

RISK ASSESSMENT



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| Educational Setting | Abbot Ripton CofE E Primary School |
| Activity / Task | COVID-19 Risk Management Assessment (Educational Settings) |
| Completed by & Date | Claire Matthews 1 st March 2021 |
| Review Date | 31 st March or if significant guidance is released |

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 of control measures. We must always:

Prevention:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

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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 how? | 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, particularly in KS2. Windows in classrooms will remain open as much as possible to allow air flow through rooms. If the weather is cold, not all classroom doors and windows need to be open at all times. They will be open as much as the temperature allows but as a minimum, they will be opened when the chn leave for break and lunchtimes. | Windows opened when the temperature allows (this could be top windows only) and at least at the start of break and lunch times. | 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/sanitise hands thoroughly and regularly, following at least: <ul style="list-style-type: none"> ➤ Arrival at school – hand wash with soap & water ➤ Before play – sanitiser if a snack is to be eaten ➤ After play – sanitiser ➤ Before lunch – hand wash with soap & water ➤ After lunch break – sanitiser ➤ Before going home – sanitiser Hands will be washed after using the toilet and chn to be reminded of this regularly. Hands will also be washed or sanitised after all PE lessons. | Timetables adjusted to allow for hand washing time. Sanitiser available in all classrooms – class teachers to inform LN if running low. All staff to have read | Class teachers Class teachers | Ongoing Ongoing | |

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| | | <ul style="list-style-type: none"> Any staff member working across classes will be extra vigilant with distancing from the chn, will wear a face covering and will wash their hands between groups. Class timetables set up to allow time for handwashing. 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. Where necessary, wear appropriate personal protective equipment (PPE) Pupils are encouraged to bring a limited number of things 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. All staff will wear a face covering when dismissing the children from the field and if a parent approaches to talk to them, parents will be asked to wear a face covering too. Parents informed in newsletter. Face coverings will be worn by all staff who work across more than one class groups. | <p>‘Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)’ (updated 1st March 21)</p> <p>SB to inform LN of any cleaning stocks that are low.</p> <p>LN to monitor stock levels of PPE, face coverings etc.</p> <p>Equipment packs maintained by teachers.</p> <p>Set up ‘quarantine’ area in each classroom.</p> | <p>SB</p> <p>LN</p> <p>Class teachers</p> <p>Class teachers</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>8th March</p> | |

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| | | <ul style="list-style-type: none"> • Face coverings will be worn by all staff when they are moving around the school (outside of their classroom and inside the building). Staff may chose to also wear a face covering in their own classrooms if they are not able to maintain a distance from other adults. • All staff to read the information about face coverings including putting on, removing and disposing of masks found here. Cloth masks may be worn if preferred but disposable masks will be available for all. Visors are also available and may be worn by staff but this must be in addition to a face covering and not instead of. This is because face visors or shields do not adequately cover the nose and mouth. | All staff to read information on face coverings (updated December 2020) | All staff | 8 th March | |
| 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) Update cleaning schedules and sign off sheets in line with new working hours. • Teachers leading in each class 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 8th March</p> | | | | |

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| | | <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 ○ 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 if appropriate ○ Telephone equipment ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs ○ All carpet areas hoovered daily • Cleaning sign off sheets used in toilet areas. Timetable produced for SB. These checked regularly by CM. • If the cleaner is absent from school, the cleaning will be allocated to other staff. • 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. • Chairs to be placed on tables each Friday after school so that carpets can be fully hoovered. Chairs lifted down by SB so tables can then be wiped. • Office staff to wipe the external door bell each time someone rings it e.g. children arriving late. | <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>Chairs lifted</p> | <p>CM</p> <p>Class teachers</p> <p>Class teachers</p> <p>Class teachers</p> <p>LN/JP</p> | <p>Weekly</p> <p>8th March</p> <p>8th March</p> <p>Ongoing</p> <p>Ongoing</p> | |

