

RISK ASSESSMENT



Educational Setting	Abbot Ripton CofE E Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Claire Matthews 15 th July 2020
Review Date	14 th September or if significant guidance is released

Our 'bubbles' will be classes as below who will not mix. As they are our normal class, we will refer to them by their class names and NOT bubbles from September.

Van Gogh (VG)	17 children (YrR)	Mrs Wilcock
Monet (M)	30 children (Yr1&2)	Mrs MacLeod & Mrs Jackson
Kandinsky (K)	27 children (Yr3&4)	Mrs Hawthorne & Mrs Whales
Picasso (P)	31 children (Yr5&6)	Mrs Jackson & Miss Slater

If any member of staff is concerned that another staff member is not adhering to any measures within this risk assessment, they should initially highlight this to the member of staff if they feel they can. If this is not possible, they should discuss their concerns with the Headteacher and if this is not possible, the processes within the Whistleblowing Policy should be referred to.

Overriding principles:

- 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 and through maintaining distance between individuals.

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ALL ACTIONS LISTED WITHOUT ANY FURTHER ACTION NECESSARY HAVE ALREADY BEEN COMPLETED AT THE TIME OF WRITING THIS RISK ASSESSMENT AS PART OF THE ONGOING REVIEW OF OUR CURRENT RISK ASSESSMENT

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
Contracting the virus Social Distancing	All	<ul style="list-style-type: none"> Classes will remain in their own classrooms as much as possible. Class furniture has been moved or placed in a position to reduce narrow points, ensuring that free movement is possible. Where children will be at desks, these have been organised with as much space as possible between them and facing the front of the classroom as much as possible. Windows in classrooms will remain open as much as possible to allow air flow through rooms. 	Windows opened each morning in all rooms in use whenever possible	Class teachers	Ongoing daily	
Contracting the virus Prevention	All	<ul style="list-style-type: none"> 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 Children and staff wash hands thoroughly and regularly and at least on arrival at school, before and after playtime and lunchtime and after using the toilet. Any staff member working across classes will be extra vigilant with distancing from the chn and will wash their hands between groups. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach which has been shared with all parents prior to returning to school. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach (see cleaning below) Minimise contact between individuals and maintain social distancing wherever possible 	<p>Class timetables set up to allow time for handwashing</p> <p>New cleaning rota produced and shared with CM</p>	<p>Class teachers</p> <p>SB</p>	<p>7th Sept</p> <p>7th Sept</p>	

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		<ul style="list-style-type: none"> Where necessary, wear appropriate personal protective equipment (PPE) Pupils are prohibited from bringing any equipment into the school as they will be provided with an individual named pack which will contain all that they regularly need. Parents will be asked to provide a water bottle which we will keep in school and wash/sanitise each day so that it can be kept in school. We will minimise anything being sent home for example all letters will be electronic. Reading books may be sent but on return they will be quarantined for 48 hours before being given to another child. 	<p>All staff to have read ‘Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)’</p> <p>Set up ‘quarantine’ area in each classroom</p>	Class teachers	7 th Sept	
Contracting the virus Cleaning	All	<ul style="list-style-type: none"> The school cleaner (SB) has been given a copy of the COVID-19: Cleaning in Schools document produced by County as well as the Government guidance COVID-19: cleaning in non-healthcare settings and asked to read it, complete order for cleaning resources or materials if needed (for example disposable items such as aprons, cloths and mop heads) and adjust working in line with this guidance. The COSHH risk assessment has been checked. Cleaner agreed to work some of her hours during the day so that she is available to clean during the day (12:30pm-4:30pm) Teachers leading in each bubble have removed items which are difficult to clean from their classrooms e.g. soft toys and cushions as well as resources which may harbour the virus such as playdoh. <p>From 7th September</p> <ul style="list-style-type: none"> More frequent cleaning procedures will be in place and logged, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, 	Update cleaning schedules and sign off sheets in line with new	SB & LN	7 th Sept	

