

RISK ASSESSMENT

Educational Setting	Pendragon Primary School and Pre school
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	CAShaw and FGB 21.5.20
Review Date	Updated 1.7.20

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		- Survey e mail sent out – numbers collected - Confirmation of names of children so actual numbers confirmed - SLT to organise bubble groups so that KW children are able to be in school Friday afternoon when PPA for rest of school - Staff rota established so at least 2 staff members in each room (to cover breaks) and KW PPA staff identified - Sport event designed for Years 2,3,4,5 run by St Ives community sport- classes split in half with 2 entrances used - Admin bubble staff to do 1st aid - Toilet in Tigers class to be allocated for use(non bubble uses) - No children in school to mix with	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 Lists checked and child minder groups established within bubbles. Check no staff member is in more than one bubble Children and staff who go out to watch do not break bubble protocol Admin staff consulted and agreed.	CAS/TB CAS/TB CAS/TB CAS	20.5 22.5 22.5 1.7.20 1.7.20 1.7.20	Able to offer places to KW/ FS/ Y1 and Y6 Done done done done

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		groups LA guidance shared with St Ives Community sport personnel		CAS		
Social Distancing in school		- Schools should review the total space available for teaching activities beyond classrooms. - Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m² per person this would equate to a room size of 64m². Ensure that fire exit routes are not compromised. - Year 5/6 bubbles to be increased to 15 as children sit at tables and do not mix	Pre school staff in school assisting with keyworker children so pre school to be assessed wb 1.6 Field to be split into 3 or 4 parts Staff requested 10 per room – tables in room arranged to accommodate with spacing Groups only increased in Year 5/6 – teachers consulted only for the last 2 weeks have agreed.	CAS/CF TB Room size to calculated	Wb 1.6 20-5 1.7.20	Done Done

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		- 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. - 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. - Plan submitted to Chair for discussion - Plan submitted to Governors for approval- questioned FAQ and additional information added to ensure safe expanded opening - Review planned 9.30am 3.6.20 - Governor review date 10.6.20 - Admin rooms established for 'vulnerable' staff who need to social distance from children	Done Done 15.5.20 Further information clarified Leopards and Tigers classrooms opened Staff individual RA completed	be double checked CAS/ Chair of Gov FGB CAS/ Chair of governors Chair of governors CAS	20.5 20.5 21.5 3.6 10.6 15.6	Done done done done done done

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Cleaning		- 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,	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	School cleaned w/ 23.3 rooms currently used to be cleaned	22.5	
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		particularly in communal areas and at touch points including: ○ 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.	undergo a thorough clean. Bubble children and staff isolated for 7 days ● Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards. Pre school wb 1.6	Staff to be informed Clear protocol given to cleaning staff(The key guidance) Office/ classroom staff to do keyboards etc Buckets to be purchased for bubble equipment	20.5 19.5 1.6 1.6	

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Lunchtime Catering facilities		Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen	- Rota for school lunch - Routes to and from hall established - New timetable for lunch and playtimes - Pre school rotas to be considered 1.6 Tables allocated and labelled for children School dinners served in boxes with disposable boxes Children to have water bottles in hall	CAS/TB	All staff 1.6	
Fire Safety		- 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 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	Fire practice needed wb 1.6 Pre school fire practice needed wb 6.6	CAS	Wb 1.6	

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		evacuation point.				
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Access/Egress of school building		- 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. - Allocated drop off and collection times	- Pre school to be considered wb 1.6 - Consider school arrival arrangement to reduce 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. Letter to be sent 22.5	CAS/TB N/A at this time CAS/TB/off ice	Letter to parents 22.5 22.5	
First Aid		- Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. - Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE	- 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: - First Aid at Work - Emergency First Aid at Work - Paediatric First Aid - Emergency Paediatric First	None required		

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		if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19.	Aid Most school staff certificates run out September 22			
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 should be emptied daily.	- Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. - Bins will be emptied 2x a day - School ordering lidded bins for classroom use	CAS to inform cleaners	20.5	Done
				CAS to inform cleaners PD/TB	22.5	Done
				Wb 1.6	done	
Break/Lunch times		- The school will stagger breaks/lunchtimes to achieve the social distancing. - Staff reminded about need to limit social distancing inside to 15 mins in staffroom if with staff from outside the bubble	Rota attached for school preschool to be considered 1.6	CAS/TB	Wb1.6	Done
			Staff informed	CAS	17.6.20	done

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Staff/Pupils within the shielded group		- Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines - 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	Staff informed if they can or cannot attend school / pre school	CAS	18.5	18.5
			JC risk assessment completed as cleaning outside school hours	CAS	4.6.20	DONE

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		suitable control measures that must be in place before returning to work/school.				
Contractors		- 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.	SE not in school due to operation so office manager will be co ordinating any planned maintenance			
Property Compliance		- 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.	Completed wb 11.5 none outstanding apart from outside lights being on constantly at the back of the building Weekly tap check for closed classrooms to be transferred from SE to JC- CAS to do Friday 22nd May	JC	Wb1.6	
Hygiene		- 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.	None See plan			

