

RISK MANAGEMENT ASSESSMENT

Educational Setting	Wheatfields Primary School (WPS)
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Stuart Wood, Health, Safety & Wellbeing Business Partner 13 th May 2020 Emma Verney-Davies 17 th July 2020 for Full September Opening 2020
Review Date	17.07.2020 / 01.09.2020 / 07.09.2020 / 14.09.2020
Summary* See Specific Year Group Consideration Document for further details	<p>Risk Management Plan completed in line with whole school re-opening in September.</p> <p>The School timetable has been revised to facilitate staggered starts, and remains a full time offer for all pupils.</p> <p>14.09.20 Updates to RMP include cleaning, quarantine and rotation protocols for equipment between home/school and bubbles; including improved clarification of items that can be taken in and out of school. Peripatetic Music teaching protocols and re-opening of Kids Club before and after school considerations and assessments are now included. Waiting zones for pick up and drop off updated, and parents encouraged to wear face coverings as per government guidance to ensure the safety of all at busier times on and around the school site. Play areas increased for KS2 at play and lunchtimes to allow for increased distancing between pupils and bubbles. Test and Trace guidance from LA shared with staff, flow diagrams printed and displayed in school for ease of access in determining protocol. Grid from LA Quick Guide for parents has been sent home.</p>

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
Social Distancing in school and teachers moving between	Chn & Staff	<p>Total space available for teaching activities reviewed. Guidance indicates bubbles of 1 year group can be used. This supports use of open plan classrooms and shared toilet facilities across year groups.</p> <p>Adults to maintain 2m social distance from one</p>	<p>PE only to be taught outdoors to mitigate risk of transmission through heavy breathing in enclosed spaces.</p> <p>Internal Music and Italian sessions to continue with a limit</p>	HV / SM / SIAL	Sept 2020	✓

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<p>bubbles – Updated guidance 28.08.20</p> <p>Peripatetic teaching staff in the building, contact with children and the music space. Other settings</p>	<p>Children / Staff / wider community</p>	<p>another. No expectation that children within bubbles will do this.</p>	<p>on activities such as singing and chanting, only taking place in larger or outdoor spaces. Music and Italian teachers to maintain 2m distance from pupils. Italian only for KS2 pupils to mitigate risk of breaking 2m distancing with younger pupils and reduce movement between bubbles.</p> <p>Individual teacher Risk assessment not required however Peri's advised to follow guidance on music from DfE in terms of distancing. Group tuition can go ahead but bubbles not to be mixed. Peri teachers to keep updated records of schools and children they have had contact with to ensure tracing of contacts is easier in light of a positive case and advice from the HPT. Both parties have a responsibility to share where there has been a case within a bubble they work in.</p> <p>PPA will need to be reviewed to ensure as little movement</p>	<p>EVD / SM / BK</p>	<p>Sept 2020</p>	

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Lunchtime Club and Staffing - 1:1 required for some learners	Safeguarding / additional provision and supervision	Children requiring intimate care / medical needs / 1:1 support, designated staff will be assigned to these children. Some adults in these circumstances may move between bubbles. Lunchtime club to remain closed for at least first half term to minimise risk of bubble transmission. This will be reviewed in Autumn 2.	between bubbles as possible whilst still providing statutory non-contact time and support for pupils in class Needs of 1:1 pupils assessed to ensure the risk of transmission to other bubbles by LSAs is limited, without compromising the needs of the children as per guidance.	EVD / GE	July 2020	✓
Kids Club Reopening 14.09.20 – Mixing of bubbles	All	Kids Club closed over the Summer holidays as not enough uptake from families. Attendees registered and consistent numbers of children on consistent days in place to prevent further mixing. Risk Assessment of setting produced and shared with families.	Kids Club Setting will open on 14 th September to provide a week of school provision before this begins and make adjustments as necessary. Kids Club to remain consistent in numbers to provide wraparound care.	GE	Sept 2020	✓
Staff Absence – risk of bubble closure	All	Teachers and LSAs deployed to specific bubbles and classes to support cover arrangements. DfE guidance states that cover supervision can be undertaken by LSA if supervised by a teacher (in the opposite class).	Kids Club Setting will open on 14 th September to provide a week of school provision before this begins and make adjustments as necessary. Kids Club to remain consistent in numbers to provide wraparound care.	TT / MS	July 2020	✓
Toilets	All	Teachers and LSAs deployed to specific bubbles and classes to support cover arrangements. DfE guidance states that cover supervision can be undertaken by LSA if supervised by a teacher (in the opposite class).	Staffing carefully managed to ensure cover can be provided if needs be. If absence is COVID related, follow procedure regarding track and trace / isolation.	SLT	Aug 2020	✓
Toilets	All	All Year Groups have access to their own set of	Detail specific toilets and routes	EVD	Aug 2020	✓

