

RISK ASSESSMENT

3sEducational Setting	Hemingford Grey Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020 – This risk assessment was approved by the Local Authority on 21.07.20
Review Date	September 2020

HGPS specifics in Green

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	All	<ol style="list-style-type: none"> 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 2. clean hands thoroughly more often than usual 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<ul style="list-style-type: none"> • Isolation room in office manager's office or sensory room. Deep clean if used for suspected case. 5 staff trained to look after pupils if required wearing PPE. All first aid trained TAs to watch training video and read poster. PPE available is suitable and sufficient. • Sufficient stocks of soap, paper towels are available in all required locations. 	Everyone Stock – JB/JG COVID/H&S Committee meeting weekly to review.	16.07.20	Tick

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		5. minimise contact between individuals and maintain social distancing wherever possible 6. where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> Sufficient stocks of tissues and disposal bins are available for all classrooms. Sufficient stocks of suitable cleaning products are available for additional school use. Easyclean provide cleaning stock and coverage including additional evening cleaner and daytime cleaner whilst risk is at current level. Staff have access to a Staff Handbook for COVID H&S + briefing on the expectations in Sep 2020 training day – inc outside, staff room, classrooms. 7. Sufficient stocks are available and procedures for keeping stock levels good are in place. 			

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Response to any infection		<ul style="list-style-type: none"> 7. engage with the NHS Test and Trace process 8. manage confirmed cases of coronavirus (COVID-19) amongst the school community 9. contain any outbreak by following local health protection team advice 	<ul style="list-style-type: none"> 8. Staff have access to a Staff Handbook for COVID H&S + briefing on the expectations in Sep 2020 training day. 21.09.20 Parents/carers encouraged to wear face coverings and staff at drop-off/ pickup 	KM/DJ COVID Committee meeting x2 per half term to review	16.07.20	Tick
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. 	<ul style="list-style-type: none"> See HGPS flowchart/COVID crisis plan for school closure to form appendix to Critical Incident Plan 	KM/DJ COVID Committee meeting weekly to review.	16.07.20	Tick
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 	<ul style="list-style-type: none"> Phase Bubbles FS, KS1, LKS2, UKS2 – open plan, sharing toilets, staff and resources. Where furniture and space in classrooms allow, children are facing away from each other. 	Everyone H&S Committee meeting x2 per half term to review	16.07.20	Tick

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		maintaining distance between individuals.	<ul style="list-style-type: none"> 22.09.20 KS2 seating plans with cleaning stations. School office virtual to parents/carers and staff whenever possible. Separate staff break out areas so that phase staff bubbles do not mix. PPA planned to limit adults mixing between bubbles Clear expectations through INSET, Staff Handbook, team meetings and emails to remind staff that adults must socially distance whenever possible. 			
Cleaning		<ul style="list-style-type: none"> A pre-opening deep clean will take place 1—3rd September 2020 to arrange a deep clean before staff and pupils return to school. 	<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 	KM strategic planning. JB site walks and standards	16.07.20	Tick

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		<ul style="list-style-type: none"> 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, 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>accessed should be 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. See Easy Clean Risk Assessment Outdoor play equipment should be used – box per bubble - pupils wash their hands afterwards. Outdoor fixed equipment on weekly bubble rotation. Additional evening cleaner in place via Easyclean to maintain 	<p>COVID/H&S Committee meeting x2 per half term to review</p>		

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			<p>standards of required frequent cleaning.</p> <ul style="list-style-type: none"> Daytime cleaner in place via Easyclean to maintain standards of required frequent cleaning. Floor in hall will be mopped daily. 			
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 and dining areas <ul style="list-style-type: none"> Serving food Queing Different lunch periods 	<ul style="list-style-type: none"> Meal offer for eligible UFM, FSM and paid pupils –initially cold in Sep 2020, moving to cooked meals once review of systems in September. Aspens will provide a packed lunch made in the school kitchen Alternatively lunches can be brought from home. 	KM COVID Committee meeting x2 per half term to review.	14.07.20	Tick

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			<ul style="list-style-type: none"> The plan is to deliver kitchen packed lunches to classrooms. Tables will be cleaning in classrooms and packed lunches eaten there. FS will eat in the hall. Aspens have issued their risk assessment and COVID Certificate to us. 			
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"> See amended Fire Evacuation Procedure – muster point on field and internal doors closed. Discussed by H&S committee 13.05.20 Fire Alarm serviced on 19.05.20 	JB H&S Committee meeting x2 per half term to review.	22.05.20	Tick

