

Educational Setting	Hampton Vale Primary Academy
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Paula Page
Review Date	<p>1st March 2021</p> <p>Review 1st September 2021</p> <p>Outbreak Management Plan added to the Risk Assessment at the end</p>

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		<ul style="list-style-type: none"> Schools should review the total space available for teaching activities beyond classrooms. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination. 	<ul style="list-style-type: none"> Line markings for drop off and pick up. Removed line markings One way system around the outside of school. Continued with the one way system Create Zones on playground. Removed the zones Signs for social distancing. Continue to encourage parents to be cautious with social distancing on school grounds. Bubbles will be a maximum of 90 children plus adults (Year groups). Removed bubbles 1 Teacher and 1 TA per class where possible. Restrict number of staff entering any other room unless 	MR SLT	1/3/21	

			<p>they are in the same year group and they must remain 2 metres apart at all times.</p> <p>Removed this restriction in classrooms</p> <ul style="list-style-type: none"> If a Teacher or TA is absent try to cover using staff from the same 'Bubble' (Year group) where possible. <p>Cover has gone back to normal across school to help with higher than normal staff absence</p> <ul style="list-style-type: none"> Teachers and TA's to adhere to social distancing in classroom wherever possible. <p>This restriction has been removed</p> <ul style="list-style-type: none"> SLT will work with Site staff to arrange classrooms. <p>Classrooms back to normal</p> <ul style="list-style-type: none"> Children will stay in their base classroom for all lessons except for those outside such as PE, Dance and Forest School. <p>Children will mix and use other classrooms if necessary</p> <ul style="list-style-type: none"> Staffrooms are limited to 2 people at a time. <p>Staff rooms back to normal use.</p> <ul style="list-style-type: none"> Staff must wear face coverings when moving through shared areas in school. <p>No face covering in school from now on,</p>			
Cleaning		<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 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be 	SLT MR	On going	

		<p>in communal areas and at touch points including:</p> <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ 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>secured for 72 hours then undergo a thorough clean.</p> <ul style="list-style-type: none"> ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Each child and bubble will have their own equipment both in and out of the classroom to support cleaning. <p>Equipment is being used and shared across school again.</p> <ul style="list-style-type: none"> ● Cleaning wipes provided for every classroom and office. (Additional) 			
Lunchtime Catering facilities		<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 	<ul style="list-style-type: none"> ● 3 hot dinner options provided by Accent. These will be delivered to classrooms by lunchtime staff. <p>Start to use the dining hall again.</p> <ul style="list-style-type: none"> ● Children will eat their lunch in their classroom. <p>Start to use the dining hall again.</p>	PP Accent	1/3/21	

Fire Safety		<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. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> MR to ensure that all PEEPs are in place for any changes which have been made. Staff and children to practise Fire Evacuation due to class changes. 	MR SLT	1/3/21	
Access/Egress of school building		<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 	<ul style="list-style-type: none"> One Way system around school. Two way system back in use. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. Update parents on the relevant changes to the risk assessment and restrictions around school Face coverings to be worn by parents/carers and 	PP HD	1/3/21	

			staff during drop off and pick up times. This is a personal choice for parents and carers			
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. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> 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"> First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid We currently have the correct ratio of First Aiders in school. Minor first aid to take place in classroom. Any symptoms shown from a child. 1 adult to should immediately escort the child to the isolation room located off of the front office and isolate with door open until parent arrives to collect. 	HD CP	1/3/21	

			<ul style="list-style-type: none"> PPE should be worn by any staff handling a child with COVID 19 symptoms Office manager to keep a secure list of anyone presenting symptoms/ needing a test/ result of test etc. 			
Waste		<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. Sealable bags have been distributed to all staff to safely dispose of and store masks. 	MR	1/3/21	
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<ul style="list-style-type: none"> Break and lunch times will be staggered and children will remain in their designated zones. Lunchtimes will return to normal. Hand washing before and after breaktime. Continue where possible as good practice Only play equipment from each bubble may be used during play times. This is brought out and taken back to the classroom by the class teacher. Children can share the play equipment again. 	PP HD	1/3/21	

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 must not attend school as per the Government guidelines Staff/pupils that meet the criteria as moderate risk of infection 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. 	<ul style="list-style-type: none"> All staff who are in the clinically extremely vulnerable group have been advised that they should work from home. If they have chosen not to do so an individual risk assessment is in place. <p>Risk assessments will be completed for staff who do not feel that they are covered by the main risk assessment.</p> <ul style="list-style-type: none"> Check if any new members of staff joining HV since January are complete. All children who have received shielding letters are to remain at home unless they gain a letter from their GP stating that they may return. <p>All children can return to school.</p>	PP HD	1/3/21	
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. 	<ul style="list-style-type: none"> Only emergency work will take place while pupils are in school. Work will continue as normal in school. 	MR PP	1/3/21	

