

Educational Setting	Benwick Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020 – Revised 30/9/20 & 3/1/21 (January amendments in red) Revised again 7.1.21 & 13.1.21 To reflect January Lockdown (Amendments in green) Revised 2.3.21 for full re-opening on 8 th March 21 (orange) 4 th January 2022 (Amendments in pink)
Review Date	3 rd January 2021 (red) 7 th January (green) - Next review Feb 2021 – May 21 January 4 th 2022
Headteacher	Clare Talbot

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention of Covid 19 Spreading		<ol style="list-style-type: none"> 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. <u>clean hands thoroughly more often than usual & supply hand gel in each room – wash hands coming inside the building and before eating, hand gel at other times,</u> 3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ 	<ol style="list-style-type: none"> 1. Isolation room allocated (library) 2. Ensure there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? If handwashing facilities not sufficient use watering can & basin procedure. 3. Regularly check sufficient stocks of tissues and disposal bins available for all classrooms. Poster for each 	SBM & Cleaner	Ongoing stock takes	✓

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		<p>approach –hand gel use if not possible to wash hands</p> <p>4. <u>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach – 1 hour cleaning introduced at lunchtimes, all classroom tables, toilets and regularly touched areas such as door handles etc</u></p> <p>5. <u>minimise contact between individuals and maintain social distancing wherever possible</u></p> <p>6. <u>where necessary, wear appropriate personal protective equipment (PPE)</u></p>	<p>classroom for teachers to refer children to.</p> <p>4. Regularly check sufficient stocks of suitable cleaning products are available. Wipes also available on adult toilets and all shared areas. and is there sufficient capacity to do the cleaning tasks?</p> <p>5. Regularly remind members of staff on the expectations in class settings, outdoors and in staff rooms. Staggered arrival & departure times for families & posters & reminders on letters. Staff from class bubbles allocated separate breakout spaces for lunchtimes.</p> <p>Limit number of visitors on to school to site. Parents to only come into school via pre-arranged appointment – parents to wear face covering if in the building. Request that parent wear facecoverings at drop-off and collection and when approaching staff.</p>			

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			<p>Staff to wear face coverings in confined/shared spaces when members of other bubbles present.</p> <p>Staff to wear face coverings on the gate mornings and afternoons and when meeting with parents/outside visitors.</p> <p>Jan 21 – Numbers of pupils in school reduced – children of critical workers and vulnerable children only offered places in school. 50% or less of each class bubble to be in school. Staff do not cross bubbles.</p> <p>Reminders to all to maintain social distance where possible.</p> <p>6. Regularly check there are sufficient stocks of PPE available in the locations it is likely to be needed. Main grab bag in office – smaller grab packs in classrooms * all staff toilets.</p>			
<p>Response to any infection</p>		<p>7. engage with the NHS Test and Trace process</p> <p>8. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>7. Ensure members of staff know what is required of them regarding T&T & new isolation.daily lateral flow rules e.g. regular bullet point</p>	HT		✓

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		9. contain any outbreak by following local health protection team advice	<p>on memo Promote the use of the app via the memo</p> <p>Repeatedly Inform parents of T&T updated procedures.</p> <p>Letter system for families in place which complies with GDPR.</p>			
Staff Testing			<p>When staff testing is rolled out to Primary schools, all staff informed and trained as required and encouraged to engage with testing using timescales suggested.</p> <p>All staff now test twice weekly – test kits to be provided for regular visiting professionals.</p> <p>Regularly remind staff on importance of twice weekly testing email & memo</p>	HT	<p>When information & kits given to school</p> <p>Test kits in stock</p>	
Contingency planning for a		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control 	Homelearning tab to be retained on website &	SLT		✓

