

Educational Setting	The Pathfinder C of E Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Stuart Wood, Health, Safety & Wellbeing Business Partner 13 th May 2020 Stephanie Lockwood – Headteacher – 19 th August 2020 Stephanie Lockwood – Headteacher – 3rd January 2021
Review Date	Friday 15th January and then fortnightly until the end of term

Please read this document, alongside the 'Mitigating Risks' document.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school	Staff and pupils By being too close, increased risk of transmission Trip hazards	<ul style="list-style-type: none"> Schools should review the total space available for teaching activities beyond classrooms. Classrooms should accommodate up to 15 pupils and 2 adults. Ensure that fire exit routes are not compromised. Pre-school to be fully open, children to be organised across the 3 spaces available, max of 15 in each space at any one time – pre-school treated as one larger bubble. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. Class furniture is arranged so that pupils are forward facing and not sat opposite each other and so that there is a 2m distance 	<ul style="list-style-type: none"> All children return to school on Monday 4th January Children to function within 'class bubbles' in groups of 15 children in the first instance. Most class bubbles will have two adults. Significantly reduce (if not remove) all cross bubble working where social distance can not be maintained. Where staff do work cross bubbles, they are required to wear a face mask/visor in the secondary bubble. Still promoting social distancing, particularly with adults, increased use of the outside area in pre-school Children to have designated learning pods/spaces, with individual resource packs to avoid the sharing of resources – 	All adults in school	Tuesday 5 th Jan	

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		<p>between teaching point and seated children.</p> <ul style="list-style-type: none"> Secure any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination. 	<p>children not to move seats in the classrooms (Y1-6)</p> <ul style="list-style-type: none"> All classrooms that are not being used for bubbles to be locked, including toilet areas All soft furnishings and toys to be removed, including in the library In EYFS – bubble children to be grouped up and to be allocated their own resources to play with – one reception group and one pre-school group Consider where learning can take place outside Lunches to be eaten in classroom bubbles A clear one-way system to be in place throughout the school and to be used at times of whole-school transition (system does not need to be followed when small groups are moving from one place to another) Corridors to be demarcated with one-way systems Each class bubble to have designated toilets to use throughout the day and staff to use identified toilets designated to small group of staff No gathering for collective worship/celebration assembly – to be held virtually or in classes Masks and/or visors to be worn by all staff in communal/corridor areas (except 			

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			<p>when eating) and when in other people's classrooms. Therefore, the only place where you are not wearing a mask is in your own classroom/office</p> <ul style="list-style-type: none"> Friday afternoon provision to be run in class bubbles with a designated adult – timetable to follow 			
Cleaning		<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Handrails on staircases and corridors, Lift and hoist controls, 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. 	<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. Outdoor fixed play equipment not to be used Bubble play packs to be set up by MDA team during INSET days Allow for 5-10minute cleaning window between groups of children in dining hall for sanitising and cleaning of tables and seat – only relevant for when lunches return to the school hall 	<p>SBM to liaise with site staff and contractors</p> <p>Cleaners</p> <p>All staff</p> <p>Caterers</p> <p>Children</p>	Ongoing until opening, then continuing daily	

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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 	<ul style="list-style-type: none"> All staff and pupils strongly encouraged to take up a grab bag lunch from school Lunches delivered to classroom/pre-school doors by the MDA team and eaten by children at their designated desk space MDAs to wipe down tables when children have finished their lunch Lunches to work on a rotation system to limit number of children in hall at any one time (children will remain with their class bubble during given time slot) Children to sit at designated tables in class bubbles, cutlery and water cups to be laid out for children to limit contamination of cutlery etc. Adults to serve food to children at tables to limit the foot fall through narrow canteen space and potential contamination 	<p>RC to liaise with kitchen staff</p> <p>AH to liaise with MDA staff</p>	Daily	
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. Ensure all emergency escape routes / doors 	<ul style="list-style-type: none"> Registers for bubbles (credit card size) to be produced for all adults working with that bubble – HT, DHT and office to have all registers on a clip board On INSET day, show new evacuation locations to allow for 2m distancing 	EdW to email template to office – RC to	By end of Tuesday 5 th Jan	

