



On the following pages, you will find an extensive risk assessment that has been drawn up for the full re opening of Maryport CE Primary School in September 2020 following the Covid – 19 shutdown.

There has been a multitude of guidance documents issued to facilitate this process, this extensive Risk Assessment is there to support Maryport CE Primary School in meeting it's legal, moral and financial duties under the Health and Safety at work act. The following guidance document - Actions for schools during the coronavirus outbreak from the start of the autumn term exists to support schools, both mainstream and alternative provision, to prepare for this.

While the aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education. In most cases, the Head teacher and senior colleagues will undertake preparations for full re-opening. All staff and Trade Union safety representatives need to be included as part of the risk assessment development, ensuring all persons understand any safety measures and how usual procedures and practice may need to be adapted and changed. Staff will then need briefing on the identified safe ways to work together with timetable changes and operational precautions.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID19).

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level. Essential measures include:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are minimised will depend on the school's circumstances and will as much as possible include:

- Grouping children together;
- Avoiding contact between groups;
- Arranging classrooms with forward facing desks;
- Staff maintaining distance from pupils and other staff as much as possible.



Actions schools must take include:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- 2) clean hands thoroughly more often than usual;
- 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 maintain social distancing wherever possible;
- 6) where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 - must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process;
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- 9) contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.



RA Reference	CV2020 operations	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	AUGUST 2020	Assessor Name	Joanne Ormond
Assessment Team Members	Julie Batsford – Chair of Governors Sue Carruthers – Vice Chair of Governors	Planned Review Date	4/9/20 (reviewed to reflect any changes in National Guidance)
Location	Maryport CE Primary School	Number Of People Exposed	300
Overall Residual Risk Level following implementation of effective control measures	<b>Overall Residual Risk Rating = 9.5 – Medium risk</b>  Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	People Exposed	All Employees Pupils Visitors Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers
Assessment Last Updated	25/8/20	Is this an acceptable risk?	Yes/ No

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When
<b>Hazards in relation to staffing and daily operation</b>  Lack of supervision/ management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: <b>A high temperature, a new continuous cough loss of taste or smell</b></li> <li><input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment.</li> <li><input type="checkbox"/> Timings of arrivals, lessons and activities in place</li> <li><input type="checkbox"/> Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher</li> <li><input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.</li> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.</li> <li><input type="checkbox"/> <a href="#">PHE COVID-19 Testing guidance communicated to staff</a></li> </ul>	<p>All staff and children/families to be advised that they must report if they or anyone in their household have symptoms or have been advised to self-isolate, before entering the school.</p> <p>Staff to be trained in the new rules and routines, including the use of sanctions and rewards, so that they can support pupils to understand them and enforce them consistently.</p> <p>Cloakrooms will not be used as these are areas pupils often congregate</p> <p>Pupils and staff will be permitted to take home resources that are relevant to pupil education and development – rules around hand hygiene and cleaning of resources and rotation will apply.</p> <p>Resources such as books and games will be shared within the bubble and will be cleaned regularly, between use and by different groups.</p>	<p>All staff – on-going</p> <p>JO/MPe – weekly</p>



