

Educational Setting	Sutton CE (VC) Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Name of Headteacher	Interim Headteacher: Sarah Jarman
Completed by & Date	July 2020, revised September 2020, further revised October 2020, further revised November 2020, further revised December 2020, January 2021, February 2021
Review Date	March 2021

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		<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 2. clean hands thoroughly more often than usual 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<p>Main isolation room identified and shared with staff (Celastine Class) and has associated toilet facilities. 2nd area outside of Head's office identified. Both areas have COVID PPE boxes</p> <p>Soap, sanitizer, tissues supplied to all rooms and stocks maintained and monitored (daily)</p>	<p>DB to re-stock</p> <p>DB & AT to check stock levels and re-order if necessary</p> <p>Weekly briefing</p>	<p>DB to keep an eye on stock and staff to inform if running low</p>	

		<p>5. minimise contact between individuals and maintain social distancing wherever possible</p> <p>6. where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7. Staff in school made aware of latest 'lessons learned' via an e-mail sent on 24.8.2020, further followed up in staff briefings to remind staff of the need to socially distance and in school communications. Virtual meeting to re-visit risk assessment on 4.1.21</p> <p>Contingency plan framework in operation during national lockdown</p> <p>Staff testing for all those who are staff members or regular visitors</p>	<p>Pedal bins for tissues in each classroom and area, clearly marked.</p> <p>Cleaning stocks made up for each room and extras kept in stock</p> <p>Members of staff briefed during meeting on 16.7.20 - further covered in briefing meetings throughout the Autumn term</p> <p>Risk assessment and briefing</p>	<p>meetings (notes taken)</p> <p>Briefing took place on 15.1.21 and shared RA</p>	Ongoing	15.1.21
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Response to any infection		<p>8. engage with the NHS Test and Trace process</p> <p>9. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>10. contain any outbreak by following local health protection team advice and reporting to the LA using their preferred methods (locate in daily updates from the LA)</p> <p>11. Regular and updated guidance sent to parents - letters sent throughout Autumn term and beyond</p>	<p>Expectations shared with staff during staff meeting on 16.7.20 and included in COVID file on g-suite, re-visited during virtual meeting on 4.1.21</p> <p>Further expectations to be shared with parents following revision of isolation period at start of term via letter (and shared with staff)</p> <p>LA letters to be sent out to families where appropriate</p>	<p>IHT 16.7.20 & 4.1.21</p> <p>IHT</p> <p>When necessary</p>		
		<p>To help with your planning, we have also had agreement to share the definition of close contact which will be used in the Test and Trace process to support decisions making by Public Health England around the closure of bubbles. It is people who:</p> <ul style="list-style-type: none"> ☐ had face-to-face contact of any duration (less than 1 metre away) with the case or ☐ were coughed or sneezed on by the case or 				

		<ul style="list-style-type: none"> ☐ had unprotected physical contact (skin to skin) with case or ☐ Spent more than 1 minute within 1 metre of the case or ☐ spent more than 15 minutes within 2 metres of the case or ☐ travelled in a car or other small vehicle (even on a short journey) 				
Contingency planning for a further outbreak		<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. Schools will need a contingency plan for this eventuality. 	<p>Head/ADHT to be allocated to this role.</p> <p>Number prominently displayed in Head's office.</p> <p>Test and Trace documents from LA to be followed</p>	IHT/ADHT		
Social Distancing in school		<ul style="list-style-type: none"> ● Minimise contact between individuals and maintain social distancing wherever possible (see control measures) ● 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. ● Limit numbers in communal areas ● Virtual meetings wherever possible 	<ul style="list-style-type: none"> ● School grouped into four bubbles to reduce number of contacts, but to maintain curriculum delivery. Children in bubbles not to mix. ● Meeting rooms to be labelled with maximum numbers of adults 	All staff		4.1.21

			<ul style="list-style-type: none"> Team meetings, staff meetings and SLTs to be virtual wherever possible 			
Cleaning		<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, Machinery and equipment controls, All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<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 according to the latest LA guidance. Rooms to be cleaned following any 'suspected case'. Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn Outdoor climbing equipment to be off limits Cleaning of school resources at the end of a session, including PE resources. Resources can be shared between bubbles but only after meticulous 	All staff		

