

Educational Setting	Heltwate School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	A.Brewster and M.Nelson 24 th May 2020
Review Date	08/06/2020 weekly review

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of awareness of protocols in place and training	Pupils Staff Visitors	<ul style="list-style-type: none"> • Staff to read <ul style="list-style-type: none"> ○ Update to Safeguarding policy ○ Addendum to Health and Safety Policy circulated to staff • Staff to be briefed when they return to school. (Use of google meets using class IWB) <p>Briefing to include:</p> <ul style="list-style-type: none"> ○ School Operational guidance ○ Risk Assessments and associated procedures/protocols ○ Group and communal space allocations (Phased group plan) <ul style="list-style-type: none"> • Online training / videos for staff to complete <ul style="list-style-type: none"> ▪ COSHH ▪ Correct use of PPE 	<ul style="list-style-type: none"> • Senior leaders to ensure protocols in place are being adhered too • Record attendance of staff at briefing 	On Duty SLT	01/06/20	
Symptoms of Covid-19	Pupils Staff Visitors	<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough, a high temperature or other symptoms in the school, they will be sent home and advised to follow the stay at home guidance. Class and staff to be sent 	<ul style="list-style-type: none"> • Keep upto date/follow latest government guidance • Internal communication channels and cascading of 	All staff	On going	

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		<p>home and isolate 14 days if positive result</p> <ul style="list-style-type: none"> • Anyone presenting Covid symptoms to be isolated in Lifeskills class until they can be collected. Staff member to maintain 2 metre distance. • Staff member to Wear full PPE.(Gloves, facemask, apron etc) • Middle School Hygiene/toilets (near staff room) have been allocated for use • Collection point will be from the exterior door leading to the car park • Welfare Manager/Teacher will maintain regular contact with staff members, parents and local health authorities during this time. • If advised that a student, member of staff, other school visitor or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the SLT will contact the Local Authority and Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ 	<p>messages through SLT will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <ul style="list-style-type: none"> • offer support to staff who are affected by Coronavirus or has a family member affected. • Continue to follow current advice regarding self-isolation • Temperatures taken if there are concerns that someone may be unwell. 			
Social Distancing in school	Pupils Staff Visitors	<ul style="list-style-type: none"> • Use social stories/clear posters to communicate to pupils importance of social distancing and personal hygiene. • Staff to be aware of room occupancies schedule (attached) detailing the max people allowed in rooms. • Rooms not in use to be locked where possible and put out of use. (clean periodically) • Social distancing to be maintained using bubbles (small groups). Bubbles should not meet 	<ul style="list-style-type: none"> • Designated staff able to enter group in an emergency (i.e SLT) • Bubble teams to look at how they can best isolate in their areas. • SLT to check social distancing of groups are being maintained • Review manual processes in school, put in place 	Teacher Mne	01/06/20 01/06/20	Y

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		<ul style="list-style-type: none"> • Bubbles to have consistent staff/pupils throughout • Staggered lunch times and breaks to reduce risk of contact with other groups • Rota for use of shared toilet facilities, Bubbles only use these spaces • Class teacher to identify routes they will use on first day in school • Corridor access to only be used to access communal areas/facilities where no outside route is available. • Access to the classroom should be from the exterior door where feasible • Persons outside bubbles should maintain 2 metre distance and not gather in small spaces • Working patterns to reduce number of people on site at any one time. Staff to leave by 15:00 to allow cleaners to clean school • All visitor access to the school to be restricted. Where external agencies/services are essential, information of protocols in place to be provided • Staff not allocated to the group must not enter the room • Mark work areas using tape/signage/screens to clearly identify areas to be kept apart / to maintain distance in close spaces (i.e offices) • Furniture to be arranged to allow pupils/staff to sit 2 metres apart and not facing each other • Visiting people in person to be avoided. • Internal phones should be used to communicate across the school, Antibac wipes to be available to wipe handsets. • Designate one person to use the phone to avoid cross contamination. Speaker phone to be used to talk to other people 	<p>electronic procedures where possible</p> <ul style="list-style-type: none"> • Meetings to be conducted virtually where possible, rather than face to face. • Surplus furniture to be removed from rooms walkways marked where possible. • Consider removing Padlocks around school, if this will not cause a safety risk to our pupils (i.e absconders) 	<p>AAs</p> <p>Teacher</p> <p>SLT</p> <p>Staff</p>	<p>01/06/20</p> <p>First day</p> <p>01/06/20</p> <p>01/06/20</p>	

