

<b>Educational Setting</b>	Sutton CE (VC) Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Name of Headteacher</b>	Mr Mike Harrison
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	October 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
<a href="#">Prevention</a>	Risk of infection as a consequence of contact with infected person, poor personal hygiene and/or poor site cleaning regimes	<ol style="list-style-type: none"> <li>1. Ensure any individual displaying Covid-19 symptoms carries out test to establish necessity to self-isolate or not.</li> <li>2. Children displaying symptoms in school will be placed in isolation are</li> <li>3. <a href="#">Clean hands thoroughly more often than usual</a></li> <li>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>5. <a href="#">Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</a></li> <li>6. Stagger beginning and end of school day, break and lunchtimes to keep people group sizes as low as possible</li> </ol>	<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 revised and shared with staff</p> <p>Revise school website to ensure all school Covid-19 protocol and documentation is</p>	<p>DB to re-stock</p> <p>DB &amp; AT to check stock levels and re-order if necessary</p> <p>Headteacher &amp; EW</p>	<p>DB to keep an eye on stock and staff to inform if running low</p> <p>Aut 1</p>	

		<ol style="list-style-type: none"> <li>7. <a href="#">Where necessary, wear appropriate personal protective equipment (PPE)</a></li> <li>8. Staff to be kept informed of Covid-19 protocol in and around the school</li> <li>9. Contingency Planning document shared with parents via email and ClassDojo on 3.9.21</li> <li>10. Outbreak Management Plan shared with staff on 8.9.21</li> <li>11. Staff to maintain two tests per week regime and report results on both Google Forms and NHS website</li> <li>12. Main isolation room identified and shared with staff (Celastine Class) and has associated toilet facilities. 2nd area outside of Head's office identified.</li> <li>13. Soap, sanitizer, tissues supplied to all rooms and stocks maintained and monitored (daily)</li> <li>14. Pedal bins for tissues in each classroom and area, clearly marked.</li> <li>15. Weekly virtual briefing meetings (notes taken) to keep all staff up to date with developments</li> </ol>	<p>published and accessible to all stakeholders</p>			
--	--	--	---	--	--	--

<p><a href="#">Response to any infection</a></p>	<p>Necessity to act swiftly so as to mitigate risk of further infection among close contacts within the school environment</p>	<p>16. Engage with the NHS Test and Trace process where required (see 'Guidance for Management of Covid 19 Cases in Education Settings from 16<sup>th</sup> August 2021' 17. Guidance for Management of Covid-19 Cases in Education Settings from 16<sup>th</sup> August 2021 displayed in all classrooms and communal areas so as to ensure all staff are aware of current protocol. This will updated with ongoing guidance moving forward. 18. manage confirmed cases of coronavirus (COVID-19) amongst the school community as outlined in document referenced above. 19. Regular and updated guidance sent to parents</p>	<p>Expectations shared with staff. Information and documentation remains accessible to all staff on G-Drive / ALL STAFF: Staff Handbook &amp; General Info / Covid-19  Protocol shared with parents. Ongoing revisions and adjustments relayed to parents also.  LA letters to be sent out to families where appropriate</p>			
--	--	--	--	--	--	--

To support decision making in school, and external organisations, it is important ALL are clear as to what is considered a 'Close Contact'. Current guidance (<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>) is as follows:

*A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.*

*A risk assessment may be undertaken to determine this, but a contact can be:*

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
  - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
  - been within one metre for one minute or longer without face-to-face contact
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

*A person may also be a close contact if they have travelled in the same vehicle or plane as a case.*

**\* The wearing of personal protective equipment (PPE) will not be considered as a mitigation when assessing whether a recent contact is likely to have transmitted the virus. Only full medical-grade PPE worn in health and care settings will be considered.**

