

Educational Setting	Burwell Village College
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Antony Kern Headteacher 19/05/2020
Review Date	26/08/2020 06/01/2021

This Model Risk Assessment should be used and modified to suit the school setting

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	Children and Staff contact with coronaviruses	<ul style="list-style-type: none"> Class has moved and 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. 	<ul style="list-style-type: none"> Desks from Y2 –Y6 are all forward facing. Halls, library and unused class rooms have been cleaned closed to pupils and staff. <p>No classes are more than 15 for the period of lockdown.</p> <p>All staff meetings are virtual</p> <p>Staff are reminded regularly about 2m social distance</p>	<p>Teachers</p> <p>Site Manager</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>	<p>03/09/2020</p> <p>03/09/2020</p> <p>06/01/2021</p> <p>13/01/2021</p> <p>13/01/2021</p>	
Access/Egress of school building	Children, parents and Staff contact with	<p>Doors are not one way but each door is designated for use only by certain groups of children/staff- this remains consistent and groups will not use doors other than those designated to them.</p> <ul style="list-style-type: none"> Where possible, these can be propped 	<p>Doors are identified for particular groups of children to use.</p> <p>All external doors have been utilised and appropriate signage placed on them.</p> <p>2m distancing outside doors has been</p>	<p>Headteacher</p> <p>Headteacher</p>	<p>03/09/2020</p> <p>03/09/2020</p>	

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	coronaviruses	<p>open to reduce the need for touch (fire protection measures must be adhered to).</p> <ul style="list-style-type: none"> • Wipes and sanitiser available • Increased cleaning of handles and touch plates. • Allocated drop off and collection times 	<p>marked for pick up and drop off times.</p> <p>Hand sanitizer is provided in the classroom for children and adult use when entering and exiting the building.</p> <p>Staggered entry and exit times have been put into place.</p> <p>Parents have been asked to, where possible, have one consistent parent to pick up and drop off.</p> <p>Reminder letter to parents regarding social distancing on the playground.</p> <p>Parents have been asked to wear face coverings on the playground.</p>	<p>Site Manager</p> <p>Site manager</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p>	<p>07/09/2020</p> <p>07/09/2020</p> <p>26/08/2020</p> <p>26/08/2020</p> <p>11/09/2020</p> <p>03/09/2020</p>	
Cleaning	<p>Cleaning contractors, School Staff, Children</p> <p>contact with coronaviruses</p>	<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, 	<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. After the 72 hours, Site Manager will instruct Norse/VHS to clean the room. • Test and trace procedure in place and 	<p>Site manager</p>	<p>Upon occurrence</p> <p>26/08/2020</p>	

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		<ul style="list-style-type: none"> ○ 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. 	<p>communicated to staff and parents.</p> <ul style="list-style-type: none"> • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. <p>Including classrooms and toilets.</p> <p>Site Manager will not undertake general cleaning. However, in the case that a child is ill (not with Covid symptoms), Site Manager will clean. Site Manager has read COSHH for the products that he will use.</p> <p>Cleaning materials have been provided to all class bases and training provided to staff. Cleaning of high usage, high contact areas at a minimum of once in the morning and once in the afternoon by school staff is expected.</p> <p>External play equipment is not to be used.</p> <p>Play equipment such as PE Equipment is allocated to groups.</p> <p>Cleaning materials and hand sanitizer have been provided to office staff and areas</p>	<p>HT</p> <p>Site Manger</p> <p>Site manager</p> <p>Subject leads</p>	<p>03/09/2020</p> <p>03/09/2020</p> <p>07/09/2020</p>	

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Lunchtime Catering facilities	Midday supervisors, Catering staff, Children, Staff contact with coronavirus	<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 should bring a packed lunch in a tuppaware box. If a member of staff wishes to put anything in the fridge, it must first be cleaned with Safe Zone Plus (cleaning product that kills Coronavirus). Alternatively, staff may wish to bring their lunch in a cool bag so that it does not need to be refrigerated. Staff using milk from the fridge, tea/coffee, etc. from the staffroom, will need to use Sanisafe (handsanitiser that kills coronavirus) immediately before touching any communal containers. <p>Where lunch is being provided by the school it will be delivered by the same members of staff on a daily basis to the classrooms.</p> <p>Reception and KS1 eat in the hall.</p> <p>Year 2 are now eating in their classroom</p> <p>KS2 children will eat in their allocated rooms. Staff are encouraged to eat with them.</p> <p>Catering staff can enter and leave the</p>	<p>HT</p> <p>Edwards and Blake to provide Risk Assessment for catering staff and area.</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>Site Manager</p> <p>Teachers</p>	<p>01/06/2020</p> <p>26/05/2020</p> <p>26/08/2020</p> <p>26/08/2020</p> <p>26/08/2020</p> <p>08/09/2020</p> <p>26/05/2020</p> <p>03/09/2020</p>	

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			building via their own allocated entry. Tables will be cleaned by teachers before the start of the next session.			
Fire Safety	Staff and Pupils; trapped in buildings during active fire, smoke inhalation	<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. 	<p>Children and staff will remain with their groups in designated areas the same as the play areas. These are already away from the school building.</p> <p>Support/office staff to congregate on the path in front of the trim trail (in between KS1 playground and tennis court).</p> <p>Staff have a health and safety briefing timetabled prior to reopening.</p>	<p>Class teachers will familiarise pupils with evacuation procedures from new classrooms. HT.</p> <p>Fire drill w/c 07/09/2020</p>	01/06/2020	
First Aid	Pupils, Staff and visitors – including NHS staff contact with coronavirus	<ul style="list-style-type: none"> 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. First Aid Lead TA to ensure that staff or pupils with medical needs have been identified and relevant consents are in place. 	<ul style="list-style-type: none"> 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"> First Aid at Work Emergency First Aid at Work Paediatric First Aid 			

