

COVID-19 Specific Risk Management Assessment

Educational Setting		Everton Heath Primary School				
Activity / Task		COVID-19 Risk Management Assessment (Educational Settings)				
Completed by & Date		Aileen Russell (Headteacher) - 17/07/20 - 04/09/20 for September 2020				
Review Date		June 2020 / 070620 / August 2020 / September 2020 / December 2020 (Recent changes highlighted in green)/Jan 2021				
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	<p>All children and adults.</p> <p>Infection of the virus (new variant)</p> <p>The virus is thought to spread through contact with infected bodily fluids i.e. most commonly when sneezing and coughing but also through normal mucus released when breathing and talking. Entry can be made through the eyes, nose and mouth but NOT through the skin.</p>	<ul style="list-style-type: none"> • Reception classroom and Pre-School room (and outdoor space) will accommodate all EYFS children and max three adults (18 children) • Beech classroom will accommodate all KS1 children (21 pupils) with one teacher daily (AS) and one Teaching Assistant when available (SD) • Oak Classroom will accommodate all LKS2 children (16 pupils) 1 adult plus UoB student 11th Jan 2021 (TA available during the week SD or MW) • Elder Classroom will accommodate all UKS2 children (18 pupils) and 2 adults JW & HC or MW on occasion, UoB student arriving Jan 11th 2021 • One set of EYFS toilets available enabling EYFS use - designated facilities. • Main set of toilets will accommodate KS1 & KS2 children. • Staff toilets are used by some UKS2 children • Fire exits will be maintained as clear spaces. • Ventilation of all rooms: all rooms need to have two windows (if room has two windows) open at all times. (In pre-school room skylights are the only form of ventilation.) Heating will be left on to ensure that children and staff do not become too cold. More layers of warm/ comfortable clothing may be needed. • Changing (nappies, if needed) space will continue to be in the Medical Room. • Staggered starts and pick up times will be for all families in EYFS, KS1, KS2 (Siblings in EYFS, KS1 and KS2 can arrive at the same time to enter their individual bubbles as well) allowing for effective social distancing between families. Entry instructions and times re-published for parents on website and via closed Facebook page. • Different entrance and exit doors available enabling each whole school group of children to enter and leave school separately. This also maintains further separation of parents during drop-off and collection times. • Main entrance gates -2m yellow lines painted onto the playground to ensure children being dropped off by parents are reminded to try and keep apart until allowed into their entrance (one in the building at a time) Painted in and out one way pathway are indicated on the ground. Signage arrows also added as necessary. • Parents and staff to wear face coverings during pick up and drop off. • Older children are more likely to maintain social distancing, remain seated in designated spaces for longer periods but take up more space and require larger furniture. Elder Class Years 5/6 -18 lidded desks. New chairs have arrived. Desks have arrived, still waiting 2 tall double desks. Desks do not allow for social distancing in current classroom from each other or teacher. • Designated entrance and exit doors available enabling each group of children to enter and leave school separately. • Collection times – at designated times KS1 and KS2 parents to wait in allocated areas in the playground or by each gate area and children to be called via walkie-talkie to come to their parent and leave the premises avoiding contact with all other parents. EYFS parents can line up at the yellow lines and collect the children as they are called for through the walkie-talkies. 	<p>Classrooms to be cleared of unnecessary and inappropriate furniture, equipment and resources and marked out as appropriate.</p> <p>Children will need prior teaching and constant reminders to maintain distancing – school staff to monitor movement of children.</p> <p>Signage purchased to remind parents about appropriate social distancing.</p> <p>New desks purchased for UKS2. Waiting for two desks still.</p> <p>Communication to parents re: new arrangements.</p> <p>Ensure all parents especially those new to the school understand the procedures and rules needed.</p> <p>Timetable scenarios to be looked at across the school and best cover /schedules to be used.</p> <p>Review with staff how this is working.</p>	<p>All adults</p> <p>JB/CAM Trust</p> <p>Ordered by CAM Trust</p> <p>Letter/ Newsletters ARus</p> <p>As above</p> <p>ARus and staff</p> <p>ARus and staff</p>	<p>7/9/20</p> <p>Initially from June 8th onwards & Full re-opening 7/9/20</p> <p>Re-opening of school for some 8th June 2020</p> <p>Beginning of July 2020</p> <p>Summer Break and continuous</p> <p>Weekly from 5th September 2020</p>	<p>7/9/20 onwards</p> <p>7/9/20</p> <p>June 2020</p> <p>July 2020 Sept 2020</p>

