

Educational Setting	Park Street C of E Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings) for children, staff and the wider community.
Completed by & Date	Headteacher - 17 th July 2020
Last Reviewed Date	4 th November 2020

What are the main considerations?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	<ul style="list-style-type: none"> All parents will be informed that children must not attend school if they have COVID-19 symptoms. Information about symptoms will be on the school website and in all newsletters and communication sent to parents about the September return Children will wash hands on arrival, every breaktime, lunchtime after using the toilets and before leaving, as a minimum. On return to school in September, all staff and children will be reminded of good hygiene and handwashing technique. Children and staff will be reminded of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach on the first day. Cleaner will come in to do an extra hour's cleaning at lunchtime. Surfaces and door handles, and clean between settings in the hall. Cleaning products and cloths kept (out of reach of children) in the classrooms, for teachers and TAs to use throughout the day to clean equipment. PE and playground equipment to be cleaned by children and TAs after playtime (in both playgrounds), and 	<p>Pupils exhibiting symptoms will sit under the shelter in the KS2 playground.</p> <p>Cleaner to check supplies regularly and inform SAO should orders need to be placed.</p>	TAs	Ongoing if required	
			Cleaner	Ongoing	

	<p>children to wash hands. Reception TA to clean all equipment used at the end of the day.</p> <ul style="list-style-type: none"> • All staff to be aware of the 'bullet points' to ensure that they do not put themselves or others at risk through close contact. Wherever possible, staff to maintain more than 1m distance with children, and 2m distance with staff. If staff need to work with children outside their normal bubble, they will wear visors and will keep at least 1m distance from the children. This will be the case for the member of staff running the before school club, which is used by a small group of children (5 at present), KS1 and KS2 (family groups). The children will sit in their bubble groups in the hall, and socially distance from each other and the member of staff. The hall will be cleaned afterwards. • Staff and children will work in consistent class groups as much as possible. When in the class groups of 30, social distancing may not be possible. If they are required to work with children outside their group, for example, at breaktime, they must avoid any close contact. They must remain more than a metre away from all children outside their bubble. If First Aid or closer contact is required in an emergency they must wear PPE. • Members of staff have been briefed on the expectations in class settings, outdoors and in staff rooms, etc. • Briefing took place during Inset days on 3rd and 4th September, with reminder and update on inset day on 2nd Nov and in school on 4th Nov. Staff informed of the definition of close contact, which needs to be avoided: <ul style="list-style-type: none"> ▪ 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 				
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	<ul style="list-style-type: none"> ▪ 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) <ul style="list-style-type: none"> • Break/lunch rotas are being completed to ensure staff work with consistent groups of children. • All staff have individually named visors. • Collective Worship to take place on Jesus Green with 4m distance between bubbles, weather permitting. • Children have individual sets of equipment for use in the classroom. No items to be brought from home, apart from book bag with only necessary books, packed lunches (which will be stored on trolleys outside) and water bottles. • Staff allocated 5 minute slots to make drinks in the staff room, and rotas sent to staff • Staff trained in donning & doffing PPE • The school has sufficient stocks of cleaning products, soap, paper towels and/or hand sanitizer available at present • Handbasins (soap and water) and sanitizer are both available for regular cleaning of hands. 				
<p>Response to any infection</p>	<ul style="list-style-type: none"> • Staff were reminded about the procedure in the training on 3rd September. Updated procedures in briefing notes, newsletter and staff room notice board. Possible cases are reported on an electronic form, confirmed cases are reported to the LA, via the emergency mailbox. • Where possible, be able to identify pupils who have been in regular close indoor proximity (consistent seating plans in classes). 	<p>Where the family may not have easy access to testing facilities, provide a supplied test kit from school supply. Make sure that suspected cases have clear CV-19 symptoms, not just cold symptoms.</p>	<p>Head</p>	<p>Ongoing</p>	

