

Educational Setting	Offord Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Kate Ruddock (Headteacher) - May 2020 Updated 26 <sup>th</sup> June 2020
Review Date	3 <sup>rd</sup> July 2020

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
Social distancing in school	<p>All children and adults.</p> <p>Infection of the virus</p> <p>The virus is thought to spread through contact with infected bodily fluids i.e. most commonly when sneezing and coughing but also through normal mucas released when breathing and talking. Entry can be made through the eyes, nose and mouth but NOT through the skin.</p>	<ul style="list-style-type: none"> <li>• <b>Hall</b> (144m<sup>2</sup> with no furniture) (with sole use of sensory garden/outdoor classroom and small area of tarmacked playground) will accommodate 7-15 children with 2 or 3 adults. Mixed EYFS/Y1 group</li> <li>• <b>EYFS ratios allow for 1:8 children.</b> Initially 7 children in one group to allow for one adult to be supporting but still mainiting 1:8 ration for entire class group.</li> <li>• <b>One toilet available</b> (outside toilet) enabling this group to be sole users of the designated facilities.</li> <li>• <b>Double width entrance and exit door</b> available to enable movement from outside to inside and vise versa and keep social distancing.</li> <li>• <b>Sessions: Start 8.45-8.55, End 12.45pm</b> to allow facilitate deeper cleaning of multiple resources and to allow for home/school communication and remote learning opportunities.</li> <li>• <b>KS 1 unit</b> (100m<sup>2</sup> each with no furniture) (and outdoor space plus dedicated area on playground) will accommodate <b>6-15 children and two or 3 adults.</b> Initially 7 children. Y1 group</li> <li>• <b>Y2 children have been invited back.</b> Following survey, all Y2 children that wish to are joining this bubble. The bubble is now 14.</li> <li>• <b>One set of toilets</b> available enabling each group to be sole users of the designated facilities. 5 cubicles – will be labelled and designated to children, so 3 children max using each toilet.</li> <li>• <b>Different entrance and exit door</b> available to enable movement from outside to inside and vise versa and keep social distancing.</li> <li>• <b>Sessions: Start 8.45-8.55, End 12.45pm</b> to allow for home/school communication and remote learning opportunities.</li> </ul>	<p>Classrooms to be cleared of unnecessary and inappropriate furniture, equipment and resources and marked out as appropriate.</p> <p>Children will need prior teaching and constant reminders to maintain distancing – school staff to monitor movement of children.</p> <p>Signage to remind parents about appropriate social distancing.</p>	All adults	5/6/2020	

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		<ul style="list-style-type: none"> <li>• <b>Kingfishers classroom</b> (approx. 44m<sup>2</sup> with no furniture) (and sole use of field) will accommodate 10-14 children and two adults.</li> <li>• <b>Older children are more likely to maintain social distancing</b>, remain seated in designated spaces for longer periods but take up more space and require larger furniture.</li> <li>• <b>One set of toilets</b> available requiring group of 14 children to share facilities.</li> <li>• <b>Single entrance/exit for groups</b> sole use (Meeting room door)</li> <li>• <b>Few Y6 parents currently collect their children</b> and any that do will be required to wait in designated wait in the designataed waiting area on the playground maintaining appropriate social distancing. <b>NO parents to wait outside Y6 classroom doors.</b></li> <li>• <b>Sessions: Start 8.30-8.40, End 1pm</b> to allow for home/school communication and remote learning opportunities.</li>   <li>• <b>Hawks classroom</b> (approx. 42m<sup>2</sup> with no furniture) (and dedicated outsidea area) will accommodate max of 15 children and three adult on a rota. Kewworker group – mixed ages Y3 – 5</li> <li>• <b>‘Vulnerable’ children have been asked to come back</b> to fill available spaces in this bubble</li> <li>• <b>One set of toilets</b> available requiring group of 14 children to share facilities.</li> <li>• <b>Single entrance/exit for groups</b> sole use (Library door) The children will be able to be collected at an agreed time anytime between 1pm and 3.20pm. Parents to wait outside library doors maintaining appropriate social distancing.</li>   <li>• Plans have been made on the results of the survey sent out 15/5/20. Rooms can supervision can allow for these size of groups and will be restricted in size. A second survey aimed at Y2 parents sent out on 24/6/20</li> <li>• <b>Two adults (+) for each class group will enable breaks</b> throughout the day without disrupting a group ‘bubble’ and therefore decreasing the potential for cross-contamination between groups.</li> <li>• <b>All classes marked with ‘clearways’ to entrance/exit doors</b> and toilet facilities.</li>   <li>• <b>Class furniture</b> will need to be moved or placed in a position to <b>reduce pinch points</b>, ensuring that free movement is possible.</li> <li>• Spare rooms (and those designated for storage of furniture removed from in-use classrooms) secured to avoid use to reduce potential cross-contamination.</li> </ul>				