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		<ul style="list-style-type: none"> • Adults for each class group will enable breaks throughout the day without disrupting a group 'bubble' and therefore decreasing the potential for cross-contamination between groups. KS2 will have playtimes together. • Additional and unnecessary class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. In Elder class, all unnecessary furniture has been moved, however there are still pinch points. Movements in the cloakroom and classroom will need careful management. Staggered entry/exit to/from cloakroom throughout the day. Oak Class desks have been returned to the classroom and are wooden, lidded paired desks. Children can store their own individual equipment within these. Elder class have also requested the same lidded desks. • Staff will not be required to mark children's work with written comments unless books have been left untouched for 72 hours. • Spare rooms (and those designated for storage of furniture removed from in-use classrooms ie: library) secured to avoid use to reduce potential cross-contamination. • PPA cover will mainly be covered via 2 staff members (HT and HLTA) , These members of staff will be able to move between the bubble groups ensuring all relevant health & safety guidelines are followed as closely as possible. Other staff who access all bubbles: DK. • Staff will need adequate space for PPA time (option available to work from home as space in the office is limited to two members of staff) 				
Cleaning	<p>All children and adults.</p> <p>Infection of the virus (new variant)</p> <p>The virus is thought to remain on textile or textured surfaces for up to 72hrs but up to 6 days on smooth, hard surfaces such as plastic and metal.</p>	<ul style="list-style-type: none"> • Cleaning procedures reviewed and communicated to all staff to prioritise more regular (twice daily) cleaning of high traffic areas and facilities 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 ○ Machinery and equipment controls ○ All areas used for eating must be thoroughly cleaned before and at the end of each break, including chairs and tables ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. (Photocopying times to be allocated for staff ensuring bodies in the office are kept 2 people in the office – each staff member to wipe down photocopier buttons after use). • Ensure each classroom and communal space have their own cleaning material and equipment: <ul style="list-style-type: none"> ○ Disinfectant type spray and suitable disposable cloths (Paper towels and anti-bacterial wipes) ○ Boxes of tissues ○ A box of gloves (with spares stored centrally) ○ Liquid soap and hot water. Each classroom has their own handwashing sink area. ○ Hand sanitiser for all classes ○ Non touch bins with lids and box of liners (double bagged) • Steaming of equipment in each class to be completed at the end of each day by cleaning staff. Toilets cleaned extra times during the day. • EYFS & HT have agreed for some EYFS children (as needed and assessed) to have 1 school soft toy (washed and sterilised) in their 'dedicated box' for comfort in the first few days of return. This object should remain only within individual spaces and be used by the assigned child only. It will not be shared or leave the class area. It must only be used individually for comfort and be steam cleaned after each session. Parents must give consent for this to happen for their individual children. The toy should be sensitively removed once the children are happily settled into their new surroundings. 	<p>In the case of a child or adult testing positive for COVID-19, their designated classroom, office or working space must be secured and undergo a thorough clean immediately.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Consider whether any additional play equipment or outside spaces (e.g. grass area) can be used and how thorough hand washing can be maintained afterwards.</p>	All adults in addition to usual cleaning staff.	Daily from Autumn 2020.	

