

Educational Setting	Littleport Community Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Adam Rivett (Headteacher) - July 2020
Review Date	Thursday 10th September 2020 (1st SLT meeting of the new term – children return 7th Sept) Thursday 8th October 2020 (SLT meeting and shared with governor sub-group for COVID) Saturday 2nd January 2021 Monday 11th January 2021 (national lockdown procedures) Thursday 11th February 2021 (SLT meeting) Monday 1st March 2021 – ahead of reopening Next review date:

This Risk Assessment should be read alongside the Operational Plan shared with staff via video

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	All persons: risk of transmission of COVID-19 Risk of contact with the virus	- 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. Clean hands thoroughly more often than usual. - ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Minimise contact between individuals and maintain social distancing wherever possible. Where necessary, wear appropriate personal protective equipment (PPE). - Lateral Flow Testing (LFT) is in place for all staff and adults using the school site. - The NHS COVID-19 app is available to anyone aged 16 and over to download and use if they choose. Bluetooth contact implications have been shared with staff. Staff	Share LCPS Operational Plan with staff following approval by the Governing Body	AR	Fri 3.9.20	

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		encouraged to keep their mobile phone on their person if they do not choose to switch the Bluetooth contact trace function off when on site. • Face coverings are mandatory for adults in communal areas, such as the staffroom and corridors, unless there are medical grounds for not doing so. • Updated guidance states that face visors or shields should not be worn as an alternative to face coverings. • Staff who cannot maintain 2 metres distance between adults in their working environment must wear a face covering. • Individual risk assessments for staff with underlying health conditions and/or considered 'clinically vulnerable'. • Pupils, staff and other adults must not come into the school if: • They have COVID-19 symptoms • A member of their household (including their <u>support bubble</u> or <u>childcare bubble</u>) has COVID-19 symptoms • They are required to quarantine having recently visited countries outside the common travel area • They have had a positive test • Anyone told to isolate by NHS Test & Trace or by their public health protection team has a legal obligation to self-isolate. • Anyone developing symptoms in school must: • Get sent home to begin isolation. Pupils should be sent to the designated COVID isolation area (First Aid room by the office). Staff to leave the site <u>immediately</u>, informing the office as they leave and being mindful of keeping contact to a minimum, including contact with surfaces. • Be advised to follow the guidance for households with possible or confirmed COVID-19 infection				

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		Be advised to arrange a Polymerease Chain Reaction (PCR) test as soon as possible				
Response to any infection	All persons: risk of transmission of COVID-19	Engage with the NHS Test and Trace process. - Manage confirmed cases of coronavirus (COVID-19) amongst the school community. - Contain any outbreak by following local health protection team/LA advice.				
Contingency planning for a further outbreak		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. The School's contingency plan for this eventuality is contained within the Remote Education Policy.				
Social Distancing in school	All persons: risk of transmission of COVID-19 Risk of contact when moving around the school site	- Minimise contact between individuals and maintain social distancing wherever possible. - Staff should observe the 2m social distancing rule where possible - The overarching principle to apply is reducing the number of contacts between children and staff. This is achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. - Year group bubbles are established. - Each bubble has their own toilets. One Y6 class shares with Y4 but pupils using the facility are managed appropriately. - HLTAs and staff covering classes outside of their designated bubble have the option to wear a face covering when teaching. A clear teaching area is marked out in the classroom to ensure that social distancing is observed. Staff moving between bubbles must observe social distancing. - SLT will only conduct observations in classrooms when absolutely necessary and wearing a face covering. - Teaching areas children should not enter will be established for staff who have previously shielded or	Ensure teaching areas are marked in the classrooms they will be required	GC	03-09-20	