<p>Contingency planning for a further outbreak</p>	<p>Varying rates of infection within locality and nationally mean the school must consider potential infection reduction scenarios and plan to minimise impact on pupil learning</p>	<p>20. In the event of a local outbreak, the PHE health protection team or local authority will advise the school as to what measures are to be introduced and what additional actions need to be completed. School will produce a contingency plan for this eventuality.</p>	<p>Headteacher to produce school Covid procedure documentation</p> <p>LA Guidance shared with staff alongside Contingency Planning Document and Outbreak Management Plan</p>	<p>Headteacher</p>		
<p>Social Distancing in school</p>	<p>Although bubbles are no longer explicitly advised, the school will seek to mitigate risk of infection within community by maintaining some aspects of social contact and distancing in and around the school.</p>	<p>21. Three buildings in which the classrooms are distributed will remain as distinct bubbles. Movement of staff and pupils will be kept to a minimum.</p> <p>22. Although there is no longer a requirement to have all pupils facing the front of the classroom, a record of seating arrangements will be maintained so as to aid track and trace where necessary.</p> <p>23. Pupils' interaction with other classes will be limited to the outdoor environment wherever possible amongst Key Stage 2 pupils.</p> <p>24. Staggered start and finish times means the numbers of pupils and adults congregating on the grounds is kept to a minimum.</p> <p>25. One way system at beginning and end of day will help ensure parents do not compromise social distancing advice.</p>	<p>Monitor parents social distancing adherence at the beginning and end of day so as to ensure parents do not congregate in any parts of the grounds</p>	<p>Headteacher, Deputy Headteacher &amp; Assistant Headteacher</p>		

		<p>26. Assemblies, staff meetings, parent consultations will continue to be conducted virtually.</p> <p>27. Office and communal spaces have people capacity numbers on each entrance.</p>				
Cleaning	<p>Risk of Covid-19 transmission from surfaces, although relatively low, remains as risk due to the numbers of individuals within the school environment</p>	<p>28. Frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> <li>- Taps and washing facilities,</li> <li>- Toilet flush and seats,</li> <li>- Door handles and push plates,</li> <li>- Handrails on staircases and corridors,</li> <li>- Machinery and equipment controls,</li> <li>- All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles</li> <li>- Telephone equipment,</li> <li>- Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> <p>29. Cleaning of school resources at the end of a session, including PE resources. Resources can be shared between bubbles but only after meticulous cleaning OR 48 hours (72 for plastic) quarantine in an out of reach area for children.</p> <p>30. No gathering at photocopier (cleaning to happen by the user after each use)</p> <p>31. Rooms to be cleaned following any 'confirmed case'.</p>		All staff		
<a href="#">Lunchtime Catering facilities</a>	<p>See 'Social Distancing in school' above</p>	<p>32. Staggered lunchtimes ensures no contact between Infants and Junior pupils in school.</p> <p>33. Only Reception, Year 1, Year 2 and Year 6 pupils will use the hall to eat their lunch.</p>	<p>WANDE food voucher distribution to be coordinated by LA. The school awaits further guidance on this at present.</p>	Headteacher & Office		

		<p>Designated serving times ensures there is little or no crossover of pupils from different classes.</p> <p>34. Pupils in Year 3, Year 4 and Year 5 will continue to eat their lunch within their own classrooms. Food will be served in sealed plastic containers and delivered to their room by an adult ordinarily operating within their bubble.</p>				
Fire Safety	<p>Although evacuation from the building in the event of a fire takes precedent over Covid-19 protocol, social distancing should be maintained where possible (especially during practice drills)</p>	<p>35. Ensure all emergency escape routes / doors are fully operational and kept clear.</p> <p>36. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 1m distancing when at the evacuation point.</p> <p>37. Fire doors to be kept shut (others may be left open).</p> <p>38. Daily visual checks of fire exits</p>	<p>Review Fire Safety Policy in Autumn term.</p> <p>Two practice fire drills planned for first half of Autumn term (one announced and one unannounced) observing social distancing.</p>	<p>Headteacher &amp; Governing Body</p> <p>DB &amp; Headteacher</p>		
Access/Egress of school building	<p>See 'Prevention' above</p>	<p>39. One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</p> <p>40. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</p> <p>41. Wipes and sanitiser available at both sides of door</p>	<p>Ensure parents/carers entering grounds at beginning and end of day adhere to allocated times and maintain social distancing as much as possible.</p>	<p>SLT &amp; Office</p>		

