

RISK ASSESSMENT

Educational Setting	Pendragon Primary School updated for full school opening in September
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020 to be approved by governors 16.7.20
Review Date	7 th September 2020

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	Risk of direct infection from person to person	<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 <i>Children to wait in foyer next to office- plenty of space for social distancing but close to PPE stock if needed.</i> 2. clean hands thoroughly more often than usual <i>1200 paper towels per class per week have been ordered to cover all handwashing. Hand sanitiser will be placed by telephones, photocopier and in shared areas. Refills are already in stock in school.</i> 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – sneeze into elbows <i>Tissues are ordered and closed bins in every classroom. Bins and toilets will be cleaned over lunchtime every day.</i> 4. Continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. minimise contact between individuals and maintain social distancing wherever possible 	<ol style="list-style-type: none"> 1. no further action necessary 2. continue to monitor stocks of paper towels etc 3. no further action necessary 4. 2 LTS detailed to empty bins and clean toilets at lunchtime. Staff to clean between use of equipment, book boxes for use for returning reading books, Clean classroom tables and chairs at lunchtime and the end of day 5. Staff to be reminded in September of all measures and returning staff to be briefed on their return. (see school arrangements list) 	<p>SE</p> <p>SE/LH</p> <p>All staff when using equipment</p>	<p>Weekly checks all term</p> <p>Every lunchtime</p> <p>Every day</p> <p>1/9 and 3/9</p>	

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		<p>Staff have been consulted on plans and new staff have been briefed on their return to school.</p> <p>6. where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7. Year group bubbles with class groups within, to enable staff to support across the team. Play spaces identified.</p> <p>8. Staggered start times and finish times to enable whole school to enter and exit safely</p> <p>9. Internal doors open at all time and windows to be open</p> <p>10. Where classroom allows(rooms 5-12) children to sit front facing and not to be sat opposite or side on (not EYFS)</p> <p>11. Where rooms do not allow(rooms 1-4) children to can be sat next to each other even if not all front facing</p>	<p>6. TB / CAS undertaken training</p> <p>7. Rotas designed to keep classes separate where possible with staff across the year group</p> <p>8. Test of rotas on 3/4 Sept with half the school family attending on each day . Review planned 4th September at 3.30pm</p> <p>9. remind staff to open windows</p> <p>10. All unnecessary furniture to be removed from classroom</p>	<p>SE on opening school/ staff on entering classrooms</p> <p>CAS/TB to remind staff in</p> <p>All staff</p>	<p>1.6.20</p> <p>14.7.20</p> <p>4.9.20</p> <p>Daily</p> <p>17.7.20</p>	<p>DONE</p>
Response to any infection	Risk of infection via surfaces and/or person to person.	<p>12. engage with the NHS Test and Trace process</p> <p>13. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>14. contain any outbreak by following local health protection team advice</p>	<p>10. Test and trace shared with all staff- flow chart in staffroom</p> <p>11. Management flow chart of case control in office</p>	<p>CAS</p> <p>CAS</p>	<p>14.7.20</p> <p>1.6.20</p>	<p>DONE</p> <p>DONE</p>
Contingency planning for a	Risk of infection via surfaces	<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. 	<p>SLT to plan home learning unit ready to send out if bubble or school closed. All staff informed of +ve case procedure- remind in September</p>	SLT	By 7.9.20	

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further outbreak	and/or person to person.	<ul style="list-style-type: none"> Schools will need a contingency plan for this eventuality. 		CAS	By 7.9.20	
Social Distancing in school	Risk of infection via surfaces and/or person to person.	<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. 4 entrance/exit points to school to be used with 2 start and 3 finish times 	<p>PPA and supply staff to social distance when out of their bubbles</p> <p>Visiting specialist RA to be obtained</p> <p>Staff rota established so staff members in each room (to cover breaks)</p> <p>See rotas</p>	<p>CAS to remind staff in September</p> <p>Offics staff to collect</p> <p>SLT</p> <p>Parents informed 17.7.20</p>	<p>1.9.20</p> <p>On entry to school 9.7.20</p>	DONE
Cleaning	Risk of infection via surfaces and/or person to person.	<ul style="list-style-type: none"> 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, All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, , Keyboards, photocopiers and other office equipment, classroom desks and chairs. Telphones and copiers to have hand sanitiser next to them 	<ul style="list-style-type: none"> Cleaning staff already briefed on cleaning procedures daily and if a bubble is closed Routine replacement of mops and cloths more frequent 	CAS	20.5.20	DONE

