

JULY 2020



RISK MANAGEMENT ASSESSMENT

SPRING COMMON ACADEMY
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ

Educational Setting	SPRING COMMON ACADEMY
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	21.05.2020 and updated for September opening on 07.07.2020
Review Date	11.06.2020 – updated 25.06.2020 Latest update: 07.07.2020

What are the hazards?	Who might be harmed and <i>how</i>?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
PREVENTION OF INFECTION						
Social Distancing in school	Staff and pupils	<ul style="list-style-type: none"> Schools will maintain distinct groups or bubbles that do not mix. Schools should assess circumstances and implement bubbles of appropriate size to achieve greatest reduction in contact and mixing without unduly affecting the quality or breadth of teaching or access for support and specialist staff and therapists. Young people who are able should be encouraged to keep their distance within groups Settings will take steps to limit interaction, sharing of rooms and social spaces between bubbles. Staff should maintain a distance between people whilst inside the bubble as far as possible and reduce amount of 	Revisit transitions for new bubbles as set up.	SMT	Plan in place by Friday 10 th July. Staff trained by Friday 17 th July	10/07/20

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		<p>time in face to face contact. Education and care support should be provided as normal for children with complex needs, with increased hygiene protocols.</p> <ul style="list-style-type: none"> • Timetabling – groups should be kept apart and movement around the school site kept to a minimum. Passing briefly in the corridor or playground low risk – should avoid busy corridors, entrances or exits. • All teachers and other staff can operate across different classes and year groups while minimising number of interactions. Specialists, therapists and clinicians should provide interventions as usual following school and health protocols. • Supply teachers, peripatetic teachers or other temporary staff can move between settings following school protocols– they should ensure they minimise contact and maintain as much distance as possible from other staff. • Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement and appropriate spacing is possible. Consider changes to seating arrangements to avoid face to face contact. 	<p>Revisit rota. Daily cleaning for all rooms.</p>			

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		<ul style="list-style-type: none"> • All visitor access to the school to be restricted-and site guidance on physical distancing and hygiene explained on arrival. Where visits can happen outside school hours they should. • Staggered lunch times and breaks to reduce risk of contact with other groups. • Use of outdoor space to be rota'd for each group and areas to use identified. 				
Cleaning	Staff and pupils	<ul style="list-style-type: none"> • 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. • All staff need to take reasonable steps to ensure the standards of cleanliness are at the appropriate level to maintain a duty of care for colleagues and pupils. • Consider removing furniture and equipment which are hard to clean eg. soft furnishings. • More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, 	<ul style="list-style-type: none"> • Follow guidance – COVID-19: Cleaning in non-healthcare settings (updated 15th May) • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Ensure COSHH sheets in place for cleaning products. 	Head of School. Caretakers.	24 th July 2020	

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		<ul style="list-style-type: none"> ○ 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, toys, IT equipment. 				
Lunchtime Catering facilities	Staff and pupils Contractors	<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen. ● Ensure lunchtimes are staggered and pupil contact is kept to a minimum where possible. 		Head of School & SMT	In place by 24 th July	
Fire Safety		<ul style="list-style-type: none"> ● 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. 	Review for new groups/bubbles.	Head of School and SMT	In place by 24 th July	

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		<ul style="list-style-type: none"> • 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 should still keep 2m distancing, if possible, when at the evacuation point. 				
Access/Egress of school building	Staff and pupils Visitors	<ul style="list-style-type: none"> • 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 for staff and pupils at appropriate points including Reception. • Increased cleaning of handles and touch plates. • Allocated drop off and collection times • Consider use of additional entrances and exits to classrooms and areas. 	<ul style="list-style-type: none"> • Consider school arrival arrangement to reduce congestion. Provide relevant guidance to transport providers • 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. 	SMT	In place by 24 th July	
First Aid	Staff and pupils	<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 	<ul style="list-style-type: none"> • The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the 	SMT School nurse	Staff deployment by 10 th July	10/07/20

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		<p>school suitably stocked with first aid sundries.</p> <ul style="list-style-type: none"> • Staff or pupils with medical needs have been risk assessed and relevant consents are in place before children are permitted into school. 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. • Schools will outline the specific medical needs of their cohort and seek appropriate support/advice/training from community nursing services. 	<p>coronavirus:</p> <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid <p>List for additional training for first aid near to expiry date.</p>			
Waste	Staff and pupils Contractor	<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 or consider more regularly . • Double bagging of any hazardous or contaminated waste following government guidance. 	<ul style="list-style-type: none"> • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	Caretakers	In place by 24 th July	

