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| **Educational Setting** | **Duxford Primary School** |
| **Activity / Task** | COVID-19 Risk Management Assessment (Educational Settings) |
| **Completed by & Date** | Sarah Cahill (Business Manager) and Suzanne Blackburne-Maze (Headteacher) 01.09.2021 |
| **Review Date** |  27 September 2021 |

BM – Business Manager, SO – Site Officer, OA – Office administrator, SLT – Senior Leadership Team, HT - Headteacher

| **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** |
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| ***Prevention*** | All members of the school community | ***Ensure good hygiene for everyone****Hand hygiene*Rigorous hand washing/sanitising procedures in place since March 2020 and frequent reminders issued. Handwashing techniques advice can be found [here](https://public.huddle.com/a/qYBLLYj/index.html)*Respiratory hygiene - promoting the ‘catch it, bin it, kill it’ approach*Control measures in place. *PPE/face coverings*Face coverings are no longer advised for pupils or staff. We still require them for visitors to school. Staff members may choose to wear face coverings – for example in communal areas such as the staffroom - but this is not a requirement. ***Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents*** Enhanced regime in place – see Cleaning section below***Keep occupied spaces well ventilated***As many windows and doors as possible kept open for ventilation. This applies to all indoor spaces including classrooms, the hall, staffroom, learning bays. Warm clothing advised for children & adults for comfort.  ***Testing, self-isolation, confirmed cases***Staff continue to take lateral flow tests twice a week until further notice. No adult or child should come into school if they are experiencing CV-19 symptoms, if they have had a positive test, if they have been told to isolate by NHS Test and Trace or if they have been told to quarantine after travel. If children in school have symptoms of CV-19 they must be isolated in the accessible toilet area and sent home as soon as possible. Staff should use the available PPE and the area should be cleaned thoroughly following government guidelines. Staff should go home immediately if have symptoms.Close contacts of a positive case do not need to self-isolate if they are under 18 or fully vaccinated, but should book a PCR test. Public Health guidelines to be followed in all cases.  | This policy will be kept under review in the event of rapidly rising local transmission – see Contingency planOngoing monitoring of supplies, including soap and hand gelCO2 monitors to be supplied to school to identify ventilation needsRegular SLT walkarounds to confirm school well ventilated. |  Dept of EducationSLT | Sept 202108.09.21 |  |
| **Contingency planning for a further outbreak** | School community | See Covid Outbreak Contingency Plan – Sept. 2021A remote education plan is in place. Policy on school website |  |  |  |  |
| **Vulnerable individuals** | Children and vulnerable members of staff | Clinicically vulnerable children and adults should now attend school with no additional measures in place. This will be kept under review in the event of rising cases – see Contingency Plan Sept. 2021. |  |  |  |  |
| **Cleaning - premises** | School community | More frequent cleaning procedures are in place across the site, particularly in communal areas and frequently touched surfaces. The PHE guidance on cleaning of non-healthcare settings is followed. Records of daily cleaning are kept including twice-daily cleaning of frequently-touched surfaces. |  |  |  |  |
| **Access/Egress of school building** | Children, staff and parents/carers | * Arrival is direct into classroom in arrival ‘window’ to reduce congestion. Children encouraged to arrive independently.
* KS2 gate and back gate to be used. Gates monitored by school staff
* Children enter and leave school through their classroom external door. Doors propped open.
* Parents wait to collect on field outside classroom door or on playgrounds, depending on location of child’s class
* Adverse weather conditions policy reviewed.Schedule of de-icing amended to reflect current entry gates. Entry/exit points to remain as they are in event of wintry weather. Families informed of arrangements and asked to wear appropriate footwear.
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| **First Aid** | Children & staff administering first aid | First aid supplies restocked regularly.Individual first aid kits are provided for each classroom.There are adequate numbers of first aid and paediatric first aid trained staff2 x non-contact thermometers are available. One kept in office, the other in mobile 2.Staff have been trained in actions required in event CV-19 symptoms are suspectedOA administers prescription medication as indicated by parent form. Gloves to be worn. First aid policy with Covid-19 appendix in place | Staff use walkie-talkies to call for help from mobile classrooms |  |  |  |
| **Contractors and visitors** | School community | * All [contractors](https://public.huddle.com/a/rBXZwVM/index.html) must provide a suitable and sufficient risk assessment for the activities they carry out which must [include covid-19](https://bit.ly/WorkingSafelyComms.).
* All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.

Visitors to school must wear face coverings.  |  |  |  |  |
| **Lettings** | School community | Lettings resuming from Sept 2021. Hirers asked to implement suitable hygiene arrangements and keep occupied spaces well ventilated.  | Check these arrangements in place before first hirings resume | BM | 03.09.21 |  |
| **Accident reporting Covid-19 incidents** |  | * The Health & Safety Executive have updated [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) 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.
* Covid annex to Health & Safety Policy in place.
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| **Equality Impact Assessment** | Staff & Pupils | * A equality impact assessment has been completed.
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| **Learning outside the classroom (day trips, etc.)** | Children & staff | Educational visits are permissible with risk assessments in place. These should include hygiene and ventilation requirements.  |  |  |  |  |
| **Extra-curricular activities (coaches, tutors, after school)** | Children & extra-curricular staff | All extra-curricular activities permitted with suitable risk assessments.  |  |  |  |  |
| **Physical activity** | Children & teaching staff | Children arrive in school in PE kit on relevant days to avoid changing.No further restrictions on physical activity unless advice changes |  |  |  |  |