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further outbreak		transmission. Schools will need a contingency plan for this eventuality.	<p>teachers to upload learning if necessary.</p> <p>School will aim to remain open for key workers.</p> <p>Jan 21-Home learning is in place for all pupils not in school.</p>			✓
Social Distancing in school		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	<p>Ensure children are seated forwarded facing where possible in Y3-6. EYFS&KS1</p> <p>grouped tables, regularly cleaned.</p> <p>Staggered breaks & lunchtimes</p> <p>Class bubbles only</p> <p>Jan 21 — In key stage 2 pupils to be seated at separate tables at least 1m distance from one another. Children seated in small groups to facilitate support from adults to adi 'catch-up'.</p> <p>Staff allocated separate breakout rooms for lunch.</p>	<p>Class Teachers</p> <p>SLT</p>	<p>7.9.2020</p> <p>ongoing</p>	<p>✓</p> <p>✓</p>

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			<p>Socially distanced/remote staff meetings/training</p> <p>Virtual assemblies for January 2022</p> <p>Reduce interclass mixing – delay start of January clubs</p>			
Cleaning		<ul style="list-style-type: none"> • Deep clean undertaken over the Summer holidays. • More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including: (1 hour daily additional lunchtime cleaning) <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 at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, 	<ul style="list-style-type: none"> • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Class bubble rota for use of outdoor play equipment – ensure pupils wash their hands afterwards. 	<p>Cleaner</p> <p>SBM</p> <p>SLT</p>	<p>3.9.20</p> <p>Sep 7th 20</p> <p>Sep 7th 20</p> <p>Sep 7th 20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<ul style="list-style-type: none"> ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> ● Children have own chairs in classrooms. Tables wiped before and after eating. ● 	Class Teachers		✓
Lunchtime Catering facilities		<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ○ Serving food ○ Queing ○ Different lunch periods 	<p>Amended menu to support eating in classrooms. Rota for lunchtimes — collection of food & return of trays etc KS2 collect food before KS1 in canteen, supervised to prevent touching of surfaces.</p> <p>In Canteen 2 KS1 CW bubbles allocated separate ends of the canteen, with separate tables. Staggered arrival times to avoid contact.</p> <p>Ensure canteen is not overcrowded, tables wiped between sittings, canteen well ventilated.</p>	SLT SLT	21.7.20 Jan 4 th 2021	✓ ✓
Fire Safety		<ul style="list-style-type: none"> ● Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. 	Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.	SBM	7 th Sep 20	✓ ✓

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		<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<p>Whole school fire drill in week 1 of Sep.</p> <p>Whole school unannounced fire drill – monitored by Governor 2/11/20</p>	HT/Gov	2/11/20	✓
Access/Egress of school building		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Increased cleaning of handles and touch plates. Allocated drop off and collection times 	<ul style="list-style-type: none"> Timing to be given to parents for arrival & departure times to ease congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. 	SLT	21.7.20	✓
First Aid		<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are 	<p>Review of current procedures. Staff in classes to Staff own first aid if possible, if in doubt see paediatric trained member of staff. Use of walkie talkies at lunchtime to alert the duty first aider.</p> <p>Staff reminded of Covid 19 procedures used in Summer.</p>	SLT	21.7.20	✓

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		<p>in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<p>Outdoor First aid post at lunchtimes supervised by names member of staff.</p>			
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	SBM	Current practise	✓
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<p>Rota put in place</p>	SLT	21.7.20	✓
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. <p>Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control</p>	<p>None currently on staff roll.</p>			

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		measures that must be in place before returning to work/school.				
Vulnerable Pupils		<p>January 21 School closure:</p> <ul style="list-style-type: none"> Children under S17/47 strongly encouraged to attend school – close contact kept with family Other vulnerable children (EHCP/LAC) offered a place and encouraged to attend – support offered to parents & Carers Weekly phonecalls to all families, teachers speak to child as well as adults 1st day of absence calling procedure reinstated for all pupils 	<ul style="list-style-type: none"> If not in school daily wellbeing phone calls If contact not made by phone after 3 attempts – door step wellbeing call will be made by SLT. 	DSL/HT	As required	Ongoing
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	All contractors to complete a track and trace admission form to comply with track & trace – given on sign in to the building	SBM	Ongoing	✓
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property 	SBM	Ongoing	✓