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		<ul style="list-style-type: none"> <li>School will close at 1pm for all children except Keyworker/Vulnerable to facilitate home/school communication of the other children not in school and PPA for school staff. This will avoid the introduction of other members of staff across multiple class groups and further reduce the risk of cross-contamination.</li> <li>Enrichment activities and opportunities restricted inc. after school clubs, plays, visits out and visitors in.</li> </ul>				
Sports Coaching	All children and adults	<ul style="list-style-type: none"> <li>Luke Partridge – Sports coach from Primary Sports Stars – provide sports coaching on Monday afternoon</li> <li>Y6 Bubble only.</li> <li>Children have lunch from 1pm – 1.30pm in their classroom (supervised by a school adult)</li> <li>Sports coaching 1.30pm – 3pm</li> <li>On field. If rains, still on field (hall not available)</li> <li>School staff in school. (Luke does not come into school building)</li> <li>Primary Sports Stars have activities that meet socially distancing rules.</li> <li>Be clear about behavioural expectations of the children – this is an optional extra, so if they don't follow behaviour guidelines they will be not allowed</li> </ul>		Head & Luke Partridge	22/06/2020	
Staffroom and adult toilets	All adults	<ul style="list-style-type: none"> <li>An extra toilet has been allocated for adult use only so 2 toilets available for adults.</li> <li>Each bubble has been allocated a toilet to use (2 bubbles using each toilet) adults not in bubbles allocated toilet too.</li> <li>Adults to use hand sanitiser before entering the toilet and when exiting</li> <li>Adults to lower toilet lid before flushing toilet</li> <li>Hands to be washed before and after using kettles, tea/coffee making facilities &amp; kitchen area</li> <li>Handsanitiser to be used before using photocopier</li> <li>Ensure social distancing when sitting/using the staff room. Max 5 people in staff room.</li> </ul>	Signage on toilet doors	All adults	1/6/2020	
Cleaning	<p>All children and adults.</p> <p>Infection of the virus</p> <p>The virus is thought to</p>	<ul style="list-style-type: none"> <li>Increase and change of cleaning hours to ensure that cleaning can happen throughout the day. Cleaner to work 11.30am – 3.30pm</li> <li>Cleaning procedures reviewed and communicated to all staff to prioritise more regular (twice daily) cleaning of high traffic areas and facilities particularly in communal areas and at touch points including:               <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> </ul> </li> </ul>	In the case of a child or adult testing positive for COVID-19, their designated classroom, office or working space must be secured and undergo a thorough clean immediately.	All adults in addition to usual cleaning staff.	5/6/2020	

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	remain on textile or textured surfaces for 6-12hrs but up to 6 days on smooth, hard surfaces such as plastic and metal.	<ul style="list-style-type: none"> <li>○ Handrails on staircases and corridors</li> <li>○ Lift controls</li> <li>○ Machinery and equipment controls</li> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and tables</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> <ul style="list-style-type: none"> <li>● Ensure each classroom and communal space (including staffroom and offices) have their <b>own cleaning material and equipment:</b> <ul style="list-style-type: none"> <li>○ Dettol type spray and suitable disposable cloths</li> <li>○ Boxes of tissues</li> <li>○ A box of gloves</li> <li>○ Liquid soap and hot water</li> <li>○ Bin and box of liners (double bagged)</li> </ul> </li> </ul>	<p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Consider whether any additional play equipment or outside spaces (e.g. forest school) can be used and how thorough hand washing can be maintained.</p>			
Lunchtime Catering facilities	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li>● <b>Majority of children will not be on school for lunch due to 1pm finishing.</b></li> <li>● <b>All children staying past 1pm and all staff to provide a packed lunch</b> – all rubbish, wrappers and uneaten food to be taken home.</li> <li>● <b>All children to eat lunch in their designated group space</b></li> <li>● <b>All children to bring a water bottle</b> from home.</li> </ul>	<p>All staff and pupils staying past 1pm should bring a packed lunch</p> <p>Phase 2 - Consideration to expanding once 'open' to include kitchen provided packed lunch for UFSM children.</p> <p>Phase 3 – Consideration to expanding to hot meals for all if appropriate.</p>	All adults All children All parents	8/6/2020	
Fire Safety	All children and adults.	<ul style="list-style-type: none"> <li>● Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff any pupils that access the school site with additional needs.</li> <li>● Ensure all emergency escape routes and doors are fully operational and kept clear.</li> <li>● Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at their designated evacuation point.</li> <li>● <b>All usual evacuation procedures to be followed as per existing policies.</b></li> <li>● <b>Fire evacuation practice taken place 25/6/20</b></li> </ul>	<p>All staff to review evacuation procedures in light of adapted working environments.</p> <p>Staff to review procedures with children on entry as appropriate.</p>	All staff All children	8/6/2020	
Access/egress of	All children, adults and parents.	<ul style="list-style-type: none"> <li>● <b>One-way traffic through designated gates and external doors</b> (for each group) to avoid face to face passing. Car gates to playground to be opened to allow wider pathway to access rear of building at pick up/drop off times.</li> </ul>	<p>Priority must be given to disabled users and those identified as having health</p>	All staff All parents All children	5/6/2020	

