

RISK ASSESSMENT

Educational Setting	Meldreth Primary School and Preschool
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Sasha Howard, Headteacher, Stuart Wood, Health, Safety & Wellbeing Business Partner & George Hayes Strategic Lead for Governance (Cambridgeshire)
Review Date	25th February 2021 to reflect opening following Lockdown 3.0

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
Contact between pupils and staff – School Organisation for Prevention of Virus Transmission						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> Total space available for teaching activities in and beyond classrooms reviewed and segmented for each mixed age group, keeping groups separate (in 'bubbles' in school including outside spaces), including dedicated toilets and through maintaining distance between individuals within classes in dedicated spaces arranged forward facing where age appropriate. All assemblies and staff meetings take place virtually. Breaks/lunchtimes staggered and zoned to achieve social distancing. Review activities that can be carried out following advice (PE & Music). Staff/pupil behaviour and cooperation is key to implementing all of the controls. Our behaviour policy is reviewed to take into account COVID-19, to include 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. Pupils are provided with all necessary equipment in 	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Maintain supplies of First Aid equipment and PPE Heavy lifting delegated to caretaker Briefings and updates for all staff to comply with Gov't updates / developments Protocol for staffroom; numbers, ventilation 	Office/site staff Office/site staff L'ship Team HT HT	Ongoing As req'd Ongoing	

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		<p>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 or brought in from home without isolation.</p> <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. • School to carry out induction to inform staff, parents and pupils of the changes. • Staff to be encouraged to cooperate with government contact tracing. • Staff to supervise children’s lunch and take breaks in staffrooms ensuring social distancing rules apply. • Signage is provided to remind staff and pupils of social distancing, hand cleaning and one way circulation expectations. • Wrap around staff, will join discrete key stage bubbles. Children will remain in class bubbles whilst in the care of wrap around staff. • PPA cover for staff will be wherever possible provided by staff linked to class bubbles. • Minimise contact between individuals and maintain social distancing wherever possible. • 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. • Clean hands thoroughly more often than usual • Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 	<p>etc</p> <ul style="list-style-type: none"> • Preschool staff advised to wear face covering for close contact with children but this should not compromise high quality language development • L’ship Team monitoring • Face covering to be worn by staff when moving within the shared areas of the school building • Preschool provision of nappies, wipes and emergency clothing – not shared by parents. 	L’ship Team	3 rd Sept Ongoing	

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		<ul style="list-style-type: none"> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. • Minimise contact between individuals and maintain social distancing wherever possible • Contactless hand gel dispensers to be used on entry to staffrooms. • Where necessary, wear appropriate personal protective equipment (PPE) especially for nappy changing or supporting the intimate care of children. • Minimise contact between individuals and maintain social distancing wherever possible. • Staff supervision of pupils to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. • Removal of shared items and provision of individual resource bags. • Promotion of twice weekly testing for all staff on site. • All CEV staff where on site, have a personal risk assessment inline with consultant advice. 				
Response to any infection						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> • Engage with the NHS Test and Trace process • Manage confirmed cases of coronavirus (COVID-19) amongst the school community. • Contain any outbreak by following local health protection team advice. 	Continue to promote T&T to parents in newsletters	L'ship	Ongoing	
Contingency planning for a further outbreak						
Increased risk of	Staff and	<ul style="list-style-type: none"> • Monitoring ensures that social distancing measures 	Ongoing assessment of	L'ship	Ongoing	

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contracting Covid19	pupils	<p>can be maintained for those in school at all times.</p> <ul style="list-style-type: none"> Adaptation of subject progression carefully mapped. 	<p>availability of staff for all activities during the school day</p>			
Safeguarding pupils - Lack of staff	Pupils	<ul style="list-style-type: none"> Ensure availability of staff on site is adequate. Staff advised to test via drive through testing station for speed of result. 	<p>Lateral Flow tests for staff used twice weekly to ensure maximum staffing availability.</p>	L'ship	Ongoing	
Safeguarding Pupils - Live Lessons	Pupils and Staff	<ul style="list-style-type: none"> Weekly home learning set using Google classrooms (KS2) and Tapestry EY & KS1) for ongoing communication with children isolating. Preschool home learning pages for those at home. School outlines resources to help keep children safe from different risks online and where to go to find support and advice Live lessons only accessible via locked pupil google classroom login when necessary as part of phased return for some pupils. Login codes shared just before the session and changed regularly and host controls on to enable the waiting room for pupils before staff arrive. 	<p>Leadership monitoring to reinforce the importance of children staying safe online.</p>	All staff	Ongoing	
Contact between pupils and staff - Cleaning						
Contracting Covid19	Staff and pupils	<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. 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"> If someone has tested positive with Covid-19 then any area they have accessed should be secured for 72 hours then undergo a thorough clean. 	All staff	Ongoing	