	<ul style="list-style-type: none"> • Details in the Recovery plan of how learning is continuing for pupils who are quarantining or in the event they are self-isolating. This is being accessed by pupils who are sick for other reasons too (colds). Learning materials are on Microsoft Teams for Flamingos, Woodpeckers and Eagles, Tapestry for Owl Class. Critical Incident plan will be followed. • Deep clean took place on 1st September 2020 • Staff have been given link to watch video for donning and doffing PPE. SAO to wear this if accompanying a child who has symptoms. • One way system in hall. • Maximum of 3 children off with clear symptoms, waiting for tests or results, before closing bubble is seriously considered. • Information on Test & Trace sent out to all parents, and to all staff. • Staff aware that identification of close contacts (within reason) is important 				
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. (Critical Incident Plan) 				
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>Cleaning</p>	<ul style="list-style-type: none"> • Cleaner to do 1hr extra at lunchtime to clean: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Machinery and equipment controls, ○ Hall between sittings:, including chairs, door handles, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. • The COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Outdoor play equipment will be used – this will be cleaned at the end of break and children will wash their hands after using it. • If we have been informed that someone has tested positive with COVID-19 then any area/room they have accessed will be cleaned according to the latest advice in <i>COVID-19: cleaning in non-healthcare settings outside the home</i> • All staff who are not already up-to-date received First Aid Training on 4th September. Trainer used Covid-secure procedures. • Deep clean completed on 1st September 				
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RISK ASSESSMENT

<p>Lunchtime Catering facilities</p>	<ul style="list-style-type: none"> • Risk Assessment provided by Nourish will be followed by catering and serving staff. • School staff will send children for food one class at a time. Class 2 will return to the classroom to eat. Class 1 children will sit separately, and children will remain 1m distanced on one side of tables so that they are not facing each other. Lunch will take place in 2 sittings; KS1/EYFS will be completely separate from KS2, with cleaning between the two sittings. The other group will be on Jesus Green. • Lunch staff will wear visors as they may be required to help children outside their class bubble, particularly in KS1 EYFS. • Maximum of 18 children eating in the hall (this is possible with the conditions outlined above) • PPE (visors) use trained out to staff 	<p>Check Nourish RA</p>	<p>Head/SAO</p>	<p>ASAP</p>	
<p>Fire Safety</p>	<ul style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPs) continue to be in place as required. 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 when at the evacuation point. • Fire Safety Policy reviewed and no changes required to evacuation procedure. 				

<p>Access/Egress of school building</p>	<ul style="list-style-type: none"> • Staggered arrival and departure times for classes. • All staff to be reminded to look carefully into the area they are intending to travel through, to make sure this is clear. An adult to go ahead when KS2 children enter the main building (in a small group) to ensure the corridor and stairs are clear and they can access the learning studio without encountering children from other bubbles. • Return from the Green to be synchronised so that groups do not meet on the pavement. • Collection of meals from the servery to be one class at a time, with a one-way system clearly marked. • Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to). • Wipes and sanitiser available at both sides of doors. • Increased cleaning of handles and touch plates. • Pick up and drop-off procedures sent out and reiterated with newsletters. • Class 4 fire door to be left open to allow entry here rather than through the cloakroom • One way system in hall • Due to parents/carers congregating as they wait for children in different classes to enter and leave at staggered times , times for drop-off and pick-up have been narrowed. KS2 (blue gate) 0845-0850 and EYFS/KS1 (black gate) 0850-0855. Parents and staff informed. 				
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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. • Staff to carry out first aid in classrooms or on playground as far as possible – do not bring children to the office unless absolutely necessary. • First Aid Policy reviewed June 2020 to include COVID-19 measures. • School carried out inductions to inform staff and pupils of the policy changes. • Contract tracing info sent to staff • First aid training updated on 4th September 				
Waste	<ul style="list-style-type: none"> • Larger, lidded waste bins relocated 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 are emptied daily. • Staff to wear disposable gloves when handling bins, or wash hands immediately afterwards. 				
Break/Lunch times	<ul style="list-style-type: none"> • The school will stagger breaks/lunchtimes to achieve the social distancing. • Timetables produced for staff and children 				

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 has had 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, have had a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	Risk assessments to be reviewed as necessary	Head	Ongoing	
Contractors	<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. 	PCM to check All have RA which covers COVID 19	SAO	Ongoing	
Visitors	<ul style="list-style-type: none"> In general visitors are not allowed. However, in order to continue to offer a range of learning experiences (e.g. collective worship, particular curriculum requirements and enhancing curriculum provision), visitors may be permitted to enter the school when pupils are present. Visitors are asked, though signing a written declaration, to declare that they are free from symptoms and to provide their contact details. Whilst at the school, they are required to socially distance from the children at all times. 				
Property Compliance	<ul style="list-style-type: none"> 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 property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. Checks are all up-to-date. 				