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		<ul style="list-style-type: none"> ○ Toilet flush and seats, ○ Door handles and push plates, ○ Light switches, ○ Areas used for eating to be thoroughly cleaned at the end of each lunch break. Chn to be taught to do this for themselves. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ○ All carpet areas hoovered daily. ● Cleaning sign off sheets used in all areas of school. Timetable produced for SB. These checked regularly by CM and summarised for Governors. ● If the cleaner is absent from school, the cleaning will be undertaken by NB. ● The cleaner will not enter a classroom space whilst children are in it; bins will be left close to the door so that they can be emptied easily. 'Cleaning in progress' signs used so that others are aware of where SB is cleaning. ● Each classroom will set up a cleaning station where used items which are to be cleaned prior to further use can be placed. TAs within the bubble to be shown this and asked to do this when they can. 	<p>working hours</p> <p>Cleaning monitored and sign off sheets checked</p> <p>Ensure bins are placed near the door in classroom</p> <p>Cleaning station set up in each classroom</p> <p>Office staff to wipe the external door bell each time someone rings it e.g. children arriving late.</p>	<p>CM</p> <p>Class teachers</p> <p>Class teachers</p> <p>LN/JP</p>	<p>Weekly</p> <p>7th Sept</p> <p>7th Sept</p> <p>Ongoing</p>	
Contracting the virus Play times and	All	<ul style="list-style-type: none"> ● Children will leave and return to their classrooms through their fire exits to minimise contact in corridors. M class use the door at the bottom of the corridor nearest their classroom as 	- Teachers to inform children about outside expectations	Class teachers	7 th Sept	

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lunchtimes		<p>their fire door exit crosses the VG exit.</p> <ul style="list-style-type: none"> Each class will have a zone on the playground/field to use but VG class to remain on the field to minimise the need for first aid with trips and falls. The field will be coned into 3 zones with a 1 metre gap between and the playground will be the fourth zone. 3 members of staff will supervise the 4 zones, remaining at least 1 metre from all children whenever possible. If a child needs close attention, an adult from their own class should be sent for. For a wet playtime, classes will remain in their classroom spaces. If the weather is too wet for field use, play time will be staggered with VG&M going out at 10:20 and K&P going out at 10:40 on 2 playground zones. At lunchtime 2 classes will go out for 15 minutes whilst 2 are in classrooms and then swap. Each class will have their own plastic box with of equipment such as hoops, balls and bats. This equipment will not be shared between classes. The Trim Trail and Climbing Tower will only be used by 1 class each week and then left unused over the weekend. 	<p>* Remaining in their zone * How to use the equipment safely</p> <p>Plastic boxes set up for each class</p>	Class teachers	7 th Sept	
Contracting the virus Lunch and Catering	All	<ul style="list-style-type: none"> VG& M (47 children) will eat in the dining room, separated with a 1 metre space between the classes. Tables will be spaced to allow for 4 children to a table and not our usual 8. Chn will be seated in the sme place each day. K&P will remain in their classrooms to eat at their desks. If the weather is nice, K&P may eat outside (see lunchtime below) Table tops will be washed before use for eating and all children and adults will wash their hands before and after eating. Hot meals will be served from the start of term. For the first 2 weeks, K&P will continue to use disposable containers. Food will be placed on a trolley and delivered to K&P classrooms 	<p>Summer term emergency menu in place for first 2 weeks. Share lunch arrangements with ABM catering and school cook.</p> <p>Following this 2 week period we will review whether we can reintroduce plates safely</p>	CM	7 th Sept	
				CM	18 th Sept	