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		<ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned including chairs. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment ○ classroom desks and chairs. 	<ul style="list-style-type: none"> ● COSHH risk assessment for cleaning/caretaker activities identifies the correct process and PPE to be worn. ● Ensure pupils wash their hands after using any play equipment. 	L'ship All staff	Ongoing	
Contact between pupils and staff - Catering						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> ● Lunch service will take place in classroom and be delivered by kitchen staff & midday supervisors ● Pupil packed lunches must be stored in classrooms to minimise cross contamination. ● FSM provided for those eligible pupils not in school is through the Edenred school vouchers scheme. 		L'ship	Ongoing	
Contact between pupils and staff - Fire Safety						
Death, burns, smoke inhalation, contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> ● Personal Emergency Evacuation Plans (PEEPs), where necessary must continue to be in place for those staff that continue to work in the school and any pupils that access the school site. ● Ensure all emergency escape routes 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. ● 	Maintain ongoing fire alarm checks	Contractor via office L'ship	Ongoing Ongoing	

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Contact between pupils and staff - Access/Egress of School Building																					
Contracting Covid19	Staff, parents and pupils	<ul style="list-style-type: none"> One way traffic through external site to avoid face to face passing to be clearly marked and shared with parents. Parents will not be allowed through school gates and school office will be closed to parents, unless collecting children with medical needs. Where possible, doors to be propped open to reduce the need for touch (fire protection measures must be adhered to). Staggared start and finish times: <table border="1" data-bbox="577 667 1272 927"> <tr> <td>Puffin Class</td> <td>8:30 am</td> <td>3pm</td> </tr> <tr> <td>Swift & Osprey Classes</td> <td>8:40 am</td> <td>3:10pm</td> </tr> <tr> <td>Preschool</td> <td>8.45– 11.45am</td> <td>1.15 – 3.15pm</td> </tr> <tr> <td>Wren & Kestrel Classes</td> <td>8:50 am</td> <td>3:20pm</td> </tr> <tr> <td>Kite & Hawk Classes</td> <td>9 am</td> <td>3:30pm</td> </tr> </table> Hand sanitiser available at school gate. Children to enter school through classrooms doors – no use of communal cloakrooms. Children to wash hands on entering school. Increased cleaning of door handles and touch plates. Ensure that fire exit routes are not compromised. 	Puffin Class	8:30 am	3pm	Swift & Osprey Classes	8:40 am	3:10pm	Preschool	8.45– 11.45am	1.15 – 3.15pm	Wren & Kestrel Classes	8:50 am	3:20pm	Kite & Hawk Classes	9 am	3:30pm	<ul style="list-style-type: none"> Office staff refresher training in use of PPE. Monitor school arrival arrangements to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. 	HT HT Caretaker HT All staff All staff	From 7 th Sept Ongoing Ongoing Ongoing Ongoing	
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Contact between pupils and staff - First Aid						
Death, severe or minor injury, contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> • Suitable first aid cover (including paediatric first aid for EY pupils) for all staff and pupils is provided. • Individual first aid facilities in each group including emergency ice packs and fridges/freezers. • 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. • Internal telephone support understood by staff. • Review of the First Aid policy to include consideration of the risk of infection of covid-19. • Re-usable PPE & First Aid equipment (Ice pack covers/thermometer) should be washed daily after use and not shared between staff. • Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with PPE. 	<ul style="list-style-type: none"> • Office staff to complete first aid form, scan and email to parents • Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. 	All staff	Ongoing	
				L'shi	Ongoing	
Contact between pupils and staff – Intimate Care and Nappy Changing						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> • Where close proximity working is required for employees must use appropriate Personal Protective Equipment disposable apron, mask, gloves. • Staff to wash hands and use anti-viral spray/ paper towels to clean the area & equipment when finished. 	<ul style="list-style-type: none"> • Staff to ensure they dispose of PPE and clothing/wipes/nappies in nappy bin. 	All staff	Ongoing	
Contact between pupils and staff - Waste						
Contracting Covid19	Staff and pupils	<ul style="list-style-type: none"> • Waste bins relocated to strategic position (by class exit door) both in school buildings and in external 	<ul style="list-style-type: none"> • Cleaning staff to ensure they wash 	Cleaning staff	Ongoing	

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		<p>areas that are in use in order that waste materials can be managed safely.</p> <ul style="list-style-type: none"> Bins emptied at least daily. 	hands immediately after carrying out this activity.			
Contact between pupils and staff - Property Compliance						
Contracting Covid19	Staff, contractors and pupils	<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 school hours unless seen as an emergency. The school ensures that relevant property statutory compliance checks are completed and records updated. Daily and weekly checks are ongoing. 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"> All serious property concerns to be raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. For further advice and guidance school should contact our Health & Safety Adviser. 	Office/HT	Ongoing	
Contact between pupils and staff - Physical Activity						
Contracting Covid19 during Extra-curricular activities (coaches, after school)	Staff, coaches and pupils	<ul style="list-style-type: none"> Schools work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so following risk assessment. 	<ul style="list-style-type: none"> School to consider carefully how such arrangements can operate. 			

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Contracting Covid19 during Physical activity	Staff, coaches and pupils	<ul style="list-style-type: none"> Outdoor curriculum should be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils will be kept in consistent groups. Sports equipment to be thoroughly cleaned between each use by different individual groups. Contact sports will be avoided. 	PE Lead to share and monitor advice from lan Roberts (Specialist Adviser - Physical Education and School Sport)	All staff	Ongoing	

Useful Guidance

- Actions for schools during the coronavirus outbreak: schools 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](#)
- 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](#)
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- 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](#)
- Expectations for schools in lockdown 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. Handwashing techniques & advice can be found [here](#)
- 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.