



COVID-19 Specific Risk Management Assessment

Educational Setting	Hartford Junior School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Steve Davis (Headteacher) September 2021
Reviewed / Updated	March 2022
Next Review Date	April 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
Social distancing in school	All children and adults.	<ul style="list-style-type: none"> All classes will be welcomed back to school into their classes. 	<ul style="list-style-type: none"> Classrooms to be cleared of unnecessary 	All adults	4/9/21	



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	<p>Infection of the virus</p> <p>The virus is thought to spread through contact with infected bodily fluids i.e. most commonly when sneezing and coughing</p>	<ul style="list-style-type: none"> • Children will not be able to socially distance within their classrooms but will be expected not to touch each other or get closer than is necessary. • Children returning from their residential trip will be kept in one classroom to minimised risk of transmission for the first week. • Children will be reminded to stay seated • Designated entrances and exits to reduce crowds of children and adults • Children will sanitise hands on entry to school • Parents and Carers must be directed to leave the site as soon as their child is in the line to enter school • Year 3 and 4 will enter through their classroom doors on playground and wash hands in classrooms and toilets as directed by teacher • Parents and carers will be directed to leave the site once children have entered the door 	<p>furniture, equipment and resources to facilitate easier cleaning</p> <ul style="list-style-type: none"> • Children will need an 'induction' on the first day to discuss protocols • Children reminded to only leave their seat when directed to do so by an adult 			



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	<p>but also through normal mucus released when breathing and talking. Entry can be made through the eyes, nose and mouth but NOT through the skin.</p>	<ul style="list-style-type: none"> • Teachers to encourage parents to email or call the school office if they require a longer conversation with the class teacher. • Teachers will ensure that children collect coats and bags at the end of the day in a way that minimises congestion • At the end of the day year 5 and 6 will leave via the door towards the field. Teachers will leave classrooms and lead their classes to the exit so that children are orderly, and bubbles do not come into contact with each other. • Designated toilets and handwashing facilities for classes of children to avoid cross-contamination where possible. During lunchtimes however, pupils will use shared toilet facilities • If children have felt unwell during the school day, efforts will be made to make parents/ carers aware 	<ul style="list-style-type: none"> • Member of office staff to supervise entry into school and direct children to wash hands – 1 child in a toilet at a time • Signage to remind parents about appropriate social distancing 			



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		<p>at the end of the school day so that carers may choose to have their children COVID-19 tested</p> <ul style="list-style-type: none"> • If children exhibit the Government Recognised symptoms for COVID-19 parents/ carers will be notified immediately to collect their child and siblings and a test advised. • Classroom doors and windows to stay open where possible (weather dependent). If the temperature is deemed too cold, only windows need remain open to allow for air flow but be aware of children seated near open windows and how cold they may get – coats, hats and hoods are permitted to be worn if children or adults are cold. • Microsoft Teams must be open on each Teacher’s laptop to enable quick communication from each class but pop-up notifications blocked to prevent children from viewing the messages 				



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		<ul style="list-style-type: none"> • Children remain seated in designated spaces with individual resources (where required) readily available on tables in their trays/ deliverable to tables by adults. • Books can be marked. It is the adult's choice if they wish to wear gloves and/ or a mask. Advice is to wash hands and avoid touching your face. • Hand washing is regular and routine, before and after eating and breaktimes • Fire exits are maintained as clear spaces • Staff meetings will be minimised with an emphasis on 1:1 CPD conversations 				



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Parent Meetings and Spread of Virus	face-to-face meeting and group gatherings increase risks	<ul style="list-style-type: none"> All tables set up with >2m distance between them Only one adult invited to represent the pupil Screen dividers or staff visors used to separate teacher and parent/carer Wipes for tables and chairs for use in between parent/carer Hand sanitiser at entrance to hall (via the field) Parents invited in by teacher and directed to chair Parents encouraged to hold meetings remotely 	<ul style="list-style-type: none"> notification of systems and procedures to all parents and carers for reverse meetings 	SD	6/9/2021	
Cleaning	All children and adults. Infection of the virus The virus is thought to remain on	<ul style="list-style-type: none"> Cleaning procedures reviewed and communicated to all staff to prioritise more regular cleaning of high traffic areas and facilities 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 	In the case of a child or adult testing positive for COVID-19, their designated classroom, office or working space must be secured and undergo a thorough clean immediately.	All adults in addition to usual cleaning staff.	1/9/2021	



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	<p>textiles or textured surfaces for 6-12hrs but up to 6 days on smooth, hard surfaces such as plastic and metal.</p>	<ul style="list-style-type: none"> ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and tables ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ● A cleaner will work for an additional 2hrs per day to clean toilets and common spaces ● Laptops cleaned with wipes before and after use 	<p>Ensure cleaning products are accessible but that COSHH requirements are maintained</p> <p>We will use the Disabled Toilet as a Medical Aid room and the Family Worker's office as a First Aid room</p>			