			<p>cleaning OR 48 hours (72 for plastic) quarantine in an out of reach area for children</p> <ul style="list-style-type: none"> • No contact PE to take place (see risk assessment for PE) • No gathering at photocopier (cleaning to happen by the user after each use) • High touch cleaning tick sheet in place 			
Lunchtime Catering facilities		<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 and dining areas <ul style="list-style-type: none"> ○ Serving food ○ Queuing ○ Different lunch periods <p>FSM provision made in accordance with LA advice in light of closure or contingency framework</p>	<ul style="list-style-type: none"> • Packed lunches/hot lunches to be delivered to classrooms by serving staff from kitchen • Provision of food parcels to FSM families who may be isolating (use of WONDE over holiday periods) • Red bubble to use dining hall, with lunches passed to them and the rest of the school to eat their packed lunches in their classrooms. • Staggered lunchtimes with bubbles 	TAs		

			using outdoor areas on a rota basis at different times (see control document)			
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. Fire doors to be kept shut (others may be left open). 	<p>Review Fire Safety Policy reviewed in Summer term. No children have PEEPs and no lifts in place.</p> <p>Daily visual checks of fire exits</p> <p>Two practice fire drills planned for first half of Autumn term (one announced and one unannounced) observing social distancing.</p>	<p>IHT & Governing Body</p> <p>DB</p> <p>IHT</p>	<p>Summer 2 FGB</p> <p>Daily</p> <p>See school diary</p>	<p>Summer 2 FGB</p>
Access/Egress of school building		<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). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. 	<ul style="list-style-type: none"> Staggered arrival and collection arrangements to reduce congestion (see control measures) Priority must be given to disabled users and those identified as having health related issues. Only Reception parents permitted into school to settle children in the early days – staff to 	Parents and staff	17.7.20	

		<ul style="list-style-type: none"> Allocated drop off and collection times 	<p>socially distance under these circumstances.</p> <ul style="list-style-type: none"> No parents permitted on the playground unless agreed with class teacher and suitable distancing is maintained for settling purposes. Parents to be provided with details of drop off and collection arrangements via letter on 17th July and and subsequent revision on 13th October. No shared use of path running to Painbox 			
First Aid		<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. 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. 	<ul style="list-style-type: none"> First aid facilities to be present in each classroom and regularly re-stocked Medicines policy and procedures reviewed Supporting children with medical conditions policy reviewed Training for specific children in place for the Autumn term. 	<p>SB</p> <p>Governing body & IHT</p> <p>SENDCO</p>	<p>3.9.20</p> <p>13.9.20</p>	<p>Autumn 1</p>

		<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"> First aid policy reviewed and COVID-19 addendum added First aid procedures available in g-suite COVID file All paediatric first aiders within school are valid until September 2022 All basic First aiders are valid until October 2021 Advanced first aid valid until November 2021 Diabetic in school certificate January 2021 (staff booked onto update training in Autumn 1) 	Governing Body & IHT IHT	Autumn term Summer term July 2020	
Waste		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Details for disposal of waste shared with staff in COVID file on g-suite (double bag, label and store for 72 hours and notify DB immediately). Store by bins outside. 	IHT and all staff	16.7.20	Daily

Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	See above and control measures document	All staff	From 4.9.20	Daily
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. Follow guidance issued from EPM and LA. 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. Under contingency arrangements, CEV staff or children should not be working in school (remote work or learning will be provided) No CEV pupils to currently RA Supply staff who fall under CEV (none used currently) to have RA in place 	<ul style="list-style-type: none"> Share risk assessments with relevant staff/children See remote learning policy Review CEV risk assessments 	<p>IHT to devise risk assessments for relevant staff</p> <p>SENDCo to complete a risk assessment for relevant pupils</p>	Prior to 4.9.20	<p>Summer 2 and shared with staff (signed copies kept in school)</p> <p>Jan '21</p>
Contractors		<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. 	<ul style="list-style-type: none"> Protocol for visitors and contractors in place and available in COVID g-suite file Visitors form to be completed prior to visits to the school 	Office staff	Ongoing and prior to visits	Forms ready for use from Autumn 1

			<ul style="list-style-type: none"> • All visitors to be authorised with IHT or ADHT • Where possible, remote meetings • Hygiene and preventative measures shared with visitors to the school 			
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 and pre-opening checklist completed. 	<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. 	AT & IHT	Throughout Summer term	
Hygiene		<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. 	<ul style="list-style-type: none"> • See control measures document 	All staff		
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. 		IHT/ADHT	When required	