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		are clinically vulnerable (for example, as a result of being pregnant). - Class furniture moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Ensure that fire exit routes are not compromised. - Children face the front of the class where furniture allows for this – EYFS have some round tables so this may not always be possible. EYFS and Year 1 take part in continuous provision so are not always taught at tables, however, social distancing between adults should be observed as much as reasonably possible if mixing classes. - All visitors accessing the internal building are required to wear a face covering at all times. - Parents/carers are required to wear a face covering whilst on site, unless there are medical grounds for not doing so. Staff should also wear a face covering when greeting and dismissing children at the classroom door. Staff should not engage in a conversation with parents/carers who are not wearing a face covering and observing social distancing. - Volunteers may be used to support the work of the school. Mixing of volunteers across groups should be kept to a minimum and they should adhere to the system of controls in place. - Rooms will have clear capacity limits which should be adhered to. - All meetings that can take place on digital platforms should do so, such as staff meetings, Governor committee meetings. Any face-to-face meetings should be with less than 10 people, socially distanced and in a well ventilated and adequately sized room with staff wearing face coverings.	Create signage for this and display in reception Letter to parents/carers to remind them about expectations Create signage for this and display	GC AR GC	By 05.01.21 By 05.01.21 By 05.01.21	
Cleaning	Staff: risk of transmission of COVID-19 through contact with	- Deep cleans will take place before staff and pupils return to school each term. - More frequent cleaning procedures are in place across the site (see Operational Plan), particularly in communal areas and at touch points including:	Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.			

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	liquids when cleaning	○ 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, ○ Sign in system, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ● If someone has tested positive with COVID-19 then any area/room they have accessed should be secured for 72 hours (if logistically possible) then undergo a thorough clean. ● Staff cleaning surfaces have received training from JW (Cleaner in Charge). ● Staff issued with daily routine, including rigorous cleaning expectations informed by government guidance. Staff in 'bubbles' assigned cleaning responsibility. ● Staff to ensure they have read and understood COSHH Assessment 15 (Shield Disinfectant and COSHH Assessment 21 (Manual Washing Up Liquid). Before using chemical sprays. ● Clear expectations regarding PPE when cleaning is both routine and in response to person displaying symptoms of COVID-19. ● All COSHH Assessments held in main staffroom. ● Where issues have been found with cleaning, these are addressed with 1:1 feedback/reminders.				

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Lunchtime Catering facilities	All persons: risk of transmission of COVID-19 Social distancing restrictions in the hall – seating does not allow for more than 21 chn at a time	- Staggered lunch system to ensure queues are managed in the hall and passing in the corridors is minimised. - Children should line up with a clear 2m gap between them and the class in front of them to ensure bubbles do not mix. This will be managed by midday supervisors (MDS). - Only EYFS and Y1 will eat in the main hall – all other year groups will eat in the classroom. - Tables will be as far away from the serving areas as possible to mitigate children from other year groups passing each other. - Water jugs will be supervised by adults and not on tables for children to help themselves to. Only adults from the child's bubble will serve the water. - Canteen staff place cutlery on trays for children (wearing gloves) to avoid children touching multiple objects. - Screens installed in the canteen and as part of the mobile serving trolley between caterers and pupils. - Food hampers will be issued to families entitled to benefits related free school meals only when they are required to self-isolate in accordance with government guidance.				
Fire Safety	All persons: risk of death if escape routes are blocked as a result of reorganisation Risk of transmission of COVID-19 if persons do not adhere to 2m distancing during evacuation	- 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. - 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 keep 1-1.5m distancing when at the evacuation point.	Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.	GC	03-09-20	

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Access/Egress of school building	All persons: risk of transmission of COVID-19	- One way traffic through external doors to minimise face to face passing clearly marked. - Where possible, doors propped open to reduce the need for touch (fire protection measures must be adhered to). - Sanitiser available at office hatch in reception area. - Increased cleaning of handles and touch plates. - Allocated window for drop off and collection times. - SLT members on playground during drop-off times to remind parents and carers of procedure. Members of staff meeting parents/carers during the school run are required to wear a face covering, unless there are medical grounds for not doing so. Parents/carers required to wear face coverings on the school site, unless there are medical grounds for not doing so. - Priority given to disabled users and those identified as having health related issues (allocated space for drop off in car park).	Relevant guidance to parents on drop off and pick up arrangements issued via newsletter and video	AR	20.07.20	
First Aid	Staff delivering First Aid: risk of transmission of COVID-19	- 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 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. - One MDS is designated First Aider at lunch time. Other MDS to accompany children to first aid room. Other paediatric trained members of staff available outside at lunch. Other trained members of staff also available.				