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		<p>are fully operational and kept clear.</p> <ul style="list-style-type: none"> Reminders to staff and pupils that if the fire alarm is activated that they must keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> Staff to practise this with their bubbles on the first day 	<p>complete</p> <p>SL INSET training</p> <p>All staff</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). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. Staggered start and finish to the school day arranged by family surname (e.g., A-E at 8.35am etc.) to lower footfall on the playground Parents encouraged to leave children at main gate and children to walk round to classrooms on their own (school adults on playground to support movement) 	<ul style="list-style-type: none"> School to operate a one-way system for entering and leaving the school site – in through the top gate and out through the KS2 gate – pre-school through large gate into outside area 2m dots on ground, to show waiting distances Parents and children only allowed on to school site at their allocated time slot Staggered starts and finish – in alphabet order 2m boxes outside each classroom door – only children allowed within that area Once parents have dropped off their children, they must continue to leave the school site. Messages for staff to be emailed to the office. 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. 	<p>All staff</p> <p>Site staff to ensure displayed signage</p>	<p>By the start of term</p> <p>Daily checks</p>	
First Aid		<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid 	<ul style="list-style-type: none"> Each 'bubble' to have their own first aider and first aid kit 	All staff	Underst	

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		<p>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.</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. 	<ul style="list-style-type: none"> Only in exceptional circumstances should first aid be completed in the main office Flow diagrams of 'what to do if ...' on display and in each first aid kit Training room designated as an isolation room, in the event of someone displaying symptoms of COVID-19 – designated toilet to be assigned Masks/visors to be worn when first aid is administered. 	Designated first aiders to be responsible for own equipment and information	Good by opening Rechecked daily	
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 All bins to be emptied at lunchtime and end of day 	Cleaners	Twice daily	
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing Playground to be physically divided into spaces to be assigned as per timetable 	<ul style="list-style-type: none"> Timetable for break and lunchtimes to be displayed in each classroom, bubble staffroom, office and external doors. Timetables to be emailed out to all staff in advance and then discussed at the INSET day Staff to ensure they are in their designated areas of the playground, which in turn, will ensure staff social distancing outside 	All staff SL/AH to email out timetables	Ongoing By Monday 4 th Jan	
Staff/Pupil		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group 	<ul style="list-style-type: none"> If their situation changes, they are to inform the HT or SBM ASAP 	All staff	Ongoing, daily	

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s within the shielded group		<p>must not attend school as per the Government guidelines</p> <ul style="list-style-type: none"> Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> School to contact families of children on the shielding list to remind them that they are unable to return to school Follow the flow diagram for staff that fall in to vulnerable categories All staff that fall into the clinically extremely vulnerable group to maintain strict 2m distance from children and staff at all times – role in school to be adapted to maintain this – risk assessment in place for all CEV staff and pupils. Pregnant staff in third trimester to work from home Children on the CEV register to have a risk assessment in place for returning to 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. 	<ul style="list-style-type: none"> School to minimise other adults on the school site – ALL NON EMERGENCY VISITS TO HAPPEN OUTSIDE OF SCHOOL HOURS Adults needing to approach the school office are advised to wear a mask Where necessary, all adults follow the hygiene actions below, alongside a detailed plan of activity and location of work to be undertaken – all timings and locations to avoid transition times in the school day Contractors to use one designated toilet and must not enter the staffroom, 	SBM	Ongoing , Daily	

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			<p>offices or classrooms (without prior consent from the SBM or HT)</p> <ul style="list-style-type: none"> All breaks to be taken outside in the car park or off school site 			
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. 	HT/SBM All staff	Ongoing , Daily	
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. 	<ul style="list-style-type: none"> All staff, children and other ESSENTIAL adults on site to wash hands: On entry, break time, lunchtime, on exit, after using toilet facilities, after coughing/sneezing, after any contact with others Regular wiping down of door handles, flushes, baby changing units, sinks, other regular touch points Sanitising of play equipment throughout the day, with a more thorough clean at the end of each day Site staff to ensure adequate soap, hand gel, paper towels available for the day ahead Good ventilation in all areas of the school and pre-school Bubble staff to restock, if necessary, at lunchtime All bins to be emptied at lunchtime by the bubble team 	All staff Site Team Cleaners	Several times a day, ongoing	