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		<p>have been completed and records updated.</p> <ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<p>Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.</p>			
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<p>Clear procedures communicated to staff – INSET & on memo Regularly monitored by cleaner & SBM.</p>	HT	4.9.20	✓
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 				
Administrative Staff		<ul style="list-style-type: none"> Reduce the number of staff accessing main office. Notices to remind of 2m social distance. 	<p>Perspex screen in place to protect admin staff at office hatch. Memo reminding staff about extra vigilance around vulnerable staff.</p>	SBM	12.7.20	✓

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Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<p>Main Grab pack of PPE available in main office. Smaller packs available in classrooms and staff toilets. Supply of disposable facemasks available at reception.</p>	HT	ongoing	✓
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Use of face shields and PPE if any children spitting School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<p>New behaviour policy developed & shared with staff, pupils & parents – in development</p> <p>INSET & Welcome back assembly – new rules & routines</p> <p>Newsletter to parents 4.1.21 & Assembly for children 5.1.21 Parent letter for March 8th return & assembly on 8th March to refresh children on necessary procedures</p>	<p>SLT</p> <p>HT</p> <p>HT/DHT</p>	<p>4.9.20 & 7.9.20 45.1.21</p>	<p>✓</p> <p>✓</p>
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<p>Clear guidelines given to staff regarding guidelines. Reminders INSET 4.9.20</p> <p>INSET 4.1.21 Individual breakout rooms for staff in separate bubbles allocated.</p>	<p>SLT</p> <p>SLT</p>	<p>4.9.20</p> <p>4.1.21</p>	<p>✓</p> <p>✓</p>

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Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Gel available in all rooms Removal of shared items eg. Utensils Excess furniture removed. Soft furnishings in classrooms removed. Children have own equipment in classrooms. Books that have been home quarantined for 3 days. All tables regularly wiped down. Staff avoid physical contact with children. Children encouraged no contact with other children. PE is socially distanced with any shared equipment cleaned in between bubbles. 			ongoing	✓
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found on our website. 		HT		✓
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted Staff absence (Illness/Isolation/Section 44) 	<p>Autumn Term planning meeting.</p> <p>Jan 21 Lockdown Teacher: - Supply staff not used, due to risk of bringing Covid-19</p>	HT All staff	ongoing	✓ ✓

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			<p>to the school. TAs to cover. Parents asked to keep children at home if they can. If unsafe staffing levels, bubble affected will close.</p> <p>1:1 TA — Risk assess, cover with another bubble TA if available, if not child to stay at home and remote support provided</p> <p>MSA: Class TA to cover (provided alternative breaks times)</p>			
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> • Ensure availability of staff is adequate • Ensure that social distancing measures can be maintained at all times • Review activities that can be carried out • The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. • Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • Class bubbles • Avoiding indoor contact between groups (virtual assemblies in January 2022) • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible • Ask parents to wear face covering on school 	All staff	Ongoing	✓

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		except reading books (quarantined for 3 days).	property, inside and out.			
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<p>Contact CCC transport re: current family</p> <p>Reviewed Jan 21 and support put in place to provide transport for a vulnerable family. Ends 5th March 21</p>	HT		✓
				HT	4.1.21	✓
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	For more information contact Stephen Brown (Outdoor Education Adviser.)			

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Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<p>Discuss arrangements with premier sports. Separate risk assessment completed.</p> <p>Blue smile – separate risk assessment completed.</p>	HT		✓
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</p> <p><u>Staff issued with updated guidance</u></p>	RB		✓
Signage		<ul style="list-style-type: none"> Signage provided to inform staff and pupils regarding social distancing, hand cleaning etc. 		SLT		✓

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- 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](#)