

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) 30 September 2020
Review Date	5 November 2020

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

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	All members of the school community	1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>1. Staff and children not to come into school if they are experiencing symptoms of COVID-19</p> <p>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.</p>	<p>To be communicated to parents – SLT & office</p> <p>PPE is in place, together with instructions for use</p> <p>Business Manager - Sign for staff at entrance – use own pen,</p>	<p>21.07.20</p> <p>03.09.20</p>	<p>Yes</p> <p>Yes</p>

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		2. where recommended use of face coverings in school	<p>Government guidelines do not recommend for use in primary schools except where staff prefer to use when administering first aid. However any member of staff, especially those working one-to-one with a child can wear a named visor or a mask in school if they prefer.</p> <p>PPA cover staff moving between 3 or more bubbles should wear a named visor. PPA staff moving between 2 bubbles should position their chair 2m from children's desks.</p> <p>If children wear a mask, they must clean their hands before and after touching them – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic</p>	<p>sanitise/wash hands</p> <p>Communicate to parents – SLT</p> <p>Site Officer to ensure sufficient supplies of soap and sanitizer plus roller towels & paper towels.</p> <p>Now to review supplies for new mobiles – Site Officer/BM</p> <p>Portaloos with sinks ordered for Y5/6– SC</p> <p>Extra bins already obtained. Good stock of tissues</p>	<p>17.07.20</p> <p>21.07.20</p> <p>03.09.20</p> <p>07/07/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		3. clean hands thoroughly more often than usual	<p>bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Everyone, children and staff, must wash their hands for at least 20 seconds many times a day, including on arrival in school, after sneezing or coughing, before or after handling/eating food, after going to the toilet, after coming in from outside. Children bring in individual hand sanitisers, but full hand-washing is preferable.</p> <p>Individual portable hand-sanitiser kits to be purchased for staff.</p> <p>3.Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available?</p>	<p>Check for new mobiles – Site officer</p> <p>Site Officer to ensure sufficient supplies of cleaning products – tubs of wipes, paper towels and tissues in all areas</p> <p>Now to include mobiles</p>	<p>03/09/20</p> <p>30.07.20</p> <p>03.09.20</p> <p>09.07.20</p> <p>03.09.20</p> <p>14.07.20</p> <p>30.07.20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>4. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>5. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>4. Are there sufficient stocks of tissues and disposal bins available for all classrooms?</p> <p>5. Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks?</p> <p>Continue with regime of extra cleaning – 5 hours extra cleaning allocated.</p>	<p>Extra cleaning hours agreed with staff</p> <p>Review hours again in view of mobiles – BM/SO</p> <p>Staff meetings held wk beginning 06.07.20. Operating handbook to be</p>	<p>15.07.20</p> <p>02.09.20</p> <p>28/08/20</p> <p>04.09.20</p>	<p>yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		6. minimise contact between individuals and maintain social distancing wherever possible	<p>6. Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc?</p> <p>Staff to maintain 2m distancing where possible. Staff occasionally with a bubble – e.g. lunch cover – to sit or stand at 2m distance from children. Where not possible avoid face to face contact and minimise time spent at 1m of others. PPA and supply cover staff to wear named face visor where cannot social distance.</p>	<p>prepared and circulated to all staff & governors</p> <p>Revised version to be prepared by SLT</p> <p>Staffroom to be measured & reconfigured to ensure 2m distancing – BM/SO</p>	03.09.20	<p>Yes</p> <p>Yes</p>

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				they have followed correct procedures when sending isolating child back to school		
Contingency planning for a further outbreak		<ul style="list-style-type: none"> 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. Schools will need a contingency plan for this eventuality. 	<p>We will take advice from the LA.</p> <p>Remote education plan in process of development</p>	SLT	30.09.20	
Social Distancing in school		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	<p>Children to be grouped in whole class bubbles with no mixing of children between bubbles.</p> <p>Staff social distance with each other. Staff can move between bubbles while maintaining distancing.</p> <p>Staff to maintain 2m distancing where possible. Staff occasionally with a bubble – e.g. lunch cover – to sit or stand at 2m distance from children. Where not possible avoid face to face contact and minimise time spent at 1m of others. PPA and supply cover staff to wear named face visor where cannot social distance.</p>	<p>KS1 lead/SLT: Limited contacts for traceability, e.g. phonics groups, nurture group</p> <p>All staff</p> <p>Encourage 2m distancing when moving out of 'home bubble'</p>	07.09.20	