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| Contracting the virus Play times and lunchtimes | 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 their fire door exit crosses the VG exit. 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. If the field can not be used at lunchtimes, eating and play time will be staggered as follows; VG&M will eat in the hall whilst K&P go outside on the 2 playground zones. These classes then swap at 12:30 – new timetable produced and shared. 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 be used by all classes on a rota, swapping after a weekend. If wet, equipment will not be used in line with the playground risk assessment. Reminders given to chn about the games they play at break/lunch times which should be ‘no-contact’. Parents informed of this too. | <p>- Teachers to inform children about outside expectations * Remaining in their zone * How to use the equipment safely</p> <p>Plastic boxes set up for each class</p> <p>Timetable set up</p> <p>Regular reminders given</p> | <p>Class teachers</p> <p>Class teachers</p> <p>JW</p> <p>All staff</p> | <p>8th March</p> <p>8th March</p> <p>8th March</p> <p>Ongoing</p> | |
| Contracting the | All | <ul style="list-style-type: none"> VG& M (45 children) will eat in the dining room, separated with a 1 metre space between the classes. Tables will be spaced to allow | | | | |

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| virus Lunch and Catering | | <p>for 4 children to a table and not our usual 8. 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)</p> <ul style="list-style-type: none"> • Table tops will be washed before use for eating and all children and adults will wash their hands before and after eating. • Food will be placed on a trolley and delivered to K&P classrooms 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. • 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. • JB (school cook) and NB (cook's assistant) will wear face coverings at all times when in school. All school staff in the dining hall will also wear a face covering during service. Staff will try to avoid all face to face conversations if possible. | | | | |

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| <p>Contracting the virus</p> <p>Access of school building</p> | <p>All (including parents)</p> | <ul style="list-style-type: none"> • Children may arrive at school between 8:40am and 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. <ul style="list-style-type: none"> • 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 8:50am. • There will be limited face to face contact with parents – any messages will be passed by email or telephone. All face to face contact will be outside as much as possible and face coverings must be worn by both staff and parents. • Parents asked to wear a face covering particularly when collecting and waiting on the blue markers. Parents informed that messages should not be passed to/from school staff without a mask being worn. • Updated guidance on childcare/support bubbles shared with parents 01/03/21. | <p>Reminder about start and finish times and gates sent to parents on newsletter.</p> <p>Check blue markers and blue dots are still visible after the Christmas holiday. Re-paint if necessary</p> <p>Additional staff on the gate at start and end of day for the first week back.</p> <p>Regular reminders in newsletters</p> | <p>CM</p> <p>JP</p> <p>CM/LN/JP</p> <p>CM</p> | <p>8th March</p> <p>8th March</p> <p>8th - 12th March</p> <p>Ongoing</p> | |

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| | | <ul style="list-style-type: none"> • On arrival at school all children will be asked to wash their hands. • 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 remain as classes not boys and girls: • 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 | Teachers in each class to share procedure for toileting | Class teachers | 8 th March | |

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| | | <ul style="list-style-type: none"> Only 1 child at a time to be allowed to go to the toilet from each class at a time 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. Staff toilets have been separated into groups of staff so that both toilets and both sinks are being utilised. Labels placed on toilet doors and sinks. | | | | |
| 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 & VM) 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 in case any needs have developed or changed over the Summer.</p> | <p>LN</p> <p>Class teachers</p> <p>CM</p> | <p>8th March</p> <p>Ongoing</p> <p>8th March</p> | <p>Completed</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. • There is no longer the requirement for schools to report to the DfE helpline, where LA can undertake the process. The Test and Trace Guidance for Primary Schools should be referred to for all writing the risk assessment, and actions if we have a confirmed case. If we have a confirmed case we will email the reporting form found here to EmergencySchool.closure@cambridgeshire.gov.uk in the first instance and the LA will share the position with Public Health England on cases. • Test and trace leaflet shared with parents as well as all other | | | | |

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| | | <p>LA/PHE documentation for parents received up to 16/10.</p> <ul style="list-style-type: none"> Documentation (including our risk assessment) added to a Covid 19 tab on the school website. We will follow <u>Test and Trace process</u>. The Government's action list of what to do if a child in school displays symptoms can be found on <u>here</u>. | | | | |
| 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 watched 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. Test kits have arrived in school – stored with the PPE. See guidance on who can be given one of these tests from school. More tests can be ordered using the online form: https://request-testing.test-for-coronavirus.service.gov.uk LN and CM took part in the DFE Testing Webinar (16/10). | Refresh use of PPE and check stock | LN | 8 th March | |
| 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 | |