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school buildings	Infection of the virus	<ul style="list-style-type: none"> <li>Where possible, <b>external and internal doors</b> to be propped open to reduce the need for touching (all other fire protection measures must be adhered to).</li> <li><b>External doors to be closed</b> as normal once gates are closed.</li> <li><b>Sanitiser stations</b> available at each main entrance door.</li> <li><b>All children required to wash hands</b> thoroughly using designated facilities once inside the building or use hand sanitiser.</li> <li><b>Increased cleaning</b> of handles and touch plates.</li> <li><b>Staggered collection times and designated exit doors</b> for each group will reduce the concentration of parents collecting children and congestion around the school site.</li> <li><b>Parents prohibited from entering the school building</b> and given clear guidance (markers on ground near to entrance doors/pathways along with appropriate signage) as to where they should drop their children off and where to collect.</li> </ul>	<p>related issues.</p> <p>Provide further relevant guidance and signage for parents about drop off and pick up arrangements and one-way system if necessary.</p> <p>Ongoing messages to children and parents to promote appropriate social distancing beyond the school buildings.</p>			
First Aid & medical needs	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided.</li> <li>3 or 4 groups has a first-aider in the staff allocation. A first-aider will advise an adult in Robin group from a distance. If serious, we will ring parents.</li> <li>Access to first aid facilities is maintained and the school is suitably stocked with first aid equipment and supplies.               <ul style="list-style-type: none"> <li><b>ALL classroom areas have individual 'bum bag' or boxed first aid kits</b> removing the need for shared equipment between class groups.</li> </ul> </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>Review of the First Aid policy to include consideration of the risk of infection of COVID-19.</li> <li><b>Any child or member of staff displaying symptoms</b> of COVID-19 to be isolated immediately and arrangements made for them to be sent home and a test applied for.               <ul style="list-style-type: none"> <li>Parents and staff made aware of necessity to isolate and for how long – see <a href="#">Information about reopening</a> on website.</li> </ul> </li> </ul>	<p>The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:</p> <ul style="list-style-type: none"> <li>First Aid at Work</li> <li>Emergency First Aid at Work</li> <li>Paediatric First Aid</li> <li>Emergency Paediatric First Aid</li> </ul>	All staff	8/6/2020	
Waste	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li>Ensure all <b>waste bins</b> are present in key strategic positions within all designated class group and staff working areas.               <ul style="list-style-type: none"> <li>both in school buildings and in external areas</li> </ul> </li> <li>Unlidded bins to be <b>double bagged and emptied when no more than half full</b> to avoid spillages of contaminated waste.</li> </ul>	Staff to ensure they wear protective gloves and wash hands immediately after carrying out disposal of bins and other waste.	All staff	8/6/2020	