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			<p>Staff PPA time – no more than 2 staff members in PPA room and both facing forward. Staff room can be used for group of 3 staff working together (pm only)</p> <p>Within classrooms (with the exception of Reception and Y1) all tables to face forwards, pupils side by side. Furniture in classrooms minimised, with excess stored in spare classroom.</p> <p>Break times to be staggered.</p> <p>Arrival/departure times to be staggered.</p>	<p>Teachers</p> <p>SLT/All staff</p>		
Cleaning		<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Machinery and equipment controls 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. 	<p>In-house cleaning team briefed (June20)</p> <p>In-house cleaning term have schedule of frequent cleaning. Hours to be further</p>	<p>BM/SO</p> <p>BM/SO 07.09.20</p>	Yes

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		<ul style="list-style-type: none"> All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles Telephone equipment Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. <p>Kitchen staff – hall</p> <p>Classroom staff for groups that eat in classrooms</p> <p>Office staff regularly wipe office equipment.</p> <p>Wipes available for staff laptops</p> <ul style="list-style-type: none"> Consider whether any outdoor play equipment should be used and if so 	<p>extended from September</p> <p>Holiday clean will be thorough</p> <p>Review cleaning processes – BM/SO 15/07/20</p> <p>Review processes BM</p> <p>Children's laptops & ipads – minimize sharing between groups. Wash hands before & after use. Wipe clean after use.</p>	<p>31.08.20</p> <p>Again 03/09/20</p> <p>17/07/20</p> <p>From 07.09.20</p>	<p>Yes</p> <p>Yes</p>

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		<p>Learning resources within bubble</p> <p>Learning resources moving between bubbles</p>	<p>ensure pupils wash their hands afterwards.</p> <p>Classroom-based resources can be shared within bubble, although frequently used equipment e.g. pens are in individual packs</p> <p>All equipment moving between bubbles is either wiped/washed between uses or quarantined as necessary (48 hrs or 72 hrs for plastics). Quarantined items should be clearly marked & dated.</p>	<p>Not currently in use</p> <p>SLT/class teachers</p>	<p>From 07.09.20</p> <p>From 07.09.20</p>	
Lunchtime Catering facilities		<ul style="list-style-type: none"> Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> Serving food Queueing Different lunch periods 	<p>Most classes to eat lunch in classrooms. Kitchen staff deliver lunches on trolleys. Class bubble staff distribute lunches and take any trays back into kitchen. Children wipe tables. Reception, Y1& Y2 classes to eat hot meals in the hall with 2m space between and facing opposite directions. All children to sit facing forward-facing.</p> <p>Packed lunches (both home and school-provided) not to contain items the children cannot open themselves so staff do not have to help them.</p>	07.09.2020	BM/SLT	Yes

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Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must 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. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing between bubbles when at the evacuation point. 	<p>Review Fire Safety Policy with regards to evacuation areas and how this can be achieved with whole school.</p> <p>Fire risk assessment by county fire risk assessor carried out following actual fire in summer</p>	<p>BM</p> <p>Drill to be carried out by 08.10.20 BM/HT</p>	<p>04.09.20</p> <p>08.10.20</p>	
Access/Egress of school building		<ul style="list-style-type: none"> Where possible, external doors to be propped open to reduce the need for touch (fire protection measures must be adhered to). Increased cleaning of handles and touch plates. Allocated drop off and collection times 	<ul style="list-style-type: none"> Arrival and departure times to be staggered to reduce congestion. KS2 gate and back gate to be used. Children enter and leave school through their classroom external door. (Y5 use KS2 door) Doors are propped open to avoid touching – both external and internal doors 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 	<p>Communicate to parents by 21.07.20 – SLT</p> <p>Need to communicate to parents again following fire changes - SLT</p> <p>Remind parents about social distancing –SLT</p>	<p>17.07.20</p> <p>03.09.20</p> <p>07.09.20</p>	<p>Yes</p> <p>Yes</p>

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First Aid		<ul style="list-style-type: none"> 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. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. 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. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<p>First aid supplies restocked regularly since 1 June</p> <p>Individual first aid kits are provided for each classroom.</p> <p>There are adequate numbers of first aid and paediatric first aid trained staff</p> <p>2 x non-contact thermometers are available. One kept in office, the other in mobile 2.</p> <p>OA administers prescription medication as indicated by parent form. Gloves to be worn.</p> <p>First aid policy prepared</p>	<p>OA to check first aid supplies before 21.7.20</p> <p>OA</p> <p>BM</p>	<p>21.07.20</p> <p>03.09.20</p> <p>Approved by governors – needs Covid annex</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>01.10.20</p>
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Bins are emptied daily 	This is in place		
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	Breaks and lunchtime play to be staggered so that there are not too many groups on the field. Field to be separated into zones. If wet, playgrounds to be divided between groups.		07.09.20	
					30.09.20	