<p>Child or young person requiring 1:1 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations</li> <li><input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them.</li> <li><input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them</li> <li><input type="checkbox"/> Referrals made to occupational health as appropriate</li> <li><input type="checkbox"/> Employees advised of and offered vaccination cover <b>(as this becomes available and appropriate)</b></li> <li><input type="checkbox"/> Pupil BUBBLES remain together at all times</li> <li><input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others</li> <li><input type="checkbox"/> Outside spaces used for learning where possible</li> <li><input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers - <b>OR</b></li> <li><input type="checkbox"/> Outdoor equipment cleaned regularly, before and after use and between groups.</li> <li><input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs</li> <li><input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported immediately via the normal reporting procedures</li> <li><input type="checkbox"/> Normal absence and wellbeing reporting procedures followed</li> <li><input type="checkbox"/> Normal pre-employment procedures followed.</li> </ul>	<p>Resources such as sports, art and science equipment must be cleaned frequently between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastic) by different bubbles.</p> <p>Parents/carers only allowed in the school at the discretion of the Headteacher and where possible outside of school hours</p> <p>If in use, outdoor play equipment must be cleaned frequently, before and after use and between groups.</p> <p>The amount of equipment that pupils can bring into school will be limited to essential items such as lunch boxes, hats, coats and books, stationery frequently used items such as pens and pencils and mobile phones, where permitted. School Bags are also allowed – storage for these items needs to be planned_</p> <p>Sharing individual / personal equipment will be discouraged.</p> <p>All pupils must have their own water bottles</p> <p>Younger children (Early Years) will be kept separate from other groups within the school but will not be expected to distance within their group.</p> <p>Children will be supported to maintain social distancing and encouraged not to touch staff where possible.</p> <p>All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone.</p> <p>School assemblies and collective worship with more than one group will not be held.</p> <p>Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits.</p> <p>Special arrangements will be considered for staff who work across groups (bubbles) across the school e.g. cover supervisors and PPA staff.</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefings) has been provided to all employees and/or regular visitors</p>	<p>In place by 2/9/20</p>
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<p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter.</li> <li><input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks.</li> <li><input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities.</li> <li><input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels</li> <li><input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently</li> <li><input type="checkbox"/> Suitable signage and visual instructions displayed as required</li> <li><input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan</li> </ul>	<p>Pupil allergies identified where applicable Sanitiser available in staff kitchen, by photocopier.</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p><b>Refer to premises RA</b></p>	<p>On-going</p>
<p><b>Transport and Travel</b></p> <p>Reducing the risk of infection</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safe transport guidance promoted to staff and parents</li> <li><input type="checkbox"/> Protocols in place for drop off and pick up</li> </ul>	<p>Car Sharing to and from work is not currently advised unless the individuals are from the same household and the use of public transport should be avoided <b>if</b> possible.</p> <p>Where relevant transport for SEND pupils will be subject to individual risk assessment</p> <p>Domestic Overnight and overseas educational visits remain suspended</p> <p>Non-overnight domestic educational visits will resume in the autumn term. Individual educational visit risk assessments will include any additional protective measures that may be required.</p> <p>Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database.</p>	
<p><b>Hazards in relation to pupil and staff wellbeing and mental health</b></p> <p>Preventing ill health due to anxiety and work related stress</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Stress Risk Assessment in place</li> <li><input type="checkbox"/> Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance</li> <li><input type="checkbox"/> Staff will be referred to occupational health as early as possible</li> <li><input type="checkbox"/> Good communication measure in place and maintained with staff</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</li> <li><input type="checkbox"/> Pupils anxieties will be monitored and addressed as appropriate</li> </ul>	<p>The Local Authority have produced the following guidance Coronavirus – getting back to school <a href="#">Supporting emotional wellbeing and learning</a></p> <p>Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will continue to follow its normal process in relation to managing work related stress and ill health procedures.</p> <p>Staff well-being will be monitored</p> <p>Additional well-being and PSHE lessons will be delivered to support pupils with heightened levels of anxiety. Parents will be asked to provide information (if they want to) about any traumas during lockdown so staff can be aware of this.</p>	



<p><b>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</b> Pregnancy, Asthma etc.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times</li> </ul>	<p>Pregnant women will be advised to follow the guidance available for <a href="#">clinically vulnerable people</a></p> <p>Staff who may have increased risk from CV-19 must raise their concerns with the Head teacher who will explain the measures the school is putting in place to reduce the risk e.g. Pregnancy, Asthma etc. An individual risk assessment may be necessary.</p>	
<p><b>Hazards in relation to an adult or child displaying symptoms of Coronavirus whilst in school</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If anyone becomes unwell with a new, continuous cough or a high temperature in the school or setting, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (<a href="#">Stay at home guidance for households with possible Covid-19 infection</a>).</li> <li><input type="checkbox"/> If a child who is unwell is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Where available, a window will be opened for ventilation. If it is not possible to isolate them, the child will be moved to an area which is at least 2m away from other people.</li> <li><input type="checkbox"/> A separate toilet will be used if the child/adult needs to use the bathroom which will be cleaned and disinfected in line with the current guidance <a href="#">COVID-19 Cleaning in non-healthcare settings</a> before anyone else can use it.</li> </ul> <p>PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron and gloves.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.</li> <li><input type="checkbox"/> If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see below). The staff member will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li><input type="checkbox"/> If a child starts displaying coronavirus symptoms while at their school or setting they should, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible,</li> </ul>	<p>All staff are briefed on symptoms and the procedure for dealing with a child who displays them.</p> <p>Non-contact thermometer is available in the main office to check temperature of children with suspected cases.</p> <p>Stocks of PPE equipment have been acquired and will be readily available for use as required.</p>	



