

Educational Setting	Offord Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Kate Ruddock (Headteacher) – Updated 4 <sup>th</sup> November 2020 Updated 1 <sup>st</sup> September 2020
Review Date	December 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 mucus released when breathing and talking. Entry can be made through the eyes, nose and mouth but NOT through the skin.</p>	<p>The will be 2 bubbles which will not come together on the premises during the school day. Children in bubbles are not required to social distance from each other, but are required to keep 2m away from adults as much as possible.</p> <p>Adults to keep 2m from each other at all times.</p> <ul style="list-style-type: none"> <li>• <b>Bubble 1</b> (EYFS, Y1 &amp; Y2 – 37 children)</li> <li>• <b>Entry/Exit via the blue gate</b> - queuing system for parents on the grass outside.</li> <li>• <b>5 toilets availables</b> – children will be allocated a toilet for their use.</li> <li>• <b>Playtime – 10.30-10.45</b></li> <li>• <b>Lunchtime – In hall 12.15 – 12.40, Outside 12.45 – 1.15pm</b></li> <li>• <b>Bubble 2</b> (Y3, Y4, Y5 &amp; Y6 – 57 children)</li> <li>• <b>Entry/Exit</b> – Hawks class (Year 3/4 – via door by Meeting Room) <b>Kingfishers (y5/6) viaa their cloakroom door</b></li> <li>• <b>Toilets for each class</b> – One in one out (2 toilets per class)</li> <li>• <b>Playtime – 10.10-10.25</b></li> <li>• <b>Lunchtime – Outside 12.15-12.40 – wash hands then In Hall 12.45-1.15pm</b></li> <li>• <b>Class furniture</b> – in KS2 class furniture will be placed so children are facing forward. Y2 – this will be done where possible. KS2 children will have allocated places and chairs.</li> <li>• <b>KS1 &amp; KS2 children to have own pot and designated pens/pencils etc to limit sharing of resources.</b></li> </ul>	<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	31/8/2020	In place and ongoing

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		<ul style="list-style-type: none"> <li>Enrichment activities and opportunities restricted in first half term inc. after school clubs, plays, visits out and visitors in. <b>Second half-term. After school clubs to start. Run in accordance with current guidance</b></li> </ul>				
Sports Coaching	All children and adults	<ul style="list-style-type: none"> <li><b>Sports coach from Primary Sports Stars – provide sports coaching on Wednesday and Thursday 12.15pm – 3.15pm.</b> All classes to have between 45mins and 1 hour of PE per week.</li> <li>Children will not change for PE, except for shoes/trainers.</li> <li>On field or playground. If rains, still on field (hall not available)</li> <li>Children to be change by Offord Staff and taken to the Primary Sports Star coach outside enabling the coach not to have to come in to the building.</li> <li>Primary Sports Stars have activities that meet socially distancing rules and guidance on sharing equipment, while also delivering the curriculum.</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	In place and ongoing
Masks		<ul style="list-style-type: none"> <li><b>Following The Cam Trust Guidelines on wearing of Facemasks:</b> The following protocols apply to all schools in The Cam Academy Trust and should then be interpreted by schools as appropriate to their individual context and confirmed as an appendix to current risk assessments:               <ul style="list-style-type: none"> <li>Primary pupils are not asked/required to wear masks</li> <li>Staff and pupils can wear masks if they wish as long as ‘appropriate’ and not deleterious to learning and/or behaviour (as decided by the school)</li> <li>All visitors, parents, etc must wear a mask when coming onto a school premises</li> <li>Staff and secondary pupils could be told they must wear masks if at least one of the following situations is deemed to exist in a school:                   <ul style="list-style-type: none"> <li>It is probably impossible to prevent fully the possible mingling of ‘bubbles’ in some areas (e.g. certain school corridors)</li> <li>There are particular parts of a school that cause concern in terms of the possibility of ever ensuring any meaningful social distancing and possible other concerns such as poor ventilation</li> <li>All secondary pupils and staff must have a mask with them to be worn if needed. For example, a fire drill might cut across various protocols so a mask should be put on and the building exited in that situation. Pupil premium pupils should be provided with masks as well as their own small hand sanitiser.</li> </ul> </li> </ul> </li> <li>– Visors are available to staff if wanted and are expected in certain situations</li> </ul>	Letter to inform parents Signage for school site	All staff	02/09/2020	In place and ongoing

