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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) 03.12.2020, 06.01.2021, 11.01.2021, 18.01.21, 28.01.21. Comprehensive review 24.02.21 Walk-abouts to assess effectiveness of Risk Assessment carried out by SC & SBM 23.11.2020, 22.02.21 |
| **Review Date** | 22.03 2021 – or as advised by local authority |

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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) | All members of the school community | 1. *minimise contact with individuals who are required to self-isolate by ensuring they do not attend school*   No adult or child should come into school if they or a member of their household 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.   1. *ensure face coverings are used in recommended circumstances*   Government guidance for primary schools stataes that face coverings are only required when adults cannot distance from each other. Staff wear a face covering in all communal areas and moving around school.  Parents/carers required to wear a face covering on school site.  Children not required to wear a face covering in school   1. [*clean hands thoroughly more often than usual*](#Hygiene)   Rigorous hand washing/sanitising procedures in place since March 2020 and frequent reminders issued   1. *ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach*   Control measures in place   1. *maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents*   Enhanced regime in place – see Cleaning section below   1. [*minimise contact across the site and maintain social distancing wherever possible*](#socialD)   Class bubbles in place. Full details in Operating Handbook.  Any staff operating across different class bubbles (kept to an absolute minimum) wear face coverings in classrooms. For these staff 2m distancing in classrooms essential between adults and children. Staffroom not in use for sitting and staff maintain 2m social distancing from each other at all times in all areas.  Established procedures in place for arrival/departure in school; break and lunch times; SEND pupils; visitors   1. *Keep occupied spaces well ventilated*   As many windows and doors as possible kept open for ventilation. Warm clothing advised for children & adults   1. *Ensure individuals wear PPE where necessary*   This relates to use of PPE when staff dealing with child with CV-19 symptoms. Established procedure in place.   1. *Promote and engage in asymptomatic testing*   Programme of twice-weekly staff testing and reporting in place | Face visors or shields should now not be worn as an alternative to face coverings but may be used in addition.  Classrooms are now regarded as communal areas. Staff should wear face masks in classrooms if they are unable to maintain 2m social distance from each other at all times, e.g. while both supporting a child.  Staff working 1:1 with a child or with a small group may choose to wear a face covering.  Staff working across more than one bubble should wear a face covering and must ensure 2m distancing from adults and pupils. Individual risk assessments for these staff are prepared as necessary.  Ongoing monitoring of supplies, including soap and hand gel  Staff must maintain 2m social distancing from each other within classrooms and wear a face covering where this is not possible  Face visors not to be used as alternative to face covering but can be worn in addition  Reminder to parents about ventilation and warm clothing ahead of reopening on 8 March 2021.  Regular SLT walkarounds to confirm school well ventilated | SLT to communicate to staff  SO & Finance assistant  SLT communicate to staff  SLT communicate to parents  HT/BM | 26.02.21  ongoing  26.02.21  05.03.21  Next 10.03.21 |  |
| [Response to any infection](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) | School community | 1. *Promote and* [*engage with the NHS Test and Trace process*](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance) 2. *manage confirmed cases of coronavirus (COVID-19) amongst the school community* 3. *contain any outbreak by following local health protection team advice*   Established procedures are in place to comply with these controls |  |  |  |  |
| Contingency planning for a further outbreak | School community | * *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*.   A remote education plan is in place. Policy on school website |  |  |  |  |
| Vulnerable individuals | Children and vulnerable members of staff | Statutory guidance followed for staff who are CEV, CV or pregnant and individual risk assessments in place with regular reviews. Staff are closely involved in this process. Staff wellbeing is a priority.  Children’s attendance is monitored closely and conversations held regularly with vulnerable families. No children currently CV or CEV – kept under review. |  |  |  |  |
| 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. |  |  |  |  |
