

RISK ASSESSMENT

Educational Setting	Fulbridge Academy
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Ben Erskine (Principal), Rhys Maddox (Vice Principal) & Sam Smee (Business & Operations Lead) July 2020
Review Date	18th September 2020
Reviews	<p>Review on 16th September 2020</p> <p>Review on 2nd October 2020</p> <p>Review on 6th November 2020</p> <p>Review on 19th November 2020</p> <p>Review on 5th January 2021 (Interim during lockdown in Jan/Feb 2021)</p>

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		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	<ul style="list-style-type: none"> Bubbles inside will be class bubbles of 30 children. Bubbles inside will be class bubbles of 60 children. 	BE SS RM Site Team	07/08	07/08

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		<p>Clean hands thoroughly more often than usual</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> ● Bubbles outside will be year group bubbles of 120. ● Bubbles outside will be year group bubbles of 120. ● The bubbles will be timetabled apart. ● Furniture will all be facing forwards. ● Apollo and Talk will become isolation rooms - PPE will be available in these rooms. ● Sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations Sufficient wash basins available. ● Sufficient stocks of tissues and disposal bins available for all classrooms ● Sufficient stocks of suitable cleaning products available for rooms used by multiple people. ● Members of staff have been briefed on the 	<p>23/11/20</p>		
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			<p>expectations in class settings, outdoors and in staff rooms etc</p> <ul style="list-style-type: none"> ● A Covid fogger has been purchased and will be used for the following reasons: <ul style="list-style-type: none"> ○ A room after a positive case ○ Soft play ○ Halls inc equipment ○ Dining Room inc lunch trolleys ○ Studio ○ Science Lab ○ Forest School DT room ● Changed to year group bubbles due to numbers of critical workers and vulnerable. ● Staff are keeping a 2m distance from each other and children unless there is a first aid or emergency situation. 	23/11/20		
Response to any infection		Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> ● All staff are aware of the processes to take when 	SS CAD	Ongoing	

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		Manage confirmed cases of coronavirus (COVID-19) amongst the school community Contain any outbreak by following local health protection team advice	a child or adult shows symptoms.	Office Team		
Contingency planning for a further outbreak		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 transmission. Schools will need a contingency plan for this eventuality.	<ul style="list-style-type: none"> Follow Government guidance. Inform staff, Governors, Trust and parents of the process and decisions. 	BE		
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"> Staff will continue to social distance. Staff rooms have limited use (Making drinks) 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. Reduce the amount of traffic going into the front office. Screens and distancing measures installed. Use of phoning, emailing etc instead. Continue to remind staff to social distance around school. 	BE RM SS	02/09/20	02/09

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			<ul style="list-style-type: none"> Reminded staff of key guidelines in school on 04/11/20 Reminded in staff update on 05/01/21 and all staff are social distancing across school. 	BE 05/01/21	04/11/20	04/11/20
Cleaning		<p>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.</p> <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"> 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, 	<ul style="list-style-type: none"> 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. Outdoor play equipment should be used and if so ensure pupils wash their hands afterwards. One year group, per phase will use play equipment each week and then 72 	BE SS RM	02/09/20	

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		<ul style="list-style-type: none"> Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>hours will be left before a different year group use it.</p> <ul style="list-style-type: none"> A Covid fogger has been purchased and will be used for the following reasons: <ul style="list-style-type: none"> A room after a positive case Soft play Halls inc equipment Dining Room inc lunch trolleys Studio Science Lab Forest School DT room ICT suite Cleaners will continue as normal supporting with other jobs where required. 	23/11/20		
Lunchtime Catering facilities		<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"> Serving food Queuing Different lunch periods 	<ul style="list-style-type: none"> Children will initially eat in the classroom. Staggered re-use of dining room; class bubbles and cleaning to be included. Lunch will be delivered to them. Break and lunch time the children will only mix 	SS	04/09/20	

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			<p>within their year group bubble when outside.</p> <ul style="list-style-type: none"> ● Staggered break and lunch times. ● Reintroduce the use of the dinner hall to year 6 from 28th September (Didn't happen) ● Children will be staying in the classrooms for now until restrictions a lifted enough to allow a year group in one indoor space. ● Reception starts to use the dining hall in the bubbles. Lunch will still be delivered to them so they don't collect from the hatch. ● All children to have lunch delivered to their classroom. ● FSM children offered to collect lunch each day from school. Parents order this daily. 	30/12/20		
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.	<ul style="list-style-type: none"> ● Review Fire Safety Policy with regards to evacuation areas. ● Children will be socially distanced between year 	SS KA	04/09/20	