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		(e.g. a TA working in close proximity with a child) (August 2020) <ul style="list-style-type: none"> <li>Adults will be asked to wear facemasks in areas where bubbles mix if social distancing guidance can not be adhered to (eg staffroom and office)</li> <li>Facemasks will be available in the school for visitors who do not have one with them.</li> <li>Visors to be available for office staff.</li> <li>Visors to be available for 1:1 TAs</li> </ul>				
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. 'Proper' toilet and 'outside' toilet.</li> <li>Adults will be allocated a toilet to use – 8 adults per toilet</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>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>Use own mugs/glasses – adults not to share.</li> <li>Crockery/glasses/cutlery washed in dishwasher.</li> <li>Clean teatowel each day.</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. (only 1 person to work at the table at any one time)</li> </ul>	<b>Signage on toilet doors</b>  <b>Purchase new tea towels</b>  <b>Rota for tea-towel washing</b>  <b>Order extra PHS sanitary bin</b>	All adults	4/9/2020	In place and ongoing
Cleaning	All children and adults.  Infection of the virus  The virus is thought to remain on textile or textured surfaces for 6-12hrs but up to 6 days on smooth, hard surfaces	<ul style="list-style-type: none"> <li><b>Employing extra cleaning hours an 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 and chairs.</li> </ul> </li> <li><b>Increased cleaning hours:</b>                12.45-1.45 then 2.00 – 5.00 Daily (increase of 5 hours per week)</li> </ul>	Lunchtime cleaning to include toilets and touch points.  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.	31/8/2020	In place and ongoing

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	such as plastic and metal.	<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 (double bagged)</li> </ul> </li> <li>Hall tables to be wiped down between bubble sittings</li> </ul>	<p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct 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	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li>Bubbles in hall at separate times – <b>Bubble 1 -12.15pm – 12.45pm</b> <b>Bubble 2 12.50pm – 1.15pm</b></li> <li>Tables need to be wiped between sittings.</li> <li>Chairs – either <b>wiped between bubbles</b></li> <li>Children can not go to hatch – parents will choose lunches via form in advance each week.</li> <li>Children to sit at set places for the week and not to move around the room.</li> <li>Food to be plated up and served. No ‘communal food’ eg salad stations. Cutlery and cups to be placed on plate with main course and dessert,</li> <li><b>Dirty plates removed from tables</b> by adult.</li> </ul>	<p>Parents informed about new arrangements for ordering lunches. Forms set up to collect meal choices by Friday of week before.</p> <p>2 adults in hall and the two cooks</p>	All adults All children All parents	ongoing	In place and 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>Ensure bubbles at muster point do not mix.</li> <li><b>All usual evacuation procedures to be followed as per existing policies.</b></li> <li><b>2 fire practices have taken place in first half term. Fire drills to continue at least once per term.</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	07/09/2020	In place and ongoing
Access/egress of school buildings	All children, adults and parents.  Infection of the virus	<ul style="list-style-type: none"> <li><b>One-way movement 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> <li><b>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>Staggered collection times and designated exit doors</b> for each group will</li> </ul>	<p>Priority must be given to disabled users and those identified as having health 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>	All staff All parents All children	02/09/2020	In place and ongoing

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		<p>reduce the concentration of parents collecting children and congestion around the school site.</p> <ul style="list-style-type: none"> <li>• <b>Parents prohibited from entering the school building (unless pre-arranged)</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> <li>• <b>Adults to leave children at main playground car gates, so children can enter school on own.</b></li> <li>• <b>Y 3-6 parents to wait in designated area on playground</b></li> <li>• Staff to use App to sign in.</li> <li>• <b>Visitors manually signed in by office staff.</b></li> </ul> <p>All times are enter through the gates at:            Y5/6 non sibling – 8.35-8.40am (22 children – most no adults)            Siblings families (diff 'door entry points') – 8.40-8.45am (38 ch/18 families)            EYFS, Y1, Y2, Y3 &amp; Y4 – 8.45 – 8.50am (23 ch, 21 families)</p> <p>Collection – all times are enter through the gate at:            EYFS, Y1, Y2, Y3 &amp; Y4 – 3.10 – 3.15pm            Sibling families (diff 'door entry points')– 3.15pm – 3.20pm            Y5/6 – 3.20pm - 3.25pm (most will leave on own)            Applepips to follow same groups times</p> <p>Carpark – no movement of cars between 8.30am – 9am and 3pm – 3.30pm (to allow children/parents to keep socially distances and use car park gates.            One gate closed and bollard put in gap.            Exceptions – 2 disbaled users – will be first and last to arrived. Already agreed with parents.            GM – drop at High Street gate – collect from car park at 3.30pm            ZS – drop in carpark 8.30am and collect 3.25am (Gates 'shut' after she leaves and only open for her in afternoon)</p>	<p>Ongoing messages to children and parents to promote appropriate social distancing beyond the school buildings.</p> <p>Risk assessment to be shared with Applepips.</p>			