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			Considered again 30.09.20 as weather worsens. Classes using old KS1 playground and basketball court are remote – staff to carry mobile phones in case they need help			
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<p>No staff in this category.</p> <p>Shielding ends 1st August 2020. Pupils in this category can return to school and those with family members who are shielding.</p>	Communicate with parents SLT	17.07.20 17.07.20	Yes
Contractors and visitors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<p>Risk assessments to be sought for any contractors working in school</p> <p>Contractors working on site must not move vehicles in and out of site between 8.15 and 9.15 am and 2.45-3.30 pm</p> <p>Visitors to school to be limited. Must have an appointment and must sign to say no symptoms and leave contact details.</p>	<p>BM/SO</p> <p>BM/SO monitor</p> <p>BM to devise form</p>	<p>Ongoing</p> <p>Ongoing</p> <p>04/09/20</p>	<p></p> <p></p> <p>Yes</p>
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the school's Property Management Adviser and 			

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		<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<p>appropriate steps are in place to ensure the safety of all building occupants.</p> <ul style="list-style-type: none"> Statutory compliance checks have continued without interruption throughout the Covid-19 period, as have daily and weekly checks <p>There are no lettings until further notice.</p>			
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	See above regarding supplies and handwashing			
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 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. For further advice and guidance you should contact your competent Health & Safety Adviser. 	Update annex to Health & Safety policy if necessary.	BM to check	04.09.20	
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<p>All admin staff are working normal hours, observing social distancing</p> <p>Re-arrange office furniture to minimise close contacts now that all staff using these spaces</p>	BM/SO	04.09.20	Yes

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Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<p>PPE available in case of suspected case of CV-19. Masks and gloves available for TAs doing first aid.</p> <p>See pp. 5 & 7 above regarding wearing of face visors</p>			
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<p>Behaviour covered in the Operational Handbook. Positive Behaviour Policy to be reviewed by staff next term in line with new guidance.</p> <p>PHSE will focus on behaviour as well as other issues</p> <p>Reminder to staff re protocols regarding contact tracing</p>	<p>Revisions to handbook by 17.7.20</p> <p>Reviewed following fire - SLT</p>	<p>17.7.20</p> <p>04.09.20</p>	<p>Yes</p> <p>Yes</p>
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<p>All breaks are staggered.</p> <p>Furniture is arranged to promote social distancing.</p> <p>New staff protocol to be put together and prominently displayed – wash hands before touching any equipment or utensils, no making drinks for others, no shared food</p> <p>2m distancing signing to be used on floor</p>	<p>Operating Handbook and staff meetings at professional day</p> <p>Protocol – BM</p> <p>Signage – SO</p>	<p>04.09.20</p> <p>28.08.20</p>	<p></p> <p>Yes</p>
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. 	<p>See above regarding supplies & handwashing</p>			

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Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found 	Template to be provided by LA 14.07.20			
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<p>Staff rotas</p> <p>Supply cover can be used in the event of staff absence</p>	<p>SLT</p> <p>Reviewed following fire</p>	<p>17.07.20</p> <p>04.09.20</p>	<p>Yes</p> <p>Yes</p>
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. 	<p>The school will reduce contacts as much as possible by:</p> <ul style="list-style-type: none"> grouping children together in whole class bubbles avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible <p>See above p. 7 for staff not regularly with the bubble</p> <p>See above for review of behaviour.</p> <p>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.</p>	<p>SLT/all staff</p> <p>Parent letter SLT</p> <p>Reminder to be sent - SLT</p>	<p>07.09.20</p> <p>17.07.20</p> <p>04.09.20</p>	<p></p> <p>Yes</p> <p>Yes</p>