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			<ul style="list-style-type: none"> All classrooms must ensure good ventilation – classroom doors held open with door stops, windows open throughout the day 			
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. 	<ul style="list-style-type: none"> All administrative staff and SLT to be clear on the reporting procedures – covered in an SLT meeting before reopening Out of hours phone number in place for reporting staff and child positive cases. Ensure Test and Track flowchart is displayed in the school office Engage any staff member/pupil/family with symptoms in this process Inform emergencyschool.closure@cambridgeshire.gov.uk of any possible/confirmed cases in school – do not wait for a number of cases 	HT/SBM	As required	
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<ul style="list-style-type: none"> Admin staff member in the courtyard entrance are of the school between 8:30 and 9am, 3:00 and 3:30pm – taking messages, box for any paperwork (parents to be reminded that this will not be dealt with for 72 hours) Encourage all parents to use phone and email to communicate with school, scanning in paperwork where possible A maximum of 3 adults in the main office at any one time, max of 2 in the pre- 	DL, RC	Daily	

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			<p>school office</p> <ul style="list-style-type: none"> Phones to be used by the owner of the desk. If another person uses the phone, this must be wiped down after the call 			
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. 	<ul style="list-style-type: none"> PPE grab bags available for when caring for a child/staff showing symptoms of COVID-19 Otherwise, PPE is not necessary Whilst there is no expectation to wear PPE, those wishing to are able to 	SBM/RC All staff	By opening and then daily checks of stock	
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Share pupil, parent and staff expectation documents and ensure these are displayed in entrance areas of the school and all classrooms – These have been previously communicated but will be resent prior to first day of term Expectation documents discussed during staff INSET days and staff to share them with children on the first morning and throughout the day, where necessary Flow diagrams to be up in each room explain procedures for if a child/staff member becomes unwell Remind children and parents to maintain social distance outside of school, in particular the play areas. 	HT	By opening of school Daily reminder, checks, evaluation	

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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. 	<ul style="list-style-type: none"> • Designated 'staffroom' spaces created for different staff teams e.g., pre-school, EY & KS1, KS2 & non-class bubble staff • A maximum of 8 adults at any one time • Staff to have their breaks outside as much as possible – front of school, community wing outside area to enable social distancing • Staggered lunch and break times for staff • All staff to wash hands before using the communal area and ensure that windows/doors are open • Soft furnishing to be moved to one side and replaced with plastic chairs • Masks/visors to be worn, unless eating 	All staff	Daily	
Uniform and Clothing	Staff and children	<ul style="list-style-type: none"> • Parents encouraged to wash children's clothing regularly (but uniform is required) • Children to wear P.E. kit to school on designated days in order to prevent changing at school and to support uniform washing • Staff expected to wear a clean set of clothes each day 	<ul style="list-style-type: none"> • Inform parents and staff of the different uniform expectations • Parents to wear face coverings whilst on school site 	HT	Monday 4 th Jan	
Resources and Curriculum	Staff and children	<ul style="list-style-type: none"> • Rotation system of resources used to allow for a 72-hour isolation period • Reading scheme and library book base to be sourced in advance for each bubble – library and bookshelves out of use • Each bubble to have a designated number of laptops/iPads 	<ul style="list-style-type: none"> • Ensure all laptops and iPad are numbered – to be centrally located in the hall, then charged overnight in the server room 	All staff	By school opening Daily checks and evaluati	

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		<ul style="list-style-type: none"> Designated class PE equipment 			on	
Potential school and bubble closures	All	<ul style="list-style-type: none"> Safety measures in place Communication systems ready Use of Teams 	<ul style="list-style-type: none"> Remote learning plan in place for individual isolation, bubble closure and school closure – see school website Back up timetable in place for when/if staff are unwell Survey's to parents around critical worker/vulnerable families ready to be distributed Rotation of staff, where required, to reduce risk to staff Increase cleaning regimes across the school Limit areas of the school used Weekly safeguarding calls from teachers to families, regardless if they are in school or not Maintain provision from 7:30am to 6pm across the site 	All staff	Start of term	

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

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

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

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

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)