| Cleaning - resources | Children & classroom staff | Learning resources within bubble: classroom-based resources can be shared within bubble, although frequently used equipment e.g. pens, are in individual packs  Learning resources moving between bubbles: all equipment moving between bubbles is either wiped/washed beween uses or quarantined as necessary (48 hrs or 72 hrs for plastics). Quarantined items are clearly marked & dated.  Children’s laptops & ipads – minimize sharing between groups. Wash hands before & after use. Wipe clean after use  Outdoor play equipment – currently not in use |  |  |  |  |
| [Lunchtime Catering facilities](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) | Children & staff | Children eat meals in classrooms. Meals prepared by the catering staff are bagged or boxed individually. Recyclable disposable containers and cutlery used. Normal rigorous hygiene procedures followed in preparation of food.  Packed lunches (both home and school-provided) not to contain items the children cannot open themselves so staff do not have to help them.  Staff remain in classroom to eat lunch. Staffroom not in use. Hall can be used with strict social distancing in place | Parents to be informed of lunch arrangements ahead of reopening on 8 March 2021 | SLT | 26.02.21 |  |
| Fire Safety |  | * Fire exits from classroom external doors * 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, which should include lifts. * Ensure all emergency escape routes / doors are fully operational and kept clear. * Staff and pupils must still keep 2m distancing between bubbles when at the evacuation point. | Drill to be carried out once all pupils back in school | BM/SO/HT | 19.03.21 |  |
| Access/Egress of school building | Children, staff and parents/carers | * Arrival and departure times are staggered to reduce congestion. * KS2 gate and back gate to be used. Gates monitored by school staff * Children enter and leave school through their classroom external door. (Y5 use KS2 door) Doors propped open * Only one person per family on school site * Parents wait to collect on field outside classroom door or on playgrounds, depending on location of child’s class * Parents of children with particular issues can make individual arrangements * 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. | Parents/carers to be reminded of arrangements ahead of school reopening on 08.03.21. Reminders also needed about social distancing and face coverings at arrival/departure times  Face covering posters to be displayed at front and back gates and in foyer entrance | SLT  BM | 05.03.21  05.03.21 |  |
| First Aid | Children & staff administering first aid | First aid supplies restocked regularly since 1 June  Individual first aid kits are provided for each classroom.  There are adequate numbers of first aid and paediatric first aid trained staff  2 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 suspected  OA administers prescription medication as indicated by parent form. Gloves to be worn.  First aid policy with Covid-19 appendix in place | One 3-day trained first aider requires refresher – booked for 11/12 March 21.  Second 3-day person needed –conveniently located training course currently being sought |  |  |  |
| Break/Lunch times |  | Breaks and lunchtime play are staggered so that there are not too many groups on the field. Field separated into zones. If wet, playgrounds to be divided between groups.  Classes using old KS1 playground and basketball court are remote – staff to carry mobile phones in case they need help | Field to be remarked ahead of return to school on 08.03.21 | Teaching staff/site officer | 05.03.21 |  |
| 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 strictly limited. Must have an appointment and must sign form to confirm no symptoms and leave contact details.  There are no lettings until further notice. | Reminder to parents ahead of reopening on 08.03.21 about not coming into school. | SLT | 05.03.21 |  |
| Property Compliance | School community | * Statutory compliance checks have continued without interruption throughout the Covid-19 period, as have daily and weekly checks. |  |  |  |  |
| Accident reporting Covid-19 incidents |  | * The Health & Safety Executive have recently 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. | . |  |  |  |
| Administrative Staff | Admin staff | All admin staff are working normal hours, observing social distancing  No more than one member of admin staff per office.  Face coverings worn by admin staff at all times |  |  |  |  |
| Personal Protective Equipment |  | PPE available in case of suspected case of CV-19 and kept in accessible toilet area  Masks and gloves available for TAs doing first aid.    Disposable masks available for staff who prefer to use these. Face visors also provided (not alternative to face covering) |  |  |  |  |
| Behaviour |  | Behaviour covered in the Operational Handbook – specific requirements to keep everyone safe.  PHSE will focus on behaviour as well as other issues | Behaviour protocols to be stressed in classrooms on return to school from 08.03.21 | Teaching staff | Week beginning 08.03.21 |  |
| School Staffroom |  | Staffroom only in use for using reprographic equipment and preparing drinks. Breaks are staggered to avoid busy times. No sitting currently permitted and staff must wear face covering at all times and maintain 2m social distancing |  |  |  |  |