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		<ul style="list-style-type: none"> Bucket of cleaning materials in all classrooms for inbetween session cleaning 				
Lunchtime Catering facilities	Risk of infection via surfaces and/or person to person.	<p>Lunch to be provided by Vertas in boxes with wooden cutlery.</p> <p>FS and Year 1 to eat in the hall and all other meals delivered to classrooms</p>	<p>Office staff to clean hall tables and chairs in between meal sittings daily</p> <p>Vertas staff to clean tables, chairs, trolleys at end of lunch and the hall floor</p>	<p>Office staff</p> <p>Vertas staff</p>	<p>Informed 14.7.20</p> <p>Informed 14.7.20</p>	
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 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 between bubbles. 	Fire practice for whole school	All school	Wb 7.9.20	
Access/Egress of school building	Risk of infection via surfaces and/or person to person.	<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). Allocated drop off and collection times- 4 gates, 2 drop off times and 3 collection times(no afternoon play for KS1) No parents in school (Y1-6) EY parents one way system to drop off and pick up using entrance gate and field gate 	<ul style="list-style-type: none"> School to have 2 start and finish times Provide relevant guidance to parents on drop off and pick up arrangements- letters to be sent 17.7.20 following FGB. Review 4/9/20 and amend if necessary Playground allocated waiting areas for children in Year 1, 2 and 3 	<p>CAS/ office staff</p> <p>SLT</p>	<p>17.7.20</p> <p>4.9.20</p>	

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			<ul style="list-style-type: none"> Clear guidance to parents about waiting time, socially distancing and timekeeping for drop off and pick ups 	SLT CAS	17.7.20 17.7.20	
First Aid	Risk of infection via surfaces and/or person to person.	<ul style="list-style-type: none"> All bubbles have staff with first aid qualifications (September 2022) Staff or pupils with medical needs will be assessed and relevant consents will be put in place. Staff to trained in the use of medications for their bubbles Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<p>All bubble staff to treat injuries in bubble either at site of injury or at first aid table</p> <p>Office to inform staff where medical needs are and protocols distributed</p> <p>First aid policy to be reviewed</p>	All staff Office staff CAS/ premises	3.9.20 Sept 20	
Waste	Risk of infection via surfaces and/or person to person.	<ul style="list-style-type: none"> All classrooms and toilets issued with lidded bins 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. 	Already in place	May 2020	DONE
Break/Lunch times	Risk of infection via surfaces and/or person to person.	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	Rota in place to be reviewed 4.9.20-see rota	SLT	4.9.20	

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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 completed to identify any suitable control measures that must be in place before returning to work/school. 	<p>None currently</p> <p>Completed for all staff June 2020</p> <p>2 staff returning will need RA</p>	CAS CAS	8.6.20 1-3/9/20	
Contractors	Risk of infection via surfaces and/or person to person.	<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. 		SE/ office	When on 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 in classrooms 	<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. Class teacher RA to be completed for outside areas 	SE Teachers	Ongoing Weekly	

