

RISK ASSESSMENT

Educational Setting	Priory Junior School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Tracy Keefe 3 rd January 2022
Review Date	28 th February 2022

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 	<ol style="list-style-type: none"> 1. Isolation rooms to be used are: Medical room All staff to ensure that children with symptoms remain in these rooms on their own. Staff member only to go in if urgent medical assistance needed, and MUST be wearing PPE in this circumstance (kept in school office). 2. Children to sanitize hands on arrival – 12 sanitizer stations on playground to assist in speed of entry here, wash / sanitize hands whenever moving to a different space, before going up the stairs, and before eating. 3. Tissue boxes to be kept replenished in classrooms – all children to have a set of disposal tissues, with bags to keep them in once used – then binned in central class lidded-bin. Refresh 'Catch It, Bin It, Kill It' posters in toilets / classrooms 	<p>Tracy / Carolyn / Steve</p> <p>Steve / Carolyn</p> <p>Tracy Carolyn</p> <p>Steve</p>	<p>Ongoing – signage when used.</p> <p>Sept 2nd</p> <p>Sept 2nd Sept 2nd</p> <p>January 5th</p>	

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		<p>4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5. Keep occupied spaces well-ventilated</p> <p>6. where necessary, wear appropriate personal protective equipment (PPE)</p> <p>9. Engage with asymptomatic testing.</p>	<p>4. Classrooms cleaned as per usual cleaning schedule. Tables to be wiped clean at end of morning session by class teachers. Banisters, toilets, door handles cleaned at least twice each day.</p> <p>5. Upper windows in classrooms to be opened at start of day and closed at end. Teachers to make use of CO2 monitors throughout day to monitor levels in class – open / close windows as necessary. Hall door to garden area to be kept open.</p> <p>6. Face Coverings – staff to wear face coverings whenever not in their base (classroom, office). Staff should follow process for wearing face coverings – see section on PPE.</p> <p>7. PPE – gloves, disposable aprons for cleaning / First Aid available – in each classroom / The BASE / face masks with PPE kit for treating children with symptoms – kept in the school office</p> <p>8. Test kits issued to staff and results collated twice a week. Any positive / void tests followed up and self-isolation periods followed.</p> <p>9. Staff to inform TK if receive a positive result.</p> <p>10. Children to be asked to complete LFTs every day for 7 days – if identified as close contact. Letter will be sent home to advise.</p>	<p>TK / CT / SS – cleaning routine reviewed</p> <p>SS</p> <p>TK</p> <p>TK</p> <p>Check stocks and re-order as appropriate : CT / SS</p> <p>CT</p> <p>All staff</p> <p>TK / CT</p>	<p>Sept 2nd</p> <p>Sept 2nd</p> <p>4th January – remind staff</p> <p>4th January – update staff.</p> <p>4th January</p> <p>4th January – check stocks</p> <p>As soon as get result</p> <p>Letters sent to close contacts as</p>	

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					soon as identified.	
Response to any infection		<ol 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 Symptomatic child to move to isolation room while awaiting collection Symptomatic member of staff to leave building and call main office on mobile phone. Follow government's guidance on self-isolation periods for any positive cases / contacts. 	<ul style="list-style-type: none"> Ensure all staff fully understand requirements re: Test and Trace and what would make them have to self-isolate from 1st January. Share process for managing cases with parents ahead of re-opening. Continue to report confirmed cases to DfE on Educational Setting Status Form. Where an outbreak occurs, complete LA's 'Request for Support Form'. Liaise with LA regarding procedures. Child with symptoms to wait in ventilated isolation room – while awaiting collection from parents. Room to be cleaned and areas they have been working with appropriate cleaning materials (specific enveloped virus cleaning products) after they have left the building. Ensure COSSH RA is followed. Anyone in contact with child to wash hands for 20 seconds with soap and water. Update parents regarding procedures for self-isolation when changes made by government. 	TK TK TK TK TK / CT / SS TK	19 th July 4 th January As appropriate As appropriate By 6 th January	
Contingency planning for a further		<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, or follow school's outbreak management plan, to help control transmission. Outbreak management plan will include remote learning plan. 	<ul style="list-style-type: none"> Letter to be written to all parents to inform them of outbreak / actions being taken. Ensure all See-Saw / Teams accounts are up-to-date with new children / leavers. 	TK TK	As appropriate As appropriate	

