

RISK ASSESSMENT



Educational Setting	Abbot Ripton CofE E Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Claire Matthews 11 th January 2021
Review Date	25 th January 2021 or if significant guidance is released

From January 5th we will only be open for the children of critical workers and vulnerable children. A letter and form to complete was sent to all parents on 4th January. Each group will be set at a maximum of 15 and numbers below are those registered to attend although not all are accessing every day.

		Lead teacher on site	Support staff on site
Van Gogh (VG) and Monet	YrR X2 Yr1 X4 Yr2 X3	Mrs Wilcock	Mrs Murray Mrs Richardson
Kandinsky (K)	Yr3 X7 Yr4 X2	Mrs Hawthorne	Mrs Gibbons
Picasso (P)	Yr5 X2 Yr6 X5	Mrs Jackson	Mrs McCabe
	Total 25		Mrs Nixon, Mrs Pollock, Miss Bristow, Mrs Brown

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.

RISK ASSESSMENT



ALL ACTIONS LISTED WITHOUT ANY FURTHER ACTION NECESSARY HAVE ALREADY BEEN COMPLETED AT THE TIME OF WRITING THIS RISK ASSESSMENT

REVIEW AND UPDATES IN RED

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. As the weather has become colder, we have agreed that 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. 	<p>Windows opened when the temperature allows (this could be top windows only) and at least at the start of break and lunch times.</p> <p>Parents reminded to send chn with school jumpers etc. to stay warm with windows open.</p>	<p>Class teachers</p> <p>CM</p>	<p>Ongoing daily</p> <p>4/1/21</p>	<p>Checked 7/9, 8/9, 14/9, 28/9, 14/10 & 06/11.</p> <p>Completed</p>
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. 	<p>Clarification sought regarding handwashing and sanitising (email sent</p>	<p>Class teachers</p>	<p>7th Sept</p>	<p>Completed</p>

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
		<ul style="list-style-type: none"> Any staff member working across classes will be extra vigilant with distancing from the chn 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 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. All staff will wear masks when dismissing the children from the field and if a parent approaches to talk to them, parents will be asked to wear a mask too. Parents informed in newsletter. Masks will be worn by all staff who work across more than one class groups. Masks will be worn by all staff when they are moving around the 	<p>to all staff 10/9) Agreed:</p> <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 may be used <p>Sanitiser should be used after coming in from a PE lesson.</p> <p>New cleaning rota produced and shared with CM</p> <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)’ Updated 13/10 and summary sent to staff by</p>	<p>SB</p> <p>Class teachers</p> <p>All staff</p>	<p>7th Sept</p> <p>7th Sept</p> <p>Ongoing</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>

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
		<p>school (outside of their classroom and inside the building). Staff may chose to also wear a face covering in their own classrooms but this a preference dependant on personal circumstances.</p> <ul style="list-style-type: none"> All staff to read the information about face coverings including putting on, removing and disposing of masks found here. The guidance states: 'it is reasonable to assume that staff will now have access to face coverings due to their increasing use in wider society. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs'. Therefore staff may wear their own cloth covering (but we do have a small supply of paper medical masks for anyone who needs them). In terms of this covering, this should have 2 layers of material between your mouth/nose and the outside. A single layer cloth is not recommended. The guidance also includes a reminder that: 'Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. 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. 	<p>email. Set up 'quarantine' area in each classroom.</p> <p>Read guidance on face coverings.</p> <p>Update email to staff regarding face coverings.</p>	<p>All staff</p> <p>All staff</p> <p>CM</p>	<p>4/1/21</p> <p>8/1/21</p>	
Contracting the virus	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 				

