

# RISK ASSESSMENT

<b>Educational Setting</b>	<b>Pendragon Primary School and Pre school</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	CAShaw and FGB 21.5.20
<b>Review Date</b>	<b>Updated 4.6.20</b>

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
Numbers of children in school need not to mix		<ul style="list-style-type: none"> <li>Survey e mail sent out – numbers collected</li> <li>Confirmation of names of children so actual numbers confirmed</li> <li>SLT to organise bubble groups so that KW children are able to be in school Friday afternoon when PPA for rest of school</li> <li>Staff rota established so at least 2 staff members in each room ( to cover breaks) and KW PPA staff identified</li> </ul>	<p>Plan school bubbles so that children are separated both arriving,break, lunchtime and end of day Deadline set of 19.5 at 15.00 so bubbles could be established</p> <p>Lists checked and child minder groups established within bubbles.</p> <p>Check no staff member is in more than one bubble</p>	<p>CAS/TB</p> <p>CAS/TB</p> <p>CAS/TB</p>	<p>20.5</p> <p>22.5</p> <p>22.5</p>	<p>Able to offer places to KW/ FS/ Y1 and Y6</p> <p>Done</p>
Social Distancing in school		<ul style="list-style-type: none"> <li>Schools should review the total space available for teaching activities beyond classrooms.</li> <li>Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m<sup>2</sup> per person this would equate to a room size of 64m<sup>2</sup>. Ensure that fire exit routes are</li> </ul>	<p>Pre school staff in school assisting with keyworker children so pre school to be assessed wb 1.6</p> <p>Field to be split into 3 or 4 parts</p> <p>Staff requested 10 per room – tables in room arranged to accommodate with</p>	<p>CAS/CF</p> <p>TB</p>	<p>Wb 1.6</p> <p>20-5</p>	<p>Done</p>

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		<p>not compromised.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li><b>Plan submitted to Chair for discussion</b></li> <li><b>Plan submitted to Governors for approval- questioned FAQ and additional information added to ensure safe expanded opening</b></li> <li><b>Review planned 9.30am 3.6.20</b></li> <li><b>Governor review date 10.6.20</b></li> </ul>	<p>spacing</p> <p>Done</p> <p>Done</p> <p>15.5.20 Further information clarified</p>	<p>Room size to be double checked</p> <p>CAS/ Chair of Gov FGB</p> <p>CAS/ Chair of governors Chair of governors</p>	<p>20.5</p> <p>20.5 21.5 3.6 10.6</p>	<p>Done</p> <p>done done</p>
Cleaning		<ul style="list-style-type: none"> <li>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.</li> <li>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</li> </ul>	<ul style="list-style-type: none"> <li>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. Bubble children</li> </ul>	<p>School cleaned wb 23.3 rooms currently used to be cleaned</p> <p>Staff to be</p>	<p>22.5 20.5</p>	

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		<ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats,</li> <li>○ Door handles and push plates,</li> <li>○ Handrails on staircases and corridors,</li> <li>○ Lift and hoist controls,</li> <li>○ Machinery and equipment controls,</li> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul>	<p>and staff isolated for 7 days</p> <ul style="list-style-type: none"> <li>• Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.</li> </ul> <p>Pre school wb 1.6</p>	<p>informed</p> <p>Clear protocol given to cleaning staff( The key guidance)</p> <p>Office/ classroom staff to do keyboards etc</p> <p>Buckets to be purchased for bubble equipment</p>	<p>19.5</p> <p>1.6</p> <p>1.6</p>	
Lunchtime Catering		<ul style="list-style-type: none"> <li>• Consideration should be made for food service and how this will be managed and how social distancing can be achieved in</li> </ul>	<ul style="list-style-type: none"> <li>• Rota for school lunch</li> <li>• Routes to and from hall</li> </ul>	CAS/TB	All staff 1.6	

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facilities		the school kitchen	<p>established</p> <ul style="list-style-type: none"> <li>• New timetable for lunch and playtimes</li> <li>• Pre school rotas to be considered 1.6</li> <li>• <b>Tables allocated and labelled for children</b></li> <li>• <b>School dinners served in boxes with disposable boxes</b></li> <li>• <b>Children to have water bottles in hall</b></li> </ul>			
Fire Safety		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>• Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire practice needed wb 1.6</li> </ul> <p>Pre school fire practice needed wb 6.6</p>	CAS	Wb 1.6	
Access/Egress of school		<ul style="list-style-type: none"> <li>• One way traffic through external doors to avoid face to face passing to be clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Pre school to be considered wb 1.6</li> </ul>	CAS/TB	Letter to parents 22.5	