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outbreak			<ul style="list-style-type: none"> Ensure the Remote Learning Provision is in place for children who are unable to come to school due to Covid, and are physically well. Identify and continue pastoral support for any children who are unable to come to school due to Covid, as per Remote Learning Policy Identify key worker children / vulnerable children who will be offered in-school provision in event of closure. 	EW/ CS/ TK TK / CS / EW TK / EW / CS	As appropriate As appropriate By 17 th December 2021	
Social Distancing in school		Contact minimised between individuals and social distancing maintained wherever possible	<ul style="list-style-type: none"> Limit on numbers of staff using indoor staff-room at any one time (with record kept of who has been in there at any one time). Review at end of September. PPA to be organised re: rooms / spaces Year group zoned and timetabled areas of playground and field for break and lunchtimes – with intention of expanding to 2 year groups, after first 3 weeks. 	CT TK	4 th January 4 th January	
Cleaning		<ul style="list-style-type: none"> 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 Machinery and equipment controls All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles 	<ul style="list-style-type: none"> If we are informed that someone has tested positive with covid-19 then any area/room they have accessed will undergo a thorough clean, using enveloped virus cleaning materials. Classrooms where there is a case will be fogged. COSHH risk assessment for cleaning/caretaker activities has identified the correct process for 	Steve / Carolyn Steve / Carolyn	As appropriate November 2021	

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		<ul style="list-style-type: none"> ○ Telephone equipment ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>cleaning, cleaning materials and PPE to be worn.</p> <ul style="list-style-type: none"> • Final cleans at end of the day. Additional clean during the day of central areas ie banisters, door handles, photocopier. Sanitiser positioned at all wings / entrance area for use by all passing through. • All surfaces, including in classrooms, to be kept clear to enable ease of cleaning. 	<p>Steve</p> <p>Steve</p> <p>Class Teachers</p>	<p>Sept 2nd</p> <p>Sept 2nd</p> <p>Sept 2nd</p>	
Lunchtime Catering facilities		<ul style="list-style-type: none"> • Children to eat in the hall as year groups – with sittings re-established. • Slightly staggered times to lunchbreak 	<ul style="list-style-type: none"> • Staggered lunch-times for year groups – timings as follows: 12noon – 1pm : Year 5/6 12.15pm – 1.15pm: Year 3/4 <p>Year groups to eat in the hall. Set places re-established.</p> <p>Midday supervisors to work in teams for Y3/4 and Y5/6 – operational guidance for lunchtime to be shared.</p>	Tracy – lunchtime operational plan	By Sep 2 nd	
Fire Safety		<ul style="list-style-type: none"> • All emergency escape routes / doors are kept fully operational and kept clear. • Should a child or adult require additional assistance (ie disability), a Personal Emergency Evacuation Plan will be written, and shared with appropriate members of staff / parents. • Reminders to staff that if the fire alarm is activated that they must still keep 2m distancing (from each other) when at the evacuation point. 	<ul style="list-style-type: none"> • Fire Evacuation Plan reviewed, and amended. • Fire Drill procedures rehearsed with children during the first week back. • All children to wash their hands when coming back into the building. • Fire Evacuation register printed off each day at 9.15am by admin team; kept in office in case of emergency 	<p>Tracy</p> <p>Tracy / Steve</p> <p>Class Teachers</p> <p>Tina</p>	<p>22nd July</p> <p>Wk. beg. 6th Sept.</p> <p>Wk. beg. 6th Sept.</p> <p>Daily from 2nd Sept</p>	

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			evacuation. Shredded at 3.30pm each day.			
Access/Egress of school building		<ul style="list-style-type: none"> Allocated collection gates for parents. Set external door use for class bubbles as follows: JE5 – classroom door HR6 – classroom door TP3 / AG6 / FR6 – cloakroom door EL3 / EW3 – main playground doors KB4 – classroom door MC4 / TH4 – cloakroom door CS5 / AI5 – main playground doors – controlled by adults leading classes in and out – for breaks / lunchtimes Classroom doors and external doors to toilets to be kept open to increase ventilation. Internal fire doors remain closed. Sanitiser available at bottom of stairwells in each wing, by the hall playground doors, in the entrance area. 	<ul style="list-style-type: none"> Start times staggered with two gates to be used for drop-off and collection: 8.35am Year 5/6 arrival time 8.45am: Year 3 / 4 arrival time Collection times: 3.10pm Year 5 / 6 home-time 3.20pm Year 3 / 4 home-time <p>Collection sides of playground as follows: Bean Close side: Year 4 and 6 Roundabout side: Year 5 and 3</p> <p>3 classes on each side of playground – parents come through gate to collect, and then can exit through double-gates, Bean Close gate – whichever is most convenient.</p> <p>Year 6 children may, with parental permission, walk home without an adult collecting.</p> <ul style="list-style-type: none"> Increased hand sanitisers along the playground entrances – 6 for each gate – adult at each gate controls access to playground. To be placed on picnic benches – control of children / spaces at sanitiser stations on entry. Disabled children's parents given set times for drop-off / collection to ensure site access is clear for them. Parents informed of drop off and 	<p>TK – letter to all parents</p> <p>TK – signage for gates</p> <p>TK / CT</p> <p>SS / CT</p> <p>RD</p>	<p>By July 22nd</p> <p>2nd Sept</p> <p>2nd Sept</p> <p>From 2nd Sept</p> <p>1st Sept</p>	