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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>First-aid will be provided by an adult who works mainly with a specific bubble.</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 bubble 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</li> <li>Isolation room designated – only used for isolation purposes.</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	31/8/2020	In place and ongoing
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> <li>Chn. and adults reminded NOT to remove any item from the bins or insert hands inside.</li> </ul>	Staff to ensure they wear protective gloves and wash hands immediately after carrying out disposal of bins and other waste.	All staff	31/8/2020	In place and ongoing
Break/Lunch times	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li><b>Each bubble has it's own designated play area and play time for outside</b> to avoid cross contamination.</li> <li>Staggered breaks/outside lunch-time to minimise cross-contamination between class groups.</li> <li><b>Reduction and isolation of equipment</b> available for each bubble to avoid cross-contamination between groups and reduction of cleaning required.</li> </ul>		All staff	31/8/2020	In place and ongoing

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Staff/pupils within the vulnerable group (including BAME)	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <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>, and BAME, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> <li>EHCP children – individual risk assessments completed – M form. Shared with Parents and Sen serviced</li> </ul>		Head	31/8/2020	In place and ongoing
Visitors and Volunteers	All site users	<ul style="list-style-type: none"> <li>Visitors must have a prebooked appointment</li> <li>Visitors must wear a face mask in the school building and follow social distance guidance.</li> <li>Visitors to be explained the guidance when first visiting.</li> <li>Regular visitors include parent readers and lunch-time helpers</li> </ul>		Office Team All staff	Ongoing	In place and ongoing
Parent Consultation Evenings	All adults	<ul style="list-style-type: none"> <li>To take place via Teams or the telephone (parental choice)</li> <li>Appointments made on an electronic document</li> <li>Teams protocol to be followed for meetings</li> </ul>	Guidance issued to parents before the meeting week	Head Class teachers	4/11/20	
After School Sports Clubs	All children and sports coach	<ul style="list-style-type: none"> <li>Primary Sports Stars &amp; Talent Dance Academy to run after school clubs on three nights.</li> <li>If possible it will take place outside. If inside the hall will need cleaning after the session.</li> <li>All children must sanitise before and after the sports club.</li> <li>Parents to collect in a socially distanced way from designated place.</li> </ul>	Information/guidance to be sent to parents	Head Office Team Sports coaches	9/11/20	
Music Tuition	All children and peripatetic teachers	<ul style="list-style-type: none"> <li>Music lessons to resume.</li> <li>Music teachers to wear masks in accordance with school guidance above.</li> <li>Students to use hand sanitiser before going to music lesson.</li> <li>If possible, teacher to remain 2m away from children.</li> <li>If tuition requires closer contact, masks to be worn by teacher and optionally worn by pupil.</li> <li>Children will be encouraged to bring own instruments/drum sticks. If any equipment needs sharing, it will be sanitised between children.</li> <li>Lessons to be arranged to have all from one bubble, then all from the other bubble if at all possible to reduce risk of infection between bubbles.</li> </ul>	Information to be shared parents of music students, the children taking lessons and the peripatetic teachers	Head Office Staff Peripatetic teachers	2/11/20	
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> </ul>		Caretaker Site Manager Office Team Head	Ongoing	In place and ongoing

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Property Compliance	All site users  Other diseases, infections and injury.	<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	In place and ongoing
Hygiene	All children and adults.  Infection of the virus	<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> <li><b>Sign and poster reminders</b> in appropriate places</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	In place and 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	Ongoing	In place and ongoing
Administrative & other office based staff	All office based staff.  Infection of the virus	<ul style="list-style-type: none"> <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> <li><b>Masks to be worn by all staff in the office when not seated at desks.</b></li> </ul>		Office staff Head	Ongoing	In place and ongoing
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	In place and ongoing
Behaviour	All children and adults (inc. parents and carers).  Infection of the	<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> </ul>	It may be necessary to include a further addendum to the school's existing Behaviour Policy (Headteacher)	All staff All pupils All parents	31/8/2020	In place and ongoing



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	virus	<ul style="list-style-type: none"> <li>Encourage staff and parents to cooperate with government plans for contact tracing.</li> </ul>				
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	31/8/2020	

## Useful Guidance

Education and childcare settings: New National Restrictions from 5 November 2020 can be found [here](#)  
 Welcome back to School – A Guide for Parents and Carers of children returning to school can be found [here](#)  
 What parents and carers need to know about early years providers, schools and colleges in the autumn term [here](#)  
 Test and Trace School Pack from Cambridgeshire County/Peterborough City Council 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](#)