

Educational Setting	Wilburton CE Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Written July 2020 and updated 1 st March 2021, by David Aston, Headteacher
Next Review Date	Before 12 th April 2021

Updated infection control measures March 2021, in addition to the actions listed below:

- clinically vulnerable staff to have individual risk assessment, and to work from home if possible (we have no Clinically Extremely Vulnerable or pregnant staff or pupils)
- requirement for parents to wear face coverings coming on to school grounds to drop off or when waiting to collect their children;
- staff to wear face coverings in all communal and shared areas
- reduced bubble group sizes to individual classes (when the majority of children return to school, and to be reviewed on an ongoing basis) – this also means KS2 classes to collect lunches and eat in their classrooms
- repeated regular communications to parents to be vigilant and not send children into school if in doubt - check all symptoms and get tested before children come into school
- weekly electro-fogging cleaning of the school premises by a qualified operator
- no indoor PE (this to include after school clubs)
- unless critical, limit close staff interactions within bubbles (including shared PPA time)
- classrooms to keep well-ventilated
- expectation for staff to engage in weekly testing
- no indoor singing
- risk assessment on staff who also work in other school – supply or third party staff will only be allowed into school if they only work at our school and not other settings and social distancing measures can be taken (along with general hygiene and cleaning routines), or if they just work outdoors.
- If Section 44 letters are given to the school, the school will first engage with those staff to discuss and try to address their concerns. The Headteacher will make a revised staffing plan if necessary, and should staffing be insufficient, may discuss with the chair of governors and LA whether parts of the school need to be closed.
- put wipes and hand sanitiser by the photocopier.
- avoid the use of poorly ventilated spaces for children and staff to work for prolonged periods of time (namely, the central space between KS2 classrooms)
- establish a script that office staff will use when parents call to report absence (this is saved as <https://docs.google.com/document/d/1fbtOgbsFlvjDuUR8N2JCfp-FuccGsWg2sUEKoMbf95E/edit?usp=sharing>)
- Visitors are not generally allowed on site.

- Staff must maintain at least a 2m distance wherever possible, and wear face coverings indoors in communal spaces.
- Off-site visits are restricted during lockdown to the school allotment, which is within a short walk of school.

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	Pupils, staff and the wider community due to infection with Covid-19	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	Letter and communication to parents.	DA	22/07	Yes
		2. clean hands thoroughly more often than usual	Relocate outdoor sinks to side of playground.	DM	01/09	Yes
		3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Re-order soap, paper towels, tissues, cleaning products.	AS	20/07	Yes
		4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	Share re-opening plan (attached) with protocols with staff.	DA	15/07	Yes
Response to any infection	As above	5. minimise contact between individuals and maintain social distancing wherever possible				
		6. where necessary, wear appropriate personal protective equipment (PPE)				
		7. engage with the NHS Test and Trace process	Share re-opening plan with protocols with staff.	DA	15/07	Yes
		8. manage confirmed cases of coronavirus (COVID-19) amongst the school community				
		9. contain any outbreak by following local health protection team advice	DA to ensure operation.			

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Contingency planning for a further outbreak	Wider community with infection of Covid-19	<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. 	<p>School will liaise with local health protection team.</p> <p>Teachers to ensure online learning ready to go, using Google Classroom (KS2) or See Saw (EYFS and KS1).</p> <p>HT to put new curriculum online.</p>	<p>DA</p> <p>Teachers</p> <p>DA</p>	<p>When needed</p> <p>01/09</p> <p>01/09</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
Social Distancing in school	Pupils, staff and the wider community due to infection with Covid-19	<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. Staff must maintain at least a 2m distance everywhere, and wear face coverings indoors. Face coverings may also be worn outside. 	<p>Follow bubble plan for KS1 and KS2 (see re-opening plan for details).</p> <p>Staggered starts, breaks, lunchtimes, assemblies and ends of day. New process for drop off and pick up by parents – share with parents and staff.</p>	<p>DA</p> <p>DA</p>	<p>21/07</p> <p>01/09</p>	<p>Yes</p> <p>Yes</p>
Cleaning	Pupils, staff and the wider community due to infection with Covid-19	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, 	<p>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.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has</p>	<p>DA</p> <p>DA</p>	<p>21/07</p> <p>21/07</p>	<p>Yes</p> <p>Yes</p>

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		<ul style="list-style-type: none"> ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>identified the correct process and PPE to be worn.</p> <ul style="list-style-type: none"> ● Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards. (refer to re-opening plan) ● Staff cleaning rota in place (refer to re-opening plan). Share expectations with staff. 	<p>DA</p> <p>DA</p>	<p>21/07</p> <p>01/09</p>	<p>Yes</p> <p>Yes</p>
Lunchtime Catering facilities	Pupils, staff and the wider community due to infection with Covid-19	<ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ Serving food ○ Queing ○ Different lunch periods 	Refer to re-opening plan for full details on how this will be managed. Share with staff including midday supervisors and caterers.	DA	15/07	Yes
Fire Safety	Pupils, staff and the wider community due to infection with Covid-19 or fire risk.	<ul style="list-style-type: none"> ● 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. 	Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school (new assembly points to keep each bubble separate).	DA	15/07	Yes

