

## RISK ASSESSMENT

<b>Educational Setting</b>	<b>Willingham Primary School and Honeypot Pre-School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Model - Stuart Wood, Health, Safety & Wellbeing Business Partner - 13 <sup>th</sup> May 2020  Dave Morel, Angela Walker, Jo Aldhouse – 19th August 2021  Last Review – DM 26.01.22
<b>Review Date</b>	<b>21<sup>st</sup> February 2022</b>

### Overall Strategy and Ethos:

WPS aims to ensure its goal of providing all pupils with an excellent education and preparing them to excel at secondary school. The school's values of kindness, integrity and hard work will be at the heart of all that it does to achieve these goals during the continuing pandemic. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. This meant that schools were encouraged to move back to a far more 'normal' way of operating from September 2021, whilst continuing to maintain certain controls and being prepared to step up or step-down measures rapidly, in response to local outbreaks.

The 4 continuing control measures are to:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This RMA highlights any further **additional** steps that we are taking to further protect the community and are only recorded if they are a change from pre-covid 'normal' procedures. The leadership and governors recognise that some of these steps are in addition to those advised by the Government, but have been put in place during the first weeks back to ensure the safest and most effective transition back from the summer break.



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Transmission of Covid-19 in school and HP	Pupils and staff	<ul style="list-style-type: none"> <li>As per <u>government guidance</u> WPS and HP will no longer use pods to control contacts between pupils.</li> <li>As of the 31st July, 78% of staff at WPS and HP had received both vaccinations, with a further 20% having received the first dose. By the time the settings start back in September, almost all staff will have received both doses of the vaccine and therefore the likelihood of transmission between staff has been dramatically reduced. In addition, the risk to the health of staff should they contract the virus will also have been dramatically reduced.</li> <li>All adults (unless they have a medical reason for not doing so) will be encouraged to wear masks in communal areas until the 26th January 2022. This will include: <ul style="list-style-type: none"> <li>All transitions along corridors</li> <li>Movement in and out of communal areas</li> <li>In the photocopier room and staffroom (unless eating/drinking)</li> </ul> </li> </ul>		Comms with staff - DM	<p>Sept 2021</p> <p>Sept 2021</p> <p>Jan 2022</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>Jan 2022</p>

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		<ul style="list-style-type: none"> <li>○ In the dining hall</li> <li>● Staff will not be required to wear masks at pick up and drop off with parents at the start and end of the day/sessions.</li> <li>● If a pupil develops symptoms (however mild) during the school day, they will be sent home.</li> <li>● Whilst awaiting collection, they should stay on the first aid bench, on their own if possible and safe to do so, or with a staff member. A window should be opened for fresh air ventilation and pupils should be re-directed so as not to pass by in transitions around the school. The bench should be cleaned thoroughly after they leave.</li> <li>● Appropriate PPE should also be used if close contact is necessary. Depending on how close a staff member needed be to an individual with COVID-19 symptoms, they may need the following PPE:               <ul style="list-style-type: none"> <li>○ fluid-resistant surgical face masks (also known as Type IIR)</li> <li>○ disposable gloves</li> <li>○ disposable plastic aprons</li> </ul> </li> </ul>			<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>



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		<ul style="list-style-type: none"> <li>○ eye protection (for example, a face visor or goggles)</li> <li>● How much PPE they need to wear when caring for someone with symptoms of COVID-19 depends on how much contact they will have had.                             <ul style="list-style-type: none"> <li>○ A face mask should be worn if they are in face-to-face contact.</li> <li>○ If physical contact is necessary, then gloves, an apron and a face mask should be worn.</li> <li>○ Eye protection should be worn if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>● Pupils asked not to bring pencil cases, toys or trinkets into school. Children should use the allocated cloakroom to hang their coat and the lunch trolley for their lunchbox.</li> <li>● Staff PD will be held remotely. Business Meetings will continue to be held remotely (synchronous or asynchronous) at least until first review.</li> </ul>			<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>	<p>Sept 2021</p> <p>Sept 2021</p>



