

# RISK ASSESSMENT

<b>Educational Setting</b>	<b>Park Street C of E Primary School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings) for children, staff and the wider community.
<b>Completed by &amp; Date</b>	Headteacher - 17 <sup>th</sup> July 2020
<b>Last Reviewed Date</b>	11 <sup>th</sup> March 2021

What are the main considerations?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<u>Prevention</u>	<ul style="list-style-type: none"> <li>All parents will be informed that children must not attend school if they have COVID-19 symptoms.</li> <li>Information about symptoms will be on the school website and in all newsletters and communication sent to parents about the March return</li> <li>Children will wash hands or sanitise 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.</li> <li>Children and staff will be reminded of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach on the first day.</li> <li>TA's will clean the hall between sittings at lunchtime. Cleaner will come in at 1pm to clean afterwards. The cleaner will clean surfaces, toilets and door handles also at this time. 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 children to wash hands. Reception TA and teacher to clean all equipment used at the end of the day.</li> </ul>	Pupils exhibiting symptoms will sit under the shelter in the KS2 playground.	TAs	Ongoing if required	Reviewed Feb 2021
		Cleaner to check supplies regularly and inform SAO should orders need to be placed.	Cleaner	Ongoing	Reviewed Feb 2021

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- 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
- Staff and children will work in consistent class groups, keeping at least 1m apart as much as possible. If First Aid or closer contact is required in an emergency staff must wear PPE.
- Members of staff have been briefed on the expectations in class settings, outdoors and in staff rooms, etc.
- Briefing reminder by email took place on 3<sup>rd</sup> January and 10<sup>th</sup> January. Staff informed of the definition of close contact, which needs to be avoided:
  - 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)
- Break/lunch rotas are in operation to ensure staff work with consistent groups of children.
- All staff have individually named visors , and will be encouraged to use these and/or masks when on duty in the hall. All staff will wear masks when moving around the school.
- Collective Worship will take place on Microsoft Teams. On Fridays, one group may be in the Hall.
- 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,

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	<p>packed lunches (which will be stored on trolleys outside) and water bottles.</p> <ul style="list-style-type: none"> <li>• Staff allocated 5 minute slots to make drinks in the staff room, and rotas sent to staff</li> <li>• Staff trained in donning &amp; doffing PPE</li> <li>• The school has sufficient stocks of cleaning products, soap, paper towels and/or hand sanitizer available at present</li> <li>• Handbasins (soap and water) and sanitizer are both available for regular cleaning of hands.</li> </ul> <p>• Testing</p> <ul style="list-style-type: none"> <li>▪ Staff have been provided with LFDs to test themselves twice weekly at home. The purpose of this is to identify any asymptomatic cases, and ensure contacts self-isolate. Staff who have agreed to do this will test themselves on Sunday evening and Wednesday evening, reporting the results to the NHS and the school.</li> <li>▪ If staff test positive using a LFD, they will self-isolate and request a PCR test. All close contacts will also be asked to self-isolate for 10 days. Should the PCR test be negative, all can return to school.</li> </ul>			
<u><a href="#">Response to any infection</a></u>	<ul style="list-style-type: none"> <li>• Staff were reminded about the procedures during inset day on 5<sup>th</sup> March. 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.</li> <li>• Where possible, staff should be able to identify pupils who have been in regular close indoor proximity (consistent seating plans in classes).</li> <li>• Details in the Remote Education Policy of how learning is continuing for pupils who may be at home. Learning materials are on Microsoft Teams for Flamingos,</li> </ul>	<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>	SAO  HT	Ongoing  Reviewed Feb 2021
			Head	Ongoing  Reviewed Feb 2021