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. 				
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. • Relevant staff aware of procedures 				
Administrative Staff	<ul style="list-style-type: none"> • Office suitable for 2 people to work side by side, over 1m apart social distancing. 				
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. • Visors to be used on limited occasions when no other solution. Before School Club Supervisor and Assistant to wear visors when supervising Before School Club. • PPE to be worn for First Aid. • Staff trained in donning and doffing PPE 				

Behaviour	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Behaviour Policy review conducted and annex to policy published. Contact tracing information sent to all staff Inductions for school and staff carried out 	Maintain behaviour log to identify issues	Head	Ongoing	
School Staffroom	<ul style="list-style-type: none"> Arrangements made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. staggered lunch times for staff. All staff will wash hands and use hand sanitiser before touching any equipment in the staff room. Items are also to be wiped after use e.g. kettle handle, fridge, dishwasher, taps 				
Infection Control	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap and hand gel for hand washing. Removal of shared items eg. Utensils Information sent to parents and on school website regarding use of equipment. Hand sanitiser used before making drinks. Kettle handle to be cleaned before every use. Teaspoons and mugs to be washed in dishwasher after every use. No items shared. Sign to remind in staff room 				
Equality Impact Assessment	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found on Office Share in COVID 19 folder 				
Lack of staff	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes Just have enough staff at present. Will need to use teachers to cover lunch breaks more if any other staff are absent. 	Maintain planning for potential staff absences	Head	Ongoing	

<p>Increased risk of transmission</p>	<ul style="list-style-type: none"> • Mostly already covered. Groups in class bubbles as much as possible, but EYFS/KS1 (40 chn) completely separate from KS2 (55chn). • Classes will sit separately for lunch and will play separately on the Green. • Desks will be forward facing in KS2, as much as possible in Class 1 / 2. Very limited space in these rooms. • 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>Learning outside the classroom (day trips, etc.)</p>	<ul style="list-style-type: none"> • Keeping children within their consistent group, and the COVID-secure measures in place at the destination • Make use of outdoor spaces in the local area to support delivery of the curriculum. • Jesus Green to be used in lesson time as well as at lunchtime. 				
<p>Extra-curricular activities (coaches, tutors, after school)</p>	<ul style="list-style-type: none"> • Kinnerz to send a coach just to Park Street to help with lunchtimes. Will Socially distance from pupils and be outside all the time. Footgolf. • Coach also possible for After School, Mon and Tues, depending on parents' demand. Also outside, also socially distancing. Pupils to be kept in consistent small groups. 				

RISK ASSESSMENT

Physical activity	<ul style="list-style-type: none"> • Outdoor sports will 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. Kinnerz have been operating over this period successfully, following all the guidance. They will continue to do so. • Pupils should be kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups • Contact sports to be avoided. 				
Signage	Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.				

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](#)

Also to minimise contacts, we will have staggered start and finish times:

	Start	Finish
Owls and Flamingos	8.50 am Black Gates	3.00 pm Black Gates
Woodpeckers and Eagles	8.45am Black Gates	3.15 pm Black Gates

All of these measures are to limit contacts, so if anybody does become infected, we can close for as small a number of children as possible. Test and Trace will ask people to self-isolate for 14 days if they have:

- 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)

Equipment/Cleaning

Please do not bring equipment from home for children to use without 'quarantining' it for 72 hours. Children will have individual pencil pots etc. Anything shared needs to be wiped after use, and hands washed – for example playground/PE equipment. You can get the children to help with this. Spray, cloths and wipes will be available for this.