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building		<p>marked, consider use of markings.</p> <ul style="list-style-type: none"> <li>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>Wipes and sanitiser available at both sides of doors.</li> <li>Increased cleaning of handles and touch plates.</li> <li>Allocated drop off and collection times</li> </ul>	<ul style="list-style-type: none"> <li>Consider school arrival arrangement to reduce congestion.</li> <li>Priority must be given to disabled users and those identified as having health related issues.</li> <li>Provide relevant guidance to parents on drop off and pick up arrangements. Letter to be sent 22.5</li> </ul>	<p>N/A at this time</p> <p>CAS/TB/off ice</p>	22.5	
First Aid		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Review of the First Aid policy to include</li> </ul>	<ul style="list-style-type: none"> <li>The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> <li>First Aid at Work</li> <li>Emergency First Aid at Work</li> <li>Paediatric First Aid</li> <li>Emergency Paediatric First Aid</li> </ul> </li> </ul> <p>Most school staff certificates</p>	None required		

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		consideration of the risk of infection of covid-19.	run out September 22			
Waste		<ul style="list-style-type: none"> <li>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</li> <li>Bins should be emptied daily.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> <li>Bins will be emptied 2x a day</li> <li>School ordering lidded bins for classroom use</li> </ul>	<p>CAS to inform cleaners</p> <p>CAS to inform cleaners PD/TB</p>	<p>20.5</p> <p>22.5</p> <p>Wb 1.6</p>	
Break/Lunch times		<ul style="list-style-type: none"> <li><b>The school will stagger breaks/lunchtimes to achieve the social distancing.</b></li> </ul>	<b>Rota attached for school preschool to be considered 1.6</b>	CAS/TB	Wb1.6	
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must not attend school as per the Government guidelines</li> <li>Staff/pupils that meet the criteria as <a href="#">moderate risk of infection</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ul>	<p>Staff informed if they can or cannot attend school / pre school</p> <p>JC risk assessment completed as cleaning outside school hours</p>	<p>CAS</p> <p>CAS</p>	<p>18.5</p> <p>4.6.20</p>	<p>18.5</p> <p>DONE</p>

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Contractors		<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>	SE not in school due to operation so office manager will be co ordinating any planned maintenance			
Property Compliance		<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> </ul>	<p>Completed wb 11.5 none outstanding apart from outside lights being on constantly at the back of the building</p> <p>Weekly tap check for closed classrooms to be transferred from SE to JC- CAS to do Friday 22<sup>nd</sup> May</p>	JC	Wb1.6	
Hygiene		<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> </ul>	<p>None</p> <p>See plan</p>			
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-</li> </ul>				

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		<p>19 virus as a result of, or in connection with, a work activity.</p> <ul style="list-style-type: none"> <li>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</li> </ul>				
Administrative Staff		<ul style="list-style-type: none"> <li>Staff shift rota to be in place so as to keep social distances and allow school office to function.</li> </ul>	In place			
Personal Protective Equipment		<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>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.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ul>	<p>Waiting for new delivery from LA for school . Need to be informed about arrangements for Pre school</p> <p>Training for CAS and TB completed. Pre school staff to completed before 8.6.20</p>	CF/PD to chase	<p>8.6</p> <p>8.6.20</p>	<p>Arrived 20.5 not pre school</p> <p>4.6.20</p>
Behaviour		<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out inductions to inform</li> </ul>	<p>Letter to be sent home informing parents of start and finish time Friday 22<sup>nd</sup> May</p> <p>Class teachers confired wb 1.6 incase of any sickness over half term</p>	CAS/TB	22.5	



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		staff and pupils of the changes. <ul style="list-style-type: none"> <li>Encourage staff to cooperate with government plans for contact tracing.</li> <li>Behaviour annex onto school website</li> <li>Reminder of behaviour on newsletter</li> </ul>	Pre school parents informed 21.5 of planned opening wb 8.6	CAS CAS		3.6.20 5.6.20
School Staffroom		<ul style="list-style-type: none"> <li>Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.</li> </ul>		Allstaff informed	20.5	DONE FAQ
Governor information		<ul style="list-style-type: none"> <li>All documents uploaded onto Onedrive for governor reference</li> <li>FGB 20.5.20</li> <li>FGB 10.6.20</li> </ul>		CAS  FGB FGB	20.5	Done  Done

### 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](#)