

Risk assessment - Covid-19

Educational Setting	Huntingdon Primary
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Elaine Lynch (HT) 28/07/20
Review Date	October half term 2020

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Done
Social Distancing in school	Staff, children, parents. Emergency contractors	<ul style="list-style-type: none"> Teaching spaces, including those beyond the classroom, have been reviewed to ensure the capacity for distancing. Class furniture has been moved or placed in a position to reduce pinch points, ensuring that free movement. 	<ul style="list-style-type: none"> To be monitored. Regular reminders and updates. 	EL (HT) Phase Leaders	On-Going.
Cleaning		<ul style="list-style-type: none"> School thoroughly cleaned during the summer holiday. More frequent cleaning procedures are 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, Dining areas are thoroughly cleaned at the end of each lunch time, including chairs and door handles. Telephone equipment, Keyboards, photocopiers and other office 	<ul style="list-style-type: none"> In the event we are informed that someone has tested positive with covid-19 then any area/room they have accessed will then undergo a thorough clean. activities has identified the correct process and PPE to be worn by catering staff. Limited outdoor play equipment to be used and pupils wash their hands afterwards. Daily cleaning of apparatus. 	MN (SO) – general cleaning. JE (DHT) – lunch time. TH (OM) – Office. BH – (IT M) – IT equipment.	

Risk assessment - Covid-19

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Done
		equipment, classroom desks and chairs.			
Lunchtime Catering facilities		<ul style="list-style-type: none"> In-house catering team adhere to all aspects of this risk assessment. Remove self-service element of food for children. Staggered eating times, see below. Additional catering space available for staff. 	<ul style="list-style-type: none"> Closely monitor ability to distancing with set arrangements. 	JE (DHT) CG (CM)	
Fire Safety		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> EL (HT) Staff Briefing 	Close monitoring. EL and MN (SO)	
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, doors 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 	<ul style="list-style-type: none"> Arrival arrangement to reduce congestion. Maximised use of school entrance doors, including those not typically used. Clear guidance to parents on drop off and pick up arrangements. 	SLT and MN	
First Aid		<ul style="list-style-type: none"> During the school day minimised administration of First Aid from Bubble staff as much as possible. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. 			

Risk assessment - Covid-19

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Done
		<ul style="list-style-type: none"> 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. Review of the First Aid policy to included consideration of the risk of infection of covid-19. 			
Waste		<ul style="list-style-type: none"> Relocated 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 are 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. 	MN	
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<ul style="list-style-type: none"> Timetable established to be regularly reviewed. 	JE (DHT)	On-going
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> There are no staff who will be shielding after 31/7/20. We are waiting to receive information about the 2 children who are shielding. 	<ul style="list-style-type: none"> RA completed for 2 returning members of staff. Follow-up 2 children who have been shielding. Parent Support Adviser to liaise with parents. 	EL (HT) 2/9/20 CB (PSA) 2/9/20	
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 	<ul style="list-style-type: none"> Source from contractors. For each job. 	TH (OM.)	On-going

Risk assessment - Covid-19

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Done
		out during out of hours unless an emergency.			
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. 	<ul style="list-style-type: none"> Monitor compliance. 	MN (SO)	On-going.
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"> Maintain stocks. 	MN (SO)	On-going.
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. 	<ul style="list-style-type: none"> Familiarity with documentation and process. 	TH (OM)	By 31/08 /20
Administrative Staff		<ul style="list-style-type: none"> Staff to keep social distances and allow school office to function. 	<ul style="list-style-type: none"> Review work station placement, including out of Office spaces. 	TH (OM)	By 31/08 /20
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment not to be used as an alternative to social distancing, except where there is no other practical solution. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> Explore the necessity/ practicality of staff visors in the event that wearing of face masks in school becomes required.. 	EL (HT)	By 31/08 /20

Risk assessment - Covid-19

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Done
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. Encourage staff to cooperate with government plans for contact tracing. Parents advised about the Contract Tracing System. 	<p>Policy reviewed already. Ensure cascade of info' to staff following holiday break.</p> <p>Information shared with staff and parents.</p>	<p>HF (AHT)</p> <p>EL (HT)</p>	✓
School Staffroom		<ul style="list-style-type: none"> Arrangements made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	Information shared with staff.	CR (AHT)	

General staff and pupil advice on limiting the spread of coronavirus.

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.