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accessibility		toilets (see School Level Action plan for details)	for children on Action Plan & signage	EVD	Aug 2020	✓
		Staff Toilets accessible, separate toilets available for admin, and disabled toilet for intimate care needs, with cleaning products available for after use.	Ensure adequate signage for staff.			
		Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible.	Consider the Manual Handling implications of this activity and how this will be achieved.	SD / All		✓
Routes	Staff	When travelling to lunch, or through corridor spaces, children will be encouraged to keep hands behind their backs to prevent them from touching anything.				
		Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods. This will reduce potential contamination.				
		Staff use of common areas such as corridors to move get to class / communicate with one another. Staff should not be touching anything when transiting through school	Reminder to staff in school level action plans	SLT /All	Professional Days July and Aug	✓
		Staff should not need to enter other bubbles, and all discussions to take place in common areas at 2m distance such as KS1 corridor, Link Corridor, Area outside admin. Phone or email conversations where possible to minimise	Staff are able to enter other bubbles but reminders need to be given around 2m distancing and not touching anything within those bubbles.	TT	Sept 20	✓

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		contact and exposure. See lunchtimes for Staff room considerations				
Cleaning / Equipment Updates to Guidance 28.08.20		<p>More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including:</p> <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, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. <p>Lidded bins provided in every classroom and office spaces.</p> <p>If school is 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</p>	<p>Cleaning to take place at the end of each day paying particular attention to the touch points.</p> <p>Additional, enhanced weekly clean</p> <p>MDS and catering staff to empty bins at lunchtime in suspected cases</p> <p>Office based staff and teachers to wipe down electronic equipment each day.</p> <p>Tissue waste of suspected cases to be double bagged and labelled with date. Stored in outdoor bin area, and disposed of 72hrs later.</p> <p>Children to have a pen/pencil and ruler provided to keep in their drawer each day. All other equipment to be shared but must remain within the bubble</p>	<p>SD / Cleaners</p> <p>SD / Cleaners</p> <p>MDS</p> <p>Admin / Teaching staff</p> <p>SD / Cleaners</p> <p>All</p>	<p>Ongoing</p> <p>Weekly</p> <p>As req'd</p> <p>Daily</p> <p>Every 3 days as req'd</p> <p>Sept 2020</p>	√