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Break/Lunch times	Staff and pupils	<ul style="list-style-type: none"> The school will stagger, where possible, breaks/lunchtimes to achieve the social distancing and reduce contact and mixing. 				
Staff/Pupils within the shielded group	Staff and pupils	<p>Where school applies the full measures in the DfE guidance (2nd July 2020) the risks to staff are mitigated significantly. This will allow most staff to return to the workplace.</p> <ul style="list-style-type: none"> Complete -Protocol for returning pupils back to school from shielding and Multi Agency Risk Assessment. Staff and pupils most at risk should seek medical advice and discuss this with the school prior to return. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. People with particular characteristics who may be at comparatively increased risk should make school aware so they can be appropriately supported. School should assess health and safety risks for staff and complete a risk assessment where required. 		Head of School	<p>Staff and Parents contacted by 17th July</p> <p>Plan in place after 1st August</p>	
Contractors	Contractors	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the 	Plannning schedule for works.	Caretakers	Plan in place by 24 th July	

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		<p>activities they carry out which must include covid-19.</p> <ul style="list-style-type: none"> All contractors will be provided with the School's operating guidance. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 				
Property Compliance	Staff and pupils	<ul style="list-style-type: none"> 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. 		Head of school and Executive Head	In place by 10 th July	10/07/20
Hygiene	Staff and pupils	<ul style="list-style-type: none"> Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette Hand washing facilities in most classrooms, those that do not have handwashing, should use the nearest available facility Gel hand sanitisers to be made available for staff, where washing facilities are not readily available. Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and 	<ul style="list-style-type: none"> Posters, leaflets and other materials are available for display. <p>See hand washing guidance.</p> <ul style="list-style-type: none"> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	SMT	<p>Plan in place by Friday 10th July.</p> <p>Staff trained by Friday 17th July</p>	

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		<p>soap and the importance of proper drying with disposable towels.</p> <ul style="list-style-type: none"> • Staff, students and visitors reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the school. • Schools should endeavour to keep rooms as well-ventilated as is possible based on the school environment and consider not using areas with poor ventilation. • Schools to have procedures in place for removal of face masks by pupils and staff arriving at school. 				
Shared activity and equipment use.	Staff and pupils	<ul style="list-style-type: none"> • For frequently used equipment such as pens and pencils, it is recommended that staff and pupils have their own items and these are not shared. • Classroom based resources can be used and shared within the bubble – should be cleaned regularly. • Resources shared between classes or bubbles should be cleaned frequently and always between bubble or left unused for 48 hours (72 for plastic) between use by different bubbles. 	<ul style="list-style-type: none"> • Consider which outdoor play equipment should be used. 	SMT	<p>Plan in place by Friday 10th July.</p> <p>Staff trained by Friday 17th July</p>	

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		<ul style="list-style-type: none"> • Settings make assessment of cleanability of therapy equipment. Where cleaning or disinfectant is not possible between use must be restricted to one user or left unused for a period of 48 Hours (72 for plastic) between users. • Pupils limit resources they bring into school – bags, lunch boxes, hats, coats, books, stationary, mobile phones permitted. • Pupils and staff can take books or other shared resources home, but unnecessary sharing should be avoided. • Unnecessary sharinf of resources outside each bubble to be avoided. • Minibus use – schools to have a risk assessment for use of school minibuses. 				
Accident reporting Covid-19 incidents	Staff and pupils	<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences 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. • For further advice and guidance you should contact your competent Health & Safety Adviser. 		Head of School		

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Administrative Staff	Staff and pupils	<ul style="list-style-type: none"> School to consider changes to shift patterns of creation of Admin bubble. Reduce traffic through admin areas. 	All staff to regularly consider procedures and routines to reduce contact with admin staff.	PA to Executive Head	Plan in place by 24 th July	
Personal Protective Equipment	Staff and pupils	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should receive their care in the same way. PPE should be worn if a distance of 2 meters cannot be maintained from any child, young person or learner displaying coronavirus symptoms. PPE should be used properly and staff trained in how to put it on and take it off properly. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Multi – Agency risk assessment (MARA) 	<p>Agree what PPE is required for the site and use supply chains to purchase.</p> <p>Work with Health for guidance on PPE for gastrostomy feeds and other medical procedures.,</p>	Head of School, Community Paediatrician and school nurses	Training plan in place 1 st September	

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		will provide advice for PPE under health for medical procedures required in schools. NHS will provide training for FF3 masks prior to re- admission where required.				
Behaviour	Staff and pupils	<ul style="list-style-type: none"> • Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. • Schools should consider how to communicate additional rules and any policy changes to staff, pupils and parents. • Schools should communicate clear, reasonable and proportionate expectations of pupil behaviour. • Schools provide support to overcome barriers to attendance and increased incidence of poor behaviour resulting from lack of regular attendance. • Schools will identify pupils in need of • additional support with social, emotional and mental health concerns and work with local services. • Duty of care remains and school should have appropriate risk assessments in place for use of physical intervention if required. 	<ul style="list-style-type: none"> • All pupils returning to school will have risk assessment completed to ensure they and other pupils and staff can be kept safe. 	SMT and class teachers	Risk assessments in place by 1 st Sept.	