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Personal Hygiene	Risk of infection via surfaces	<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. 	Stock to be checked weekly	SE All staff	Weekly daily	
Pupil equipment and resources	Risk of infection via surfaces	<ul style="list-style-type: none"> Years 1-6 to be allocated pencil cases for their own use of pencil, ruler etc Minimum items brought from home to school. Parents encouraged to send children in shoes and school uniform that they can put on/do up themselves and a set of spare clothes for accidents. Children to come to school wearing school sweatshirts over PE kit on PE days Lunches/snacks (snacks in lunchboxes, easy to open) easy to self-manage. Sharing of resources will be avoided where possible (more so with older children). Resources will not be shared outside of bubble before being meticulously cleaned and/or quarantined for 48hrs. Staff must make reasonable endeavours for any shared school equipment used during the day to be cleaned and quarantined after use (inc. books etc). Cushions, soft furnishings and difficult to clean surfaces must be removed. Computers/ Ipads need to be disinfected between use. Teachers must take care to wash hands before marking and look for opportunities to quarantine books from home first. 	Review of these measures in practice, from day one, with formal reviewed after first week.	All staff	ongoing	

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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. 	Ensure office staff know to report to HSE and LA	CAS	14.7.20	DONE
Administrative Staff	Risk of infection via surfaces and/or person to person.	<ul style="list-style-type: none"> Admin team able to work in admin bubble- desks provided with cleaning materials and hand sanitiser. Door area marked to prevent other staff entering without social distancing. Hatch area clearly marked to enable staff to social distance parents making enquiries All staff face away from each other when seated at least 1m apart All windows open for ventilation Parents asked to contact office by phone or email when possible, rather than in person. 	<p>School staff to be reminded to social distance from all admin staff as not in their bubble</p> <p>Newsletter in September</p>	<p>6.7.20</p> <p>CAS</p>	<p>4.9.20</p>	DONE

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Personal Protective Equipment	Risk of infection via surfaces and/or person to person.	<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. 	None			DONE
Behaviour	Risk of infection via surfaces and/or person to person.	<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. 	Behaviour policy appendix published on website and shared with all staff	CAS	May 2020 3 and 4 Sept	Done
School Staffroom	Risk of infection via surfaces and/or person to person.	<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. 	Staggered lunch and break rota in place All staff informed of 15 minute rule	SLT	Already in place but revised for September	Done
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. Removal of shared items eg. utensils 	SE to check stock weekly Completed in May 2020	SE	weekly	Done
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be shared on request 			14/7/20	DONE

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Lack of staff	Risk of infection via person to person.	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes Where supply teacher leading lessons, learning to be adapted to allow social distancing from teacher PPA will need to be adapted if a member of staff outside the bubble is leading 	<p>Emergency cover rota available</p> <p>Team leaders to discuss PPA/supply days with staff and ensure ready to go</p>	<p>SLT</p> <p>SLT</p>	<p>14/7/20</p> <p>Before 7/9/20</p>	
Learning outside the classroom (day trips, etc.)	Risk of infection via surfaces and/or person to person.	<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination RA to be completed for any visits planned and reviewed with HT before any plans shared with children or parents Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<p>For more information contact Stephen Brown (Outdoor Education Adviser.)</p> <p>Each class to have at least one outdoor PE and one Haven session a week</p>	<p>Any staff member considering a trip to discuss with SLT and HT</p> <p>SLT to check</p>	<p>Ongoing</p> <p>Before 3/9/20</p>	
Extra-curricular activities (coaches, tutors, after school)	Risk of infection via surfaces and/or person to person.	<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. 	RA to be completed by St Ives- currently only coaches in school	St Ives	Before 10/9/20	
Physical activity	Risk of infection via surfaces and/or person to person.	<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 class groups 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</p> <p>And Evolve resources</p>			

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		<ul style="list-style-type: none"> Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. Hall not be used for hard breathing activities until further guidance received 				
Safeguarding	Wider safeguarding of children	<ul style="list-style-type: none"> If SLT (Safeguarding Lead & Deputy SL) are in isolation, talk to Pre school 1st then LA advice will be sought If possible, HT, DHT then SLT will retain leadership in isolation. They will make details clear to all staff if leadership needs to be passed on. If all SLT in isolation, LA must be informed & advice sought: Diane Stygal 07375087833; Jon Lewis 07920 160402 Safeguarding Policy annex added. Expected DBS guidance will be followed (e.g., about visitors who have not been seen in school for some months). 	Inform staff of arrangements	CAS	1/9/20	

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](#)