| Infection Control | Staff  Pupils  Handwashing | * Staff and pupils have access at all times to water and soap for hand washing. * Handwashing carried out in classrooms to avoid crowding in toilet areas. * Most bubbles have own toilets |  |  |  |  |
| Equality Impact Assessment | Staff & Pupils | * A equality impact assessment has been completed. |  |  |  |  |
| Lack of staff | Pupils – inadequate supervision could impact safety as well as learning  staff in school – impact on safety & wellbeing of covering in other classes/bubbles | * Supply cover can be used in the event of staff absence. This will be limited to 2 supply staff at any one time, if supply staff are available. Bubbles/classes will close if inadequate supervision is available. * Staff to work in no more than 2 different bubbles/classes |  |  |  |  |
| Increased risk of transmission | Staff and Pupils social distancing | The school has reduced contacts as much as possible by:   * grouping children together in whole class bubbles * avoiding contact between groups * arranging classrooms with forward facing desks * staff maintaining 2m distance from other staff at all times and from pupils as much as possible * Face coverings worn as described on p. 2 above   Children’s equipment - pupils to bring only essential items – coat, lunch, water bottle. Pupils must bring in hand sanitiser, tissues & felt tip pens to be kept in school. All personal items to be hung on chair or kept in tray on desk – cloakrooms not to be used.  No need for PE kit – children to arrive ready for PE on relevant days | Reminders about children’s equipment to go out to parents/carers ahead of return to school on 08.03.21 | SLT | 05.03.21 |  |
| Dedicated school transport, including statutory provision | Children & bus staff | We are in contact with the LA to provide necessary information on bus transport.  All class/year groups are separate bubbles. Specified bubble seating on school transport.  Bus register forms basis of test & trace.  Any changes to bus register to be identified at morning registration so that queries can be resolved by office before end of day. OA collects bus registers from outside classrooms in morning and returns in afternoon with queries resolved.   * bus travel risk assessment received   Parents reminded to maintain social distancing at bus stops | Newsletter to include reminder to parents about social distancing at bus stops | SLT | 05.03.21 |  |
| Learning outside the classroom (day trips, etc.) | Children & staff | The current advice (Feb 21) remains against educational visits at this time  For more information contact [Stephen Brown (Outdoor Education Adviser·)](mailto:stephen.brown@cambridgeshire.gov.uk) |  |  |  |  |
| Extra-curricular activities (coaches, tutors, after school) | Children & extra-curricular staff | No clubs except DX (breakfast and after-school) Club.  Discussions have been held with DX regarding safe operation.  Music therapy delivered online  Clubs situation to be reviewed for summer term | Review provision of clubs in April 21  Play therapy to resume in school from week beginning 08.03.21. Community room to be used with good ventilation. Risk assessment to be updated. | SLT  SENDCo/therapist | April 21  05.03.21 |  |
| Physical activity | Children & teaching staff | * Outdoor sports in class bubbles only. * Cambridge Utd can deliver sports curriculum to class groups. No sharing of equipment between groups. Coach to maintain social distancing and avoid contact sports. * PE only to take place outside. Hall not to be used. * Classes to do Daily Mile on a rota basis * Contact sports to be avoided. * Children arrive in school in PE kit on relevant days to avoid changing   For more information contact [Ian Roberts (Specialist Adviser - Physical Education and School Sport)](mailto:Ian.Roberts@cambridgeshire.gov.uk) | Reminder to parents about PE kits on relevant days | SLT | 05.03.21 |  |
| Signage |  | Visitor protocol in place  Sign for staff on arrival – use own pen/wash hands  Hand cleaning posters already in place  Signage in staffroom in place |  |  |  |  |

**Useful Guidance**

* Guidance for full opening: schools can be found [here](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A)
* Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#fire-safety)
* The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes)
* The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf).
* CLEAPSS [Guide to doing practical work in a partially reopened school Science](https://public.huddle.com/a/lrVPERK/index.html)
* CLEAPSS [Guidance for science departments returning to school after an extended period of closure](https://public.huddle.com/a/VdRjYeV/index.html)
* Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance)
* COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing)
* Actions for early years and childcare providers during the coronavirus outbreak can be found [here](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)
* Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)
* Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) can be found [here](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)

**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](https://public.huddle.com/a/qYBLLYj/index.html)