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		<p>COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Consideration around PE planning has been given to identify PE equipment that can be used without cross-contamination by other bubbles. This is wiped down after each day and left outdoors. If equipment travels between bubbles it is either left or kicked back.</p> <p>Movement of equipment between Home & School to be limited. A small bag containing Reading Book, Record and Communication Books can come in, and a coat/hat, water bottle and lunch box are permitted. Class Emails to be reinstated with clear guidance on expectations for their use.</p> <p>Clean Where You've Been policy in School. All Staff toilet cubicles have cleaning equipment for staff to wipe down after each use</p>	<p>Reminder to all staff PE equipment can be shared within bubbles, it can also go between bubbles providing it is thoroughly cleaned and/or has had 48hrs (soft) or 72hrs (plastics) quarantine between uses.</p> <p>With regards reading books, children choose 5x books on a Monday and keep them in their trays to go home across the week. Books collected in on Friday morning and remain 'quarantined' for 72hrs, in line with guidelines.</p> <p>Birthday Sweets – can be brought in but must be individually wrapped and 'quarantined' for 48hrs before handing out to one pupil at a time ensuring they do not touch other sweets.</p> <p>Ensure all staff report to SD if cleaning products need replenishing</p>	<p>All</p> <p>All</p> <p>All</p> <p>All / SD</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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Lunchtime Catering facilities	Chn / Staff	<p>School catering will resume for provision of hot meals – staff to have their own stations within kitchen. 2x persons max serving at hatch.</p> <p>Trays, utensils and cups cleaned thoroughly each day in hot water with antibacterial washing up liquid</p> <p>Tables to be wiped down before eating and after eating</p> <p>Lunchtimes staggered and some year groups eating in their classrooms to minimise movement through school and cross contamination</p> <p>Each classroom / Year group bubble has an MDS</p>	<p>Only one year group to enter via link corridor – all other children go in and out via their classroom to enable handwashing and distancing</p> <p>Recruitment for 2x MDS to take place early September to ensure sufficient staff to cover bubbles internally and no movement between bubbles TBC</p>	<p>Catering</p> <p>Catering</p> <p>MDS</p> <p>TT / CM</p>	<p>Daily</p> <p>Daily</p> <p>Daily – between services</p> <p>Aug 2020</p>	
Fire Safety	Staff / Chn	<p>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.</p> <p>Staff to ensure all emergency escape routes / doors are operational and kept clear.</p>	<p>Fire & Emergency procedures to be reviewed and Fire evacuation Policy updated to ensure social distancing on quickly but safely exiting the building to evac point – Communicate with staff</p>	SLT	Professional Days	<p>✓</p> <p>✓</p>

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		Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.	Playground evacuation points to be re-marked by year group bubble with 2m distancing lines.	EVD / SD	Aug 2020	
Access/Egress of school building to ensure adequate cleaning and bubbles remain intact	Parents / Chn / Staff	Allocated drop off and collection times and entrances / exits communicated to parents prior to starting Door ways propped open to reduce the need for touch (fire protection measures must be adhered to). Sanitiser and handwashing facilities available in classrooms	Markings and signage to be re-issued / re-marked to show children entry and exit routes	EVD	Aug 2020	✓
Parents gathering at gates – more children = more gathering and hard to manage arrivals and departures	Parents / Chn / Staff	Parents unable to enter School – entrances have been considered with line of sight in mind to ensure children come into school. Admin only open for emergencies and clearly marked out 2m. Glass to remain shut. Parents to be encouraged to use email to respond to letters / School Comms to pay for lunches, but secure box to be used to post letters / which is emptied using gloves at end of each day into another box and left for 72hrs. SD to clean gates at beginning and end of day once parents have left site.	Rota of staff posted at entrances and exits to ensure children enter building, no loitering and parents not on school grounds Waiting areas on playground to be marked out for parents with siblings who have different entrance times. Y4 waiting area on site made available for parents and children during their time to	SLT SD GE / TT	Sept 2020 Aug 2020 Sept 2020	✓ ✓ ✓

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Visitors to School site		<p>Internal doors to be left open to provide clear routes and prevent need for touching doors.</p> <p>For security, external doors closed and wiped down once everyone in. Increased cleaning of handles and touch plates.</p> <p>No visitors allowed on school site unless permission agreed by headteacher.</p>	<p>prevent blocking of public footpath and car park entrance. Reminders to be sent to parents if required.</p> <p>Waiting zones are in place for All Years on school site and reminders sent to parents to use them, ensuring their child waits with them, to enable social distancing and prevention of blocking public rights of way. Parents encouraged to wear masks when picking up and dropping off. Reminder of Gov guidance around wearing of coverings for children and staff in primary settings NOT a requirement at this time.</p> <p>School Tours can take place outside of school hours following stringent hand washing and advised to wear masks.</p>	TT / CM	Sept 2020	✓
First Aid		<p>Majority of staff first aid trained and will have first aid packs in each classroom bubble.</p> <p>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</p>	<p>Provide staff CPD on how to manage giving a child first aid whilst keeping themselves safe.</p> <p>Check all first aid packs have sufficient equipment and replenished regularly.</p>	SLT Admin	Professional Days Sept	✓ ✓