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Lunchtime Catering facilities	All children and adults. Infection of the virus (new variant)	<ul style="list-style-type: none"> All children and staff to provide a packed lunch or order from HCL which comes in individual containers – all rubbish, wrappers and uneaten food to be disposed of in double bagged non touch bins available). All children to eat lunch in their designated classroom space. Staff to cover each other for breaks and rest breaks. If urgently needed another designated staff member to be assigned to a 'bubble' group from the admin team. Lunch duty covering and timings have been established. All children to bring a water bottle from home and parents should be instructed to sterilise these every evening. 	<p>All staff and pupils should either bring a packed lunch or be provided one by HCL Catering.</p> <p>Hot meals are provided by HCL to all those who wish to have one</p>	<p>All adults All children All parents</p> <p>HCL Staff</p> <p>HCL Staff</p>	Autumn Term beginning 7 th September	
Fire Safety	All children and adults.	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff with any pupils that access the school site with additional needs. Ensure all emergency escape routes and doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep in mind distancing when at their designated evacuation point. All usual evacuation procedures to be followed as per existing policies. 	<p>All staff to review evacuation procedures in light of adapted working environments.</p> <p>Staff to review procedures with children on entry as appropriate.</p>	All staff All children	During Autumn Term 2020	<p>Whole school Fire Drill took place 11th September.</p> <p>Whole school Fire Drill took place 4th December.</p>
Access/egress of school buildings	All children, adults and parents. Infection of the virus (new variant)	<ul style="list-style-type: none"> Parents in KS1 and KS2 to drop off children at silver gates and children to walk through to their entry doors. If families arrive together at gates parents and children to wait at appropriate distance as they enter. (Supervised by Ms. Russell or Mrs. Kirby). Parents of children in Pre-School and Reception class can drop their children at the blue gates. Parents are to continue to follow one way arrows to enter via the left hand side and exit via the right hand side of the pathway. Where possible, external and internal doors to be propped open to reduce the need for touching (all other fire protection measures must be adhered to). Once main gates are locked staff may use discretion to open external patio doors etc for outside access and ventilation as appropriate. Sanitiser stations available at each main entrance door. (Outside for main office entrance and sanitisers available in class for all other entrances) All children are required to wash hands thoroughly using designated facilities once inside the building. Increased cleaning of handles and touch plates will be carried out by staff. Staggered collection times and designated exit doors for each class group will reduce the concentration of parents collecting children and congestion in known pinch points around the school site. Children will be called to meet their grown-ups by staff at the gate using walkie-talkies. Parents prohibited from entering the school building and given clear guidance (markers on ground near to entrance doors/pathways along with appropriate signage) as to where they should drop their children off, how to walk around the area and where to collect. The one air-conditioning unit we have in school can be used as normal if needed. It would be better to use the open patio doors for ventilation. 	<p>Priority must be given to disabled users and those identified as having health related issues.</p> <p>Provide further relevant guidance and signage for parents about drop off and pick up arrangements and one-way system if necessary.</p> <p>Additional staff required to supervise perimeter gates and ensure appropriate flow of people.</p> <p>Ongoing messages to children and parents to promote appropriate social distancing beyond the school buildings.</p>	All staff All parents All children	Beginning of the Autumn Term 2020.	
First Aid & medical needs	All children and adults. Infection of the virus (new variant)	<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. <ul style="list-style-type: none"> One member of staff allocated to the individual 'bubbles' to hold at least an Emergency First Aid qualification. (If not available DK to be called and child sent to the Medical Room) Access to first aid facilities is maintained and the school is suitably stocked with first aid equipment and supplies. <ul style="list-style-type: none"> ALL classroom areas have individual 'medical bags' and basic first aid kits removing the need for shared equipment between class groups. Staff or pupils with medical needs have been assessed and relevant consents are in place. Appropriate staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. 	<p>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:</p> <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid 	All staff	From 7 th September 2020	

