

Educational Setting	Offord Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Kate Ruddock (Headteacher) – 1 <sup>st</sup> September 2021 7 <sup>th</sup> October 2021 14 <sup>th</sup> December 2021
Review Date	3 <sup>rd</sup> January 2022

### Current setting:

This risk assessment outlines the necessary measures to reduce the risks of COVID-19 for all members of Offord Primary School community. It is understood that temporary controls could be reintroduced on a regional and temporary basis, to suppress the spread of the virus – if there are developments in infection rates or strains of the virus.

Fundamentally, all members of the Offord Primary School community have a duty of care to manage any potential COVID-19 symptoms which may present prior to or during the school day. It is essential that individuals follow the national guidance on the appropriate procedures (which may include testing, isolation and support for the NHS track and trace system). The school will work closely with medical professionals and Public Health England, when managing any suspected (or tested cases which are positive). It remains imperative that the system of controls, as outlined in this risk assessment, continues to be rigorously applied to enable the safest possible environment. The ongoing use of Asymptomatic LFD (Lateral Flow Device) for all staff members and volunteers is an important control to further support the continuity of education through the pandemic.

### Key features of our system of controls:

- Most significantly, the natural flow of air through buildings is essential to reduce the risks to users of indoor spaces.
- Hand hygiene and sanitising remain the key controls to reducing the spread amongst students and staff within the school setting.
- Staff are encouraged to socially distance from one another – ideally 2 metres, where possible.
- Lateral Flow Device testing to remain as another means of mitigating against the spread of the virus amongst the members of the school community. In conjunction with TestRegister, the school will continue to monitor for positive cases and the rate of home

testing (voluntary, but strongly encouraged to be twice weekly for staff and students). Students (only those who have completed LFD testing in secondary school previously) and staff are requested to complete two 'return to school' tests 3-5 days apart.

- In the event of multiple positive COVID cases amongst the staff or pupils, the school will work closely with Public Health England and the Local Authority to reduce further risks
- Face coverings should continue to be worn by staff and visitors to site in situations outside of the classroom (e.g. corridors, communal areas or toilet facilities) where social distancing is not possible. Where staff wish to continue wearing face coverings in classrooms or communal areas, the option remains permitted.

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 mucus released when breathing and talking. Entry can be made through the eyes, nose and mouth but NOT through the skin.</p>	<p>Children will be taught in the classes and classes will be allowed to mix at lunchtimes and playtimes.</p> <p>Children will be reminded about the importance of good hygiene. Handwashing/hand sanitiser will be used when entering the building in the morning, after playtimes and when moving between classrooms. <b>Children and parents to be reminded of this and the introduction of some extra precautionary measures</b></p> <p>Movement around classrooms will be limited where it does not have a detrimental effect on the teaching and learning taking place.</p> <p>KS1 &amp; KS2 children to have own pot and designated pens/pencils etc to limit sharing of resources. Shared resource will be cleaned regularly.</p> <p><b>Enrichment activities and opportunities will take place following national guidelines – incl in person visitors in, school trips, plays</b></p> <p><b>After school clubs, music lessons, and sports coaching to commence in accordance with current guidance.</b></p> <p>Ventilation of school building – windows will be open in classrooms and offices.</p> <p><b>Adults to keep 2m apart whenever possible and masks are encouraged whenever this is not possible or in areas such as the staff room. Masks are to be worn when moving around the building by adults. Staffroom to be restricted to 5 people max in the room.</b></p>	<p>Classrooms to be cleared of unnecessary and inappropriate furniture, equipment and resources. Surfaces to be as clear as possible to allow cleaning.</p> <p>Children will need prior teaching and constant reminders to be hygienic, not touch other children and maintain distance from adults – school staff to monitor movement of children.</p> <p>Signage to remind parents about appropriate social distancing.</p>	All adults	<p>01/09/2021</p> <p>07/10/2021</p>	Ongoing