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Waste	All persons: risk of transmission of COVID-19 through contact with contaminated waste	- 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 are emptied daily. - Tissue bins to be emptied at break times and lunch times and end of school day. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. - Additional bins purchased for food waste at lunchtime. These will be collected and emptied at the end of of lunchtime.				
Break/Lunch times	All persons: risk of transmission of COVID-19 through contact	- The school will stagger breaks to achieve the social distancing both on the playground and field. - Designated area for 'bubble' group to stay within to minimise mixing. These are in classes in order to minimise contacts. It may be necessary for Y2 to mix as a year group due to playground restrictions. - Adult supervision to monitor social distancing at all times for each bubble. - Cleaning routine in place for classrooms.	Review extending to year group bubble areas after ½ term	SLT	½ term	
Staff/Pupils within the shielded group	Vulnerable persons: increased risk of adverse reaction to the contraction of COVID-19 through contact	Clinically extremely vulnerable(CEV) staff are advised not to attend the workplace. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. - 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 completed to identify any suitable control measures that must be in place before returning to work/school.				

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		The school will follow the <u>specific guidance for pregnant employees</u> because pregnant women are considered clinically vulnerable.				
Contractors	All persons: risk of transmission of COVID-19 through contact	- All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include COVID-19</u>. - All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. - Contractors on site only when necessary with appointments booked for when children are not on site wherever possible. All issued with 1 page guidance.				
Property Compliance	All persons: risk of transmission of COVID-19 through contact	- The school has ensured that relevant property statutory compliance checks have been completed and records updated – (GC). - Daily and weekly checks have been reinstated and pre-opening checklist completed. - All serious property concerns have been raised with the schools Site Manager and appropriate steps are in place to ensure the safety of all building occupants.				
Hygiene	All persons: risk of transmission of COVID-19 through contact/spread if persons do not routinely follow hygiene expectations	- The school has a suitable supply of soap and access to warm water for washing hands. - Hand sanitiser in a bottle has been purchased. - Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. - Children wash/sanitise hands when enter the building in the morning and before they go home at the end of the day. - Ventilation - Natural ventilation is available in the workplace, e.g. windows or open doorways. Staff should fully ventilate their workspace for 5mins every 20mins as a minimum. All corridor windows and windows in communal areas to remain open during the school day.				

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Accident reporting COVID-19 incidents	All persons: risk of transmission of COVID-19 through spread if incidents are not reported	- 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	All persons: risk of transmission of COVID-19 through contact	- Social distancing measures allow school office to function. - Office manager has a dedicated office to allow for business continuity when on site. - Staff only to enter the office if absolutely necessary – hand sanitiser available if phone calls are made by other staff. - Office telephone relocated for staff to make outgoing calls on. - Office staff encouraged to communicate messages via telephone/radio wherever possible.				
Personal Protective Equipment	All persons: risk of transmission of COVID-19 through contact with infected fluids	- 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. - Face coverings are mandatory for adults in communal areas, such as the staffroom and corridors. - Safe wearing of face coverings requires the: - Cleaning of hands before and after touching - Safe storage of them in individual, sealable plastic bags between use - Public Health England does not currently recommend the use of face coverings for children in primary schools. Requests to wear face coverings in class will be				

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		considered on a case by case basis via an individual risk assessment. - HLTAs and staff covering classes outside of their designated bubble have the option to wear a face covering when teaching. - Provision is in place for children requiring intimate care.				
Behaviour	All persons: risk of transmission of COVID-19 through contact	- Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. - School will regularly review COVID-19 safe practice and inform staff of any changes to routines and expectations. - Staff to cooperate with government plans for contact tracing. - The school has an addendum to the Behaviour Policy to ensure the needs of children with challenging behaviour are met whilst balancing this with the need to safeguard staff during the pandemic. This has been shared with staff.				
School Staffroom	All persons: risk of transmission of COVID-19 through contact	- Arrangements made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. staggered lunch times for staff (rota devised). - Additional furniture removed to avoid high numbers of staff in the staffroom. - Group Room to be an additional designated staffroom (for KS2). - Additional location (Activity Hall) for maximum social distancing. - Staff allocated locations. - Hand sanitiser <u>must</u> be used before entering staffrooms - Staffrooms <u>must be</u> well-ventilated when in use (e.g. windows open). - Staff <u>must wear face coverings in the staffrooms unless they are eating or drinking.</u> - Staff should avoid prolonged periods of time in the staffroom if possible and try to limit the amount of time spent within them as this increases the risk of mixing across bubbles.				