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		<p>doors by LN. All rubbish placed in bin bag and disposed of. Used cutlery to be placed in a tin to be returned to the kitchen for the dishwasher.</p> <ul style="list-style-type: none"> In the dining room, children will no longer plate meals. All meals will be plated by the cook at the hatch, stacked and carried to tables in 4s. 	and efficiently for KS2.			
<p>Contracting the virus</p> <p>Access of school building</p>	All (including parents)	<ul style="list-style-type: none"> Children may arrive at school between 8:40am and 9am (currently 8:50am). At the end of school VG&M will finish at 3pm and K&P will finish at 3:15pm (currently the whole school finishes at 3:15pm). These extended/staggered times allow us to maintain distance between families. <p>Drop off</p> <ul style="list-style-type: none"> VG&M classes use the second/lower gate onto the field. VG adult will wait on blue dots by the willow dome and M adult will wait on blue dots by the play tower. VG enters school through their classroom fire door and M enter through the door at the bottom of the corridor next to their classroom. K&P classes use the first/top gate onto the field. K come across the field and enter through their fire door and P turn right and walk around the field, across in front of the office and into their cloakroom door. Parents will be told that they must leave their child/children as close to the gate as possible and to leave the site promptly. Children arriving late will need to enter via the office but we will speak to parents about this not being the safest option and the importance of arriving before 9am. There will be no face to face contact with parents – any messages will be passed by email or telephone. On arrival at school all children will be asked to wash their 	<p>Reminder about start and finish times and gates sent to parents at the start of term (INSET days)</p> <p>Check blue markers and blue dots are still visit after the Summer holiday. Re-paint if necessary</p> <p>Additional staff on the gate at start and end of day for the first week of term</p>	<p>LN</p> <p>CM</p> <p>CM/LN/JP</p>	<p>4th Sept</p> <p>4th Sept</p> <p>7th – 11th Sept</p>	

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		<p>hands.</p> <ul style="list-style-type: none"> • Where possible all internal doors will be propped open to reduce the need for touch and increase air flow (fire protection measures will be adhered to). <p>End of day collection:</p> <ul style="list-style-type: none"> ○ At 3pm: VG parents will come in the top gate and wait on a blue marker on the path that runs parallel to the road. Chn will be walked around the front of the school to be dismissed to their parents. M parents will use the bottom gate and wait on the blue markers on the path near the climbing wall. Chn will be brought onto the main playground to be dismissed to their parents. Chn dismissed in the order that parents are lining up. Parents will be asked to leave promptly. ○ At 3:15pm: K parents will use the bottom gate and wait on the blue markers on the path near the climbing wall. Chn will be brought onto the main playground to be dismissed to their parents. P parents will come in the top gate and wait on a blue marker on the path that runs parallel to the road. Chn will be walked around the front of the school to be dismissed to their parents. Parents will be asked to leave promptly. 				
Contracting the virus Toileting	All	<ul style="list-style-type: none"> • Toilets no longer designated as boys and girls: <ul style="list-style-type: none"> ○ VG class to use 2 cubicles on the left in the current girls' toilet and the 2 lower sinks for handwashing. ○ M class to use 2 cubicles on the right of the current girls' toilets and the 2 higher sinks for handwashing. ○ K class to use current boys toilet (urinals not to be used as this will now be a mixed gender toilet) ○ P class to use disabled toilet by the office ○ Only 1 child at a time to be allowed to go to the toilet 	Teachers in each class to share procedure for toileting	Class teachers	7 th Sept	

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		<p>from each class at a time</p> <ul style="list-style-type: none"> Staff to use staff toilet by the staffroom – an ‘in use’ sign on the outside of the door, when in use the door will be closed and when empty, it will be propped open so that only 1 staff member at a time can enter. 				
Contracting the virus First Aid	All	<ul style="list-style-type: none"> All school staff are first aid trained (except VC, KW and CMu) so a small stock of basic first aid equipment will be available in each class. Staff to administer first aid to children within their class. First Aid kits from each class to be taken outside during play/lunch breaks so they are always available to the group. Accidents or injuries which require more complex or lengthy first aid will be dealt with by LN or JP (at least one of them will be in school at all times). First aid slips will only be completed if injury is significant enough (in line with current First Aid Policy). A separate poster has been produced about how to administer first aid as safely as possible and this is displayed in school. Staff or pupils with medical needs have been assessed and risk assessments are in place. All staff are trained in the use of epipens (except KW) and there has been no change to the storage or administering of this. Addendum to the First Aid policy shared with all which includes consideration of the risk of infection of covid-19 and our response. CCC guidance document on First Aid Requirements shared with all staff. 	<p>First aid kits set up for each class</p> <p>First aid supplies requested by class teachers to LN if running low</p> <p>Check risk assessments from summer term in case any needs have developed or changed over the Summer.</p>	<p>LN</p> <p>Class teachers</p> <p>CM</p>	<p>7th Sept</p> <p>Ongoing</p> <p>7th Sept</p>	