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
Cleaning		<p>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.</p> <ul style="list-style-type: none"> The COSHH risk assessment has been checked. Cleaner agreed to work all of her hours during the day so that she is available to clean during the day (10:30pm-2:30pm) At the end of each day, staff leading in each room will spray the tables with antibacterial spray which doesn't require wiping. 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, 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 toilet areas. Timetable produced for SB. These checked regularly by CM. 	<p>Update cleaning schedules and sign off sheets in line with new working hours</p> <p>Purchase spray then ongoing each day for staff leads.</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>SB & LN</p> <p>Class leads</p> <p>CM</p> <p>SB</p> <p>LN/JP</p>	<p>7th Sept</p> <p>Ongoing</p> <p>Weekly 7th Sept</p> <p>7th Sept</p>	<p>Completed</p> <p>Checked 10/9 & 25/9 14/10 6/11</p> <p>Completed</p> <p>Completed</p> <p>Checked – not each time but at least twice during the day</p>

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
		<ul style="list-style-type: none"> 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. 		Class leads SB	Ongoing	
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. VG & M class use the door at the bottom of the corridor nearest their classroom. Each class will have a zone on the playground (no field use currently) 1 member of staff will supervise all 3 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. In the event that not intervening could cause significant harm or pose a safeguarding risk, staff should intervene even for children in a different bubble. For a wet playtime, classes will remain in their classroom spaces. At lunchtime VG&M will eat in the hall, supervised by JB whilst K&P eat in their classrooms. 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. 	<p>- Teachers to inform children about outside expectations</p> <p>* Remaining in their zone</p> <p>* How to use the equipment safely</p> <p>New timetable for break and lunch duties produced and shared.</p>	Class teachers CM	5/1/21 5/1/21	Completed Completed

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
		<ul style="list-style-type: none"> The Trim Trail and Climbing Tower will be used by the classes in the area nearest to them, 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. 	Plastic boxes checked for equipment which is broken/needs replacing	Class teachers	8/1/21	
Contracting the virus Lunch and Catering	All	<ul style="list-style-type: none"> VG& M will eat in the dining room. Tables will be spaced to allow 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) Table tops will be washed before use for eating and all children and adults will wash their hands before and after eating. Packed lunch options available for the first week of term with hot meals available from 11/1/21. 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) will wear face masks at all times when in school. All school staff in the dining hall will wear a face covering during service. However, staff will try to avoid all face to face conversations if possible. Food parcels for FSM chn available from the second day of absence. 	<p>Parents to be informed of packed lunch option.</p> <p>Contact FSM parents to explain our offer and arrange collections.</p>	<p>CM</p> <p>LN</p>	<p>4/1/21</p> <p>5/1/21</p>	<p>Completed</p> <p>Completed</p>

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
			JB to order food items for parcels inline with Government guidance .	JB	6/1/21	Completed
Contracting the virus Access of school building	All (including parents)	<ul style="list-style-type: none"> Children arrive at 8:50am and finish at 3:15pm. Drop off All children enter via the top gate on the right as you look at the field. VG and M enter school through the door at the bottom of the corridor next to their classroom. 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 at 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 masks 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 13/11 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>Reminder about start and finish times and gates sent to parents as they register as critical workers/vulnerable.</p> <p>Check blue markers and blue dots are still visible after the Christmas holiday. Re-paint if necessary. Waiting for weather to improve – CF to support</p> <p>Regular reminders in newsletters</p>	LN CM CM	4/1/21 4/1/21 Ongoing	Completed

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
		<p>End of day collection:</p> <ul style="list-style-type: none"> • At 3:15pm: All parents asked to wait on a blue line as close to the school building as possible to avoid conjection around the gates. Staff dismiss from the back of the field, nearest the building as they see parents. Both gates may be used. Parents will be asked to leave promptly. 	Share details with parents	LN	4/1/21	Completed
Contracting the virus Toileting	All	<ul style="list-style-type: none"> • Toilets no longer designated as 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 • 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. 	Teachers in each class to share procedure for toileting	Class teachers	7 th Sept	Completed