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		<ul style="list-style-type: none"> <li>Chn. and adults reminded NOT to remove any item from the bins or insert hands inside.</li> </ul>				
Break/Lunch times	<p>All children and adults.</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> <li><b>Each group has it's own designated area for outside</b> to avoid cross contamination.</li> <li><b>No set break time</b> to create more space to enable promotion of appropriate distancing between children – groups use their space when needed and ensure they don't cross with another group.</li> <li>Staggered breaks to minimise cross-contamination between class groups.</li> <li><b>Reduction and isolation of equipment</b> available for each group to avoid cross-contamination between groups and reduction of cleaning required.</li> <li><b>Majority of people will not be on site for lunch.</b> Children that are will eat in their base and play only in designated outside area. Adults will ensure social distancing adhered to.</li> </ul>		All staff	8/6/2020	
Staff/pupils within the shielded group	<p>All children and adults.</p> <p>Infection of the virus</p>	<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 not attend school as per the Government guidelines</li> <li>Staff/pupils that meet the criteria as <a href="#">moderate risk of infection</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>		Head	5/6/2020	
Contractors	All site users	<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 preferably out of hours unless appropriate social distancing can be maintained.</li> <li>Applepips staff to inform school when needing access to their site</li> </ul>		Caretaker Site Manager Office Team Head	Ongoing	
Property Compliance	<p>All site users</p> <p>Other diseases, infections and injury.</p>	<ul style="list-style-type: none"> <li>The school has ensured that relevant property <b>statutory compliance checks have been completed</b> and records updated.</li> <li>Daily and weekly checks have been continued throughout the 'closure' period.</li> </ul>		Caretaker Site Manager	Ongoing	
Hygiene	<p>All children and adults.</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> <li>The school has a <b>suitable supply of soap</b> and access to warm water for washing hands.</li> <li><b>Appropriate controls</b> are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.             <ul style="list-style-type: none"> <li>Staff aware of procedures and communicating this with children regularly</li> </ul> </li> </ul>	Additional supplies have been increased in preparation for a fully functioning school potentially still in an increased cleaning situation.	Caretaker Office Manager All staff and children All parents	Ongoing	

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		<ul style="list-style-type: none"> <li>○ <b>Sign and poster reminders</b> in appropriate places</li> <li>● <b>Staff and children required to wear freshly cleaned clothes every day</b></li> <li>○ <b>Uniform policy relaxed</b> to enable parents to adhere to this as appropriate.</li> </ul>				
Accident reporting COVID-19 incidents		<ul style="list-style-type: none"> <li>● The Health &amp; Safety Executive have recently updated <a href="#">the 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> <li>● For further advice and guidance the school will liaise with the appropriate Trust officer.</li> </ul>		Office Manager Head	Ongoing	
Administrative & other office based staff	All office based staff.  Infection of the virus	<ul style="list-style-type: none"> <li>● Finance Manager to work from home in order to facilitate social distancing in the office whilst still allow the office to function effectively.</li> <li>● Admin assistant to work no later that 1pm each day to allow use of telephones and office by staff for home/school liaison.</li> <li>● Continue to encourage and provide the facilities for <b>office based staff to work remotely.</b></li> <li>● <b>Strict one-in-one-out management of visitors</b> into the main reception area.</li> <li>● Only <b>parents and other visitors with pre-arranged appointments</b> to be permitted unless in exceptional circumstances.</li> </ul>		Office staff Head	5/6/2020	
Personal Protective Equipment	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li>● <b>Personal Protective Equipment should not be used</b> as an alternative to social distancing and effective hygiene and cleaning routines and procedures, except where there is no other practical solution.</li> <li>● Where <b>close proximity working</b> (e.g. EYFS (or other) staff supporting the <b>intimate care of young children</b>, or when dealing with a child or adult displaying symptoms of COVID-19) is required, the school will assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>● Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ul>		All staff	Ongoing	
Behaviour	All children and adults (inc. parents and carers).  Infection of the virus	<ul style="list-style-type: none"> <li>● <b>Staff, pupil and parental behaviour and cooperation</b> will be the key to implementing all of the control measures.</li> <li>● School will carry out <b>inductions to inform staff and pupils</b> of the changes.</li> <li>● School will <b>inform parents with suitable guidance</b> around entry to/exit from the school site and their responsibilities for <b>supervision of children</b> whilst on site and when <b>journeying to and from school.</b></li> <li>● Encourage staff and parents to cooperate with government plans for contact tracing.</li> </ul>	It may be necessary to include a further addendum to the school's existing Behaviour Policy (Headteacher)	All staff All pupils All parents	8/6/2020	

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School Staffroom	All staff.  Infection of the virus	<ul style="list-style-type: none"> <li>• Arrangements should be made to ensure the staffroom and other staff <b>communal working areas are not overcrowded</b> and social distancing can be achieved e.g. staggered lunch times for staff working with class groups.</li> <li>• <b>Cleaning equipment provided for high contact items</b> e.g. kettle, microwave oven, dining table, etc.</li> </ul>		Caretaker All staff	5/6/2020	

## Useful Guidance

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](#)

## 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](#)