

# COVID-19 Specific Risk Management Assessment



Educational Setting		Gamlingay Village Primary confidential				
Activity / Task		COVID-19 Risk Management Assessment (Educational Settings)				
Completed by & Date		Shelley Desborough (Headteacher) – September 2020				
Review Date		21 <sup>st</sup> September 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 – where possible	<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 mucas released when breathing and talking. Entry can be made through the eyes, nose and mouth but NOT through the skin.</p>	<ul style="list-style-type: none"> <li>• <b>Classrooms</b> – All set up so children are facing forward in Year 2 and upwards</li> <li>• <b>Key Stage Bubble toilets</b> available for each bubble – minimise the number of children going to the toilet at any one time. Toilets will be flushed with the lids down.</li> <li>• <b>Fire exits will be maintained as clear spaces</b> with all group stations normally used nearby removed i.e. in the cloakroom space.</li> <li>• <b>Different entrance and exit doors</b> available for each bubble which enable groups to enter and leave school separately. This also maintains further <b>separation of parents</b> during drop-off and collection times.</li> <li>• <b>Older children are more likely to maintain social distancing</b>, remain seated in designated spaces for longer periods but take up more space and require larger furniture.</li> <li>• <b>Shared entrance for each group</b> although ‘soft’ start time enables appropriate distancing The only Year group who are using the same door are Year 5 and 6 but they will be encouraged to walk to school without their adult and a member of staff will be on the door. Each different class will then access a different route to their classroom each side of the corridor.</li> <li>• <b>Designated exit doors available</b> same as entrance doors</li> <li>• <b>NO parents to wait outside any classroom doors</b> -Teacher have doors open early and later to allow for the staggered drop offs and pick ups.</li> <li>• <b>Reception classrooms</b> – as these are a pinch point, parents will wait on the grass and then only 3 from each class will enter the soft surface area so the children can then be picked up from the classroom.</li> <li>• <b>In Year 3/4 parents will be told to wait on the grass</b></li> <li>• <b>All classes marked with ‘clearways’ to entrance/exit doors</b> and toilet facilities. (see map attached)</li> <li>• <b>Class furniture</b> will need to be moved or placed in a position to <b>reduce pinch points</b>, ensuring that free movement is possible.</li> <li>• Spare rooms (and those designated for storage of furniture removed from in-use classrooms) secured to avoid use to reduce potential cross-contamination.</li> </ul>	<p>Classrooms to be cleared of unnecessary and inappropriate furniture, equipment and resources and marked out as appropriate.</p> <p>Children will need prior teaching (Powerpoint to be sent to parents week prior to support their child with transition) and constant reminders to maintain distancing – school staff to monitor movement of children.</p> <p>Signage / floor marking to remind parents about appropriate social distancing.</p>	All adults	03.09.2020	

# COVID-19 Specific Risk Management Assessment



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
		<ul style="list-style-type: none"> <li>All interactive whiteboards must be used just as fixed boards – children cannot use</li> <li><b>Enrichment activities and opportunities will have additional risk assessment to ensure the activity is safe to take place</b></li> <li><b>Minimise visitors and access</b> – only if necessary and booked in advance.</li> <li><b>Office closed</b> – parents to phone / email the school to stop loitering / gathering at the office reception area.</li> <li><b>PPA staff</b> – should maintain a 2 metre distance with all pupils as in contact with most children across eth week</li> <li><b>Meetings</b> – All PDM and SLT meetings will be held via MS Teams. If a parent wants to have a meeting, initially offer a telephone conversation or an MS Teams. If a face to face meeting is needed, the parent will need to wear a face mask as they enter the building and then access the meeting room – which will have all windows open and all parties will be at least 2m from each other.</li> <li><b>Windows and doors open at all times to aid ventilation</b></li> </ul>				
Cleaning	<p>All children and adults.</p> <p>Infection of the virus</p> <p>The virus is thought to remain on textile or textured surfaces for 6-12hrs but up to 6 days on smooth, hard surfaces such as plastic and metal.</p>	<ul style="list-style-type: none"> <li><b>Cleaning procedures reviewed</b> and communicated to all staff to prioritise more regular (twice daily) cleaning of high traffic areas and facilities particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>Taps and washing facilities</li> <li>Toilet flush and seats</li> <li>Door handles and push plates</li> <li>Handrails on staircases and corridors</li> <li>Lift controls</li> <li>Machinery and equipment controls</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and tables</li> <li>Telephone equipment,</li> <li>Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> <li>Ensure each classroom and communal space (including spaces such as the Nest, staffroom, etc) have their <b>own cleaning material and equipment:</b> <ul style="list-style-type: none"> <li>Dettol type spray and suitable disposable cloths / paper towels</li> <li>Boxes of tissues</li> <li>A box of gloves (with spares stored centrally – currently in Medical room and small hall kitchen )</li> <li>Liquid soap and hot water</li> <li>Bin and box of liners (double bagged)</li> </ul> </li> <li>Additional cleaning has been secured (1 hr per day) and a cleaner, who is also a Midday is going to clean handles, toilets etc during her midday hours</li> <li>Bike sheds will be in use but parents to understand they use them at their own risk as they won't be cleaned. Also, only touch their own bikes - to maintain a</li> </ul>	<p>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.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Consider whether any additional play equipment or outside spaces (e.g. forest school) can be used and how thorough hand washing can be maintained.</p>	All adults in addition to usual cleaning staff.	03.09.2020	