		<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<ul style="list-style-type: none"> Other work will take place where we can minimise risk. Work will continue as normal in school. Contractors must wash hands/use sanitiser before they enter building. Continue where possible as good practice 			
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. 	<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. 	MR	1/3/21	
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. 	<ul style="list-style-type: none"> Soap and Sanitiser have both been ordered. Children will wash hands regularly SLT to remind staff and children weekly about hygiene routines. Continue all above as good practice where possible 	MR Teachers SLT	1/3/21	
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. 	<ul style="list-style-type: none"> System to be in place for a positive/negative result. 	PP HD	1/3/21	

		<ul style="list-style-type: none"> For further advice and guidance you should contact your competent Health & Safety Adviser. 				
Administrative Staff		<ul style="list-style-type: none"> Staff bubbles are in place to ensure that there is limited contact between groups. 	<ul style="list-style-type: none"> A screen for the front office is in place for the Front of House. Regular hand washing. Daily cleaning schedule of work space. No sharing of equipment where possible. Desks have been moved 2 metres apart. <p>All of the above has return to normal. Staff will be cautious and think about distance when greeting parents and visitors</p>	DC SLT	1/3/21	
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. 	<ul style="list-style-type: none"> PPE stored in the First Aid room. Staff have read guidelines on use. 	SLT CP	1/3/21	

Behaviour		<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. 	<ul style="list-style-type: none"> Full and comprehensive details of COVID secure routines and systems with all staff. 	SLT	1/3/21	
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. Encourage staff to eat in their classrooms or outside. 	<ul style="list-style-type: none"> Staff are being given staggered break times and advised to use areas in accordance to social distancing measures. Only 2 adults in a staffroom at any one time. Staffrooms have returned to normal use. 	SLT	1/3/21	
Well Being		<ul style="list-style-type: none"> Children have all had additional PSHE lessons each day upon return to support their transition back to school and also dealing with the experiences they may have had. G+ posts out to staff with details of how to look after their mental health during this time and who to contact for more support. Staff have had weekly social zoom meets with their phases. Whole school zoom meetings to keep communication high. 	<ul style="list-style-type: none"> Regular check in points with staff to monitor general feeling of staff. Continue as good practice PSHE lessons to continue and also develop as the ever changing environment and situation changes. Continue as good practice PE, Dance and Forest School lessons to resume, these both promote a healthy mind and body. 	SLT	1/3/21	

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](#)

Outbreak Management Plan

Scenario 1 – Single Confirmed COVID Case

If there is one case identified in school the following steps will be taken in line with the latest guidance:

- Student's parents will be informed that they need to isolate
- Schools will follow their Trust/Local Authority reporting guidance
- NHS will complete a track and trace exercise
- Remote learning plan to be implemented for those isolating
- School Covid Risk Assessment to be evaluated in light of any learning from new case

Scenario 2 – Outbreak Within Setting

Two or more linked cases - excluding siblings - in school

1. Vaccinate all those eligible - this should be all adults
2. Ensure good hygiene for everyone
3. Maintain appropriate cleaning regimes
4. Keep occupied spaces well ventilated
5. Asymptomatic LFD testing for contacts of cases
6. Consider daily LFD testing for contacts of cases
7. Reintroduce face-coverings in communal areas
8. Reduce mixing (reintroduce bubbles) and consider closure of extra curricular activities

Should an outbreak be identified the following steps will be undertaken:

- School will liaise with the Trust and Public Health passing on the relevant information
- In collaboration with Public Health and the Trust Executive Leadership Team a decision will be made as to whether classes/bubbles/school can remain open
- DfE will be informed if the school is to close

- LA will be informed if the school is to close
- In liaison with Public Health, if the school is a test site, on site testing will be reinstated
- Remote learning plan will be implemented
- External visits to the school will stop until deemed safe
- School COVID Risk Assessment will be evaluated in light of any learning from new cases

Scenario 3 – The setting is affected by a package of Local or National measures

The COVID situation is ever changing as are the directed responses. Settings will work with the Trust to ensure that they implement any Local or National restrictions and guidance. This will include working with the following:

- Parents/carers
- Pupils
- Public Health
- Local Authority
- Social Care
- DfE

The following plans are in place to support the continued delivery of education:

Testing:

- Continue with the distribution of LFD tests.
- Remain well stocked with LFD tests in case there is a requirement to increase home testing

Face Coverings:

- Should face coverings be recommended, the school will have a stock of them ready to be used.

Shielding:

- Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. If this is a pupil, then the remote learning plan would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing.

Safeguarding:

- It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding and remote support.
- Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.

Meals:

- Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.

IT Access:

- As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures.
- Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required.