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		<p>applied, to include the use of PPE if required.</p> <p>Additional staff have been trained in PFA</p> <p>The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:</p> <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid 				
Waste		<p>Waste bins relocated 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</p> <p>Bins should be emptied daily.</p>	<p>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity</p> <p>For bin emptying and storage before disposal see 'cleaning'</p>	SD / Cleaners	Ongoing	
Break/Lunch times		<p>The school staggers breaks/lunchtimes where necessary to achieve social distancing between bubbles.</p> <p>Each class / bubble has a dedicated MDS.</p> <p>No more than 2 groups in larger KS1 hall at any one time, with adequate measures in place to support distancing requirements and clean between sittings.</p>	<p>See lunchtime arrangements & year group considerations*</p> <p>Tuck shop will not run for the Autumn Term – KS2 parents to be informed chn need to bring snack</p> <p>Milk and fruit (KS1) will run. Consider how to distribute / recover trays to reduce</p>	<p>SLT</p> <p>SLT / Class</p>	<p>July 2020</p> <p>Sept 2020</p>	<p>✓</p> <p>✓</p>

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		<p>Majority of KS2 pupils to eat in classrooms to minimise risk of transmission and ensure there is time for spaces to be wiped down before and after use.</p> <p>Each group have their own access to and from the playground and their own space to play.</p>	transmission	Teachers		
Staff/Pupils within the shielded group		<p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.</p> <p>Specific Information about staff medical needs held on record and BAME Risk Assessment performed for those eligible and filed in school.</p> <p>Pregnant Women in Public Facing Role: RCOG Despite the easing of restrictions from 4 July 2020, the advice remains that pregnant women who can work from home should continue to do so, particularly if they are in their third trimester.</p>	<p>Risk Assessments to be updated and further considerations of mitigation measures noted.</p> <p>Recruitment of teacher taken place. Induction for this member of staff.</p>	<p>SLT</p> <p>TT</p>	<p>Aug 2020</p> <p>Sept 2020</p>	<p>✓</p> <p>✓</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. 	<p>Workmen on site to provide risk assessment and paperwork to SD prior to works commencement</p> <p>Summer holiday works and</p>	SD	Aug 2020	✓

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			<p>scaffolding to be managed while staff are moving / resetting classrooms. All staff remain vigilant during this time.</p> <p>Building update – school to continue to work with contractors in ensuring safety for all.</p>	SD / All	July - ongoing	
Property Compliance		<p>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>Daily and weekly checks have been reinstated and pre-opening checklist completed.</p> <p>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>	<p>Consider if any further flushing of systems needs to be carried out before full re-opening</p> <p>Governor visit for H&S and compliance of COVID secure</p>	<p>SD</p> <p>TT / Governors</p>	<p>Aug 2020</p> <p>Sept 2020</p>	<p>√</p> <p>TBC</p>
Hygiene		<p>The school has a suitable supply of soap and access to warm water for washing hands.</p> <p>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> <p>Stocks checked and orders placed 18.05.20 for</p>	<p>Check supplies prior to summer holidays and re-order as necessary</p>	SD / JP	July 2020	√

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School Uniform		<p>additional soap and sanitiser. Sinks assessed and all groups will have access.</p> <p>Teachers to stand at doors and allow entry / exit of one child at a time</p> <p>Children to wash hands on entry to building (supervised by an adult).</p> <p>Sanitiser points have been ordered for all entry and exit points.</p> <p>Sanitation points to be placed at every class doorway – teacher to sanitise first, then distribute to children</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p>	<p>Staff posted at entrances and at points across the playground to direct children and adults at waiting zones.</p> <p>On PE Days, children come into school in their kit. Spare kit cannot be given out.</p>			
Accidents & Reporting Covid-19 incidents		<p>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.</p> <p>For further advice and guidance you should contact your competent Health & Safety Adviser.</p>				