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			<p>pick up arrangements.</p> <ul style="list-style-type: none"> Siblings can arrive with earlier classes and come straight to classroom. First morning – line up with teacher Y5/6 children who need to wait for collection – to wait with class teacher Roundabout closed to staff arrivals between 8.30am and 8.50am. Timetabling checked to ensure staff know where to park / not arriving on site at this time. 	<p>Class teachers in rooms from 8.30am</p> <p>Y5/6 Teachers</p> <p>Rota - CS</p> <p>SS</p>	<p>22nd July</p> <p>2nd Sept</p> <p>2nd Sept</p> <p>2nd Sept</p>	
First Aid		<ul style="list-style-type: none"> First Aid to be administered by the adults within each bubble – all are trained except MC/AI (TAs trained in this situation) Staff and 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. Stocks of First Aid equipment to be distributed to classrooms: disposable ice packs, gloves, dressings, plasters. Replenish from medical room. Emergency calling of First Aider to be done using the walkie – talkie system with the code word ‘Nightingale’ at the end. Admin team to get First Aider at this point. 	<ul style="list-style-type: none"> Reminder to staff how to avoid face-to-face contact as much as possible when treating a first aid injury. Ensure all staff wash hands after treating first aid. Ensure staff in each classroom are aware of children with asthma / medication / allergies – and medication in place Check all inhalers returned to school – clear place for inhalers to be put when outside / stay at own table when in class. Blue bags with carry handles for all inhalers Replenish first aid stocks for all classrooms Timetables of First Aiders and locations to be displayed in office 	<p>TK</p> <p>TK</p> <p>CT</p> <p>LW</p> <p>LC / SAB</p> <p>TK</p>	<p>2nd Sept</p> <p>2nd Sept</p> <p>2nd Sept</p> <p>2nd Sept</p> <p>By 2nd Sept</p> <p>By 2nd Sept</p>	

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Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve additional space for play. <p>Break-Times: Year 5/6: 10.05am – 10.20am Year 3/4: 10.25 – 10.40am</p> <p>Lunchtime: Year 5 and Year 6: 12 – 1pm Year 3 and 4: 12.15 – 1.15pm</p>	<p>Separate zones for year groups for first week back in January, then review. Then, extend to two year groups playing together.</p> <p>Playground – 4 zones. Field – 4 zones</p> <ul style="list-style-type: none"> Wet field and dry weather plans for lunchtime. See timings on re-opening document. Procedures for breaks and lunches written and shared. 	<p>CS / EW – re-organise zones</p> <p>TK / CS / EW – share with staff</p> <p>CS / EW</p>	<p>By Jan 8th</p> <p>By 2nd Sept</p> <p>By 2nd Sept</p>	
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff / pupil identified previously as clinically extremely vulnerable, or clinically vulnerable should follow the guidance for the rest of the population – Coronavirus: how to stay safe and prevent spread. Staff who are pregnant will have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<p>Discuss any concerns / medical advice with individual members of staff / parents where necessary.</p> <p>Review risk assessments where needed.</p>	<p>TK</p> <p>TK</p>	<p>1st Sept</p> <p>1st Sept</p>	
Vulnerable Pupils		<ul style="list-style-type: none"> List of vulnerable children maintained / shared with teachers. Vulnerable children prioritised for in-school attendance in event of future lockdowns. 	<ul style="list-style-type: none"> Where a vulnerable child is absent, class teacher to make contact to ensure able to access remote education – and completing this. Class teacher to share information with DSL where any concerns arise re: completion of learning / wellbeing. Laptops provided to assist with accessing remote education as needed. Record kept of loans and returns. List of absent children provided to TK each day. 	<p>Class Teachers</p> <p>CT</p> <p>TA</p> <p>TK</p>	<p>As and when absence occurs</p> <p>Daily</p> <p>As and</p>	