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		<p>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>	<p>groups out when the fire alarm goes off.</p>			
<p>Access/Egress of school building</p>		<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"> ● Staggered start to term: ● Start of Term <ul style="list-style-type: none"> ○ Monday 7th September - Reception (+all staff) ○ Tuesday 8th September - Years, 2, 4 & 6 ○ Wednesday 9th September - Year 1, 3 & 5 ● Start of school day: <ul style="list-style-type: none"> ○ Year Six - Arrive between 8.20 and 8.30 ○ Reception, year 1 and year 2 and year 4 - Arrive between 8.30 and 8.35 ○ Year 3 and Year 5 - Arrive between 8.40 and 8.45 ● Parents from 14th September can drop their children off anytime between 8.30 - 8.50am. This ensure less drop 	<p>BE SS</p>	<p>04/09/20</p>	<p>Staggered start and = drop offs successful.</p>

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			<p>offs due to location of the classrooms around school and therefore less parents on the playground.</p> <ul style="list-style-type: none"> • The above change has been working a lot better with less traffic around school on the playgrounds and now the children and parents are used to the routines (especially in the younger years) drop off and pick up is a lot quicker. • End of school day: <ul style="list-style-type: none"> o As normal o Phase 1 - 3.00 o Phase 2 - 3.05 o Phase 3 - 3.10 o Phase 4 - 3.20 • Priority will be given to disabled users and those identified as having health related issues. • Provided relevant guidance to parents on drop off and pick up arrangements. • Timings and entrances/exits as normal 	05/01/21		
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First Aid		<p>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.</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>	<ul style="list-style-type: none"> • First aid will run as normal with the school first aider dealing with break and lunchtimes and emergencies and trained staff dealing with first in their year group or phase. • The inclusion team and first aider will be assessing staff and pupil medical needs. • PPE will be available for use where needed. • First aid reminder on Prof Day for staff from lead first aider. 	SS CAD	04/09/20	04/09/20
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"> • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	SS KA Site Team	04/09/20	04/09/20
Break/Lunch times		<p>The school will stagger breaks/lunchtimes to achieve the social distancing.</p>	<ul style="list-style-type: none"> • Break and lunch times are staggered and year groups separated on the play grounds. 	BE BE	04/09/20 23/11/20	04/09/20 23/11/20

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			<ul style="list-style-type: none"> Children will stay in their paired bubbles during break and lunch time. 			
Staff/Pupils within the shielded group	<p>Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</p> <p>All staff who are CEV will work from home if they receive an NHS letter or one from their GP or Clinician. This will end on the 2nd December.</p> <p>All staff who are CV will have their risk assessment and the whole school risk assessment emailed to them to advise us on whether they need it reviewed in light of the National Lockdown. All will be reviewed by the 9th November. If the whole school risk assessment covers the staff members personal situation then an individual assessment is not needed.</p> <p>Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</p>	<ul style="list-style-type: none"> Risk assessments for all staff on the vulnerable list have been completed. Review of previously shielded, over 70s and pregnant staff risk assessments to be completed pre-return. Children's risk assessments will be completed before they return to school. Staff and children who are CEV are working from home until the end of the lockdown. CEV staff to be working from home. Additional vulnerable staff working from home where possible. 	<p>SS JA</p> <p>JA SS RM BE</p> <p>05/01/21</p>	<p>04/09/20</p> <p>06/11/20</p> <p>During lockdown</p>	<p>04/09/20</p> <p>06/11/20</p>	

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Contractors		<p>All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>.</p> <p>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</p> <p>Only essential and emergency contractors will be visiting school.</p>	<ul style="list-style-type: none"> • Wear masks during their visit. • All pre-booked visits. • Accompanied while in school. • During lockdown on the most essential contractors are coming into school. • Essential contractors only. 	<p>SS</p> <p>Front Office</p> <p>Site Team</p>	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"> • All compliance measures are up to date and actioned on a timetabled annual basis. 	<p>SS</p> <p>Site Team</p>	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 following breaks, before meals and following the use of toilets.</p>	<ul style="list-style-type: none"> • Soap and hand washing with warm water is available at certain places all round the school. • Regular washing of hands will happen throughout the day. • Hand sanitiser is available in all classrooms and staff spaces across school. 	<p>SS</p> <p>Site Team</p>	04/09/20	