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<p>Contracting the virus</p> <p>Pupil or staff becoming unwell with symptoms of coronavirus</p>	<p>All</p>	<ul style="list-style-type: none"> • If pupils or staff become unwell or develop symptoms whilst at school they will be isolated in the library and a No Entry sign placed on the door. Staff to wait outside the room. Open the window for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. The room will be left unused for a minimum of 72 hours before being thoroughly cleaned following guidance. • If they need to go to the bathroom whilst waiting for medical assistance, they should use the disabled toilet. • If a child or adult with suspected coronavirus can not be left on their own and distancing can not be maintained, the person supervising them should wear the PPE provided in the grab pack. Separate guidance on using this has been shared with key staff. • Staff and pupils will be informed that they are eligible for testing if they become ill with coronavirus symptoms, as will members of their households. Leaflet/email template written so that we are prepared for this eventuality. • LA flowchart and template letters shared with the school office and merged with our version of these letters/emails. • We will inform the LA that a member of staff or pupil has been advised to have a test. If this test is positive we will contact the local health protection team for advice. • PHE poster for Action to be taken by schools (version 5 June 2020) displayed in office as a prompt. • Test and trace leaflet shared with parents. • We will follow Test and Trace process. 				

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Contracting the virus Personal Protective Equipment	All	<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. LN has watch the training video on the use of PPE, how to put on and take off as well as how to dispose of it. If we require more PPE this can be requested from the LA. 	Refresh use of PPE and check stock	LN	7 th Sept	
Contracting the virus Accident reporting Covid-19 incidents	All	<ul style="list-style-type: none"> We will report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity to the HSE as set out in their recent guidance on the RIDDOR. We buy into the LA Health and safety team so for further advice and guidance we would make contact with them via our adviser at Sarah.Knott@cambridgeshire.gov.uk 	Any reporting needed	CM	Ongoing	
Contracting the virus Local outbreak	All	<ul style="list-style-type: none"> We will report all suspected cases where a staff member or child has been tested. 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. Guidance in the event of a local outbreak/lock down can be found here Our contingency plan would be to remain open for the chn of key workers and restart our online learning via STARZ. 	Survey parents in September to update the critical worker list in the event of a local lockdown so that we have a secure idea of numbers. Review curriculum plans on Oak Academy	CM	11 th Sept	
Contracting the virus Waste	SB	<ul style="list-style-type: none"> All waste bins will have plastic bag liners so that they can be sealed/tied when rubbish is collected. Bins to be emptied daily. Staff will wear gloves when emptying bins and the gloves will 	Cleaning monitored (see above)	CM	Ongoing	

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		be removed and disposed of appropriately (see poster regarding how to use, remove and dispose of gloves)				
Contracting the virus Staff/Pupils within the vulnerable groups	Vulnerable groups	<ul style="list-style-type: none"> We do not have any staff members or pupils that are within the clinically extremely vulnerable group. Staff/pupils that meet the criteria as moderate risk of infection have completed a risk assessment to identify any additional control measures. The HR flowchart from EPM has been shared with staff in this category and with Chair of Governors. Parents with a child who has a medical need e.g. asthmatic children will be telephoned to discuss the control measures. This may include the need for their child to carry and administer their own inhaler (under supervision). 	Check risk assessments from summer term in case any needs have developed or changed over the Summer.	CM	7 th Sept	
Contracting the virus Hygiene resources	All	<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 on arrival at school, following breaks, before and after eating and following the use of toilets. 	Check supply	SB/LN	Ongoing - weekly	
Contracting the virus Administrative Staff	All	<ul style="list-style-type: none"> LN and JP will share the office space (as the size does allow for 2 metre distance). Equipment to be wiped by office staff at the end of each day including the telephone, door buzzer and computer keypads and mice. Communication with parents will be via email and/or telephone so all face to face communication will be discouraged. Staff should communicate with office staff from the door and should not enter the office space. Children should not be sent to the office with messages, registers etc. 				