# COVID-19 Specific Risk Management Assessment



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
		one -way systems parents to collect bikes before collecting children or children walk all the way round and across the car park (which is locked) and through the bottom gate to maintain the one way system				
Lunchtime Catering facilities	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li>• <b>Onsite catering to resume</b> - until 30<sup>th</sup> September four sandwich choices on offer, reviewed on 21<sup>st</sup> with intention to get hot meals in October</li> <li>• <b>Children to eat lunches in classroom, at own desk</b></li> <li>• <b>Disinfect area after eating</b></li> <li>• <b>All children and staff to provide a packed lunch in a disposable bag</b> or a plastic, box which can be wiped – all rubbish, wrappers and uneaten food to be taken home.</li> <li>• <b>All children to bring a water bottle</b> from home – there will be no cups available at the sinks</li> </ul>		All adults All children All parents	03.09.2020	
Fire Safety	All children and adults.	<ul style="list-style-type: none"> <li>• Additional Risk Assessments must continue to be in place for 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>• Reminders to staff and pupils that if the fire alarm is activated that they must keep their distance as much as possible when at their designated evacuation point.</li> <li>• <b>All usual evacuation procedures to be followed as per existing policies.</b></li> </ul>	All staff to review evacuation procedures in light of adapted working environments.  Staff to review procedures with children on entry as appropriate.	All staff All children	03.09.2020	
Access/egress of school buildings	All children, adults and parents.  Infection of the virus	<ul style="list-style-type: none"> <li>• <b>One-way traffic through designated gates and external doors</b> to avoid face to face passing.</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>Sanitiser stations</b> available at key points around the building.</li> <li>• <b>All children required to wash hands</b> thoroughly using designated facilities once inside the building.</li> <li>• <b>Increased cleaning</b> of handles and touch plates.</li> <li>• <b>Staggered collection times and designated exit doors</b> for each class group will reduce the concentration of parents collecting children and congestion in known pinch points around the school site.</li> <li>• <b>Parents prohibited from entering the school building</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>Limited access to the staffroom and staff to bring their own mugs</b></li> <li>• <b>Everything must go through the dishwasher – no washing up!</b></li> </ul>	Priority must be given to disabled users and those identified as having health related issues.  Provide further relevant guidance and signage for parents about drop off and pick up arrangements and one-way system if necessary.  Additional staff required to supervise perimeter gates and ensure appropriate flow of people.  Ongoing messages to children and parents to promote appropriate social distancing beyond the school buildings.	All staff All parents All children	03.07.2020	

# COVID-19 Specific Risk Management Assessment



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
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.                             <ul style="list-style-type: none"> <li><b>ALL staff hold at least Emergency First Aid qualifications.</b></li> </ul> </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 first aid kits</b> removing the need for shared equipment between class 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>Any child needing anti-biotics will be encouraged to amend times so this can be given at home.</li> <li>Any First Aid which is minor – children encouraged to wipe or apply ice pack themselves</li> <li><b>Any child or member of staff displaying symptoms</b> of COVID-19 to be isolated in the meeting room, immediately and arrangements made for them to be sent home and a test applied for. PPE equipment to be worn by staff members dealing with the child or staff. Encourage to get tested for bubble safety.                             <ul style="list-style-type: none"> <li>Parents and staff made aware of necessity to isolate and for how long</li> </ul> </li> </ul>	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: <ul style="list-style-type: none"> <li>First Aid at Work</li> <li>Emergency First Aid at Work</li> <li>Paediatric First Aid</li> </ul> Plus, training booked for October. <ul style="list-style-type: none"> <li>Emergency Paediatric First Aid</li> </ul>	All staff	8/6/2020	
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> <li>All outside bins to be moved</li> </ul>	Staff to ensure they wear protective gloves and wash hands immediately after carrying out disposal of bins and other waste.	All staff	03.09.2020	
Break/Lunch times	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li><b>Staggered break and lunchtimes</b> to create more space to enable promotion of appropriate distancing between children.</li> <li>Staggered break and lunchtimes to minimise cross-contamination between class groups.</li> <li><b>Reduction and isolation of equipment</b> available for each group to avoid cross-contamination between groups and reduction of cleaning required.</li> <li>Any benches / fixed equipment that could be used by more than one bubble to be removed or taped off</li> </ul>		All staff	03.09.2020	

# COVID-19 Specific Risk Management Assessment

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
Staff/pupils within the shielded group	All children and adults.  Infection of the virus	<ul style="list-style-type: none"> <li>All staff must be present – any staff you is clinical vulnerable or extremely vulnerable will have an individual risk assessment</li> <li>All staff may wear visors and/ or Face Masks - school is able to provide these.</li> </ul>		Head SLT Safeguarding Team	03.09.2020	
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>		Site Manager Office Team Head	Ongoing	
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>		Site Manager	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.	Site Manager Office Manager All staff and children All parents	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	
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> </ul>		Office staff Office Manager Head	03..092020	
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> </ul>		All staff	Ongoing	

## COVID-19 Specific Risk Management Assessment



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
		<ul style="list-style-type: none"> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ul>				
Behaviour	<p>All children and adults (inc. parents and carers).</p> <p>Infection of the virus</p>	<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> <li>Encourage staff and parents to cooperate with government plans for contact tracing.</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	03.09.2020	
School Staffroom	<p>All staff.</p> <p>Infection of the virus</p>	<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>		Site Manager All staff	03.09.2020	

# COVID-19 Specific Risk Management Assessment



## Useful Guidance

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](#)

## 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](#)