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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"> Timetable of staggered arrival to school arrival/ collection + one-way system arranged to reduce congestion. See timetable below. Priority must be given to disabled users and those identified as having health related issues. Parents/carers provided with relevant guidance on drop off and pick up arrangements. Phase Bubble Letter 2. July 2020 	KM/DJ H&S Committee meeting x2 per half term to review.	17.07.20	Tick
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. 	<ul style="list-style-type: none"> See staff H&S guidance for Hemingford First Aid adjustments. Ice-packs accessed when required near each base. Kitchen to wash any sleeves and other high use fabrics daily or when required. 	DJ H&S Committee meeting x2 per half term to review.	17.07.20	Tick

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		<ul style="list-style-type: none"> 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"> First Aid policy and training of staff up-to-date. 			
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 (body fluids) and or wash hands immediately after carrying out this activity. PHS bins collected regularly 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick
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"> See timetable for phases 			
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 have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. 	<ul style="list-style-type: none"> Risk assessments in place where needed for staff in the extremely clinically vulnerable group. 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick

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		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Any pupils in critically extremely vulnerable group who are shielding – have a risk assessment and reassured of continued home learning support. 			
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. 	<ul style="list-style-type: none"> Risk assessments requested for any onsite contractors. Visitor protocol shared on arrival – wash hands and respect social distancing measures. 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. 	<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. 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick

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		<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. 				
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 access for all staff and pupils. Posters in toilets and around school. Hand sanitiser and tissues in each hub. Windows should be open for good ventilation. 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick
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. 		COVID Committee meeting x2 per half term to review.	17.07.20	Tick

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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. 	<ul style="list-style-type: none"> Separate office space for finance, admin and office manager. Staff access to office reduced and glass window used for communication to ensure social distancing is observed. Parents/carers informed that office is virtual – phone and email only 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick
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"> Grab pack of PPE and visor outside sensory room. 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick

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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. 	<p>INSET training of behaviour linked to wellbeing and policy appendix – 4th Sep 2020</p> <p>Parent/carer Communication about behavioural expectations – Sep 2020</p> <p>Staff INSET – policy reading recorded on SCR for safer working practice and KCSIE – 3rd Sep 2020</p>	COVID Committee meeting x2 per half term to review.	17.07.20	Tick
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. 	<ul style="list-style-type: none"> Staff room marked with sections to limit people in high volume areas – kettle etc. Crosses on seat. Lunchtimes already staggered. Smaller staff rest areas created with drink facilities around school. Paper towels provided to wash hands, staff bring crockery from home. Staff toilets – paper and spray provided for use on toilet flush handle, sinks, doors, locks which are frequently touched. 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick

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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 		H&S Committee meeting x2 per half term to review.	17.07.20	Tick
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found on the school website – COVID 19 section 		COVID Committee meeting x2 per half term to review.	17.07.20	Tick
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>Staff all staggered and linked to bubbles.</p> <p>PPA provision altered to limit adult movement between bubbles.</p> <p>Additional subject provision specialism – specific plans for languages and PE.</p>	H&S Committee meeting x2 per half term to review.	17.07.20	Tick
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 between adults 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 	<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 – phase bubbles 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick

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		<p>others at risk (e.g. 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 unnecessary equipment into the school. Bumbags are provided with all necessary equipment in school for the activities they are undertaking. Shared equipment will be cleaned. Government guidance of books and other equipment being taken home will be followed. 	<ul style="list-style-type: none"> avoiding contact between groups – staggered start/end separate lunch/break arranging classrooms with forward facing desks – where furniture and classroom space allows staff maintaining distance from pupils and other staff as much as possible – staff limited to their phase bubble. PPA and subject specialist to always work at social distance. 			
Dedicated school transport, including statutory provision		<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 		H&S Committee meeting x2 per half term to review.	17.07.20	Tick

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		<ul style="list-style-type: none"> • 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 				
Learning outside the classroom (day trips, etc.)		<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>Outdoor learning timetable in place</p>	H&S Committee meeting x2 per half term to review.	17.07.20	Tick
Extra-curricular activities (coaches, tutors, after school)		<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 	<ul style="list-style-type: none"> • Risk assessment sought from Hunts Sports Partnership 			

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		carefully how such arrangements can operate.				
Physical activity		<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>Children will wear PE kits to school on the day they have PE.</p>	H&S Committee meeting x2 per half term to review.	17.07.20	Tick
Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> COVID Certificate completed and displayed. Signage for handwashing and social distancing evident in school. COVID Test and Trace posters in staff room 	H&S Committee meeting x2 per half term to review.	17.07.20	Tick

	Arrival	Break	Lunch	Departure
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Hub FS	8.30		11.30-12.15	2.45
Hub KS1	8.45	10.15-10.30 & 2.15-2.30	11.45 -12.30	3.00
Hub LKS2	8.55	10.30-10.45	12.30-1.15	3.10
Hub UKS2	9.05	11-11.15 & 2.-15	11.45-12.30	3.20

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.

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- 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](#)