble at outdoor play/lunch, or with children who are in other bubbles with them at home/private ASC. (see rationale in overview document). Playing within their class bubble will be encouraged by the use of bubble playtime boxes, as in June-July phase.</li> <li>Extended “drop and roll” period at the start of the school day to minimise adults getting out of their cars/number of adults around school premises. Staggered finish time will be trialled to minimise parents around school at the end of the day. Parents will</li> </ul>		CA staff inset		

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			be encouraged to socially distance from each-other when collecting their children.				
Cleaning			<ul style="list-style-type: none"> <li>• The school has been deep-cleaned and the cleaner will be in over the holidays to ensure high standards are maintained before staff and pupils return to school.</li> <li>• More frequent cleaning procedures are in place across the site, particularly in communal areas and at touch points including:</li> <li>• Timetables amended to ensure that “floating” adult and cleaner (before lunch) are in charge of:               <ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats,</li> <li>○ Door handles and push plates,</li> <li>○ Telephone equipment</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> </ul> <p>Adults in class bubbles are in charge of supervising the children within their bubble to disinfect equipment, spot clean desks and chairs and ensure children are only using their individually named stationery items</p> <ul style="list-style-type: none"> <li>○ outdoor play equipment should be allocated to individual bubbles, pupils wash their hands afterwards or use hand sanitiser if using</li> </ul>	Ensure the COSHH risk assessment is up to date and has identified the correct process and PPE to be worn if cleaning after a confirmed case – individual risk assessment.	CA/LE/ KD		

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			different items of equipment whilst remaining outside.				
	<a href="#">Lunchtime Catering facilities</a>		<ul style="list-style-type: none"> <li>○ Lunch all served as a take away option, so that children can all eat outside in their bubbles, or if the weather is poor, inside with their bubble teachers who enforce cleaning and hygiene procedures as before.</li> <li>○ Where possible, lunch is collected by an adult in a bubble and distributed to children in their own bubble by that adult.</li> <li>○ Any cutlery will be disposable.</li> </ul>	School council to source more eco alternatives – a lot of packaging and waste!	CA Norse		
Fire Safety			<ul style="list-style-type: none"> <li>• Personal Emergency Evacuation Plans (PEEPs) continue to be in place for those staff that continue to work in the school and any pupils that access the school site.</li> <li>• Ensure all emergency escape routes / doors are fully operational and kept clear.</li> </ul>	<p>Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. Continue with usual assembly points.</p> <p>Carry out fire safety drill x2 in first half term (one all informed, one “unplanned”)</p>	CA		
Access/Egress of school building			<ul style="list-style-type: none"> <li>• Extend drop and roll timings</li> <li>• Change bus timetable – arrive earlier, leave earlier</li> <li>• Stagger finish times</li> <li>• Entrance to school building only by pre-booked and confirmed appointment. Front</li> </ul>	<ul style="list-style-type: none"> <li>• Provide relevant guidance to parents on drop off and pick up arrangements.</li> </ul>	CA		

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			<p>door/office for trades only, not parents (follow earlier RA plan re parents in school)</p> <ul style="list-style-type: none"> <li>Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to). Doors must be closed when a room is empty.</li> <li>Wipes and sanitiser available at both sides of doors.</li> <li>Increased cleaning of handles and touch plates.</li> </ul>				
First Aid			<ul style="list-style-type: none"> <li>All staff are first aid trained, 2 staff in EYFS are paediatric first aid trained. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</li> <li>Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>Continued use of bubble teacher to administer first aid to a child in their bubble</li> </ul>	<p>Review pupils with medical care plans/medical needs in September inset as part of Maslow session</p> <p>Review of the First Aid policy to include consideration of the risk of infection of covid-19 – ensure all staff are aware and happy</p>	LB/NG/CA		
Waste			<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins should be emptied daily.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	all		

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Break/Lunch times			<ul style="list-style-type: none"> <li>Children will be outside during play and lunchtimes and be following strict cleaning and hygiene protocol. If the school field is not in good condition, breaks will be staggered on the playground (EYFS and KS1, then KS2)</li> </ul>				
Staff/Pupils within the shielded group			<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>Staff/pupils that meet the criteria as <a href="#">clinically vulnerable people</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ul>				
Contractors			<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>				
Property Compliance			<ul style="list-style-type: none"> <li>All relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> <li>Any serious property concerns have been raised with the Property Management Adviser and appropriate steps are in place</li> </ul>				