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<p>Accident reporting Covid-19 incidents</p>		<p>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.</p> <p>For further advice and guidance you should contact your competent Health & Safety Adviser.</p>		<p>SS Site Team</p>	<p>04/09/20</p>	
<p>Administrative Staff</p>		<p>Staff shift rota to be in place so as to keep social distances and allow school office to function.</p>	<ul style="list-style-type: none"> • Staff are spread across two offices to allow for social distancing. • Additional office considerations have been made across school to allow for social distancing. • Flexible timings in place to include working from home, 	<p>SS DW 05/01/21</p>		
<p>Personal Protective Equipment</p>		<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"> • PPE will only be used when it is identified through risk assessments or when dealing with someone with COVID symptoms • The inclusion team is split across two rooms in case one tests positive. We would therefore only lose half the team. 	<p>SS</p>	<p>04/09/20</p>	

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		Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	<ul style="list-style-type: none"> Continued to give staff with medical notes masks / visors / gloves whilst in work. 	SS		
Behaviour		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Behaviour guidelines will be back to normal. Inductions of new staff will include COVID information and risk assessments. Staff and parents will be encouraged to use the Government plans for contact tracing. 	BE RM	04/09/20	
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> 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. Staff rooms are out of use for normal lunch time. They are used as work spaces with social distancing. 	BE SS RM	04/09/20	05/01/21
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. utensils 	<ul style="list-style-type: none"> All rooms will have a sanitiser and access nearby to toilets with warm water and soap. Shared items will not be used. Where they need to 	SS Site Team	04/09/20	

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			be used they will be cleaned between use if other bubbles are to use them.			
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact statement has been completed and can be found here . 		BE RM	04/09/20	
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> Currently we have more than enough staff to have all children return. Extra hours given when staff absence has been low in the cleaning team. Cleaning over time and after school club over time. Paying some HSTA's as HLTA's to cover CEV teachers. 	SS JA SS JA	04/09/20 During lockdown	Ongoing
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out 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. 	<p>How contacts are reduced will include:</p> <ul style="list-style-type: none"> grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and 	BE SS	04/09/20	04/09/20

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		<ul style="list-style-type: none"> ● 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 for it to be sanitised daily. No equipment should be taken home. 	<p>other staff as much as possible</p> <ul style="list-style-type: none"> ● additional staff entering rooms will keep to the social distancing guidelines. ● Children will all have their own equipment. 			
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> ● how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school ● use of hand sanitiser upon boarding and/or disembarking ● additional cleaning of vehicles ● organised queuing and boarding where possible ● distancing within vehicles wherever possible ● 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 	<ul style="list-style-type: none"> ● We will not be using any transport with children or adults. 			

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Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> ● keeping children within their consistent group, and the COVID-secure measures in place at the destination ● Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<p>For more information contact Stephen Brown (Outdoor Education Adviser:)</p> <p>We will not currently be going on any trips outside of school.</p>			
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> ● 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. 	<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> <p>After school club has had a few extra staff hours to keep the year groups separate.</p> <p>Breakfast and After School Club to continue as normal with reduced children and therefore reduced staffing.</p>	<p>SS RG SB SD</p> <p>05/01/21</p>	04/09/20	Ongoing
Physical activity		<ul style="list-style-type: none"> ● 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 ● Pupils should be kept in consistent groups 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</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>	SS TE	04/09/20	04/09/20

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	<ul style="list-style-type: none"> ● Sports equipment thoroughly cleaned between each use by different individual groups ● Contact sports to be avoided. 	<p>Close contact sports will be avoided.</p> <p>Continue timetable as normal. Staff continue to socially distance and organise activities where children can complete them independently therefore reducing need for any contact.</p> <p>One room provided as a music room and one as a drama room. These rooms are fogged.</p>	05/01/21		
Signage	<ul style="list-style-type: none"> ● What signage is provide to inform staff and pupils regarding social distancing, hand cleaning 	<p>Reminders of social distancing will be up around school for parents, children and staff. Staff will be encouraged to wash their hands regularly.</p> <p>Updated signage across the school reminding parents of Government guidelines. Letter sent out on Monday 9th November as a reminder of the guidelines.</p> <p>New signage on all external doors where children are collected to remind parents of keeping their distance on collection.</p>	<p>BE SS</p> <p>Site Team SS</p>	04/09/20	04/09/20
				20/11/20	06/11/20

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			<p>Additional signage added to exterior entrances and exits.</p> <p>Painted lines to show social distance expectations in front of school.</p> <p>One way stencils added to pavements.</p>	<p>Site Team SS</p>		
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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](#)
- 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.

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- 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](#)