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| **Educational Setting** |  |
| **Activity / Task** | COVID-19 Risk Management Assessment (Educational Settings) |
| **Completed by & Date** |  |
| **Review Date** |  |
| **Risk Assessment for Reopening –**As recommended by the Government in their latest guidiance, we have put together this template risk assessment to help you develop your own school assessment for opening alongside the guidiance and other advisory materials in our ALT Re-Opening Toolkit.  This Risk Assessment model has been developed alongside our colleagues in Health and Safety at Cambridgeshire County Council and is therefore in line with the models shared across the county.  We have included as many points as we can, but you will need to adapt this to your own context and school including adding further measures and mitigations.  These points might help you in your planning:   * The risk assessment must guide your decisions and must take into account the application of the protective measures and keeping adults and children 2 metres apart where possible; * Therefore, if your building layout and staffing capacity mean that you can only have less than 15 children in a classroom to operate in as safe a way as possible, your risk assessment will drive this decision; * If capacity remains impaired even after reducing year groups as outlined previously, a part time offer may be the only way you can safely respond to expanded numbers of children in your schools; **Please talk to Stephen Chamberlain if you reach this stage before making any final decisions on your school.**      The wider opening of schools on the 1st June is subject to further scientific advice, we have been informed this may not be decided upon until towards the very end of the month. **This Risk Assessment must be completed and returned to** [**stephen.chamberlain@activelearningtrust.org**](mailto:stephen.chamberlain@activelearningtrust.org) **and** [**clive.paskall@activelearningtrust.org**](mailto:clive.paskall@activelearningtrust.org) **so that it can be confirmed with the Board of Trustees that a full risk assessment has taken place. They will then confirm authorisation for the school to open. The risk assessment should be kept ‘live’ and should be reviewed during the first few days of opening.** | |

**This Model Risk Assessment should be used and modified to suit the school setting**

| **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** |
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| Social Distancing in school |  | * Schools should review the total space available for teaching activities beyond classrooms. * Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m2 per person this would equate to a room size of 64m2. Ensure that fire exit routes are not compromised. * 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. * Secure any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination. |  |  |  |  |
| Cleaning |  | * The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. * More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:   + 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. | * If you have been 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. * Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. * Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards. |  |  |  |
| Lunchtime Catering facilities |  | * Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen | * All staff and pupils should bring a packed lunch |  |  |  |
| Fire Safety |  | * 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. * Ensure all emergency escape routes / doors are fully operational and kept clear. * Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. |  |  |  |  |
| Access/Egress of school building |  | * One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. * Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). * Wipes and sanitiser available at both sides of doors. * Increased cleaning of handles and touch plates. * Allocated drop off and collection times | * Consider school arrival arrangement to reduce congestion. * Priority must be given to disabled users and those identified as having health related issues. * Provide relevant guidance to parents on drop off and pick up arrangements. |  |  |  |
| First Aid |  | * 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 control applied, to include the use of PPE if required. * Review of the First Aid policy to include consideration of the risk of infection of covid-19. | * 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:   + First Aid at Work   + Emergency First Aid at Work   + Paediatric First Aid   + Emergency Paediatric First Aid |  |  |  |
| Waste |  | * 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. | * Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. |  |  |  |
| Break/Lunch times |  | * The school will stagger breaks/lunchtimes to achieve the social distancing. |  |  |  |  |
| Staff/Pupils within the shielded group |  | * Any member of staff or pupil that is within the [Clinically extremely vulnerable group](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) must not attend school as per the Government guidelines * Staff/pupils that meet the criteria as [moderate risk of infection](https://camweb.cambridgeshire.gov.uk/staff-wellbeing/covid-19-latest-news-and-guidance/) e.g. diabetics, those who are [pregnant](https://public.huddle.com/a/MGaVaGG/index.html), should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. |  |  |  |  |
| Contractors |  | * All [contractors](https://public.huddle.com/a/rBXZwVM/index.html) must provide a suitable and sufficient risk assessment for the activities they carry out which must [include covid-19](https://bit.ly/WorkingSafelyComms.). * All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. |  |  |  |  |
| Property Compliance |  | * The school has ensured that relevant property statutory compliance checks have been completed and records updated. * Daily and weekly checks have been reinstated and pre-opening checklist completed. | * 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. |  |  |  |
| Hygiene |  | * 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. |  |  |  |  |
| Accident reporting Covid-19 incidents |  | * The Health & Safety Executive have recently updated [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) 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 you should contact your competent Health & Safety Adviser. |  |  |  |  |
| Administrative Staff |  | * Staff shift rota to be in place so as to keep social distances and allow school office to function. |  |  |  |  |
| Personal Protective Equipment |  | * Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. * 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. * Re-usable PPE should be thoroughly cleaned after use and not shared between staff. |  |  |  |  |
| Behaviour |  | * Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. * School will carry out inductions to inform staff and pupils of the changes. * Encourage staff to cooperate with government plans for contact tracing. |  |  |  |  |
| School Staffroom |  | * Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. |  |  |  |  |

**Useful Guidance**

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](https://public.huddle.com/a/lrVPERK/index.html)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](https://public.huddle.com/a/VdRjYeV/index.html)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance)

COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing)

**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](https://public.huddle.com/a/qYBLLYj/index.html)