

# RISK ASSESSMENT

<b>Educational Setting</b>	<b>Fulbridge Academy</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Ben Erskine (Principal), Rhys Maddox (Vice Principal) & Sam Smee (Business & Operations Lead) July 2020
<b>Review Date</b>	18th September 2020
<b>Reviews</b>	<b>Review on 16th September</b>

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
<a href="#">Prevention</a>		<p>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</p> <p><a href="#">Clean hands thoroughly more often than usual</a></p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<ul style="list-style-type: none"> <li>• Bubbles inside will be class bubbles of 30 children.</li> <li>• Bubbles outside will be year group bubbles of 120.</li> <li>• The bubbles will be timetabled apart.</li> <li>• Furniture will all be facing forwards.</li> <li>• Apollo and Talk will become isolation rooms - PPE will be available in these rooms.</li> </ul>	BE SS RM  Site Team	07/08	<b>07/08</b>

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		<p><a href="#">Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</a></p> <p><a href="#">Minimise contact between individuals and maintain social distancing wherever possible</a></p> <p><a href="#">Where necessary, wear appropriate personal protective equipment (PPE)</a></p>	<ul style="list-style-type: none"> <li>• Sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations</li> <li>• Sufficient wash basins available.</li> <li>• Sufficient stocks of tissues and disposal bins available for all classrooms</li> <li>• Sufficient stocks of suitable cleaning products available for rooms used by multiple people.</li> <li>• Members of staff have been briefed on the expectations in class settings, outdoors and in staff rooms etc</li> </ul>			
<a href="#">Response to any infection</a>		<p><a href="#">Engage with the NHS Test and Trace process</a></p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community Contain any outbreak by following local health protection team advice</p>	<ul style="list-style-type: none"> <li>• All staff are aware of the processes to take when a child or adult shows symptoms.</li> </ul>	SS CAD Office Team	Ongoing	
Contingency planning for a		In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control	<ul style="list-style-type: none"> <li>• Follow Government guidance.</li> </ul>	BE		

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further outbreak		transmission. Schools will need a contingency plan for this eventuality.	<ul style="list-style-type: none"> <li>Inform staff, Governors, Trust and parents of the process and decisions.</li> </ul>			
Social Distancing in school		<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p>	<ul style="list-style-type: none"> <li>Staff will continue to social distance.</li> <li>Staff rooms have limited use (Making drinks)</li> <li>Small rooms will have a limit of people and a sign on the door to show how many staff can access at one time. This will be based on the space within the room.</li> <li>Reduce the amount of traffic going into the front office. Screens and distancing measures installed. Use of phoning, emailing etc instead.</li> <li>Continue to remind staff to social distance around school.</li> </ul>	BE RM SS	02/09/20	02/09
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.	<ul style="list-style-type: none"> <li>If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured</li> </ul>	BE SS RM	02/09/20	

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		<p>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> <li>● Taps and washing facilities,</li> <li>● Toilet flush and seats,</li> <li>● Door handles and push plates,</li> <li>● Handrails on staircases and corridors,</li> <li>● Lift and hoist controls,</li> <li>● Machinery and equipment controls,</li> <li>● All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>● Telephone equipment,</li> <li>● Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul>	<p>for 72 hours then undergo a thorough clean.</p> <ul style="list-style-type: none"> <li>● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>● Outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.</li> <li>● One year group, per phase will use play equipment each week and then 72 hours will be left before a different year group use it.</li> </ul>			
<p><a href="#">Lunchtime Catering facilities</a></p>		<p>Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas</p> <ul style="list-style-type: none"> <li>● Serving food</li> <li>● Queuing</li> <li>● Different lunch periods</li> </ul>	<ul style="list-style-type: none"> <li>● Children will initially eat in the classroom.</li> <li>● Staggered re-use of dining room; class bubbles and cleaning to be included.</li> <li>● Lunch will be delivered to them.</li> <li>● Break and lunch time the children will only mix within their year group bubble when outside.</li> <li>● Staggered break and lunch times.</li> </ul>	SS	04/09/20	

