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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) 12 July 2020 |
| **Review Date** | 14 September 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 *how*?** | **What are you doing already?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| [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 unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. where recommended use of face coverings in school
3. [clean hands thoroughly more often than usual](#Hygiene)
4. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
5. [introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach](#cleaning)
6. [minimise contact between individuals and maintain social distancing wherever possible](#socialD)
7. [where necessary, wear appropriate personal protective equipment (PPE)](#PPE)
 | 1. Staff and children not to come into school if they are experiencing symptoms of COVID-19If 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.Not recommended for use in primary schools except where staff prefer to use when administering first aid. Any member of staff can wear a mask in staff areas but not in classrooms.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. Individual portable hand-sanitiser kits to be purchased for staff.3.Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available?4. Are there sufficient stocks of tissues and disposal bins available for all classrooms?5. Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks?Continue with regime of extra cleaning – 5 hours extra cleaning allocated.6. Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc?7. Are there sufficient stocks available in the locations it is likely to be needed? | To be communicated to parents – SLT & officePPE is in place, together with instructions for useBusiness Manager - Sign for staff at entrance – use own pen, sanitise/wash hands Communicate to parents – SLTSite Officer to ensure sufficient supplies of soap and sanitizer plus roller towels & paper towels.Now to review supplies for new mobiles – Site Officer/BMPortaloos with sinks ordered for Y5/6– SCExtra bins already obtained. Good stock of tissuesCheck for new mobiles – Site officerSite Officer to ensure sufficient supplies of cleaning products – tubs of wipes,tissues in all areasNow to include mobilesExtra cleaning hours agreed with staffReview hours again in view of mobiles – BM/SOStaff meetings held wk beginning 06.07.20. Operating handbook to be prepared and circulated to all staff & governorsRevised version to be prepared by SLTStaffroom to be measured & reconfigured to ensure 2m distancing – BM/SOPPE – masks, visors & gloves plentiful. Check again Sept. BM | 21.07.2003.09.2017.07.2021.07.2003.09.2007/07/2003/09/2030.07.2003.09.2009.07.2003.09.2014.07.2030.07.2015.07.2002.09.2028/08/2004.09.20 | YesYesYesYesYesYesYesYesYesYesyes |
| [Response to any infection](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) |  | 1. [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
 | 8. Do members of staff know what is required of them?Definition of close contact for test & trace purposes:people who:* had face-to-face contact of any duration (less than 1 metre away) with the case or
* were coughed or sneezed on by the case or
* had unprotected physical contact (skin to skin) with case or
* Spent more than 1 minute within 1 metre of the case or
* spent more than 15 minutes within 2 metres of the case or
* travelled in a car or other small vehicle (even on a short journey)

with a person confirmed as having COVID-19.  | Detailed advice to be included in Operating HandbookGo over again at staff meetings PTD  | 15.07.2004/09/20 | Yes |
| Contingency planning for a further outbreak |  | * 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.
 | We will take advice from the LA.Remote education plan in process of development | SLT | 30.09.20 |  |
| Social Distancing in school |  | * 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.
 | Children to be grouped in whole class bubbles with no mixing of children between bubbles. Staff social distance with each other. Staff can move between bubbles while maintaining distancing as much as possible.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)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.Break times to be staggered. Arival/departure times to be staggered. | KS1 lead/SLT: Limited contacts for traceability, e.g. phonics groups, nurture groupAll staffEncourage 2m distancing when moving out of ‘home bubble’TeachersSLT/All staff | 07.09.20 |  |
| Cleaning |  | * 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:
	+ Taps and washing facilities,
	+ Toilet flush and seats,
	+ Door handles and push plates,
	+ Machinery and equipment controls
	+ 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.

Learning resources within bubbleLearning resources moving between bubbles  | * 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.
* Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.

Kitchen staff – hallClassroom staff for groups that eat in classroomsOffice staff regularly wipe office equipment.Wipes available for staff laptops* Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.