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Cleaning	Pupils and staff	<ul style="list-style-type: none"> <li>• 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"> <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>○ Lift and hoist controls,</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, vending machines and payment devices,</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> <li>○ static playground equipment</li> <li>○ IT/Computer suite</li> </ul> </li> <li>• HP staff clean toilets at lunch time.</li> <li>• If a child has displayed symptoms of Covid-19 and has been sent home, the area around where the child has been will be cleaned with bleach – this will be stored out of the classroom and will be brought down to the class by an adult.</li> </ul>			Sept 2021	Sept 2021
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		<p>Pupils in the class will not use the space until it has been disinfected.</p> <ul style="list-style-type: none"> <li>• Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>• The following areas of school will have extra cleaning at lunchtimes: <ul style="list-style-type: none"> <li>○ All classroom/corridor/external door plates and handles</li> <li>○ IT/Computer suite equipment</li> <li>○ Pupil and Staff Toilets</li> <li>○ Photocopier</li> </ul> </li> </ul>			<p>Sept 2021</p> <p>Sept 2021</p>	<p>Sept 2021</p> <p>Sept 2021</p>
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Fire Safety	Pupils and staff	<ul style="list-style-type: none"> <li>• Normal fire routines remain in place during Covid-19 provision.</li> <li>• Personal Emergency Evacuation Plans (PEEPs) are in place for those staff that continue to work in the school and any pupils that access the school site.</li> <li>• All emergency escape routes / doors are fully operational and kept clear.</li> <li>• Reminders to staff and pupils that if the fire alarm is activated that they muster at the evacuation point.</li> <li>• Most internal doors are wedged open to reduce high-touch contact areas as advised by LA (Barbara Noak). Identified fire doors to remain closed to section off parts of the school. Doors to be closed in the event of an alarm going off.</li> </ul>			Sept 2021	Sept 2021
Access/Egress/transition	Pupils/parents/staff	<ul style="list-style-type: none"> <li>• School Streets scheme will be in place between 08:25 and 09:00 in the morning and 14:55 and 15:25 in the afternoon.</li> </ul>			Sept 2021	Sept 2021



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around school building		<ul style="list-style-type: none"> <li>Parents will continue to be asked to use the entrance and exits that they used throughout 2020-21 to spread out footfall.</li> <li>Parents/carers will be encouraged to wear a face covering on school site.</li> <li>Children will be asked to wash their hands immediately on arrival at school</li> <li>Internal doors to be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>Increased cleaning of handles and touch plates.</li> <li>One parent/carer encouraged to bring children from family.</li> <li>Priority must be given to disabled users and those identified as having health-related issues.</li> </ul>		DM to write to parents	Sept 2021  Jan 2022  Sept 2021  Sept 2021  Sept 2021	Sept 2021  Jan 2022  Sept 2021  Sept 2021  Sept 2021
First Aid	Pupils and staff	<ul style="list-style-type: none"> <li>If a pupil develops symptoms (however mild) during the school day, they will be sent home.</li> <li>Whilst awaiting collection, they should stay on the first aid bench, on their own if possible and safe to do so, or with a staff</li> </ul>			Sept 2021  Sept 2021	Sept 2021  Sept 2021

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		<p>member. A window should be opened for fresh air ventilation and pupils should be re-directed so as not to pass by in transitions around the school. The bench should be cleaned thoroughly after they leave.</p> <ul style="list-style-type: none"> <li>• Appropriate PPE should also be used if close contact is necessary. Depending on how close a staff member needed be to an individual with COVID-19 symptoms, they may need the following PPE: <ul style="list-style-type: none"> <li>○ fluid-resistant surgical face masks (also known as Type IIR)</li> <li>○ disposable gloves</li> <li>○ disposable plastic aprons</li> <li>○ eye protection (for example, a face visor or goggles)</li> </ul> </li> <li>• How much PPE they need to wear when caring for someone with symptoms of COVID-19 depends on how much contact they will have have. <ul style="list-style-type: none"> <li>○ A face mask should be worn if they are in face-to-face contact.</li> <li>○ If physical contact is necessary, then gloves, an apron and a face mask should be worn.</li> </ul> </li> </ul>			<p>Sept 2021</p> <p>Sept 2021</p>	<p>Sept 2021</p> <p>Sept 2021</p>

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		<ul style="list-style-type: none"> <li>○ Eye protection should be worn if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul>				
Hygiene	Pupils and staff	<ul style="list-style-type: none"> <li>● The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>● Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> <li>● Tissues are provided in every classroom</li> <li>● Signage serves as a reminder to good hygiene measures</li> <li>● Pupils do not bring any unnecessary belongings into school.</li> <li>● Pupils wash or sanitise their hands at the following points, if not more frequently (bold must be washing not sanitising):               <ul style="list-style-type: none"> <li>○ <b>Entry to the classroom</b></li> <li>○ Before and after Morning play</li> <li>○ Before lunch</li> <li>○ After lunch</li> </ul> </li> </ul>			Sept 2021  Sept 2021  Sept 2021  Sept 2021	Sept 2021  Sept 2021  Sept 2021  Sept 2021