		<p>42. Increased cleaning of handles and touch plates.</p> <p>43. Allocated drop off and collection times</p> <p>44. Staggered arrival and collection arrangements to reduce congestion (see control measures)</p>				
First Aid	In administering First Aid, adults are likely to compromise social distancing protocol and therefore increase the risk of infection for themselves and the child.	<p>45. 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.</p> <p>46. 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.</p> <p>47. Review of the First Aid policy to include consideration of the risk of infection of covid-19.</p> <p>48. First aid facilities present in each classroom and regularly re-stocked</p> <p>49. Medicines policy and procedures reviewed</p> <p>50. Supporting children with medical conditions policy reviewed</p> <p>51. All paediatric first aiders within school are valid until September 2022</p> <p>52. Basic First Aider certificates valid until</p>	Introduce MedicalTracker software to record and manage first aid requirements and incidents.	Headteacher & EW	Aut 1	
Waste	See 'Cleaning' above	53. Waste bins strategically positioned both in school buildings and in external so as to				

		<p>ensure waste materials can be managed safely.</p> <p>54. Cleaning staff wear protective gloves when carrying out duties.</p> <p>55. Bins emptied daily.</p>				
Break/Lunch times		56. The school will stagger breaks/lunchtimes to achieve the social distancing.	See above and control measures document			
Contractors	Additional people working on site can present new potential pathogens and/or compromise Covid-19 procedures	<p>57. All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19 measures</p> <p>58. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</p> <p>59. Protocol for visitors and contractors in place and available in COVID g-suite file</p> <p>60. Where possible, remote meetings</p> <p>61. Hygiene and preventative measures shared with visitors to the school</p>	Risk assessment to be shared with Contractors working on site.	Office staff	Ongoing	
Property Compliance	Necessity to ensure school buildings and grounds remain compliant with local and national requirements so as to ensure the school remains a safe environment for the community	<p>62. The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>63. Daily and weekly checks have been reinstated and pre-opening checklist completed.</p> <p>64. 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.</p>	Conditions survey undertaken in 2019 has identified priorities and time scales for tasks to be completed.	Headteacher, DB & AT	Ongoing	



Hygiene	See 'Cleaning' section	<p>65. The school has a suitable supply of soap and access to warm water for washing hands.</p> <p>66. Hand washing regime as follows:</p> <ul style="list-style-type: none"> <li>- Beginning of school day</li> <li>- Beginning of lunch</li> <li>- End of lunch</li> <li>- End of school day</li> </ul> <p>67. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</p>	See 'Prevention' measures outlined above.	All staff		
Accident reporting Covid-19 incidents		<p>68. Local Authority to be informed of any confirmed Covid-19 cases as outlined in 'Guidance for Management of Covid-19 in Education Settings from 16<sup>th</sup> August 2021'</p> <p>69. The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> 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.</p> <p>70. For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</p>	'Guidance for Management of Covid-19 in Education Settings from 16 <sup>th</sup> August 2021' shared with all staff and visible in all classrooms and communal areas.	Headteacher & Office	When required	
Administrative Staff		<p>71. Desk systems to be put into place so that social distancing can be maintained and so that staff can have their own workstation.</p> <p>72. Shared use of stationary to be minimised.</p> <p>73. Safety screen installed at front desk.</p> <p>74. Hand sanitizer available in the office.</p>				

<p>Personal Protective Equipment</p>	<p>Although no longer required by law to wear in confined spaces, the use of face masks does significantly reduce the risk of infection. For this reason we do advocate the use of masks but allow adults to use their discretion as whether they use them.</p>	<p>75. Adults to use their discretion as to whether they choose to wear a mask in an around the school. 76. Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</p>	<p>Reinforce importance of social distancing where possible as a fundamental measure in reducing risk of infection.</p>	<p>All staff</p>	<p>Ongoing</p>	
<p>Behaviour</p>		<p>77. Staff/Pupil behaviour and cooperation remain key to sustaining all of the controls in place. 78. Behaviour expectations introduced to minimise risk of infection reinforced at the beginning of the academic year. 79. Encourage staff to continue undertaking LFD tests twice a week. 80. Revision of Behaviour Policy took place in Autumn 1 alongside training for staff. 81. First week to focus upon expectations and to be included in assemblies during the first half term</p>	<p>Induction of new staff members to be carried out</p>	<p>Headteacher, Deputy Headteacher &amp; Assistant Headteacher</p>	<p>Aut 1</p>	
<p>School Staffroom</p>	<p>Indoor communal areas present the highest level of risk</p>	<p>82. Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.</p>				