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			No need for PE kit – children to arrive ready for PE on relevant days			
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<p>We are in contact with the LA to provide necessary information on bus transport.</p> <p>All class/year groups are separate bubbles.</p> <p>Bus register forms basis of test & trace.</p> <p>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.</p> <p>Awaiting (30.09.20) bus travel risk assessment</p>	<p>SLT</p> <p>Teaching staff</p> <p>Office staff</p> <p>Parents to be reminded to be very clear about child's going home arrangements and any changes</p>	<p>07.09.20</p> <p>04.09.20</p>	
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<p>No plans for trips next term</p> <p>For more information contact Stephen Brown (Outdoor Education Adviser)</p>			

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Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<p>No clubs except DX (after-school) Club. Discussions have been held with DX regarding safe operation. Clubs situation to be reviewed as term progresses</p> <p>Cambridge Utd can deliver sports curriculum. No sharing of equipment between groups. Coach to maintain social distancing</p>	<p>SLT</p> <p>HT meeting with C Utd to discuss safe working practices</p>	<p>18.09.20</p> <p>17.07.20</p>	<p>yes</p>
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</p> <p>Cambridge Utd can deliver sports curriculum to class groups. No sharing of equipment between groups. Coach to maintain social distancing and avoid contact sports.</p> <p>PE only to take place outside or in classroom. Hall not to be used.</p> <p>Classes to do Daily Mile on a rota basis</p>	<p>SBM meeting with C Utd to discuss safe working practices</p>	<p>17.07.20</p>	<p>yes</p>
Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<p>Visitor protocol needed</p> <p>Sign for staff on arrival – use own pen/wash hands</p> <p>Hand cleaning posters already in place</p> <p>Signage in staffroom to be reviewed</p>	<p>SC</p> <p>SLT</p>	<p>21.07.20</p> <p>21.07.20 03.09.20</p>	<p>Yes</p> <p>Yes</p>

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)

- 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](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 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](#)

Area, task or activity:	Location:	Date of Assessment:
Music lessons – Covid19	Duxford Primary School	16 July 2020 14 September 2020

RISK ASSESSMENT

Significant Hazards	Who might be harmed and how?	Current control measures	Likelihood of harm or loss occurring with current controls in place? ¹ (High, Medium or Low)	Further control measures (if required)	Residual Risk (High, Medium or Low)? Is this acceptable? ²	Date controls are to be implemented and by whom ³
Singing/chanting	Pupils and staff – airborne transmission	<p>No singing to take place for the first two weeks of the Autumn Term 2020 (7-18 September incl).</p> <p>Limiting group sizes to a maximum of 15</p> <p>To take place outdoors where possible or well-ventilated rooms</p> <p>Social distancing of 2 metres</p>	L	<p>Singing, chanting, instrument playing CAN take place, however, studies have indicated that it is the cumulative aerosol transmission that is likely to create risk.</p> <p>Singing to ONLY take place in smaller groups – eg bubbles.</p> <p>Encourage singing quietly.</p>		

¹ Risk should be reduced as low as reasonably practicable. NB. If risks remain significant even with existing control measures then further control measures MUST be identified and implemented.

² If a risk of significant loss or injury (i.e. any incident that would result in over 3 days lost time, or a major injury or a reportable near-miss or which could lead to a financial loss greater than £) still exists when all “reasonably practicable” control measures have been implemented then the risk is NOT tolerable and the activity should be ceased. Further advice should be sought from the County’s Health and Safety Team.

³ Record who is responsible for implementing the additional controls and when this action is to be completed by.

		<p>Positioning pupils back to back or side by side</p> <p>Not to take place in large groups including choirs and assemblies etc</p>				
Instruments - any	<p>Pupils and staff</p> <p>Contact transmission</p>	<p>All instruments to be wiped clean with the antibacterial wipes before and after each use</p> <p>Instruments to be quarantined and placed in the Quarantine box clearly labelled with the date they were added. This will be 72 hours for plastic instruments and 48 hours for all other instruments.</p>	L	<p>Individual music lessons can resume in schools, but social distancing for peripatetic teachers is required.</p> <p>Handling equipment and instruments: increased hand washing is important. Sharing equipment should be avoided if possible.</p>		
Instruments – Wind or brass	Airborne transmission	<p>Limit group sizes to a maximum of 15</p> <p>To take place outdoors where possible or well-ventilated rooms</p>	L			

		<p>Social distancing of 2 metres</p> <p>Positioning pupils back to back or side by side</p> <p>Not to take place in large groups, assemblies etc</p> <p>All instruments to be wiped clean with wipes after each use</p>				
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<p>Name of Assessor/s:</p> <p>Carly Shannon</p>	<p>Date of Next Review:</p>	<p>Line Manager/Supervisor:</p>
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