

Educational Setting	Spring Meadow Infant and Nursery school
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Original date 16 th July 2020, Current update 1st September 2021
Reviewed October 2021	Current update 8 th October 2021
Revised 4th January 2022	Current update 4 th January 2022 – Maria Higgins

This is an adapted risk assessment following the changes made by the Government regarding the Corona Virus laws. It has been adapted from the original assessment written in March 2020 when the pandemic first broke. This assessment is written to manage effectively the Corona Virus Infection and the transmission of this within our school.

Government restrictions have now all been lifted as at 18th August 2021.

All children attend and remain in school unless they are unwell or they have a positive PCR test.

Lateral Flow tests are not to be used on young children under 5, **other than in specific contexts outline by Test and Trace**

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
<p><u>Prevention</u></p> <p><u>Members of the school community may contract infection whilst in the setting</u></p>	Adults or children	<ol style="list-style-type: none"> 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school. 2. <u>clean hands thoroughly more often than usual</u> 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. minimise contact between individuals and 	<p>1. We have designated the first aid room as the isolation room in the case of an outbreak. (This room can be used for serious first aid incidents)</p> <p>There are basins available for the children and adults to wash hands. All areas are fully stocked with soap and tissues and are cleaned during the day and at the end of each day.</p> <p>Assemblies should revert back to being virtual. CO2 monitors to be used in classrooms. All staff to ensure all areas of school are well ventilated, especially the school hall at lunchtimes. Readings from Co2monitors to be read by Rachel and take actions when needed.</p> <p>All classes have tissues and bins to dispose, all have lids. We have plenty of cleaning materials. E.g. washing plastic toys and P.E. equipment, tables, door handles etc.</p> <p>We have an agreed level of materials for cleaning and for cleaning hands and surfaces for each work space in the school. Premises staff replace these when needed. Rooms checked daily.</p> <p>Parents and Carers to wear face coverings at all times when on site. If attending meetings or volunteering in class they will need to do a lateral flow test before coming onto site</p>	<p>Julia/Rachel/Louise and Headteacher to know where the PPE is kept and how to put on</p> <p>Hand wash in a bottle – big pumps in use by children also.</p> <p>Check list in place for each areas so we know what must always be available.</p>	Remind key staff where the PPE is stored in the medical room	Done

		<p>maintain social distancing wherever possible</p> <p>6. where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>MASKS MUST BE WORN IN ALL COMMUNAL AREAS PLEASE</p> <p>ALL VISITORS MUST WEAR MASKS IN ALL ROOMS INCLUDING THE CLASSROOMS they will also need to do a lateral flow test before coming onto site</p> <p>STAFF TRAINING FOR LARGE GROUPS WILL ONLY TAKE PLACE VIRTUALLY.</p> <p>SMALLER YEAR GROUP MEETINGS MAY TAKE PLACE IN PERSON IN A WELL VENTILATED SPACE AND WITH STAFF WEARING MASKS.</p>			
<p><u>Response to any infection</u></p>		<p>7. engage with the NHS Test and Trace process</p> <p>8. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9. contain any outbreak by following local health protection team advice</p>	<p>Staff know about the Track and Trace process.</p> <p>All first aiders and senior staff know how to act in the case of an outbreak and all class based staff know what actions the SLT will take. Staff know to be vigilant at all times to look out for any signs or symptoms as the children arrive each day.</p> <p>Ensure home learning is secured for children who have to isolate due to a family outbreak.</p>	<p>All staff have seen the training film.</p>		<p>Done</p>
<p>Contingency planning for a further outbreak</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 	<p>Where an infection is confirmed the child stays at home. If the case is not confirmed children can return.</p> <p>Children under the age of 18 and 6 months do not isolate if they have been in close contact with</p>	<p>Inform the admin team so they know steps to take.</p>	<p>September 2021</p>	

