

RISK ASSESSMENT

Educational Setting	Meldreth Primary School and Preschool
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Sasha Howard, Headteacher & Stuart Wood, Health, Safety & Wellbeing Business Partner 15 th July 2020
Review Date	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
Contact between pupils and staff – School Organisation for Prevention of Virus Transmission						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> Total space available for teaching activities in and beyond classrooms reviewed and segmented for each class, keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Breaks/lunchtimes staggered and zoned to achieve social distancing. Review activities that can be carried out Staff/Pupil behaviour and cooperation is key to implementing all of the controls. 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 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. prohibited from bringing any equipment into the school. No equipment should be taken home. 	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Maintain supplies of First Aid equipment and PPE Heavy lifting delegated to caretaker Briefings and updates for all staff to comply with Gov't updates / developments Protocol for staffroom; numbers, ventilation 	Office/site staff Office/site staff L'ship Team HT HT	Ongoing As req'd Ongoing 3 rd Sept	

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		<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 School to carry out induction to inform staff, parents and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. Staff to supervise children's lunch and take breaks in staffrooms ensuring social distancing rules apply. Signage is provided to remind staff and pupils of social distancing, hand cleaning and one way circulation expectations. Wrap around staff, will join discrete class or key stage bubbles. Children will remain in class bubbles whilst in the care of wrap around staff. PPA cover for staff will be wherever possible provided by staff linked to class bubbles. Minimise contact between individuals and maintain social distancing wherever possible 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 Clean hands thoroughly more often than usual Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Minimise contact between individuals and maintain 	<p>etc</p> <ul style="list-style-type: none"> L'ship Team monitoring 	L'ship Team	Ongoing	

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		social distancing wherever possible <ul style="list-style-type: none"> • Contactless hand gel dispensers to be used on entry to staffrooms. • Where necessary, wear appropriate personal protective equipment (PPE) • Minimise contact between individuals and maintain social distancing wherever possible • Staff supervision of pupils to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. • Removal of shared items and provision of individual resource bags. 	Preschool provision of nappies, wipes and emergency clothing – not shared by parents.			
<u>Response to any infection</u>						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> • Engage with the NHS Test and Trace process • Manage confirmed cases of coronavirus (COVID-19) amongst the school community • Contain any outbreak by following local health protection team advice 	Continue to promote T&T to parents in newsletters	L'ship	Ongoing	
<u>Contingency planning for a further outbreak</u>						
Increased risk of contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> • Monitoring ensures that social distancing measures can be maintained at all times 	Return to daily signpost home learning increased use of Google classrooms and Tapestry for ongoing communication with parents. Preschool home learning	L'ship	Ongoing	
Lack of staff	Pupils	<ul style="list-style-type: none"> • Ensure availability of staff is adequate • Ongoing assessment of availability of staff for all activities during the school day 		L'ship	Ongoing	

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		<ul style="list-style-type: none"> Adaptation of existing planning - subject progression carefully mapped 	pages established.			
Contact between pupils and staff - Cleaning						
Contracting Covid19	Staff and pupils	<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. More frequent cleaning procedures are 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, All areas used for eating must be thoroughly cleaned at the end of each break, including chairs. Telephone equipment, Keyboards, photocopiers and other office equipment classroom desks and chairs. 	<ul style="list-style-type: none"> If someone has tested positive with Covid-19 then any area they have accessed should be secured for 72 hours then undergo a thorough clean. COSHH risk assessment for cleaning/caretaker activities identifies the correct process and PPE to be worn. Ensure pupils wash their hands after using any play equipment. 	All staff	Ongoing	
				L'ship	3 rd Sept	
				All staff		
Contact between pupils and staff - Catering						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> Lunch service will take place in classroom and be delivered by kitchen staff & midday supervisors Pupil packed lunches must be stored in classrooms to minimise cross contamination. 		L'ship	From 7 th Sept	

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Contact between pupils and staff - Fire Safety						
Death, burns, smoke inhalation, contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs), where necessary must continue to be in place for those staff that continue to work in the school and any pupils that access the school site. Ensure all emergency escape routes 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 when at the evacuation point. 	Maintain ongoing fire alarm checks	Contractor via office L'ship	Ongoing Ongoing	
Contact between pupils and staff - Access/Egress of School Building						
Contracting Covid19	Staff, parents and pupils	<ul style="list-style-type: none"> One way traffic through external site to avoid face to face passing to be clearly marked and shared with parents. Parents will not be allowed through school gates and school office will be closed to parents, unless collecting children with medical needs. Where possible, doors to be propped open to reduce the need for touch (fire protection measures must be adhered to). Allocated drop off and collection times <ul style="list-style-type: none"> Puffin Class - 8:30am – 3pm Swift & Osprey Classes - 8:40am– 3:10pm Wren & Kestrel Classes - 8:50am – 3:20pm Kite & Hawk Classes - 9am – 3:30pm Preschool Morning session 8:45am – 11:45am Preschool Afternoon Session : 12:15pm- 3pm Hand sanitiser available at school gate. Children to enter school through classrooms doors – 	<ul style="list-style-type: none"> Office staff refresher training in use of PPE. Monitor school arrival arrangements to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. 	HT HT Caretaker HT All staff	From 7 th Sept Ongoing Ongoing	

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		towels to clean the area & equipment used immediately after carrying out this activity.	bags, placed in the bin in the accessible toilet.			
Contact between pupils and staff - Waste						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> Waste bins relocated to strategic position (by class exit door) both in school buildings and in external areas that are in use in order that waste materials can be managed safely. Bins emptied at least daily. 	<ul style="list-style-type: none"> Cleaning staff to ensure they wash hands immediately after carrying out this activity. 	Cleaning staff	Ongoing	
Contact between pupils and staff - Property Compliance						
Contracting Covid19	Staff, contractors and pupils	<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. The school ensures that relevant property statutory compliance checks are completed and records updated. Daily and weekly checks are ongoing. 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. 	<ul style="list-style-type: none"> All serious property concerns to be raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. For further advice and guidance school should contact our Health & Safety Adviser. 	Office/HT	Ongoing	
Contact between pupils and staff - Physical Activity						
Contracting Covid19 during Extra-curricular activities	Staff, coaches and pupils	<ul style="list-style-type: none"> Schools work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so following risk assessment. 	<ul style="list-style-type: none"> School to consider carefully how such arrangements can operate. 			

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(coaches, after school)						
Contracting Covid19 during Physical activity	Staff, coaches and pupils	<ul style="list-style-type: none"> Outdoor curriculum should be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils will be kept in consistent groups Sports equipment to be thoroughly cleaned between each use by different individual groups Contact sports will be avoided. 	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)	All staff	Ongoing	

Useful Guidance

- Guidance for full opening: schools 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](#)
- 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](#)
- Expectations for schools in lockdown 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](#)