

RISK ASSESSMENT

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 To reflect January Lockdown (Amendments in green)
Review Date	3 rd January 2021 (red) 7 th January (green) - Next review Feb 2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
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’ approach –hand gel use if not possible to wash hands 4. <u>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach – 1 hour cleaning</u> 	<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 classroom for teachers to refer children to. 4. Regularly check sufficient stocks of suitable cleaning products are available. Wipes 	SBM & Cleaner	Ongoing stock takes	✓

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><u>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>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. 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</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>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>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>			
Response to any infection		<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>9. contain any outbreak by following local health protection team advice</p>	<p>7. Ensure members of staff know what is required of them regarding T&T e.g. regular bullet point on memo Promote the use of the app via the memo</p> <p>Repeatedly Inform parents of T&T procedures.</p> <p>8. Letter system for families in place which complies with GDPR.</p>	HT		✓

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
Contingency planning for a further outbreak		<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 transmission. Schools will need a contingency plan for this eventuality. 	<p>Homelearning tab to be retained on website & teachers to upload learning if necessary.</p> <p>School will aim to remain open for key workers.</p>	SLT		✓
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 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.</p>	<p>Class Teachers</p> <p>SLT</p>	<p>7.9.2020</p> <p>ongoing</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 	<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 	Cleaner	3.9.20	

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>including: (1 hour daily additional lunchtime cleaning)</p> <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, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>secured for 72 hours then undergo a thorough clean.</p> <ul style="list-style-type: none"> • 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. • Children have own chairs in canteen & in classrooms. Tables wiped before and after eating. 	<p>SBM</p> <p>SLT</p> <p>Class Teachers</p>	<p>Sep 7th 20</p> <p>Sep 7th 20</p> <p>Sep 7th 20</p>	
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</p> <p>Children in Doves, Owls & sawns eat in classrooms.</p>	SLT	21.7.20	
Fire Safety		<ul style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for 	Review Fire Safety Policy with regards evacuation areas and	SBM	7 th Sep 20	

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>those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</p> <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>how this can be achieved with whole school.</p> <p>Whole school fire drill in week 1 of Sep.</p>			
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 	<p>Review of current procedures. Staff in bubbles to Staff own first aid, if in doubt see paediatric trained member of staff. Use of walkie talkies at lunchtime to alert the duty first aider.</p>	SLT	21.7.20	

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 suitably stocked with first aid sundries.</p> <ul style="list-style-type: none"> Staff or pupils with medical needs have been assessed and relevant consents are 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. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<p>Staff reminded of Covid 19 procedures used in Summer. 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. 	Rota put in place	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. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a 				

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
		risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.				
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 have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 	SBM	Ongoing	✓
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. 	Clear procedures communicated to staff – INSET & on memo	HT	4.9.20	

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
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. 	Perspex screen in place to protect admin staff at office hatch. Memo reminding staff about extra vigilance around vulnerable staff.	SBM	12.7.20	✓
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. 	Main Grab pack of PPE available in main office. Smaller packs available in classrooms and staff toilets. Supply of disposable facemasks available at reception.	HT	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
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</p>	<p>SLT</p> <p>HT</p> <p>HT/DHT</p>	4.9.20 & 7.9.20	
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>	
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. 			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
		<ul style="list-style-type: none"> 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. 				
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 	Autumn Term planning meeting.	HT All staff	ongoing	✓ ✓
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 	How contacts are reduced will depend on the school's circumstances and will (as much as possible) include: <ul style="list-style-type: none"> Class bubbles avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible 	All staff	Ongoing	✓

RISK ASSESSMENT

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		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 except reading books (quarantined for 3 days).				
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 	Contact CCC transport re: current family	HT		✓

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
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.)			
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		✓

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
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](#)