Classroom-based resources can be shared within bubble, although frequently used equipment e.g. pens are in individual packsAll equipment moving between bubbles is either wiped/washed beween uses or quarantined as necessary (48 hrs or 72 hrs for plastics). Quarantined items should be clearly marked & dated. | In-house cleaning team briefed (June20)In-house cleaning term have schedule of frequent cleaning. Hours to be further extended from SeptemberHoliday clean will be thoroughReview cleaning processes – BM/SO 15/07/20Review processes BMChildren’s laptops & ipads – minimize sharing between groups. Wash hands before & after use. Wipe clean after use.Agreed on 08.07.20 to use for a class group for a week & then quarantine over the weekendSLT/class teachers | BM/SOBM/SO07.09.2031.08.20Again 03/09/2017/07/20From 07.09.20From 07.09.20From 07.09.20 | YesYesYes |
| [Lunchtime Catering facilities](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) |  | * 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
	+ Serving food
	+ Queueing
	+ Different lunch periods
 | Most classes to eat lunch in classrooms. Kitchen staff deliver and collect lunches on trolleys (packed lunches to start with). Class bubble staff distribute lunches. Children wipe tables. 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 where possible. | 07.09.2020 | BM/SLT |  |
| Fire Safety |  | * 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.
 | Review Fire Safety Policy with regards to evacuation areas and how this can be achieved with whole school.Fire drill carried out 15.06.20. | BMDrill to be carried out by 18.09.20 BM/HT | 04.09.2018.09.20 |  |
| Access/Egress of school building |  | * 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
 | * 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 temporarily use KS2 door while contractors on site)
* 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
* Reception parents can settle children – one-way system in operation in Reception
 | Communicate to parents by 21.07.20 – SLTNeed to communicate to parents again following fire changes - SLT Remind parents about social distancing –SLTReception teacher | 17.07.2003.09.2007.09.2014.09.20 | Yes |
| First Aid |  | * 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.
 | First aid supplies restocked regularly since 1 JuneIndividual 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. OA administers prescription medication as indicated by parent form. Gloves to be worn. First aid policy to be reviewed | OA to check first aid supplies before 21.7.20OABM | 21.07.2003.09.2017.07.20To be approved by governors | YesYes |
| Waste |  | * 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.
 | * 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 |  | * 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 |  |
| Staff/Pupils within the shielded group |  | * Any member of staff or pupil that is within the [Clinically extremely vulnerable group](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) 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](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people) e.g. diabetics, those who are [pregnant](https://public.huddle.com/a/MGaVaGG/index.html), should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.
 | No staff in this category.Shielding ends 1st August 2020. Pupils in this category can return to school and those with family members who are shielding. | Communicate with parents SLT | 17.07.2017.07.20 | Yes |
| Contractors and visitors |  | * 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.
 | Risk assessments to be sought for any contractors working in school Contractors working on mobile classroom site Sept20 must not move vehicles in and out of site between 8.15 and 9.15 am and 2.45-3.30 pmVisitors to school to be limited. Must have an appointment and must sign to say no symptoms and leave contact details. | BM/SOBM to let them know and BM/SO monitorBM to devise form | Ongoing07.09.2004/09/20 | Yes |
| Property Compliance |  | * The school has ensured that relevant property statutory compliance checks have been completed and records updated.
* Daily and weekly checks have been reinstated and pre-opening checklist completed.
 | * All serious property concerns have been raised with the school’s Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.
* Statutory compliance checks have continued without interruption throughout the Covid-19 period, as have daily and weekly checks

There are no lettings until further notice. |  |  |  |
| Hygiene |  | * 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 |  | * 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.
* 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 |  | * Staff shift rota to be in place so as to keep social distances and allow school office to function.
 | All admin staff are working normal hours, observing social distancingRe-arrange office furniture to minimise close contacts now that all staff using these spaces | BM/SO | 04.09.20 | Yes |
| Personal Protective Equipment |  | * 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.
 | PPE available in case of suspected case of CV-19.Masks and gloves available for TAs doing first aid.Some face visors available should they become needed. |  |  |  |
| Behaviour |  | * 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.
 | Behaviour covered in the Operational Handbook. Positive Behaviour Policy to be reviewed by staff next term in line with new guidance.PHSE will focus on behaviour as well as other issuesReminder to staff re protocols regarding contact tracing | Revisions to handbook by 17.7.20Reviewed following fire - SLT | 17.7.2004.09.20 | yes |
| School Staffroom |  | * Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.
 | All breaks are staggered. Furniture is arranged to promote social distancing.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 food2m distancing signing to be used on floor | Operating Handbook and staff meetings at professional dayProtocol – BMSignage – SO | 04.09.2028.08.20 | Yes |
| Infection Control | StaffPupilsHandwashing | * Staff and pupils have access at all times to water and soap for hand washing.
 | See above regarding supplies & handwashing |  |  |  |
| Equality Impact Assessment | Staff & Pupils | * A equality impact assessment has been completed and can be found …………..
 | Template to be provided by LA 14.07.20 |  |  |  |
| Lack of staff | Pupils | * 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
 | Staff rotas in preparationSupply cover can be used in the event of staff absence | SLT Reviewed following fire | 17.07.2004.09.20 | Yes |
| Increased risk of transmission | Staff and Pupils social distancing | * 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.
 | The school will reduce contacts as muh as possible by:* 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

See above for review of behaviour.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 | SLT/all staffParent letter SLTReminder to be sent - SLT | 07.09.2017.07.2004.09.20 | yes |
| Dedicated school transport, including statutory provision |  | It is important to consider:* 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
 | We are in contact with the LA to provide necessary information on bus transport.All class/year groups are separate bubbles.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. | SLTTeaching staffOffice staffParents to be reminded to be very clear about child’s going home arrangements and any changes | 07.09.2004.09.20 |  |
| Learning outside the classroom (day trips, etc.) |  | * 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.
 | No plans for trips next termFor more information contact Stephen Brown (Outdoor Education Adviser·) |  |  |  |
| Extra-curricular activities (coaches, tutors, after school) |  | * 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.
 | No clubs except DX (after-school) Club. Discussions have been held with DX regarding safe operation.Clubs situation to be reviewed as term progressesCambridge Utd can deliver sports curriculum. No sharing of equipment between groups. Coach to maintain social distancing | SLTHT meeting with C Utd to discuss safe working practices | 18.09.2017.07.20 | yes |
| Physical activity |  | * 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.
 | For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)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 or in classroom. Hall not to be used.Classes to do Daily Mile on a rota basis | SBM meeting with C Utd to discuss safe working practices | 17.07.20 | yes |
| Signage |  | * What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.
 | Visitor protocol neededSign for staff on arrival – use own pen/wash handsHand cleaning posters already in placeSignage in staffroom to be reviewed | SCSLT | 21.07.2021.07.2003.09.20 | YesYes |

**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)