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			to ensure the safety of all building occupants				
Hygiene			<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets – supervised by an adult.</li> </ul>				
Accident reporting Covid-19 incidents			<ul style="list-style-type: none"> <li>Relevant staff aware of the recently updated <a href="#">Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> </ul>				
Administrative Staff			<ul style="list-style-type: none"> <li>Only one member of staff will work in the office at any one time – parents not invited into school unless by prior, confirmed appointment and will be met outside before being guided through expected hygiene protocol on entering the building</li> </ul>				
Personal Protective Equipment			<ul style="list-style-type: none"> <li>Re-usable PPE will be thoroughly cleaned after use and not shared between staff.</li> </ul>	Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment	all		

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Behaviour			<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>Parents will be informed of any alterations to the behaviour policy</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> </ul>	Individual Behaviour Plans in place for any SEND child with sensory needs			
School Staffroom		Staff and visitors	<ul style="list-style-type: none"> <li>Staffroom is now a teaching space/first aid – staffroom relocated to the hall so that staff are more than the required 2m away.</li> </ul>	We identified staff contact/lack of distancing in staffroom as a potential weak point during last term and have therefore changed arrangements	all		
Infection Control		Staff Pupils Handwashing	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap for hand washing.</li> <li>Clear procedures in place re cleaning and using utensils (eg teaspoons etc)</li> <li>Posters on display around staff communal areas.</li> </ul>				
Equality Impact Assessment		Staff & Pupils	<ul style="list-style-type: none"> <li>A equality impact assessment has been completed – will be on website, currently on staff-share (network)</li> </ul>				
Lack of staff		Pupils	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>Sufficient capacity built into budget</li> </ul>	Check budget re supply pot – last year only 2 days sick, the year before only 1 day, however all staff come in even when they are feeling ill – this will not be allowed this year!	CA/ST		

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Increased risk of transmission		Staff and Pupils social distancing	<ul style="list-style-type: none"> <li>• Ensure all staff feel happy and comfortable with how they will personally approach teaching/working with groups and individuals.</li> <li>• Communicate intentions clearly to parents and explain rationale behind any decisions</li> <li>• Encourage outdoor learning wherever possible</li> <li>• The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing – Individual behaviour plan is in place – seating reflects safety rather than complete inclusion as would usually be the case (agreed with parents)</li> <li>• All learning happens within class bubbles</li> <li>• Extended drop and roll time, reduces need for adults (parents) getting out of their cars</li> <li>• Staggered finish times, to reduce number of parents outside school grounds</li> <li>• Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.</li> </ul>	<p>Feedback from pupils re staff Support for staff if needed Everyone allowed to work in the way they feel comfortable without compromising on quality of education/pupil and staff well-being. Give staff time to find their “safe” way of working – some may be more cautious than others for a variety of reasons.</p> <p>Ensure parents of any children who receive 1:1 support, understand what this will look like, and what measures are in place to keep their child (and the member of staff) safe.</p>	all		

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	Dedicated school transport, including statutory provision		<ul style="list-style-type: none"> <li>Pupils to follow the risk assessment procedures of the transport company</li> <li>Times changed to minimise contact with others arriving at/leaving school</li> </ul>	Follow up, end of August re new timetable and communicate to parents			
	Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> <li>If leaving the school premises, children will be kept within their consistent group, and staff will ensure that there are COVID-secure measures in place at any destination.</li> <li>We will continue to make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul>				
	Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> <li>School will work with external coaches, clubs and organisations for curricular and extra-curricular activities when we are satisfied that this is safe to do so – after half term this will be considered. We will consider carefully how such arrangements can operate.</li> <li>The school wrap around care (Splats) will be expected to follow the details in this risk assessment and liaise closely with the school to discuss any issues that arise.</li> </ul>	Weekly debrief KD and CA with Splats staff			
	Physical activity		<ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Pupils should be kept in class groups</li> </ul>				

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			<ul style="list-style-type: none"> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided.</li> </ul>				
Signage			<ul style="list-style-type: none"> <li>All signage is up to date and reflects national and local guidance, along with the individual nature and rules of the school.</li> </ul>				

### Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

### General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)