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			<ul style="list-style-type: none"> <li>Reintroduce the use of the dinner hall to year 6 from 28th September</li> </ul>			
Fire Safety		<p>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.</p> <p>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</p>	<ul style="list-style-type: none"> <li>Review Fire Safety Policy with regards to evacuation areas.</li> <li>Children will be socially distanced between year groups out when the fire alarm goes off.</li> </ul>	SS KA	04/09/20	
Access/Egress of school building		<p>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</p> <p>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</p> <p>Wipes and sanitiser available at both sides of doors.</p> <p>Increased cleaning of handles and touch plates.</p> <p>Allocated drop off and collection times</p>	<ul style="list-style-type: none"> <li>Staggered start to term:</li> <li>Start of Term <ul style="list-style-type: none"> <li>Monday 7th September - Reception (+all staff)</li> <li>Tuesday 8th September - Years, 2, 4 &amp; 6</li> <li>Wednesday 9th September - Year 1, 3 &amp; 5</li> </ul> </li> <li>Start of school day: <ul style="list-style-type: none"> <li>Year Six - Arrive between 8.20 and 8.30</li> <li>Reception, year 1 and year 2 and year 4 -</li> </ul> </li> </ul>	BE SS	04/09/20	Staggered start and = drop offs successful.

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			<ul style="list-style-type: none"> <li>o Arrive between 8.30 and 8.35</li> <li>o Year 3 and Year 5 - Arrive between 8.40 and 8.45</li> <li>● Parents from 14th September can drop their children off anytime between 8.30 - 8.50am. This ensure less drop offs due to location of the classrooms around school and therefore less parents on the playground.</li> <li>● End of school day:             <ul style="list-style-type: none"> <li>o As normal</li> <li>o Phase 1 - 3.00</li> <li>o Phase 2 - 3.05</li> <li>o Phase 3 - 3.10</li> <li>o Phase 4 - 3.20</li> </ul> </li> <li>● Priority will be given to disabled users and those identified as having health related issues.</li> <li>● Provided relevant guidance to parents on drop off and pick up arrangements.</li> </ul>			
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	<ul style="list-style-type: none"> <li>● First aid will run as normal with the school first aider dealing with break and lunchtimes</li> </ul>	SS CAD	04/09/20	04/09/20

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		<p>facilities is maintained and the school suitably stocked with first aid sundries.</p> <p>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.</p> <p>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</p>	<p>and emergencies and trained staff dealing with first in their year group or phase.</p> <ul style="list-style-type: none"> <li>• The inclusion team and first aider will be assessing staff and pupil medical needs.</li> <li>• PPE will be available for use where needed.</li> <li>• <b>First aid reminder on Prof Day for staff from lead first aider.</b></li> </ul>			
Waste		<p>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</p> <p>Bins should be emptied daily.</p>	<ul style="list-style-type: none"> <li>• Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	SS KA Site Team	04/09/20	<b>04/09/20</b>
Break/Lunch times		<p>The school will stagger breaks/lunchtimes to achieve the social distancing.</p>	<ul style="list-style-type: none"> <li>• Break and lunch times are staggered and year groups separated on the play grounds.</li> </ul>	BE	04/09/20	<b>04/09/20</b>
Staff/Pupils within the shielded group		<p>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</p>	<ul style="list-style-type: none"> <li>• Risk assessments for all staff on the vulnerable list have been completed.</li> <li>• Review of previously shielded, over 70s and pregnant staff risk</li> </ul>	SS JA	04/09/20	<b>04/09/20</b>

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		Staff/pupils that meet the criteria as <a href="#">clinically vulnerable people</a> e.g. diabetics, those who are <a href="#">pregnant</a> , should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.	<p>assessments to be completed pre-return.</p> <ul style="list-style-type: none"> <li>Children's risk assessments will be completed before they return to school.</li> </ul>			
Contractors		<p>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</p> <p>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</p>	<ul style="list-style-type: none"> <li><b>Wear masks during their visit.</b></li> <li><b>All pre-booked visits.</b></li> <li><b>Accompanied while in school.</b></li> </ul>	SS Front Office Site Team	04/09/20	Ongoing
Property Compliance		<p>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>Daily and weekly checks have been reinstated and pre-opening checklist completed.</p>	<ul style="list-style-type: none"> <li>All compliance measures are up to date and actioned on a timetabled annual basis.</li> </ul>	SS Site Team	04/09/20	
Hygiene		<p>The school has a suitable supply of soap and access to warm water for washing hands.</p> <p>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands</p>	<ul style="list-style-type: none"> <li>Soap and hand washing with warm water is available at certain places all round the school.</li> <li>Regular washing of hands will happen throughout the day.</li> </ul>	SS Site Team	04/09/20	