		<ul style="list-style-type: none"> For further advice and guidance you should contact your competent Health & Safety Adviser. 				
Administrative Staff		<ul style="list-style-type: none"> Desk systems to be put into place so that social distancing can be maintained and so that staff can have their own workstation. Shared use of stationary to be minimised. Safety screen installed at front desk. Hand sanitizer available in the office. 		Admin staff		May 2020
Personal Protective Equipment		<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. 	<ul style="list-style-type: none"> Protocol for use of PPE shared with staff and detailed in the COVID file on the g-suite Staff offered the use of visors and face medically graded face masks when not teaching children 	All staff	16.7.20 4.1.21	In place by July 2020
Behaviour		<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. 	<ul style="list-style-type: none"> Behaviour expectations adapted and shared with children, staff and parents – reminders to 	All staff	According to	April 2020

		<ul style="list-style-type: none"> Encourage staff to cooperate with government plans for contact tracing. 	<p>be issued and displays around school</p> <ul style="list-style-type: none"> Revision of behaviour policy took place in Autumn 1 and training for staff. First week to focus upon expectations and to be included in assemblies during the first half term Induction policy reviewed in Summer term 	ADHT & SLT	induction policy timescales. Policy reviewed in Summer term	Autumn 1
School Staffroom		<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. 	<ul style="list-style-type: none"> Maximum of three staff in the staffroom at any one time and for no more than 15 minutes Tape to indicate social distancing expectations Admin staff to complete clean mid-morning and mid-afternoon with a signed sheet to detail that this has happened 	<p>All staff</p> <p>Admin staff</p>		<p>April 2020</p> <p>July 2020</p>
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 	<ul style="list-style-type: none"> Children are provided with their own stationary set and are reminded of hygiene procedures at the start of each day and throughout. 	Staff and children	Daily	April 2020

			<ul style="list-style-type: none"> Posters are displayed around the school School rules reflect the need for hygiene control See control measures document 			
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found in the COVID file on the g-suite. 		IHT	April 2020	April 2020
Lack of staff	Pupils	<ul style="list-style-type: none"> 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 Contingency planning where necessary or directed In light of invoking s44 consider merging bubbles where numbers allow or consider supply staff, TAs to support or as a last resort, closing bubbles/school (take EPM and LA advice) 	<ul style="list-style-type: none"> Secure the support of regular supply teacher or consider having to close bubbles (last resort) Staff are planning recovery curriculum using data from Spring term, that will be shared on the INSET day on 3.9.20 	IHT	Summer 1	Summer 2
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include 	Reducing contacts: <ul style="list-style-type: none"> avoiding contact between bubbles arranging classrooms with forward facing desks staff maintaining distance from pupils and 	All staff and children	From 3.9.20	Autumn 1

		<p>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.</p> <ul style="list-style-type: none"> Pupils are prohibited from bringing any unnecessary equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. 	<p>other staff as much as possible</p> <ul style="list-style-type: none"> PE kits to be worn for the day of PE Water bottles to be sent home daily for parents to wash. Water only permitted in bottles for consumption throughout the day Individual stationary packs for children No sharing of equipment between bubbles unless cleaning or quarantine has taken place (see control measures) 			
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible 				

		<ul style="list-style-type: none"> • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 				
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. • No overnight stays 	For more information contact Stephen Brown (Outdoor Education Adviser.)			
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. • During contingency planning framework, no clubs to run 	<ul style="list-style-type: none"> • Discuss arrangements for dance club with leader • Discuss breakfast provision with provider • Discuss arrangements with Paintbox • Discuss arrangements for Premier • During tier 4 - no clubs to run 	IHT	July 2020 4.1.21	Risk assessments received from external provider prior to initiation in Autumn 1

Music activity		<ul style="list-style-type: none"> School adopts guidance provided by the LA 	<ul style="list-style-type: none"> Devise music risk assessment and review regularly 			Completed 09/20
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 groups and equipment used should be easy to clean i.e. plastic balls Contact sports to be avoided. Children to come to school in their kit on their allocated PE days and remain in kit 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</p> <p>-See PE risk assessment and guidelines contained in g-suite file</p>	Teaching staff and sports coach	July 2020	
Signage		<ul style="list-style-type: none"> Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Signage around school to remind of correct handwashing procedures, 'catch it, kill it, bin it' posters, reminders of hand sanitation and one way system. Use of footprints to demonstrate distancing 	AT/DB		April 2020

Safeguarding and Child Protection		<ul style="list-style-type: none"> • DSLs available on site at all times • DSLs noted on weekly briefing meetings • Safeguarding and Child Protection procedures detailed in school policy (also contained on website). • During contingency planning, include safe and well checks as per the Safeguarding and Child Protection Policy addendum (daily for CP children) 	<ul style="list-style-type: none"> • Safeguarding policy updated • DSL meeting 13.01.21 			Jan '21
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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](#)