		<p>school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</p>	<p>someone in school. However they need to take a PCR test and daily LFT if they are a close contact(see LA flow chart)</p> <p>If we have to close urgently, contact parents via school comm, all of the leadership team will telephone parents to come and collect their children.</p> <p>In the event of 5 or more cases of Covid in a particular class, that class will become a bubble and remain a bubble until the the last infected child has been in isolation for ten days. Parents of that class will be notified that there has been a confirmed case in that class and that tht class will become a bubble, as detailed above.</p>			
<p>A member of staff may be asymptomatic and bring the virus into the school.</p>	<p>All members of the school community</p>	<p>Staff remain away from school if they have any concerns/symptoms</p>	<p>We use lateral flow tests twice a week with every member of staff (with staff consent). The tests will tell the member of staff if they have the virus and they will then isolate. They will then also access a full COVID PCR test to ensure the lateral flow test was accurate and isolate for the agreed number of days if this also comes back as positive.(10)</p> <p>Staff who are not double vaccinated, or are considered at risk will need to alert the interim headteacher as soon as possible so she is able to discuss any individual requirements</p> <p>The Head Teacher will follow LA guidance and inform the support team if five or more cases are identified.</p> <p>Test and trace systems will be actioned by the NHS team and not the LA.</p>	<p>All staff trained in the use of the lateral flow tests.</p> <p>Signpost all staff to the online webinars (youtube) so they understand the guidance and can undertake the tests accurately</p> <p>Staff who are not double vaccinated, or are considered at risk will need to alert the interim headteacher as soon</p>	<p>1st Sept 2021</p>	

			Staff who decide they do not want to take the lateral flow tests will follow the same safety systems that the school has in place and not come to work if unwell.	as possible so she is able to discuss any individual requirements		
Safeguarding – ensure all our children remain safe when intimate care is provided.	Children	We have dedicated spaces for PPE in Rainbows and the Den. Gloves are available at all times.	All support staff who work with children who need intimate care know and understand the importance of PPE and follow policy guidance at all times. For older children who may need support if an accident occurs and they need a change of clothing – this is managed at a distance. (Child removes wet items and place in a carrier bag. Child is then given clean dry items to put on. Staff do not provide contact for any child)	Masks must may be worn in common areas	Sep 2021	Done
Safeguarding – ensure all our children remain safe and well when not in school	Children	The school’s absence procedures will be followed rigorously to ensure attendance.	All children must attend school unless they are unwell or have received a positive PCR test result.	Reminders to parents to bring their child to school, even if someone at home is unwell with Covid.	1 st September	
Cleaning		The school should consult with their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures	If a positive case is identified the room will be thoroughly cleaned by the premises team. Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. All children handgel wash their hands before outdoor play before they use outdoor play	Rachel Mathie and SLT. Up-date COSHH as needed Rachel Mathie	Immediately a case has been identified	

		<p>should be in place across the site, particularly in communal areas and at touch points including:</p> <p>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, payment devices, Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs.</p>	<p>equipment and always handgel wash their hands afterwards.</p> <p>Agree a class timetable for all items that require more regular cleaning and who will do this in each space across the school.</p> <p>All surfaces must be managed under the 'good housekeeping guidance' – surfaces must be regularly cleared.</p>	Rachel and cleaning team.		
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue 	<p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</p> <p>All routes remain clear, weekly checks by premises team.</p>	Rachel and Headteacher.		

		<p>to work in the school and any pupils that access the school site</p> <ul style="list-style-type: none"> • Ensure all emergency escape routes / doors are fully operational and kept clear 				
First Aid		<ul style="list-style-type: none"> • 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. • 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 	<p>First aid provision is adequate.</p> <p>Provide a clear record of the medical needs of all staff and children.</p> <p>Set out how we manage the administration of medicine so we can still distance as adults.</p>	<p>Rachel and Headteacher to do review</p> <p>As above but for all medicine and all adults with medical conditions.</p>	1 st September 2021	Done

		<p>control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. 				
Waste		<ul style="list-style-type: none"> Relocate waste bins 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 Bins should be emptied daily. 	<p>All rooms have bins with lids on.</p> <p>All rooms have hand gel and soap and water for staff to wash their hands after undertaking cleaning activities.</p> <p>Signs reminding people to wash hands are in prominent places around the school.</p> <p>Weekly briefings remind all staff of the need to continue hand washing throughout the day and after specific actions such as emptying bins, working with a child.</p>	<p>Rachel and the premises team.</p> <p>Headteacher during briefings.</p>	<p>All in place 1st September 2021</p>	<p>Done</p>
Contractors		<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<p>All visitors must telephone Rachel to inform of their arrival – they may not enter the building in advance of this call. Risk assessments must be sent to the school in advance of the meeting. Only essential emergency work to be carried out during the school day. All members of school to be removed from the area in this case.</p>	<p>Rachel to ensure any contractor provides the risk assessment before being permitted on-site.</p>	<p>1st September 2021</p>	
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property 	<p>All serious property concerns have been raised with the schools Property Management Adviser</p>	<p>Rachel to ensure all checks completed</p>	<p>Rachel</p>	<p>Done</p>