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		following breaks, before meals and following the use of toilets.	<ul style="list-style-type: none"> <li>Hand sanitiser is available in all classrooms and staff spaces across school.</li> </ul>			
Accident reporting Covid-19 incidents		<p>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> 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> <p>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</p>		SS Site Team	04/09/20	
Administrative Staff		Staff shift rota to be in place so as to keep social distances and allow school office to function.	<ul style="list-style-type: none"> <li>Staff are spread across two offices to allow for social distancing.</li> <li>Additional office considerations have been made across school to allow for social distancing.</li> </ul>	SS DW		
Personal Protective Equipment		<p>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>PPE will only be used when it is identified through risk assessments or when dealing with someone with COVID symptoms</li> </ul>	SS	04/09/20	

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		Re-usable PPE should be thoroughly cleaned after use and not shared between staff.				
Behaviour		<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour guidelines will be back to normal.</li> <li>Inductions of new staff will include COVID information and risk assessments.</li> <li>Staff and parents will be encouraged to use the Government plans for contact tracing.</li> </ul>	BE RM	04/09/20	
School Staffroom		<ul style="list-style-type: none"> <li>Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.</li> </ul>	<ul style="list-style-type: none"> <li>Staff rooms will only be used to get a drink and for staff who have a lunch break other than the children's classroom time. Staff will use classrooms to eat their lunch.</li> </ul>	BE SS RM	04/09/20	
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap for hand washing.</li> <li>Removal of shared items eg. utensils</li> </ul>	<ul style="list-style-type: none"> <li>All rooms will have a sanitiser and access nearby to toilets with warm water and soap.</li> <li>Shared items will not be used. Where they need to be used they will be cleaned between use if other bubbles are to use them.</li> </ul>	SS  Site Team	04/09/20	

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Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> <li>An equality impact statement has been completed and can be found <a href="#">here</a> .</li> </ul>		BE RM	04/09/20	
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>The extent to which existing planning, schemes of work will need to be adapted</li> </ul>	<ul style="list-style-type: none"> <li>Currently we have more than enough staff to have all children return.</li> <li>Extra hours given when staff absence has been low in the cleaning team.</li> </ul>	SS JA	04/09/20	Ongoing
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> <li>Ensure availability of staff is adequate</li> <li>Ensure that social distancing measures can be maintained at all times</li> <li>Review activities that can be carried out</li> <li>The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</li> <li>Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning</li> </ul>	<p>How contacts are reduced will include:</p> <ul style="list-style-type: none"> <li>grouping children together</li> <li>avoiding contact between groups</li> <li>arranging classrooms with forward facing desks</li> <li>staff maintaining distance from pupils and other staff as much as possible</li> <li>additional staff entering rooms will keep to the social distancing guidelines.</li> <li>Children will all have their own equipment.</li> </ul>	BE SS	04/09/20	04/09/20

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		for it to be sanitised daily. No equipment should be taken home.				
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> <li>● how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>● use of hand sanitiser upon boarding and/or disembarking</li> <li>● additional cleaning of vehicles</li> <li>● organised queuing and boarding where possible</li> <li>● distancing within vehicles wherever possible</li> <li>● the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>	<ul style="list-style-type: none"> <li>● We will not be using any transport with children or adults.</li> </ul>			
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> <li>● keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>● Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul>	<p>For more information contact <a href="#">Stephen Brown (Outdoor Education Adviser.)</a></p> <p>We will not currently be going on any trips outside of school.</p>			

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Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> <li>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.</li> </ul>	<p>Extra curricular clubs will not happen in the first 6 weeks and will be reviewed then.</p> <p>Breakfast and afterschool clubs will run from week 2. They will be in their year groups at these clubs and not mix with other year groups.</p>	SS RG SB SD	04/09/20	Ongoing
Physical activity		<ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided.</li> </ul>	<p>For more information contact <a href="#">Ian Roberts (Specialist Adviser - Physical Education and School Sport)</a></p> <p>PE lessons will take place outside and be taught in their bubbles.</p> <p>Sports equipment will be cleaned between bubbles using it.</p> <p>Close contact sports will be avoided.</p>	SS TE	04/09/20	04/09/20
Signage		<ul style="list-style-type: none"> <li>What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ul>	<p>Reminders of social distancing will be up around school for parents, children and staff.</p> <p>Staff will be encouraged to wash their hands regularly.</p>	BE SS	04/09/20	04/09/20

## Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- 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](#)

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- 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](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 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](#)