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		<ul style="list-style-type: none"> <li>○ Before and after Afternoon play</li> <li>○ Before home-time</li> <li>○ Before and after IT suite slot</li> <li>○ Before ASC</li> </ul>				



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Reporting Covid-19 incidents	Pupils and staff	<ul style="list-style-type: none"> <li>• If a case is identified in the school community, the school and all members of the community affected will:             <ul style="list-style-type: none"> <li>○ <u>engage with the NHS Test and Trace process</u></li> <li>○ manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>○ contain any outbreak by following local health protection team advice</li> </ul> </li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</li> <li>• All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and must get tested in this scenario.</li> <li>• School must contact the LA if a child/member of staff tests positive, PHE may also be contacted.</li> <li>• If outbreak is identified onsite, school will liaise with LA and follow the '<a href="#">Managing Outbreak in schools</a>' guidance</li> </ul>		Comms with staff - DM	Sept 2021	Sept 2021
				Comms with staff - DM	Sept 2021	Sept 2021
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		<ul style="list-style-type: none"><li>School will follow the most up-to-date guidance from the LA regarding <a href="#">self-isolation and close-contact testing</a></li></ul>				
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Contractors on site and visitors	Contractor s/visitors/pupils/staff	<ul style="list-style-type: none"> <li>• Only essential works will be carried out whilst pupils and staff are onsite.</li> <li>• Non-essential works to be completed before/after main bulk of pupils and staff have left the building</li> <li>• Contractors to sign in at the front office and then use the hand gel provided to sanitise their hands and must wear a face covering whilst onsite (unless exempt)</li> <li>• Office staff to contact JTW to come and accompany contractor to site of work</li> <li>• Contractors and school staff to maintain appropriate social distancing whilst onsite.</li> <li>• Any contractor displaying symptoms of Covid-19 will immediately be asked to leave/refused entry. Members of staff who have made contact with the contractor should self-isolate and have a covid test done. They should not return to work until they receive a negative result.</li> </ul>			<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>

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		<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> <li>Meetings with visitors will take place virtually with only essential meetings requiring face-to-face contact to take place on site.</li> <li>Governors will be able to visit school for essential monitoring purposes only. All meetings will be socially distanced and governors will be asked to take an LFD test the night before coming to school.</li> <li>A small number of parent helpers will be invited back to school as a trial during the summer term. Parents will be required to take LFD tests and report the results to the school. They will be required to re-take DBS checks where these have lapsed and have a</li> </ul>			<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>



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		<p>'post-covid' induction session before coming back onsite</p> <ul style="list-style-type: none"> <li>All parent events in the school will be held remotely from 8.10.21 until next review.</li> <li>Due to the lower case-rates in pre-school pupils, decisions on individual events (parent consultations etc.) will be taken with mitigating factors put in place should it be deemed safe for them to go ahead.</li> </ul>			<p>Oct 21</p> <p>Oct 21</p>	<p>Oct 21</p> <p>Oct 21</p>
Equality Impact Assessment	Pupils and staff	<ul style="list-style-type: none"> <li>An equality impact assessment has been completed and can be found <a href="#">here</a></li> </ul>				
Lateral Flow Testing for staff	Staff	<ul style="list-style-type: none"> <li>All staff will be given the opportunity to take part in this national program</li> <li>Staff will need to 'opt in' to the program and will be given guidance (video and written) on what this means including the data notices</li> <li>School will follow all Gov't guidance on how to respond to test results, including reporting void results,</li> </ul>			Sept 2021	Sept 2021

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		<p>potential compromised lot numbers and both clinical and non-clinical incidents to the DfE</p> <ul style="list-style-type: none"> <li>• Covid Co-ordinator – DM</li> <li>• Registration Assistant – BB</li> <li>• Staff to take a test on Sunday eve and then either the day before the first come in to work (part-time workers) or on Wednesday night (full-time staff)</li> <li>• Staff to send their results to <a href="mailto:test@willingham.cambs.sch.uk">test@willingham.cambs.sch.uk</a> email address to comply with GDPR and Data Protection</li> <li>• School to follow all National guidance regarding storage, distribution and use of LFDs</li> <li>• School to use DfE model databases for recording of distribution of kits and staff results.</li> <li>• Covid Co-ordinator and Registration Assistant to be available to support staff with advice/action following their tests results.</li> </ul>				



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