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		Refreshment stations will be set up in all staffrooms to reduce mixing in communal areas.				
Infection Control	Staff Pupils Handwashing	- Staff and pupils have access at all times to water and soap for hand washing. - Removal of shared items in the classroom. - Equipment cleaned in line with government guidance. - Procedures in place to ensure equipment (e.g. art tools) is not shared unless thoroughly cleaned or left for 48 hours - 72 hours for plastics). - All areas of the school should be well ventilated in line with CCC guidance shared with staff.				
Equality Impact Assessment	Staff & Pupils	An equality impact assessment has been completed and can be found at https://littleport-community-primary-school.secure-primariesite.net/school-policies/				
Lack of staff	Pupils	- 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 may need to be deployed more flexibly. Any redeployments of staff should not be made at the expense of supporting pupils with SEND.				
Increased risk of transmission	Staff and Pupils social distancing	- Ensuring availability of staff is adequate. - Ensuring that social distancing measures can be maintained at all times. - Reviewing activities that can be carried out. - The Behaviour Policy has been 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 and hygiene expectations. - Pupils are discouraged from bringing any equipment into the school except lunch/snack provisions, Forest				

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		School clothing and change of footwear for when the field conditions require it. Beyond this, children should be provided with the necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be appropriately sanitised. Equipment taken home is at the discretion of the school and in line with strict cleaning routines. - Books can be taken home to support teaching staff with making assessments - Bags are allowed.				
Dedicated school transport, including statutory provision	All persons: risk of transmission of COVID-19 through contact	- Transportation bubbles are consistent. - Children to use hand sanitiser from the school upon boarding and/or disembarking at school. - Transport providers are responsible for the cleaning of vehicles. - School trips will be kept to a minimum and risk assessed each time. - When the school minibus is used, the trip leader is responsible for arranging the cleaning of the vehicle after the trip has taken place and before any other bubble uses the transport. - Organised queuing and boarding where possible. - Distancing within vehicles wherever possible.				
Learning outside the classroom (day trips, etc.)	All persons: risk of transmission of COVID-19 through contact	- Keeping children within their consistent group, and the COVID-secure measures in place at the destination. - Forest School continues to take place, with equipment cleaned between groups. - The school continues to 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)	All persons: risk of transmission of COVID-19 through contact	- The school continues to work with external coaches, clubs and organisations for curricular and extra-curricular activities and are satisfied that this is safe to do so. - Careful consideration is given to how such arrangements can operate on a case by case basis.				

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		• Wrap around care has a consistent group of children attending. This does not change on a monthly basis. School cleaning and social distancing measures apply to this setting. • Tutors/therapists/other peripatetic staff conduct sessions inline with their own risk assessments and guidance: • Well ventilated, large rooms • Tutors to wear face coverings • Tutors sit alongside children • Tutors do not touch children/instruments when instructing • Areas cleaned down after use • Some tutors will conduct their sessions remotely with an additional adult in the room to support children in school.				
Physical activity	All persons: risk of transmission of COVID-19 through contact	• 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 or left for 72 hours in line with government guidance. • Contact sports to be avoided.	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)			
Signage	All persons: risk of transmission of COVID-19 through contact	• Signage is visible to all visitors to the school site upon entry to the premises. • Social distancing reminders are displayed around the school site and expectations are shared with all visitors.				

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Safeguarding	Risk of not having contact with children as a result of the national lockdown	- Safe and well checks undertaken in line with the safeguarding guidance provided by the local authority if children are required to self-isolate. Children subject to CP = 3 times a week / Vulnerable children not attending the setting = 2 times a week / All other children = at least once a week. If implementing the Remote Education Policy as a result of having to self-isolate, all class teachers keep a weekly register of children attending Zoom calls. If staff have not made contact with a member of their class at least once a week, they will be contacted by a member of staff to check on their welfare.				
Lateral Flow Testing		- Staff and adults regularly using the school site are able to test with Lateral Flow Devices (LFDs) twice a week at home as per the existing guidance. - Staff must report their results to NHS Test & Trace online or by telephone as per the instructions in the home test kit. - Staff should share their result with the school to help with contact tracing. - Staff with a positive LFD test result will need to self-isolate and arrange a PCR test to confirm the result if the test was done at home. - Those with a negative LFD result can continue to attend school and use protective measures.				

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](#)