		<p>statutory compliance checks have been completed and records updated.</p> <ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<p>and appropriate steps are in place to ensure the safety of all building occupants.</p> <p>Checks are all undertaken in line with agreed policy</p>	and signatures recorded		
Hygiene		<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. 	<p>Soap, water and cleansing gel is available for all staff and children.</p> <p>Systems already in place mean every child regularly washes hands. If a child sneezes staff remove all children and clean the wider area to ensure all germs removed.</p>	Premises team	1 st Sept 2021	Done
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the <u>Reporting of Injuries, Diseases and Dangerous Occurrences</u> 	<p>All staff to be informed of the need for any cases contracted as a result of work practices to be report to the HSE.</p> <p>Head Teacher and Rachel to prepare for this eventuality. Head teacher to remind all staff to follow agreed guidance on distancing and hand washing systems and regimes</p>	Headteacher and Rachel	1 st Sept 2021	Done

		<p><u>regulations (RIDDOR)</u> 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> <ul style="list-style-type: none"> For further advice and guidance you should contact your competent Health & Safety Adviser. 	For further advice is needed contact Stewart Wood.			
Personal Protective Equipment		<ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	PPE can be used in classrooms. If staff feel wearing a mask is important to them then this will be advised and permitted. We have the pack sent to us by the county and this will be destroyed if used.	Rachel and Headteacher	In place since 1 st June 2021.	Done
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Encourage staff to cooperate with government plans for contact tracing. 	Explain the track and trace process and ensure all staff understand why we must comply with this. Managed by the NHS track and trace not the LA.	Headteacher and all class teachers and TAs.	1 st September 2021	

School Staffroom		<ul style="list-style-type: none"> • Arrangements should be made to ensure the staffroom is not overcrowded and the room is well ventilated at all times 	The Den, Maple Class and the studio can be used for staff break and meal times. Doors and windows MUST be opened to ventilate the spaces.	<p>Rachel to organise.</p> <p>This approach has been in place since January 2021</p>	January 2021	Done
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> • Staff and pupils have access at all times to water and soap for hand washing. • Removal of shared items eg. utensils 	We will increase the use of Gel to enable children to 'wash' their hands on arrival in a speedy manner.	<p>Rachel and Headteacher Re – check the provision of hand gel in each class.</p> <p>Check with all parents to ensure no allergies to the hand gel.</p>	1 st Sept 2021	Done
Lack of staff due to absences related to the pandemic	Pupils	<ul style="list-style-type: none"> • Assessment of availability of staff for all activities during the school day, including break and lunchtimes • The extent to which existing planning, schemes of work will need to be adapted 	<p>All staff do a lateral flow covid test on a Sunday evening and on a Wednesday evening. They report the results on the government website. This is enabling planning to be carefully managed to ensure teaching can continue and children can attend consistently.</p> <p>If a teacher is absent, the class will be managed by members of the support staff across the school and overseen by the Head Teacher. This will allow a teacher who has concerns that they have Covid to access the LA testing facilities. Test results come back within 48 hours. If the test comes back negative the teacher can return as normal. We will then seek to secure a teacher from a known agency to ensure learning can continue at the highest standards as expected.</p>	Headteacher and Louise and Alice	1 st September 2021	Done

			The class would only be closed as a last resort if we did not have enough staff to keep the children safe.			
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<p>Outdoor spaces are included in the ESRA.</p> <p>Educational visits can take place following the usual assessments with the additional focus on hand washing facilities and social distancing requirements at the identified venue.</p>	Headteacher and Louise	1 st Sept 2021	Done
Parent visiting school.		<ul style="list-style-type: none"> 	<p>Parents can visit members of staff for meetings. Meetings must be held in well ventilated rooms and adults MUST wear masks, and take a lateral flow test before meeting.</p> <p>All meetings with parents must be held virtually.</p> <p>Parent consultations are held outdoors, when weather permits. If weather does not permit this, meetings are to be held indoors, with good ventilation and teachers and parents sitting at least 2 metres apart. Adults are encouraged to wear masks.</p> <p>If there are currently no confirmed positive cases on Covid within school, school performances, such as Christmas performances, can take place in the school hall with good ventilation. Visitors are encouraged to wear masks.</p>	Rachel/Headteacher /Louise	1 st Sept 21	

Should we add a section on heating and having appropriate clothing in school?

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](#)