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 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 First aid kits checked at start of term.</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>LN</p> <p>CM</p>	<p>7th Sept</p> <p>Ongoing</p> <p>5/1/21</p> <p>7th Sept</p>	<p>Completed</p> <p>Completed</p> <p>Completed & 1 new RA completed for staff</p>
Contracting the virus Pupil or staff becoming unwell with symptoms of coronavirus	All	<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 				

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
		<p>assistance, they should use the disabled toilet.</p> <ul style="list-style-type: none"> • 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 booklet sets out the role of the LA in supporting us with writing the risk assessment, and actions if we have a confirmed case. If we have a confirmed case we will now email 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 LA/PHE documentation for parents received up to 16/10. • Documentation (including our risk assessment) added to a Covid 19 tab on the school website. • We will follow Test and Trace process. • The Government's action list of what to do if a child in school displays symptoms can be found on here. 				
Contracting the virus Personal	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. 				

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
Protective Equipment		<ul style="list-style-type: none"> 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. 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	7 th Sept	Completed
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 symptoms and is being tested through the updated DfE daily reporting form and emailing and if a positive case is confirmed we will email 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 	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 Write a Remote Learning	CM CM	11 th Sept 23 rd	Decision made not to undertake this – we have the list from the summer and will update if necessary. Completed

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
		<ul style="list-style-type: none"> Our contingency plan would be to remain open for the chn of key workers and restart our online learning via STARZ. All staff made aware of the new system of local COVID alert levels in England. Poster explaining the restrictions in 'medium' level shared with parents on the newsletter (16/10). This is currently suspended due to the current National Lockdown which came into force on 5th November. This has once again been suspended by the National Lockdown. The previously published tiers of restriction for education and childcare, summarised in annex 3 of the contain framework, work alongside the new local COVID alert level framework shared with staff and Governors as part of this update. 	Policy and send to the LA for approval.		October	
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 from summer term in case any needs have developed or changed over the Summer.	CM	7 th Sept	Completed – 1 staff member considered 'vulnerable'.

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 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. 	Ongoing checks on 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). When the Headteacher's office is not in use, LN will use this space in order to maintain a greater distance from JP. 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. 	Headteacher's office to be cleaned by SB after use so that this space can be used by JW as well as LN	Ongoing		
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	Completed

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
		<ul style="list-style-type: none"> 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 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	Completed 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. Hall windows to be fully open for all physical activity in this 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	RA sent to JC and discussion about expectations on 4/9
Contracting the virus Extra-curricular clubs	All	<ul style="list-style-type: none"> Rise and Shine Club and all after school clubs suspended during school closure. 	Club providers to be informed as well as parents.	CM	5/1/21	Completed
Contracting the virus External providers	All	N/A – see above				

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 Staffroom	Staff members	<ul style="list-style-type: none"> A maximum of 3 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 3 available). 1 transitory member of staff may move through the room too – they must not stop to ‘chat’ but could collect photocopying for example. Email regarding this sent to staff 01/10. 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. Masks must be worn in the staffroom at all times except when eating/drinking. No face to face meetings to take place during the national lockdown – all meetings to be via Zoom. 	Ensure wipes are available	All staff LN	Ongoing	Reminder about this sent 10/9
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 as individual classes then whole school.	CM	19 th Sept	Completed
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	Now 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
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. 	Inform Housemans that water temperature checks still need to take place when chn are not in classrooms	JP	7 th Sept	Completed
			Fire alarm test point checks can resume	JP	7 th Sept	Completed
Contracting the virus School transport	All	<ul style="list-style-type: none"> No children require transport during this current period of lock down. This will be assessed if this does become necessary. 				

Useful Guidance

- Guidance for full opening: schools can be found [here](#) (UPDATED 7th January)
- 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](#) UPDATED 7th JANUARY
- 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](#)
- Actions for early years and childcare providers during the coronavirus outbreak 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](#) UPDATED 14th December

RISK ASSESSMENT



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](#)