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Accident reporting Covid-19 incidents		- 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. Bubble closure procedures shared with parents and staff	Track and trace procedures shared with staff and families	CAS newsletter And staff newsletter	18.6.20	DONE
Administrative Staff		Staff shift rota to be in place so as to keep social distances and allow school office to function.	In place			
Personal Protective Equipment		- 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	Waiting for new delivery from LA for school . Need to be informed about arrangements for Pre school Training for CAS and TB completed. Pre school staff to	CF/PD to chase	8.6	Arrived shared with pre school 8.6.20

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		not shared				
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		between staff.	completed before 8.6.20		8.6.20	4.6.20
Behaviour		- 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. - Behaviour annex onto school website - Reminder of behaviour on newsletter	Letter to be sent home informing parents of start and finish time Friday 22 nd May Class teachers confired wb 1.6 incase of any sickness over half term Pre school parents informed 21.5 of planned opening wb 8.6	CAS/TB CAS CAS	22.5	3.6.20 5.6.20
School Staffroom		Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.		Allstaff informed	20.5	DONE FAQ
Governor information		- All documents uploaded onto Onedrive for governor reference - FGB 20.5.20 - FGB 10.6.20		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](#)

Dear Parents/carers,

As we have extended our school's offer to bring back eligible year groups, there is a change in the risk of transmission within the school environment. We have therefore revised our risk assessment to include the Test and Trace procedures, in line with other schools across the county. Within this letter you will find details of what to expect if there are **possible** or **confirmed** cases of coronavirus in our school.

Where there is a possible case of coronavirus in school If a child or member of staff develops symptoms of coronavirus, the individual concerned will be sent home and asked to self-isolate for 7 days. They will be asked to arrange to have a test to see if they have coronavirus at the earliest convenience and to share the results with the school.

The parents/carers of other children within that bubble will be notified that this has taken place, but will not name individuals, or provide any more detail that is necessary. It is likely that all other children within the bubble will be able to continue to attend school as normal whilst the test is carried out and the results are known.

The wider school community will not receive this letter.

Where there is a confirmed case of coronavirus in school If a child or member of staff tests positive for coronavirus, the individual concerned will be asked to self-isolate for at least 7 days from the date when their symptoms appeared. All other household members who remain well must stay at home and not leave the house for 14 days. The school will then work with the Health Protection Team of Public Health England to carry out a risk assessment and to determine who else, if anyone, also needs to isolate.

The parents/carers of other children within that bubble will be notified that this has taken place, and will be advised on any steps which should be taken. The wider school community will not receive this letter, unless it has an impact on them too. We appreciate your continued support throughout this challenging time as we continue to do all we can to ensure the safety of both staff and pupils. If you have any questions, please do not hesitate to get in touch. Yours sincerely

CA Shaw ,

Headteacher

If you have any general questions or concerns, please contact Jonathan Lewis (07920 160402) or Emma Dean (01223 703514).

To notify a case(s), please call the Health Protection Team of Public Health England on 0300 303 8537 (option 9).

If the matter is not urgent you can also email eoecrc@phe.gov.uk. GUIDANCE: Visit gov.uk/coronavirusfor detailed schools guidance, including cleaning and the use of Personal Protective Equipment (PPE) in schools.

If you have a possible case of COVID-19 in school, please email EmergencySchool.Closure@cambridgeshire.gov.uk providing the school's name (if not emailing from the school's email address), the number of children/staff with symptoms and confirmation that they have been requested to book a test. For full details of the process, please refer to the [flowchart](#). This includes the contact details of the Health Protection Team of Public Health England, should you need them.

We have updated our letter template to inform parents/carers of a possible case of COVID-19 in school can be found [here](#). It would be a good idea to adapt this now and save it on the system so that you can access it easily if you need to.

A flowchart with further details of the track and trace process can be found [here](#).

Dear Parents/carers,

We are writing to inform you that there has been a possible case of coronavirus linked to your child's bubble. As a precaution they have been sent home in line with national guidance. **At present, your child may continue to attend school as normal.** We are following the advice and guidance from the Department for Education which states that:

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario. Visit www.gov.uk/government/publications/covid-19-stay-at-home-guidance

If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

At present the case is not confirmed. However, we will let you know if the case proves positive and we need to go ahead with asking the rest of the bubble to self isolate.

In the meantime, can we please take this opportunity to remind you of the steps that we can all take to minimise the risk of spreading infection. It is important to remember that people can have and spread the infection even when they don't have symptoms. These simple measures are:

- Wash your hands for 20 seconds regularly, use hand sanitiser where hand washing is not possible.
- Stay 2m away from people not in your household where possible. Wear a face covering when in enclosed public spaces, where social distancing is not always possible (e.g. public transport).

- If you develop symptoms of COVID-19, however mild, then you must isolate, along with your household contacts, and get a test.

PENDRAGON