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	<p>Woodpeckers and Eagles, Tapestry and Zoom for Owl Class. Critical Incident plan will be followed.</p> <ul style="list-style-type: none"> <li>• Deep clean took place on 1st September 2020</li> <li>• Staff have been given link to watch video for donning and doffing PPE. SAO to wear this if accompanying a child who has symptoms.</li> <li>• One way system in hall.</li> <li>• Information on Test &amp; Trace sent out to all parents, and to all staff.</li> <li>• Staff aware that identification of close contacts (within reason) is important</li> </ul>				
Contingency planning for a further outbreak	<ul style="list-style-type: none"> <li>• 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 has a contingency plan for this eventuality. (Critical Incident Plan)</li> </ul>		Head and governors	Ongoing	Reviewed Feb 2021
Social Distancing in school	<ul style="list-style-type: none"> <li>• Minimise contact between individuals and maintain social distancing wherever possible</li> <li>• 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.</li> </ul>		All Staff	Ongoing	Reviewed Feb 2021
Cleaning	<ul style="list-style-type: none"> <li>• Cleaner to come in at 12pm to clean: <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>○ Machinery and equipment controls,</li> <li>○ Hall between sittings:, including chairs, door handles,</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> <li>• The COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> </ul>		Cleaner, monitored by SAO	Ongoing	Reviewed Feb 2021

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	<ul style="list-style-type: none"> <li>Outdoor play equipment will be used – this will be cleaned at the end of break and children will wash their hands or sanitise after using it.</li> <li>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></li> <li>All staff who are not already up-to-date received First Aid Training on 4th September. Trainer used Covid-secure procedures.</li> <li>Deep clean completed on 1st September</li> </ul>				
<u>Lunchtime</u> <u>Catering facilities</u>	<ul style="list-style-type: none"> <li>Risk Assessment provided by Nourish will be followed by catering and serving staff.</li> <li>School staff will send children for food one bubble at a time. 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. Flamingo class will eat in the classroom, with the teacher supervising. Children will eat outside in KS2 playground weather permitting</li> <li>The other group will be on Jesus Green.</li> <li>Lunch staff will wear visors and/or masks as they might need to be closer to children, particularly EYFS/KS1.</li> <li>Maximum of 18 children eating in the hall (this is possible with the conditions outlined above)</li> <li>PPE (visors) use trained out to staff</li> </ul>	Check Nourish RA	Head/SAO	Ongoing	Reviewed Feb 2021
Fire Safety	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) continue to be in place as required. Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point, but not during evacuation.</li> <li>Fire Safety Policy reviewed and no changes required to evacuation procedure.</li> </ul>		Head and SAO	Ongoing	Reviewed Feb 2021

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Access/Egress of school building	<ul style="list-style-type: none"> <li>• Separate arrival and departure locations for bubbles.</li> <li>• 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.</li> <li>• Children to be kept as separate as possible when walking to, and playing on, Jesus Green.</li> <li>• Return from the Green to be synchronised so that groups do not meet on the pavement.</li> <li>• Collection of meals from the servery to be one group at a time, with a one-way system clearly marked.</li> <li>• Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>• Wipes and sanitiser available at both sides of doors.</li> <li>• Increased cleaning of handles and touch plates.</li> <li>• Pick up and drop-off procedures sent out and reiterated with newsletters.</li> <li>• Class 4 (Eagle Class) fire door to be left open to allow entry here rather than through the cloakroom.</li> <li>• One way system in hall</li> <li>• 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 are only staggered by 5 minutes, with separate locations. KS2 blue gate and EYFS/KS1 black gates. Parents and staff informed.</li> </ul>		Head	Ongoing	Reviewed Feb 2021
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First Aid	<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. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</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>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.</li> <li>First Aid Policy reviewed June 2020 to include COVID-19 measures.</li> <li>School carried out inductions to inform staff and pupils of the policy changes.</li> <li>Contract tracing info sent to staff</li> <li>First aid training updated on 4<sup>th</sup> September</li> </ul>		SAO  SAO  All staff  Head	Ongoing  Ongoing	Reviewed Feb 2021  Done  Done  Done  Done  Done
Waste	<ul style="list-style-type: none"> <li>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</li> <li>Bins are emptied daily.</li> <li>Staff to wear disposable gloves when handling bins, or wash hands immediately afterwards.</li> </ul>		Cleaner  Cleaner		Done  Done
Break/Lunch times	<ul style="list-style-type: none"> <li>The school will stagger breaks/lunchtimes to achieve the social distancing.</li> <li>Timetables produced for staff and children</li> </ul>		Head  Head		Done  Done