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		<ul style="list-style-type: none"> Review of updated First Aid policy to include consideration of the risk of infection of COVID-19. Any child or member of staff displaying symptoms of COVID-19 to be isolated immediately and arrangements made for them to be sent home and a test applied for. <ul style="list-style-type: none"> Parents and staff made aware of necessity to isolate and for how long – see the Parents guide on our website. 				
Waste	All children and adults. Infection of the virus (new variant)	<ul style="list-style-type: none"> Ensure all waste bins are present in key strategic positions within all designated class group and staff working areas. <ul style="list-style-type: none"> both in school buildings and in external areas New tall bins with lids and foot pedals to be distributed throughout school Unlidded bins to be double bagged and emptied when no more than half full to avoid spillages of contaminated waste. Children and adults reminded NOT to remove any item from the bins or insert hands inside. 	Staff to ensure they wear protective gloves and wash hands immediately after carrying out disposal of bins and other waste.	All staff	Daily from Autumn 2020	
Break/Lunch times	All children and adults. Infection of the virus (new variant)	<ul style="list-style-type: none"> Staggered break and lunchtimes to create more space to enable promotion of appropriate distancing between children in playground. Different bubbles will have their designated area to play within and their own set of equipment. EYFS have their own play area and will use a designated pathway to walk to grass area in playground. (Only when not in use by any others). Staggered break and lunchtimes to minimise cross-contamination between class groups in toilet areas for hand washing. Isolation of equipment for KS1 and 2 available for each group to avoid cross-contamination between groups and reduction of cleaning required during the day. 	Review and evaluate timetables.	All staff	Start of Autumn Term 7 th September 2020.	
Staff/pupils within the bubble groups.	All children and adults. Infection of the virus (new variant)	<ul style="list-style-type: none"> 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. All staff to complete individual risk assessment as suited to their individual circumstances. Individual staff member- Risk Assessment updated. 		Head Safeguarding Team	Ongoing	Reviewed and any updates made by week commencing 31 st August.
Contractors	All site users	<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 preferably out of hours unless appropriate social distancing can be maintained. 	School secretary to ensure Risk Assessments have been asked for and read before any work begins.	Caretaker Head/ School Secretary	Ongoing	
Property Compliance	All site users Other diseases, infections and injury.	<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 continue to be carried out. 		Caretaker Cleaner Head School Secretary	Ongoing	
Hygiene	All children and adults. Infection of the virus (new variant)	<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"> Staff aware of procedures and communicating this with children regularly Sign and poster reminders in appropriate places Uniform policy reinforced with an emphasis on having clean uniform. 	Additional supplies have been increased in preparation for a fully functioning school still in an increased cleaning situation.	Caretaker Cleaner All staff and children All parents	Ongoing	

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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 the school will liaise with the appropriate Trust officer. 	Possible visit or call to made to schools from the HSE. School to prepare answers to likely questions.	School Secretary Head	Ongoing	Answers recorded in preparation for any visit 17/9/20
Administrative & other office based staff	All office based staff. Infection of the virus (new variant)	<ul style="list-style-type: none"> Shift rota (eg: for photocopying) to be considered if necessary in order to facilitate social distancing whilst still allowing the school office to function effectively. No more than 2 people to be in the office at one time. <i>Each class to have their own photocopying tray.</i> Partition plastic screen has been installed between the two desks. Continue to encourage and provide the facilities for office based staff to work remotely if needed. Strict one-in-one-out management of visitors into the main office area. Only parents and other visitors with urgent pre-arranged appointments to be permitted unless in exceptional circumstances. Appointment slots via telephone, Teams or Skype for Business will be encouraged if needed. 		School Secretary Head	From 3 rd September 2020	
Personal Protective Equipment	All children and adults. Infection of the virus (new variant)	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing and effective hygiene and cleaning routines and procedures, except where there is no other practical solution. Where close proximity working (e.g. EYFS (or other) staff supporting the intimate care of young children, or when dealing with a child or adult displaying symptoms of COVID-19) is required, the school will 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. Most PPE will be disposed after one use. If instructed by the government staff will be issued with protective face shields. There would be a preference for the face shields to be transparent so that the children could see the mouths of staff. 		All staff	Ongoing	
Behaviour	All children and adults (inc. parents and carers). Infection of the virus (new variant)	<ul style="list-style-type: none"> Staff, pupil and parental behaviour and cooperation will be the key to implementing all of the control measures. School will carry out inductions to inform staff and pupils of the changes. School will inform parents with suitable guidance around entry to/exit from the school site and their responsibilities for supervision of children whilst on site and when journeying to and from school. Children who have problems with separating from parents and become distressed will be encouraged by staff to enter the building and parents will be encouraged to physically help them into the class entrance. Encourage staff and parents to cooperate with government plans for contact tracing. 		All staff All pupils All parents	From 7 th September 2020 onwards	
School Staffroom/ Resources Area	All staff. Infection of the virus (new variant)	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom/resources area and other staff communal working areas are not overcrowded and social distancing can be achieved e.g. staggered break/lunch times for staff working with class groups. Cleaning equipment provided for high contact items e.g. kettle, microwave oven, dishwasher, toilet areas etc. Only one person to be allowed in the kitchen area at any time. Masks should be worn when entering the kitchen to collect hot meals or enter kitchen when outside catering company are here. 		Cleaner All staff	Daily from Autumn 2020	

Useful Guidance

DFE Guidance for full opening : schools (Updated 27 July 2020) <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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](#)

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