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Lunchtime Catering facilities	All children and adults. Infection of the virus	<ul style="list-style-type: none"> All children to bring a water bottle from home Hands must be washed before and after eating 	Telephone calls home may be considered for children that do not have water bottles	All adults All children All parents	1/9/2021	
Fire Safety	All children and adults.	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans must continue to be in place for pupils that require them Ensure all emergency escape routes and doors are fully operational and kept clear. Fire doors must be kept closed All usual evacuation procedures to be followed as per existing policies and a fire drill will be conducted at the earliest suitable time 	<p>All staff to review evacuation procedures in light of adapted working environments.</p> <p>Staff to review procedures with children on entry as appropriate.</p>	SD	1/9/2021	
Access/egress of school buildings	All children, adults and parents.	<ul style="list-style-type: none"> One-way traffic through designated gates and external doors (for each group) to avoid face to face passing. 	Priority must be given to disabled users and those identified as	All staff All parents	1/9/2021	



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	Infection of the virus	<ul style="list-style-type: none"> Where possible, external and internal doors to be propped open to reduce the need for touching (all other fire protection measures must be adhered to). External doors to be closed as normal once gates are closed. All children required to wash hands thoroughly using designated facilities Increased cleaning of handles and touch plates by all staff 	<p>having health related issues.</p> <p>Additional staff required to supervise perimeter gates and ensure appropriate flow of people.</p>	All children		
First Aid & medical needs	<p>All children and adults.</p> <p>Infection of the virus</p>	<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 Access to first aid facilities is maintained and the school is suitably stocked with first aid equipment and supplies – first aid kits will be available in each classroom. 	<p>because of the coronavirus:</p> <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid 	All staff	1/9/2021	



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		<ul style="list-style-type: none"> • First Aid equipment will be made available outside for lunch and play times – children with minor injuries can clean and apply plasters independently under supervision – where more significant injuries require treatment, appropriate PPE will be used • Family worker’s office to be available if First Aid need to be given more sensitively • Review of the First Aid policy to include consideration of the risk of infection of COVID-19. • Any child or member of staff displaying symptoms of COVID-19 to be isolated immediately in the Disabled toilet area and arrangements made for them to be sent home and a test applied for. • In the event of a medical emergency with the risk of serious illness, injury or death, social distancing measures are to be overridden by the greater need to keep somebody safe and well. 	<ul style="list-style-type: none"> • Emergency Paediatric First Aid • Suspected Covid-19 cases will be isolated within the shower room and recommended PPE deployed with designated staff 			



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		<ul style="list-style-type: none"> The school will fully engage with Public Health England and the national Test and Trace programme. Any reported cases will be recorded in line with LA and PHE procedures. 				
Waste	<p>All children and adults.</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> Ensure all waste bins with lids are present in key strategic positions within all designated class groups and staff working areas Unlidded bins to be double bagged and emptied when no more than half full to avoid spillages of contaminated waste. Chn. and adults reminded NOT to remove any item from the bins or insert hands inside. 	Staff to ensure they wear protective gloves and wash hands immediately after carrying out disposal of bins and other waste.	All staff	1/9/2021	
Break/Lunch times	<p>All children and adults.</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> Children to wash hands before and after breaktimes and eating. 		All staff	1/9/2021	



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Staff/pupils within the shielded group	All children and adults. Infection of the virus	<ul style="list-style-type: none"> Any member of staff or pupil who has been advised by a Health Care Professional that they are at greater risk of COVID infection will have an individual risk assessment carried out. 		Head SLT	1/9/2021	
Contractors	All site users	<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 preferably out of hours. 	Masks to be worn by all contractors unless they are exempt	Caretaker Office Team and Head	6/9/2021	
Property Compliance	All site users Other diseases, infections and injury.	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. 		Caretaker	6/9/2021	



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Hygiene	All children and adults. Infection of the virus	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to 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 All staff are responsible for cleaning areas that they have touched – smartboards and equipment in classrooms will need regular and routine cleaning (if in doubt – clean it!) Pupils advised how to hygienically use tissues and there are sanitary 'stations' in each classroom (tissue, sanitiser and bin) 	<ul style="list-style-type: none"> Additional supplies have been increased in preparation for a fully functioning school potentially still in an increased cleaning situation Staff aware of procedures and communicating this with children regularly 	Caretaker Office Team All staff children parents	1/9/2021	



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Accident reporting COVID-19 incidents		<ul style="list-style-type: none"> 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. For further advice and guidance, the school will liaise with the appropriate Trust officer. 		Office Manager Head	1/9/2021	
Administrative & other office-based staff	All office-based staff. Infection of the virus	<ul style="list-style-type: none"> Staff members to minimise entry to office area as the space is too small – communicate by email where possible Strict one-in-one-out management of visitors into the main reception area. Only parents and other visitors with pre-arranged appointments to be permitted unless in exceptional circumstances. 		Office staff Office Manager Head	1/9/2021	



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<p>Personal Protective Equipment</p> <p>Staff testing using LFT</p>	<p>All children and adults.</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> Where proximity working e.g. staff supporting the intimate care of young children, or when dealing with a child or adult displaying symptoms of COVID-19) is required, the school will assess the need to issue employees with appropriate Personal Protective Equipment. Routine testing of all staff twice weekly LFD tests to continue for all staff working in school. No longer required unless directed by public Health England. 		<p>Office Manager</p> <p>All staff</p>	1/9/2021	
Behaviour	All children and adults (including parents and carers).	<ul style="list-style-type: none"> Staff, pupil and parental behaviour and cooperation will be the key to implementing all of the control measures. School will carry out inductions to inform staff of this risk assessment. School will inform parents with suitable guidance around entry to/exit from the school site and their 		SD	1/9/2021	



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	Infection of the virus	responsibilities for supervision of children whilst on site				



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 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](#)