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		<ul style="list-style-type: none"> Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 				
Access/Egress of school building	Pupils, staff and the wider community due to infection with Covid-19	<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these 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. Allocated drop off and collection times 	<p>New arrangements for children and parents – refer to re-opening plan. Communicate with staff and parents.</p> <p>Markings and signage already up in school.</p> <p>Cleaning of entrance door handles on rota.</p>	DA	21/07	Yes Yes
First Aid	Pupils, staff and the wider community due to infection with Covid-19	<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. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	Ensure all staff know the protocols and where to access PPE and how to dispose of it.	AS	04/09	Yes

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Waste	Pupils, staff and the wider community due to infection with Covid-19	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	CM	15/07	Yes
Break/Lunch times	Pupils, staff and the wider community due to infection with Covid-19	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	Refer to timetable in school re-opening plan.	DA	15/07	Yes
Staff/Pupils within the shielded group	vulnerable pupils and staff	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group 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 e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	Individual risk assessments for teaching and office staff.	DA	01/09	Yes
Contractors	contractors and school community	<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. 	Check with Boras Contractors who will be in over the summer period.	DA	21/07	Yes

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		<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 				
Property Compliance	pupils and staff	<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. 	<ul style="list-style-type: none"> All serious 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. 	DA	15/07	Yes
Hygiene	Pupils, staff and the wider community due to infection with Covid-19	<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. 	<p>Outdoor wash stations installed.</p> <p>Re-locate paper towel dispensers closer to bins to allow more space for pupils.</p> <p>Disengage hand driers from bathrooms.</p>	DM DM DM	01/09 01/09 01/09	Yes Yes Yes
Accident reporting Covid-19 incidents	Pupils, staff and the wider community due to infection with Covid-19	<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. 	Reporting as required.	DA	When needed	Yes

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Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	Not required – only one staff member per office.			
Personal Protective Equipment	Pupils, staff and the wider community due to infection with Covid-19	<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. 	Remind staff where to find this and how to use and dispose of it.	DA	03/09	Yes
Behaviour	Pupils, staff and the wider community due to infection with Covid-19; pupils' learning	<ul style="list-style-type: none"> 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. 	<p>Pupil inductions at the start of term.</p> <p>Send out new behaviour policy with accompanying video to parents.</p>	All staff DA	04/09 04/09	Yes Yes
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<p>Relocate photocopier to central library space.</p> <p>Follow staggered breaks in re-opening plan.</p>	DA All staff	01/09 02/09	Yes Yes

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Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. utensils 	As now.	N/A	N/A	Yes
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and will be uploaded to the school website. 	Upload impact assessment to website.	DA	21/07	Yes
Lack of staff	Pupils	<ul style="list-style-type: none"> 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 	<p>Ensure staff bubble teams to support each other during the school day.</p> <p>If Section 44 letters are given to the school, the school will first engage with those staff to discuss and try to address their concerns. The Headteacher will make a revised staffing plan if necessary, and should staffing be insufficient, may discuss with the chair of governors and LA whether parts of the school need to be closed.</p>	DA	15/07	Yes
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> 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. 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together 	DA	15/07	Yes

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		<p>coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible <p>Refer to school re-opening plan for how this will operate.</p>			
Dedicated school transport, including statutory provision	pupils	<p>It is important to consider:</p> <ul style="list-style-type: none"> 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 	Check with Fen Cabs (only one taxi used for 2 children who are in the same family).	AS	21/07	Yes

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
Learning outside the classroom (day trips, etc.)	Pupils, staff and the wider community due to infection with Covid-19	<ul style="list-style-type: none"> 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. 	<p>For more information contact Stephen Brown (Outdoor Education Adviser)</p> <p>Postpone autumn term residential trip.</p>	DA/CS	21/07	Yes
Extra-curricular activities (coaches, tutors, after school)	Pupils, staff and the wider community due to infection with Covid-19	<ul style="list-style-type: none"> 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. 	Check arrangements with sports coaches, volunteers, out of school club, and Forest School.	DA	01/09	Yes
Physical activity	Pupils, staff and the wider community due to infection with Covid-19	<ul style="list-style-type: none"> 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. 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</p> <p>Check arrangements with teachers and sports coach.</p>	DA	21/07	Yes
Signage	Pupils, staff and the wider community due to	<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	check signage remains clear and visible on site	DA	02/09	Yes

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	infection with Covid-19					

Useful Guidance

- Guidance for full opening: schools 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](#)
- Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) 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](#)