	and therefore congregations of staff in the staffroom should be kept to a minimum	<p>83. Maximum of three staff in the staffroom at any one time and for no more than 15 minutes</p> <p>84. Admin staff to clean mid-day with a signed sheet to detail that this has happened</p>				
Infection Control	See Prevention and Response to Infection Sections	<p>85. Staff and pupils have access at all times to water and soap for hand washing.</p> <p>86. Children reminded of hygiene procedures and expectations</p> <p>87. Posters regarding infection control measures displayed around the school.</p> <p>88. See Outbreak Management Plan and Contingency Plan</p>	Share Outbreak Management Plan, Contingency Planning Document and current risk assessment with all staff and wider community	Headteacher	Sept 21	
Equality Impact Assessment	Staff & Pupils	89. An equality impact assessment has been completed and can be found in the COVID file on the g-suite.				
Lack of staff	Depleted staff numbers can profoundly impact capacity to fulfil statutory duties within school	<p>90. Systems and procedures in place to ensure Office and Senior Leadership Team are informed of staff absences as soon as possible.</p> <p>91. Distribution of staff has sought to ensure contingency plans in place for low level staff absence.</p> <p>92. Budgeting and Covid-19 protocol has meant cover supervision will be provided from within existing staffing, not external professionals.</p> <p>93. Curriculum planning uploaded onto G-Drive before end of weekend to ensure this is accessible to all adults who may be drafted in to cover absences.</p>	Ensure new staff are familiar with absence protocol	Headteacher		

Learning outside the classroom (day trips, etc.)	Educational visits are proven to be hugely beneficial in developing children's knowledge and enthusiasm for their learning, however the ability of staff to manage Covid-19 risks can diminish beyond the school perimeter.	<p>94. Educational Visits permitted on basis of following:</p> <ul style="list-style-type: none"> <li>- Strong Covid-19 protocol to reduce risk of infection</li> <li>- Safe means to transport to site without compromising school's Covid-19 protocols</li> <li>- Financially viable for school and parents</li> <li>- Relevance to curriculum</li> <li>- Value to children's learning experience</li> </ul> <p>95. Children kept within their consistent groups, and the COVID-secure measures in place at the destination</p> <p>96. School makes use of outdoor spaces in the local area to support delivery of the curriculum.</p>	Plan and research potential field trip locations in-line with newly adopted curriculum	Educational Visits Coordinator & Teaching Staff	Aut	
Extra-curricular activities (coaches, tutors, after school)	As above	97. Schools will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.	Discuss extra-curricular provision schedule and feasibility Individual risk assessments will be produced by the school with reference to risk assessments requested from external providers.	Headteacher & Sports Lead	Aut 1	
Music activity	Necessity to share amongst pupils. Concerns singing can increase risk of infection in confined spaces	98. School adopts guidance provided by the LA	Update music risk assessment and review regularly	Headteacher & Music Subject Lead	Aut 1	

Physical activity		<p>99. Outdoor sports is prioritised where possible, and large indoor spaces used where it is not</p> <p>100. Pupils should be kept in consistent class groups</p> <p>101. Sports equipment thoroughly cleaned between each use by different individual groups and equipment used should be easy to clean i.e. plastic balls</p> <p>102. Children come to school in their kit on their allocated PE days and remain in kit</p> <p>103. PE related risk assessments uploaded onto G-Drive</p>	<p>For more information contact <a href="#">Ian Roberts (Specialist Adviser - Physical Education and School Sport)</a></p>	Teaching staff and sports coach	Ongoing	
Signage		<p>104. Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.</p> <p>105. Signage around school to remind of correct handwashing procedures, 'catch it, kill it, bin it' posters, reminders of hand sanitation and one way system.</p>	<p>Signage to be put up around school grounds for benefit of adults dropping off and collecting children.</p>	Headteacher, Deputy Headteacher & Office	Aut 1	
Safeguarding and Child Protection	School must be able to fulfil statutory safeguarding measures and protocol at all times	<p>106. Designated Safeguarding Leads (DSLs) available on site at all times</p> <p>107. Safeguarding and Child Protection procedures detailed in school policy (also contained on website).</p> <p>108. During contingency planning, include safe and well checks as per the Safeguarding and Child Protection Policy addendum (daily for CP children)</p>	<p>Safeguarding policies updated</p> <p>Basic Child Protection Training Completed</p>	<p>Headteacher</p> <p>Headteacher, Deputy Headteacher &amp; Assistant Headteacher</p>	<p>Sept 21</p> <p>Sept 21</p>	