Staff/Pupils within the shielded group	<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> has had a risk assessment undertaken that includes how social distancing will be maintained in a COVID-19 safe workplace.</li> <li>Staff/pupils that meet the criteria as <a href="#">clinically vulnerable people</a> e.g. diabetics, those who are <a href="#">pregnant</a>, have had a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> <li>One shielding CEV member of staff will continue to work from home until 31<sup>st</sup> March.</li> </ul>	Risk assessments to be reviewed as necessary	Head	Ongoing	Reviewed Feb 2021
Contractors	<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 during out-of-hours unless seen as an emergency.</li> </ul>	PCM to check All have RA which covers COVID 19	SAO	Ongoing	Reviewed Feb 2021
Visitors and Supply staff	<ul style="list-style-type: none"> <li>In general visitors are not allowed. However, in order to continue to help with children's well-being, the art therapist and another well-being worker will be visiting.</li> <li>The peripatetic music teacher will be visiting.</li> <li>One EHCP child's mother will visit as is normal practice for their attendance at school.</li> <li>All visitors will wear a mask when moving around the school.</li> <li>Visitors are asked, through signing a written declaration, to declare that they are free from symptoms and to provide their contact details.</li> <li>Whilst at the school, they are required to socially distance from the children at all times. When moving around the school, they will be asked to wear a mask.</li> <li>Use of supply staff will be avoided as far as possible.</li> </ul>		Head    Admin officer  All staff	Done    Ongoing  Ongoing	Reviewed Feb 2021

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Property Compliance	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> <li>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.</li> <li>Checks are all up-to-date.</li> </ul>		SAO	Ongoing – Water and PAT testing done last week  Ongoing	Reviewed Feb 2021
Hygiene	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands. Sanitisers are also used as an alternative to hand-washing when necessary.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> </ul>		Cleaner in liaison with SAO  All staff	Ongoing  Ongoing	Reviewed Feb 2021
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 you should contact your competent Health &amp; Safety Adviser.</li> <li>Relevant staff aware of procedures</li> </ul>		Admin. Officer	As needed	Reviewed Feb 2021  Done
Administrative Staff	<ul style="list-style-type: none"> <li>Office suitable for 2 people to work side by side, over 1m apart social distancing.</li> <li>Where possible SAO will work in group room to reduce risk further.</li> </ul>		SAO	Ongoing	Reviewed Feb 2021

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Personal Protective Equipment	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>All staff to wear masks when moving around the school and in the hall at lunchtime. Staff may choose to wear visors in the classroom.</li> <li>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.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>Visors to be used on limited occasions when no other solution.</li> <li>PPE to be worn for First Aid.</li> <li>Staff trained in donning and doffing PPE.</li> </ul>		All Staff	Ongoing	Reviewed Feb 2021
Behaviour	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Behaviour Policy review conducted and annex to policy published.</li> <li>Contact tracing information sent to all staff</li> <li>Inductions for school and staff carried out</li> </ul>	Maintain behaviour log to identify issues	Head	Done	
School Staffroom	<ul style="list-style-type: none"> <li>Arrangements made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. staggered lunch times for staff. Notice to advise staff that room should be limited to 3 people at a time.</li> <li>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</li> </ul>		All staff	Ongoing	Reviewed Feb 2021