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Contracting the virus Behaviour	All	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Behaviour Policy updated with an addendum re current expectations/sanctions etc. School will carry out inductions to inform staff and pupils of the changes listed in this document at the start of term. Prior to this, information shared with parents to prepare them for their return to school. Contact will be made with parents if a pupil's behaviour is deemed to prevent our control measures from being effectively put into place or if their behaviour puts their own or other's safety at risk. Support plans put in place to support behaviour. 	Information shared with staff and parents	CM	22 nd July and 7 th Sept	
Contracting the virus Sharing of computer equipment	All	<ul style="list-style-type: none"> When children use an iPad or laptop they wipe the key pads/screen with a wipe prior to use. Before returning laptops/iPads to the trolley all key pads and screens will be wiped by a member of staff. Adult/staff laptops will not be shared unless absolutely necessary. If shared, they will be wiped prior and following use. 	Ensure wipes are available in the ipad and laptop trolley If low, class teachers to inform LN	LN Class teachers	7 th Sept Ongoing	
Contracting the virus Physical activity	All	<ul style="list-style-type: none"> Outdoor sports will be prioritised where possible. If wet the hall will be used but only with half classes (15/16 chn) if possible to allow for distancing in the space. Equipment shared within classes but not but between classes. If there is a need to share, equipment will be quarantined for a minimum of 48 hours or thoroughly cleaned. No contact sports/games to be allowed. For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport) ian.Roberts@cambridgeshire.gov.uk 	Plan shared with sports coaches	LN	7 th Sept	

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Contracting the virus Extra-curricular clubs	All	<ul style="list-style-type: none"> Rise and Shine Club to be used for childcare only by those who need to attend (maximum 8). The hall space will be split into zones so that chn from each class have an area to be in. No after school clubs will run until at least October half term. 	Inform parents of situation regarding clubs	CM	July 22 nd	
Contracting the virus External providers	All	<ul style="list-style-type: none"> Procedures for collecting and returning chn for PPA shared with sport coaches as well as an outline of expectations when covering PPA. Risk assessment from St Ives FC shared with staff. Risk assessment written by St Ives FC for indoor PE using the school hall. 				
Contracting the virus Staffroom	Staff members	<ul style="list-style-type: none"> A maximum of 3 staff members will be allowed in the staffroom at any one time. Whilst taking a break e.g. to eat lunch, staff should sit at separate tables and distance as much as possible. Staff are responsible for wiping tables after use, ready for the next staff member. Wipes will be available to wipe the buttons on the photocopier after use and the hot water tap. Staff are responsible for wiping these after each use. 	Ensure wipes are available	LN	Ongoing	
Contracting the virus Fire Safety	All – not being able to exit quickly in an emergency	<ul style="list-style-type: none"> Fire exits are clear. New fire evacuation posters have been produced including visual reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	Practise evacuation in the first 2 weeks of term	CM	19 th Sept	
Contracting the virus Contractors	All	<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 maintenance schedule each half term and make contact as necessary	JP	7 th Sept	

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Illness for example due to legionella Property Compliance	All	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated in line with guidance on opening premises which have been closed. Daily and weekly checks will be reinstated. 	<p>Inform Housemans that water temperature checks still need to take place when chn are not in classrooms</p> <p>Fire alarm test point checks can resume</p>	<p>JP</p> <p>JP</p>	<p>7th Sept</p> <p>7th Sept</p>	
Contracting the virus School transport	All	<ul style="list-style-type: none"> Queuing for the bus will be in the hall to allow for a 2 metre distance between children. The queue to be taken outside as soon as possible. Children to be sat 1 per seat nearest the windows on the minibus (16 seater with 8 children maximum to travel). Parents requested to have hand sanitiser available at the drop off points when they meet chn from the bus. 	<p>Inform bus children of new procedures</p> <p>Bus seating plan produced</p>	<p>LN</p> <p>LN</p>	<p>7th Sept</p> <p>7th Sept</p>	

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](#)

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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](#)