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			<ul style="list-style-type: none"> Social care informed if vulnerable child has a social worker. 		when absence occurs	
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they are carrying out. Request that negative LFTs completed / double-vaccinated before attending site. Face Coverings to be worn on site. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 		TK / CT	Ongoing	
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 continue to take place with records kept. 	<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. 	CT / SS	Ongoing	
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap / sanitiser and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands on arrival, following breaks, before meals, following the use of toilets and following any change of space. Reminder signage for good hand-washing displayed around school – by all sinks / at bottom of stairwells / entrance doors. 	<ul style="list-style-type: none"> Importance of this control measure reminded to all staff – training day Use of classroom sinks talked through (cold water); soap / sanitiser in classrooms supply checked and replenished 	TK SS	Sept 1 st Sept 2 nd	
Administrative Staff		<ul style="list-style-type: none"> Photocopier to remain in entrance area. Rota for photocopier usage in place. Laminator moved out of main office area No entry to office except for admin staff Desks to remain relocated within office 	<ul style="list-style-type: none"> Access to emergency medical equipment stored within medical room – on shelving. Boxed and labelled for each child on top shelves in room. Desks to be relocated in rear admin area / rotation of duties / areas to be used put into place. Steve to take rest breaks in staff 	TK / CT TK / CT SS / CT	Sept 1 st January 4 th January 4 th	

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			room. If needing to meet with CT, to meet in staff-room.			
Personal Protective Equipment		<ul style="list-style-type: none"> Face Coverings worn in communal areas and corridors by staff: <ul style="list-style-type: none"> Sanitise / wash hands before putting on Avoid touching part of covering in contact with face / mouth Change covering if becomes damp or have touched part of covering in contact with face / mouth On removal, wash/sanitise hands Only handle straps / ties Place in bin (if single use) or in a plastic bag (if reusable). Cleaner tabards are washed after use and not shared between staff. Disposable aprons worn on top of these. 	<ul style="list-style-type: none"> Remind staff of procedures for wearing face coverings. Use of PPE video shared with all staff as a refresher of use. Check disposable gloves available in all classrooms / hall 	TK TK / CT / SS CT	4 th January 2 nd Sept 4 th January	
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap / hand sanitiser for hand cleaning. Allocated toilets / sinks for usage by classes Ensure children have made use of the toilet before going out to play at lunchtime Hand sanitiser stations on playground, bottom of stairwells, entrance area and by playground doors 		SS	Ongoing	
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Assemblies to continue to be held using Teams; with plan for re-establishing hall assemblies to be formed. This will initially be year group assemblies – and then expand to include more. 	<ul style="list-style-type: none"> Staff to be requested to advise if double-vaccinated so planning can take place. Assemblies to continue to be held using Teams; with plan for re-establishing hall assemblies to recommence. This will initially be year group assemblies – and then expand to include more. Children to be kept in class groups Toilets to be shared between 2 	TK All Staff TK	By July 22nd From 1 st September 2 nd Sept onwards	

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			/ 3 classes – use cloakroom toilets for class. <ul style="list-style-type: none"> • Management of toilet usage – children wait in cloakroom and don't overcrowd toilet areas. • Hand driers to be used. 	TK	2 nd Sept	
Equipment		Children to keep personal belongings in lockers. They should be provided with all necessary equipment in school for the activities they are undertaking.	<ul style="list-style-type: none"> • Personal equipment in class – pencil cases provided with own equipment – placed in locker at end of day, brought out at beginning of day on arrival • Children to keep lunchbox / coat in lockers • Tables and surfaces in classroom to be kept clear – routine established at end of school day to ensure this at that time • Children to wear PE kit to school on PE days 	Class Teachers Class teachers Class Teachers	2 nd Sept 2 nd Sept Ongoing	
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. 	<ul style="list-style-type: none"> • Extra-curricular clubs to initially take place within classes in Autumn 1; year groups in Autumn 2. • Sports clubs to remain in year groups outside for Autumn term. • The BASE provision – provided in new building – children spaced through activities. 45 places per session. Records kept of children attending each session. • Peripatetic staff – extend provision at start of Autumn term, re-establishing children who were learning before and extending to new children too. Promotion of learning to new children through 	TK TK / CT / EB TK	2 nd Sept 2 nd Sept 1 st Sept	

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			assembly – Spring term.			
Signage		<ul style="list-style-type: none"> Check and refresh signage to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Update / refresh signage on school site as appropriate: <ul style="list-style-type: none"> - Directions / collection routine signs for parents - Handwashing / hand sanitising - Test and Trace staff-room sign-in 	CT / SS	2 nd Sept	

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](#)