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Spread of Coronavirus between and adults and children	All children and adults	<p>The Government have provided the school with Lateral Flow Tests (LFT). These will be carried out twice per week by all adults that are working in the school building</p> <p>To add an extra layer of restriction of the spread of the virus, all staff to carry out an antigen test each Monday morning (or the morning of first day of working week if part-time) and also Thursday morning            If positive, they adult will self-isolate and complete a NHS PCR test.            Results are being reported to the government via <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>.</p> <p>Records of distribution of tests and results of tests are being kept on a spreadsheet as per government guidelines.            Although the participation of twice weekly tests is voluntary, all adults are willing to carry out the testing.</p> <p>Two members of staff are taking responsibility for re-ordering tests, training staff, monitoring and recording results</p> <p>Volunteers to school and any adult visitors will also be asked to complete a LFT</p>	<p>Spreadsheets set up for recording/monitoring</p> <p>Kits distributed to staff            Instruction and training given</p> <p>Send information about how to test to families of pupil and staff</p>	Kate and Sarah	01/09/2021	Ongoing
Sports Coaching	All children and adults	<p><b>Sports coaching to take place for 2 lunchtimes and afternoons per week. Sports coaching being tested twice weekly using LFT and continue to follow guidelines and their own risk assessments.</b></p> <ul style="list-style-type: none"> <li>• <b>Sports coach from Primary Sports Stars – provide sports coaching on Wednesday and Friday 12.15pm – 3.15pm.</b> All classes to have between 45mins and 1 hour of PE per week provided by Primary Sports Stars</li> <li>• On field or playground wherever possible but Hall is available. Ensure all hand-santise before entering hall</li> <li>• Be clear about behavioural expectations of the children – must ensure they follow coaches instructions and follow the guidelines</li> </ul>		Head & Luke Partridge	02/09/2020	Ongoing
Masks	All adults	<p><b>The wearing of masks is not required and we will not be asking adults to wear masks if outdoors on the school site, however we will be asking any non-staff members to wear masks if they come into the building. Entry to the school building will be by invitation/appointment only.</b></p> <p>Due to an local increase in Covid Cases, extra measures have been re-introduced to limit the spread.</p>	<b>Letter to inform parents Signage for school site</b>	All staff	01/09/2021  07/10/2021	ongoing

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		<p>School staff to wear masks when near parents/carers.</p> <p>School staff to wear masks when in the school building unless teaching or working in an area on their own.</p> <p>Primary pupils are not asked/required to wear masks</p> <p>All visitors, parents, etc must wear a mask when coming onto a school premises</p> <p>Facemasks will be available in the school for visitors who do not have one with them.</p> <p>Visors to be available for office staff.</p> <p>Visors to be available for 1:1 TAs</p>				
Staffroom and adult toilets	All adults	<ul style="list-style-type: none"> <li>• <b>An extra toilet has been allocated for adult use only</b> so 2 toilets available for adults. 'Proper' toilet and 'outside' toilet.</li> <li>• <b>Adults will be allocated a toilet to use – 8 adults per toilet</b></li> <li>• <b>Adults to use hand sanitiser before entering the toilet and when exiting</b></li> <li>• <b>Adults to lower toilet lid before flushing toilet</b></li> </ul> <p>Although no limit on numbers in staffroom, adults are being encouraged to social distance therefore any larger meetings will be held in a classroom or the hall.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser to be used when entering/exiting the staffroom.</li> <li>• Hands to be washed before and after using kettles, tea/coffee making facilities &amp; kitchen area</li> <li>• Crockery/glasses/cutlery washed in dishwasher.</li> <li>• Encourage social distancing when sitting/using the staff room.</li> </ul>	<b>Signage on toilet doors</b>	All adults	01/09/2020  7/10/2021	ongoing
Cleaning	<p>All children and adults.</p> <p>Infection of the virus</p> <p>The virus is thought to remain on textile or textured surfaces for 6-12hrs but up to 6</p>	<p><b>Cleaner will be tested for Covid-19 using Government provided LFT twice per week</b></p> <ul style="list-style-type: none"> <li>• <b>Increase of cleaning of the classroom communal area and touch points including:</b> <ul style="list-style-type: none"> <li>○ Taps and washing facilities</li> <li>○ Toilet flush</li> <li>○ Door handles and push plates (all doors propped open wherever possible)</li> </ul> </li> <li>• Communal area to be cleaned after use with disinfectant spray, including:           <ul style="list-style-type: none"> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, office desks</li> </ul> </li> </ul>	<p>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.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct</p>	All adults in addition to usual cleaning staff.	01/09/2021	ongoing