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Infection Control	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap and hand gel for hand washing.</li> <li>Doors and windows to be kept open as far as possible throughout the school day. Pupils to dress warmly</li> <li>Removal of shared items – children have separate pencil cases provided by the school.</li> <li>Information sent to parents and on school website regarding use of equipment.</li> <li>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.</li> <li>Sign to remind in staff room</li> </ul>		Cleaner in liaison with SAO when supplies are short  Teachers  Head  All staff  SAO	Ongoing	Reviewed Feb 2021  Done  Done
Equality Impact Assessment	<ul style="list-style-type: none"> <li>A equality impact assessment has been completed and can be found on Office Share in COVID 19 folder</li> </ul>		Head		Done
Lack of staff	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>Just have enough staff at present. One TA is working an extra day to cover for colleague who is CEV.</li> <li>Should staff use Section 44, HT will investigate their particular concerns about the setting and will try to ameliorate these if possible.</li> </ul>	Maintain planning for potential staff absences	Head	Ongoing	Reviewed Feb 2021
Increased risk of transmission	<ul style="list-style-type: none"> <li>Mostly already covered. Groups in 2 bubbles. KS2 (57) and EYFS/ KS1 (44)</li> <li>Classes will sit separately for lunch and will play separately on the Green.</li> <li>Desks will be forward facing,</li> <li>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.</li> </ul>		Head		Done

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Learning outside the classroom	<ul style="list-style-type: none"> <li>No trips will take place over this period.</li> <li>Jesus Green to be used in lesson time as well as at lunchtime.</li> <li>Keeping children within their consistent group, and the COVID-secure measures in place at the destination at all times.</li> </ul>			Teachers and TAs	Done
Extra-curricular activities (coaches, tutors, after school)	<ul style="list-style-type: none"> <li>Kinnerz to run after-school provision Mon – Weds. Mon and Tues groups include children from both bubbles – they will be kept separate by 2 coaches. Weds is for KS2 group only. Coach also takes lunchtime groups. Will Socially distance from pupils and be outside all the time.</li> <li>Music and Drama club on Weds- lead by outside provision (Katherine Ostler). Leader will Social Distance from all children and keep KS1 and KS2 groups separate.</li> </ul>		Head	Ongoing monitoring	Reviewed Feb 2021
Remote Learning	<ul style="list-style-type: none"> <li>See Remote Learning Policy. See also guidance for staff and guidance for parents and children working at home.</li> <li>Remote learning is monitored by the Head Teacher and governors- one governor has responsibility for each class –has access to all learning materials: Owl Class – Lorna Atwell Flamingo Class – Catherine Johnson Woodpecker Class – Kerry Walpole and Nigel Moorhouse Eagle Class – Andrew Day School's SIP has also had access to Woodpecker and Eagle Class materials for monitoring purposes</li> </ul>		Head  Head and Governors	Ongoing	Done
Vulnerable Children	<ul style="list-style-type: none"> <li>Registers to be taken by all staff for every live learning session to identify any children immediately who are not be engaging. Teachers to inform Head Teacher of any children missing, and HT will phone withing 2 days to establish reasons and check all safe and well. Safe and well form completed after each call. .</li> </ul>		Teachers and HT	Ongoing	Reviewed Feb 2021

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Physical activity	<ul style="list-style-type: none"> <li>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.</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided.</li> </ul>		Head monitoring	Ongoing	Reviewed Feb 2021
Signage	<ul style="list-style-type: none"> <li>Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ul>		SAO		Reviewed Feb 2021
School opening	<ul style="list-style-type: none"> <li>We follow the advice of Local and National Government in determining, based on current local threat levels, whether the school (in whole or part) remains open.</li> <li>This Risk Assessment pays particular attention to the School Coronavirus (Covid-19) Operational Guidance (8 March)</li> </ul>	Review advice when published	Head and Governors	Ongoing	Reviewed Feb 2021

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## 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 separate entrances and exits:

### Start and Finish Times from Monday 8th March

Owl and Flamingo Class:	8.50 start  3.10 finish	Both enter through the Black Gate  Owl Class exit through gates in the side lane  Flamingo Class exit through Black Gate
Woodpecker and Eagle Class	8.45 start  3.15 finish	Both enter and exit through the blue gates

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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.