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| 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 symptoms and is being tested through the updated DfE daily reporting form and emailing and if a positive case is confirmed we will email the form found here to EmergencySchool.closure@cambridgeshire.gov.uk (see above). 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. | | | | |
| 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 be removed and disposed of appropriately (see poster regarding how to use, remove and dispose of gloves) | Cleaning monitored (see above) | CM | Ongoing | |
| 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 and update as necessary. | CM | 8 th March | |

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| 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 regularly | 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 can be sent to the office but only 1 child at a time and they will sent back to class promptly. | | | | |
| 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. 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. Reminders given to chn about the games they play at break/lunch times which should be 'no-contact'. Parents informed of this too. | | | | |
| Contracting the virus | 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 | Ensure wipes are available in the ipad and laptop trolley | LN | 8 th March | Completed |

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| Sharing of computer equipment | | <p>screens will be wiped by a member of staff.</p> <ul style="list-style-type: none"> Adult/staff laptops will not be shared unless absolutely necessary. If shared, they will be wiped prior and following use. | If low, class teachers to inform LN | Class teachers | Ongoing | On the trolley with the IT equipment |
| 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. Hall windows to be fully open for all PE lessons and before/after school clubs. Equipment shared within classes but not 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 Risk assessment shared with sports providers and their Risk Assessments shared with school. | Plan shared with sports coaches | CM | 8 th March | |
| 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 12). The hall space will be split into zones so that chn from each class have an area to be in. The club will be opened to all chn but still with maximum spaces of 12, from wk beginning 12th April. After school clubs to commence wk. beg. 19th April following a review of their risk assessments. All after school clubs offered to class groups and not across the school to maintain the integrity of our class 'bubbles'. | <p>Inform parents of situation regarding clubs</p> <p>Review after school club provider Risk Assessments.</p> | <p>CM</p> <p>CM</p> | <p>8th March</p> <p>19th April</p> | |
| Contracting the virus External | 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 as well as running Rise and Shine. Protocol for clubs after school including collection details included | Discussion with sports coach to make arrangements. | Class teachers | 8 th March | |

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| providers | | in risk assessments. | | | | |
| Contracting the virus Staffroom | Staff members | <ul style="list-style-type: none"> A maximum of 4 seated staff members will be allowed in the staffroom at any one time. Staff informed that tables should not be moved as these have been distanced appropriately and additional chairs should not be used (just 4 available). 1 transitory member of staff may move through the room too – they must not stop to ‘chat’ but could collect photocopying for example. Staff are responsible for wiping tables/spraying 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. Masks must be worn in the staffroom at all times except when eating/drinking. | <p>Reminders to staff</p> <p>Ensure wipes/spray is available</p> | <p>All staff</p> <p>LN</p> | <p>Ongoing</p> <p>Ongoing</p> | |
| 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 Summer term. | CM | 23 rd April | |
| 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 | Ongoing | |
| Contracting the virus School | All | <ul style="list-style-type: none"> VG & M bus children will wait in their classrooms with an adult until 3:15pm. At 3:15pm queuing for the bus will be in the corridor with a 2 metre distance between class groups. The queue to be taken | Inform bus children of procedures and supervise until 3:15pm | Class teachers | Ongoing | |

RISK ASSESSMENT



| 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 |
|-----------------------|------------------------------|--|---|-----------------|-----------------------|------|
| transport | | outside as soon as possible. <ul style="list-style-type: none"> Children to be sat 1 per seat nearest the windows on the minibus (16 seater with 8 children maximum to travel). | Bus seating plan produced for school bus and the Anchor after school club bus produced. | LN | 8 th March | |

Useful Guidance

- Operational Guidance for schools re-opening can be found [here](#) (Updated February 2021)
- 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](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#) (updated March 2021)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#) (updated February 2021)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#) (Updated March 2021)

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](#)