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	days on smooth, hard surfaces such as plastic and metal.	<p>and chairs.</p> <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>Bin and box of liners</li> </ul> </li> </ul>	<p>process and PPE to be worn.</p> <p>Rota of staff to clean between bubble and cleaner to help wipe down between bubbles.</p>			
Lunchtime Catering facilities	<p>All children and adults.</p> <p>Infection of the virus</p>	<p>School meals to be provide by HCL Lunch time run from 12.15-1.15pm</p> <p>All children in the hall at table seating in mixed aged groups. Children will collect food from the counter.</p> <p>All food will be dished up by catering staff or school staff. Children will not be helping themselves to culterly, but it will be handed out. The salad bar will not be available, only by staff dishing out the food. Children to choose thei hot meals daily.</p>	<p>Parents informed about new arrangements for ordering lunches.</p>	<p>All adults All children All parents</p>	01/09/2021	ongoing
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><b>All usual evacuation procedures to be followed as per existing policies.</b></li> <li>Fire drills to continue at least once per term.</li> </ul>	<p>Staff to review procedures with children on entry as appropriate.</p>	<p>All staff All children</p>	01/09/2021	ongoing
Access/egress of school buildings	<p>All children, adults and parents.</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> <li><b>One-way movement through designated gates and external doors will be encouraged: Entry to school site via High Street gates/exit via Millers Close</b></li> <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 kept ajar to facilitate ventilation.</b></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>Parents only to enter the school building</b> by invitation and to wear a mask.</li> <li><b>Y 3-6 parents to wait in designated area on playground</b></li> </ul> <ul style="list-style-type: none"> <li>Staff to use App to sign in.</li> <li>Visitors manually signed in by office staff.</li> </ul>	<p>Letter to parents reminding them of timings and access arrangement to the school site Signage to be renewed where required</p> <p>Priority must be given to disabled users and those identified as having health related issues.</p>	<p>All staff All parents All children</p>	01/09/2021	ongoing

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First Aid & medical needs	All children and adults.  Infection of the virus	First-aid will be provided as required.  <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</li> </ul>		All staff	01/09/2021	ongoing
Visitors and Volunteers	All site users	<ul style="list-style-type: none"> <li>Visitors must have a prebooked appointment</li> <li>Visitors will be asked to wear a face mask in the school building and social distancing will be <del>encouraged.</del> <b>expected</b></li> <li>Regular visitors include parent readers and lunch-time helpers will be asked to complete twice weekly LFT</li> <li><b>Visitors will be expected to wear a mask in the schooo building</b></li> </ul>		Office Team All staff	01/09/2021  <b>07/10/2021</b>	ongoing
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	01/09/20201	ongoing
Lettings	Children and adults	Evening and weekend lettings to commense under previous letting agreements.  In addition to this: Hirers of hall requested to wipe down any equipment or areas used at the end of their session and any touch points such as door handles. Toilets to be wiped over at the end of the sessions. Hirers to inform the school of any outbreaks of Covid in the Hirer's group.		Office staff Hall hirers	01/09/2021	ongoing
Christmas Celebration Arrangements		<ul style="list-style-type: none"> <li>Christmas cards allowed to be given out by children. They will be posted in the Christmas Post Boxes with a 'Last Posting Day' of 14<sup>th</sup> December. Following quarantine they will be sorted and then distributed following a second quarantining.</li> <li>Christmas Performances – EYFS, Y1 &amp; Y2 (22 children) will perform 2 outdoor performances that will be held in the outdoor classroom on Wednesday 15<sup>t</sup> December. Tickets will be limited to max 60 people. A list of main contacts for each performance will be kept for Track and Trace if required. As it is outside,</li> </ul>	Information to be shared with families and children	Head and class teachers	2/12.20	ongoing

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		adults will be encouraged to wear masks but it is not compulsory. <ul style="list-style-type: none"> <li>Christmas Dinner – Tuesday 14<sup>th</sup> December. All children will be in the hall. Only school staff will be present to serve the children at their tables.</li> <li>Father Christmas visit – Tuesday 14<sup>th</sup> December. 'Father Christmas' and his 'reindeer' (Shetland pony – in the care of it's owner) will visit school. He will sit in the orchard where classes will visit him to read a story (selection boxes that have been in quarantine)</li> <li>Christmas Beetle Drive – Thursday 16<sup>th</sup> December. Only school staff will be present with the children for this event which will take place in the hall. All standard risk management.</li> <li>Carols in the Playground - Wednesday 15<sup>th</sup> December. Parents invited to an outdoor carol concert. Socially distanced on the playground. Adults encouraged to wear masks.</li> </ul>				

## Useful Guidance

What parents and carers need to know about early years providers, schools and colleges – updated 14<sup>th</sup> December 2021 [here](#).

Cambridgeshire and Peterborough City's Covid 19 Guidance for Parents and Carers can be found [here](#). Updated 14<sup>th</sup> December

Cambridgeshire and Peterborough City's flow chart that shows the process for schools with a case which can be found [here](#). Updated 14<sup>th</sup> December

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