

<b>Educational Setting</b>	<b>Hampton Vale Primary Academy</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Paula Page
<b>Review Date</b>	<b>13 August 2020</b>

**This Model Risk Assessment should be used and modified to suit the school setting**

What are the hazards?	Who might be harmed and <i>how</i> ?	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"> <li>Schools should review the total space available for teaching activities beyond classrooms.</li> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Line markings for drop off and pick up.</li> <li>One way system around the outside of school.</li> <li>Create Zones on playground</li> <li>Signs for social distancing</li> <li>Classes have been arranged for 30 children or less.</li> <li>Bubbles will be a maximum of 90 children plus adults (Year groups) but will predominantly work as a class bubble of 30.</li> <li>1 Teacher and 1 TA per class. No staff to enter any other room unless they are in the same year group and they must remain 2 metres apart at all times.</li> <li>If a Teacher or TA is absent try to cover using staff from the same ‘Bubble’ (Year group) where possible.</li> <li>Teachers and TA’s to adhere to social distancing in classroom wherever possible.</li> <li>SLT will work with Site staff to</li> </ul>	MR  SLT	2/9/20	

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			<p>arrange classrooms.</p> <ul style="list-style-type: none"> <li>Children will stay in their base classroom for all lessons except for those outside such as PE and Forest School.</li> <li>Staffrooms are limited to 2 people at a time.</li> </ul>			
Cleaning		<ul style="list-style-type: none"> <li>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.</li> <li>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"> <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>Lift and hoist controls,</li> <li>Machinery and equipment controls,</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>Telephone equipment,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.</li> <li>Cleaning wipes provided</li> </ul>	SLT MR	On going	

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		<ul style="list-style-type: none"> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul>	for every classroom and office. (Additional)			
Lunchtime Catering facilities		<ul style="list-style-type: none"> <li>• Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Packed Lunches and 1 hot dinner option provided by Accent. These will be delivered to classrooms by lunchtime staff.</li> <li>• Children will eat their lunch in their classroom.</li> </ul>	PP Accent	2/9/20	
Fire Safety		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• MR to ensure that all PEEPs are in place for any changes which have been made.</li> <li>• Staff and children to practise Fire Evacuation due to class changes.</li> </ul>	MR SLT	18/9/2020	
Access/Egress of school building		<ul style="list-style-type: none"> <li>• One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</li> <li>• Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered</li> </ul>	<ul style="list-style-type: none"> <li>• One Way system around school.</li> <li>• Priority must be given to disabled users and those identified as having health related issues.</li> </ul>	PP HD	2/9/2020	

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		<p>to).</p> <ul style="list-style-type: none"> <li>Wipes and sanitiser available at both sides of doors.</li> <li>Increased cleaning of handles and touch plates.</li> <li>Allocated drop off and collection times</li> </ul>	<ul style="list-style-type: none"> <li>Provide relevant guidance to parents on drop off and pick up arrangements.</li> <li>Staggered start and finish times for all.</li> </ul>			
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>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> </ul>	<ul style="list-style-type: none"> <li>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"> <li>First Aid at Work</li> <li>Emergency First Aid at Work</li> <li>Paediatric First Aid</li> <li>Emergency Paediatric First Aid</li> </ul> </li> <li>Minor first aid to take place in classroom.</li> <li>Any symptoms shown from a child. 1 adult to should immediately escort the child to the</li> </ul>	HD CP	2/9/2020	

# RISK ASSESSMENT

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			<p>isolation room located off of the front office and isolate with door open until parent arrives to collect.</p> <ul style="list-style-type: none"> <li>• PPE should be worn by any staff handing a child with COVID 19 symptoms</li> <li>• Office manager to keep a secure list of anyone presenting symptoms/ needing a test/ result of test etc.</li> </ul>			
Waste		<ul style="list-style-type: none"> <li>• 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</li> <li>• Bins should be emptied daily.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	MR	2/9/2020	
Break/Lunch times		<ul style="list-style-type: none"> <li>• The school will stagger breaks/lunchtimes to achieve the social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Break and lunch times will be staggered and children will remain in their designated zones.</li> <li>• Hand washing before and after breaktime.</li> <li>• Staff from bubble to remain with their children.</li> <li>• No outdoor play equipment.</li> </ul>	PP HD	2/9/2020	

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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> must not attend school as per the Government guidelines</li> <li>Staff/pupils that meet the criteria as <a href="#">moderate risk of infection</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ul>	<ul style="list-style-type: none"> <li>All staff/pupils who are in the vulnerable group have an individual risk assessment</li> <li>Check if any new members of staff joining HV in September and complete.</li> </ul>	PP HD	2/9/2020	
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>	<ul style="list-style-type: none"> <li>Only emergency work will take place while pupils are in school.</li> <li>Other work will take place where we can minimise risk.</li> <li>Contractors must wash hands/use sanitiser before they enter building.</li> </ul>	MR PP	2/9/2020	
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> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	MR	2/9/2020	

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Hygiene		<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</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>	<ul style="list-style-type: none"> <li>Soap and Sanitiser have both been ordered.</li> <li>Children will wash hands regularly</li> <li>SLT to remind staff and children weekly about hygiene routines.</li> </ul>	MR Teachers SLT	2/9/2020	
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> </ul>	<ul style="list-style-type: none"> <li>System to be in place for a positive/negative result.</li> </ul>	PP HD	2/9/2020	
Administrative Staff		<ul style="list-style-type: none"> <li>Staff bubbles are in place to ensure that there is limited contact between groups.</li> </ul>	<ul style="list-style-type: none"> <li>A screen for the front office is being sourced for the Front of House.</li> <li>Regular hand washing.</li> <li>Daily cleaning schedule of work space.</li> <li>No sharing of equipment where possible.</li> </ul>	DC SLT	2/9/2020	

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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>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> </ul>	<ul style="list-style-type: none"> <li>PPE stored in the First Aid room.</li> <li>Staff have read guidelines on use.</li> </ul>	SLT CP	2/9/2020	
Behaviour		<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> </ul>	<ul style="list-style-type: none"> <li>2 Teacher training days have been arranged at the beginning of Autumn term.</li> <li>Full and comprehensive details of COVID secure routines and systems with all staff. Teachers will then induct children on their return.</li> </ul>	SLT	2/9/2020	
School Staffroom		<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Staff are being given staggered break times and advised to use areas in accordance to social distancing measures.</li> <li>Only 2 adults in a staffroom at any one time.</li> </ul>	SLT	2/9/2020	



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Well Being		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Staff have had weekly social zoom meets with their phases.</li> <li>Whole school zoom meetings to keep communication high.</li> </ul>	<ul style="list-style-type: none"> <li>Regular check in points with staff to monitor general feeling of staff.</li> <li>PSHE lessons to continue and also develop as the ever changing environment and situation changes.</li> <li>PE and Forest School lessons to resume, these both promote a healthy mind and body.</li> </ul>	SLT	2/9/2020	

### 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](#)

Model Risk Assessment