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School Staffroom	Staff and pupils	<ul style="list-style-type: none"> • Shared staff spaces – Schools should plan how these are set up and used to help staff distance from each other. Staff room use minimised, but staff must have a break of reasonable length. • Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. • Consider use of other spaces for staff breaks within bubbles. 				
Mental Health and Wellbeing	Staff and pupils	<ul style="list-style-type: none"> • Schools to ensure DSLs have sufficient time to provide support to staff and children regarding any new safeguarding concerns. • Schools to consider a recovery curriculum including pastoral support to address and equip pupils to respond to issues linked to Covid-19. • Managers to discuss with staff how to raise concerns and anxieties and who they can talk to. • Staff to be involved in completing risk assessments. • Staff to have training in recovery curriculum to prepare for possible challenges and risks from pupils returning to school after prolonged break. 		Head of School and SMT	Plan in place by 24 th July	

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		<ul style="list-style-type: none"> Staff to be kept updated so they feel involved and reassured. 				
RESPONSE TO INFECTION						
Symptoms of Covid-19 – suspected or test positive case	Staff and pupils	<p>Staff or pupils exhibiting any symptoms of COVID-19 should not be in school.</p> <ul style="list-style-type: none"> If anyone, staff or pupil, becomes unwell with a new continuous cough, a high temperature or other symptoms during the day in the school, they will be sent home and advised to follow the stay at home and testing guidance. Anyone presenting Covid-19 symptoms to be isolated according to school protocol awaiting collection. Ideally in a well-ventilated room. School to allocate toilet facilities to be used. If a distance of 2m or 1 metre Plus cannot be maintained PPE including an appropriate facemask may be worn by staff caring for the child. If the child awaiting collection requires personal care disposable gloves, a disposable apron and a fluid resistant mask should be worn by the supervising adults. 	<ul style="list-style-type: none"> Continue to follow current advice regarding self-isolation and testing Inform transport services. Set up Covid-19 response kit with appropriate PPE. Train identified staff in use of PPE. <p>New PHE poster for website.</p> <p>Follow up training for use of PPE.</p> <p>Visers for eye protection for range of purposes including spitting.</p>	Head of School	<p>Plan in place by 10th July.</p> <p>Staff training by 17th July</p>	

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		<ul style="list-style-type: none"> • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • In an emergency, if they are seriously ill call 999. • After use ensure cleaning of the room and all areas person has been in, following government advice with first warm soapy water, usual disinfectant cleaner and a disposable cloth. Pay particular attention to frequently touched areas. If an area has been heavily contaminated use protection for the eyes, nose and mouth as well as wearing gloves and an apron. • Wash hands thoroughly for 20 seconds after removing PPE • Other pupils to be moved to safe areas while cleaning occurs. • All cleaning items and PPE to be double bagged, stored for 72 hours or until negative test result received and then put in normal waste. • Deep clean parts of school if a positive tested case is notified and provide that information to staff and parents. 				

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		<p>Test and trace: Test and Trace procedures to be followed using flow chart called 'Actions to be taken by schools (version 5 June 2020) Public Health England.</p> <p>Follow advice in 'A guide to NHS Test and Trace in Cambridgeshire and Peterborough (June 2020)</p>	<p>Contact parents when necessary for self – isolation and use Public Health England template letters if these are advised.</p> <p>Circulate this information and Public Health England guidance from NHS and on website.</p>			
Local outbreak of virus and local lockdown.	Pupils, staff and wider community	<ul style="list-style-type: none"> School has 2 or more confirmed cases within 14 days or overall rise in sickness absence where COVID-19 is suspected. School liaises with Public Health England – local health protection team who will advise additional actions for the school. 		Head of School and Exec. Head	Plan in place by 1 st September	
Risk of high level of COVID 19 virus transmission in local community.	Pupils, staff and wider community	<ul style="list-style-type: none"> Local Authority or PHE may advise school closure due to high rate of transmission in the local area. 		Head of School and Exec. Head	Plan in place by 1 st September	

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](#)

Guidance for full opening: special school and other specialist settings (2nd July 2020). Gov.uk

HSE – 'What to include in your Covid-19 risk assessment'. Health and Safety Executive 'A guide to NHS Test and trace in Cambridgeshire and Peterborough' and 'Action to be taken by schools' (Version 5 June 2020)

Transport Arrangements: (need to refer to guidance)

To be agreed with Local Authority

- Travel providers clear about revised travel arrangements.
- Ensure adequate social distancing arrangements to and from school
- Ensure agreement to any changes to start and finish times
- Clarification that transport providers know not to work if they or a member of their household are displaying symptoms of coronavirus.
- Confirm that transport provider will be following hygiene rules.
- Agreement on risk reduction measures for children and young people with complex needs where social distancing cannot be maintained.

Policy agreed on: _____

Signed on behalf of the Trustees _____

Committee: _____

Author: _____

Review date (optional): _____

Website Y/N