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	Limited knowledge of first aid	<ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> Emergency Paediatric First Aid <p>First Aid packs have been created for classrooms. Staff have had basic instruction from trained first aiders to deal with very minor concerns.</p> <p>Covid-19 first aid room (PPA currently) has been deep cleaned and available from 01/09/2020</p> <p>PPE available for identified staff overseeing the room</p>		<p>03/09/2020</p> <p>03/09/2020</p>	
Waste	Pupils, staff contact with coronavirus	<ul style="list-style-type: none"> Bins should be emptied daily. 	<ul style="list-style-type: none"> Children to eat breaktime snacks in the classroom, before going outside, so that they can dispose of waste in the classroom waste bin. Bins to be located by the classroom door so that Site Manager can easily access to empty. 	Teachers	07/09/2020	
Break/Lunch times	Pupils, Staff contact with coronavirus	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	Lunchtimes have been furthered staggered to ensure that there is no mixing of year groups.	SLT	05/01/2021	

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Staff/Pupils within the shielded group	Pupils, Staff contact with coronavirus	<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. 	<p>Staff and pupils in these groups have been identified.</p> <p>Risk assessments completed for clinically vulnerable staff.</p> <p>Pupils identified as clinically vulnerable and/or living with someone in this category are identified on registers to ensure staff are vigilant, particularly at the end of the day.</p> <p>All staff have been given clear instruction and expectations.</p> <p>Staff are isolating where necessary</p> <p>Pupils identified as CEV have been told to work remotely.</p> <p>Identified three members of staff under direction of SENDCO making regular phone calls and online teaching and learning for vulnerable learners. At least twice per week.</p> <p>Office is off-limits to all but named staff to support CV staff member.</p>	<p>HT</p> <p>HT</p> <p>SBM</p> <p>HT</p> <p>DHT</p> <p>SBM</p> <p>SENDCO</p> <p>SBM</p>	<p>03/09/2020</p> <p>03/09/2020</p> <p>03/09/2020</p> <p>03/09/2020</p> <p>06/01/2021</p> <p>06/01/2021</p> <p>13/01/2021</p> <p>13/01/2021</p>	

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Contractors	Contractors contact with coronavirus	<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. 	School catering as above <ul style="list-style-type: none"> (Maintenance planned for Sump Pump in the boiler room- no date confirmed.) 			
Property Compliance	Visitors contact with coronavirus	<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. 	<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. 	Site Manager	07/09/2020	
Hygiene	Pupils, staff, Visitors contact with coronavirus	<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. 	New stock has been delivered. Site manager to ensure stock levels remain appropriate and monitor distribution of cleaning products. Staff to email Site Manager to advise of low product remaining.	Site Manager Site manager Teachers	03/09/2020 Upon occurrence Upon occurrence	
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 	Covid actions flowchart created for staff to ensure all affected persons are identified and clear information provided.	HT	11/09/2020	

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		<p>with, a work activity.</p> <ul style="list-style-type: none"> For further advice and guidance you should contact your competent Health & Safety Adviser- Sarah Knott. 				
Administrative Staff	Staff contact with coronaviruses	<ul style="list-style-type: none"> Office is closed to staff except those working in there. Protective glass covers the front office for parents. 				
Personal Protective Equipment	Staff, Visitors contact with coronaviruses	<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. 				
Behaviour	Pupils, staff contact with coronaviruses Damage to	<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 	<p>School virtual assembly on return.</p> <p>Test and trace procedures are in place and communicated to staff, parents and pupils.</p>	<p>HT</p> <p>HT</p>	<p>07/09/2020</p> <p>03/09/2020</p>	

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	person and property	government plans for contact tracing- all staff have been directed to order a coronavirus test immediately upon symptoms.				
School Staffroom	Staff contact with coronavirus	<ul style="list-style-type: none"> Social distancing must be adhered to in communal adult areas, such as the staff room- ample space for staff to distance themselves. 	<ul style="list-style-type: none"> Staff will be encouraged to eat in the classroom with their group. (See above for avoiding cross-contamination in the staffroom.) <p>Staffroom is now closed except for 1 identified member of staff. Other breakout rooms are also closed where possible.</p>	HT SLT	03/09/2020 13/01/2021	
Extra-curricular activities (coaches, tutors, after school)		<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. 	<p>Risk assessment completed by Premier Sports.</p> <p>Premier sport have been cancelled for the foreseeable future</p>	HT SBM	07/09/2020 06/01/2021	
Physical activity		<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 consistent groups Sports equipment thoroughly cleaned between each use by different individual 	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)			

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		<ul style="list-style-type: none"> groups Contact sports to be avoided. 				
Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	Signage is all in place throughout the school.	Site Manager and SBM	03/09/2020	
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found S:\0 HEAD AND DEPUTY\2019-20\Corona\Septmber restart/Equality-Impact-Assessment-COVID-19 		HT	07/09/2020	
Face coverings	Children staff, parents	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Staff are asked to wear face masks in school when they are outside their classroom. All visitors are asked to wear face coverings. Parents are asked to wear face masks when on school site. 	HT HT/SBM HT	03/09/2020 04/09/2020 04/09/2020 and when occurring	

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](#)