	<p>and the setting needs to take responsibility for transporting them home we will do one of the following:</p> <ul style="list-style-type: none"> <li>- use a vehicle with a bulkhead</li> <li>- the driver and passenger should endeavour to maintain a distance of 2 metres from each other</li> </ul> <p><input type="checkbox"/> the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so</p>		
<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>First Aid/ Accidents/ Incidents/ Emergencies        Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools)</li> <li><input type="checkbox"/> When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate until they take a test. If the test returns positive, they must self isolate for 10 days. If this comes back negative, they may return to school. Their fellow household members will be advised to self-isolate for 14 days. All staff and pupils who are attending the school or setting will have access to a test if they display symptoms of coronavirus.</li> <li><input type="checkbox"/> Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li><input type="checkbox"/> Where the child or staff member tests positive, the rest of their class or group within their school or setting will be sent home and advised to self-isolate and get tested. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</li> <li><input type="checkbox"/> As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the setting on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</li> <li><input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment</li> <li><input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children 5 and under are present</li> <li><input type="checkbox"/> School Emergency Plan/ crisis management plans in place</li> </ul>	<p>Stocks of PPE equipment have been acquired and will be readily available for use as required.</p> <p>All adults and children within the affected bubble will be sent home and PHE guidance re testing and isolation will be followed.</p>	<p>JO – as necessary</p> <p>MPE to reorder as necessary</p>





	<input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.		
<b>Hazards in relation to eating and safe welfare facilities</b>	<input type="checkbox"/> Timings in place to ensure safe staggered management of break and lunchtimes <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating.	<p>Staff spaces will be carefully reviewed to support staff to maintain social distancing measures between each other and frequent cleaning completed. Use of staff rooms will be minimised and social distancing measures implemented to limited staff use at any one time.</p> <p>Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site</p> <p>Staggered breaks and lunch times will limit numbers using the staff room and dining hall. Dining room tables to be thoroughly cleaned between sittings and pupils all facing the same direction, not opposite each other.</p> <p>Floor markings in place to show pupils where to queue for lunch – queue to be no more than 4.</p> <p>Wipes/spray in staffroom – all staff to wipe water heater and other surfaces immediately after use. Staff to use individual crockery and cutlery.</p>	
<b>Hazards due to the lack of suitable PPE</b>  Where carrying out close personal care tasks and physical restraint and unable to maintain social distancing measures.	<input type="checkbox"/> Staff and pupils to be fit/well to attend setting <input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance <input type="checkbox"/> PPE to be fit for purpose/ approved specification <input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable	If staff choose to use PPE, this must be the equipment provided by school.	
<b>Assessment Conclusion</b>	Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.		





## Links to Guidance

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for schools during the coronavirus outbreak \(Full Opening: Schools\)](#)
- [Actions for Early years and childcare providers](#)
- [Actions for Special schools and other specialist settings](#)
- [Critical workers who can access schools or settings](#)
- [Stay at home guidance for households with possible Covid-19 infection](#)
- [Guidance on shielding & protecting extremely vulnerable persons from Covid-19](#)
- [COVID-19 - 'shielding' guidance for children and young people](#)
- [Staying alert & social distancing](#)
- [Meeting people from outside your-household - making a support bubble with another household](#)
- [Staying safe outside your home](#)
- [Coronavirus \(Covid-19\) Getting tested](#)
- [Providing free school meals during the coronavirus outbreak](#)
- [COVID-19: cleaning of non-healthcare settings outside the home](#)
- [Coronavirus Covid-19 safer travel guidance for passengers](#)
- [Coronavirus Covid-19 Safer transport guidance for operators](#)
- [LA School Transport guidance](#)
- [Transport to school and other places of education: autumn term 2020](#)
- [Safe working in education, childcare and children's social care settings, including the use of PPE](#)
- [HSE Face Fit Testing Guidance](#)
- [Face coverings in education](#)
- [Face coverings: when to wear one and how to make your own](#)
- [Early Years Foundation Stage Framework](#)
- [Remote education during Coronavirus \(Covid-19\)](#)
- [DfE Managing school premises during the coronavirus outbreak](#)
- [HSE: Legionella Risks during the Coronavirus Outbreak](#)
- [Supporting children and young people with SEND as schools prepare for wider opening](#)
- [Schools and COVID-19: guidance for Black, Asian and minority ethnic \(BAME\) staff and their employers in school settings](#)
- [AfPE COVID-19: Interpreting the Government Guidance in a PESSPA Context](#)
- [Asthma UK COVID-19: Health advice for people with asthma](#)