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		<p>CPD provided WB 1st June on reporting and action following a reported case.</p> <p>School have printed and displayed updated posters detailing the process of dealing with a suspected case including testing</p> <p>Teachers have been informed of the essential workers access to priority testing</p> <p>Parents have been informed via the CCC model letter of what will happen if there is a suspected case of COVID in the bubble, adhering to GDPR compliance, encouraging testing and how to get it</p> <p>Model CCC letter ready if there is a confirmed case of COVID in any bubble in school</p>	<p>Reminder of processes and procedures for all staff on training days 20th/21st July and 3rd/4th September</p> <p>Resend letters in preparation for Autumn term with any updates from 11th August DfE / LA review</p> <p>LA Guidance on what to do in the case of a localised lockdown saved and shared between SLT so swift action can be in place.</p> <p>Flow diagram for test and trace shared with all staff and printed, displayed in school for ease of access. Quick Guide for Parents also shared.</p> <p>School registering for essential workers service for priority testing of staff in suspected cases.</p> <p>Staff Training on ICT to take place Sept to ensure home</p>	<p>SLT</p> <p>Admin</p> <p>SLT</p> <p>All</p> <p>TT /CM</p>	<p>July 2020</p> <p>Sept 2020</p> <p>July 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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			learning can commence quickly in case of a localised lockdown. Following Training, Computing policies and relevant GDPR permissions guidance being updated to ensure access to Google Classroom for all pupils. Schools ICT and GDPR advisers involved.	KH / CT / VG	By end of Sept 2020	
Administrative Staff		<p>Clean where you've been policy in place – admin responsible for their own space.</p> <p>Admin kitchen area only to be used by one person at a time. Cleaning fridge and cupboard handles regularly during day.</p> <p>Rota to ensure phonecalls can be re-instated.</p> <p>Taped areas put down to remind staff not to enter admin bubble. Staff reminded of using common spaces for 2m distance conversations, and email / phone where possible to avoid unnecessary exposure</p>	Staff to remind themselves of this guidance and adhere stringently.	Admin	Sept 2020	√
School Trips & Visits		Schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of	Staff to discuss trips / visits at training days at July professional days and how these can be managed under current guidance	All	Professional Days July & Aug	√

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		outdoor spaces in the local area to support delivery of the curriculum.				
Personal Protective Equipment		<p>PPE in the form of masks will not be used in school unless there is a medical need or staff are dealing with a suspected case.</p> <p>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</p> <p>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.</p> <p>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</p>	Staff to be reminded of the protocol – TT / CM / KG trained in use of PPE for a suspected case.	SLT	Professional Days July & Aug	✓
Behaviour		<p>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</p> <p>Behaviour Policy reviewed to reflect guidance on social distancing and expectations of staff and pupils.</p> <p>Encourage staff to cooperate with government plans for contact tracing.</p>	<p>School will carry out inductions to inform staff and pupils of the changes.</p> <p>COVID Home School Agreement to be amended</p> <p>Expectations communicated and parents to be informed of consequences of not following this guidance (Home-School</p>	<p>SLT / Class Teachers</p> <p>SLT</p> <p>SLT</p>	<p>28.05.20</p> <p>Aug 2020</p> <p>Sept 2020</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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			Agreement)			
School Staffroom		<p>Clean where you've been policy in place – hot water heater, taps, fridge and cupboard doors to be wiped down each day and staff to adhere to regular handwashing, including before and after eating.</p> <p>Staff to ensure social distancing when collecting lunch / making drinks in kitchen</p> <p>Staggered lunch times support social distancing for staff</p> <p>Staff room can be used by 10x staff at a time. Music room next to staff room to be used as staff room overspill.</p> <p>Staff to only be in Staff Room for 15mins at a time to ensure they are not exposed to additional bubbles</p>	Staff to remind themselves of the routines and expectations – particularly staff who have not been in bubbles during partial re-opening	All	Sept 2020	✓

Useful Guidance

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 management 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](#)

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](#)