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		<ul style="list-style-type: none"> avoid passing in the narrow corridors, if another group is coming up, step back allowing sufficient distance to pass at either end of corridors where possible (reduce need to travel through school) Discreet procedure (verbal – shout outs for example) for access to areas with limited space to maintain social distancing such as toilet and kitchen areas 				
Personal Protective Equipment / clothing		<ul style="list-style-type: none"> Government guidance states that majority of staff will not require PPE beyond what they would normally need for their work and even if they are not always able to maintain 2m from others PPE used for personal/intimate care should be the same which is routinely used (glove/aprons) Face mask/coverings are not to be used in school (see further action for exception) Staff recommended to bring a change of clothes to reduce risk of cross contamination at home To wash clothing <ul style="list-style-type: none"> Do not shake clothing Use the warmest water setting Dry clothes completely Can be washed with other clothes Clean and disinfect and container used for transporting clothing 	<ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. 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 	MNe / MSt	01/06/20	
Classroom Environment	Pupils Staff Visitors	<ul style="list-style-type: none"> Teachers/staff to complete classroom checklist attached and display in room Signs/posters to be put on display in class reminding of class rules, i.e wash you hands, 	<ul style="list-style-type: none"> Where teacher shortages exist. Teaching Assistants or other staff may be required to monitor groups 	Class Teachers	Before group starts	

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		<p>catch it, bin it, kill it etc., markers on the floor.</p> <ul style="list-style-type: none"> • Excess furniture to be put to the side of the class or removed if storage available, ensure no pinch points and free movement is maintained • Where practicable tape to be used to mark on floor around teaching spaces and to maintain distance • Staff to consider resources available in class, remove soft toys/furniture and resources with intricate parts. Suggest these are placed into group rooms if available. (Consider where else items can be stored and locked away) • Use equipment that is easy to be clean and decontaminate • Shared resources to be cleaned regularly • Fire exit/routes to remain clear at all times • Group rooms attached to classrooms to be locked and put out of use • Ipads/touch screens not to be used not outside the bubble, unless they can be adequately cleaned between uses. • Each pupil to be allocated their own stationery/resources pack (named) • Avoid taking items home and bringing back to school • Soap sanitiser and disposable hand towels in each room. 	<p>under a teacher's supervision.</p>			
Air conditioning	Pupils Staff	<ul style="list-style-type: none"> • Where possible use windows for ventilation • HSE guidance states on centralised ventilation systems should not be used. • The schools systems are localised to the room, they maybe used if required 	<ul style="list-style-type: none"> • HSE guidance on air conditioning • https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a 	MNe	01/06/20	Y

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Shared activity and equipment use.	Pupils Staff Visitors	<ul style="list-style-type: none"> Large shared equipment should not be used – i.e PE mats, soft play etc Small PE equipment i.e balls and may be allocated to bubble groups and remain in the group at all times. Small shared equipment should be cleaned throughly after use ready for the next group Sports coaches are able to attend, but must work with groups outside and maintain social distancing, no shared equipment to be used unless can be cleaned between groups. 	<ul style="list-style-type: none"> Outdoor play equipment only to be used by the bubble group allocated Shared outdoor equipment must be cleaned before another bubble group uses it. (or after 72 hours) Gym equipment in upper school not to be used. 	Teacher	First day	
School trips/ minibuses	Staff Pupils	<ul style="list-style-type: none"> School minibuses are not to be used. School trips are not to take place, only visits to the local park is permitted, providing social distancing is maintained. 		Teacher	On going	
Lunchtime Catering facilities	Pupils Staff Contractors	<ul style="list-style-type: none"> Ensure handwashing takes place before and after meal times Pupils to dine in their classroom and not come to the hall School meals will be delivered outside the classroom by allocated by member of staff. Disposable cutlery/food containers will be used Pupils/staff should not share food with others Any shared appliances used, should be cleaned after use. 	<ul style="list-style-type: none"> If food coming from home, avoid using contrainers that can not be disposed to reduce items coming and going out of school. 	AAs/Mco	01/06/20	
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. Bubbles to only use outdoor spaces and equipment allocated to them 		AAs	01/06/20	

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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 briefing to inform staff and pupils of the changes. <p>Team teach</p> <ul style="list-style-type: none"> De-escalation should be the primary form of behaviour management, physical intervention should be avoided and a dynamic risk assessment at the time of the incident should take place. Following any incident a Pupil Risk assessment should be taken to ascertain if the pupil can access school The use of contingent touch should be avoided. 		MBu / ACb	01/06/20	
Safeguarding / Home Visits	Staff DSL	<ul style="list-style-type: none"> Staff to read updated safeguarding policies Safeguarding concerns reported following normal school procedure Welfare Manager/Teacher to maintain contact with pupils not in school, report any concerns No routine Home visits should be replaced by phone or online video calls. Online safety information sent to parents 	<p>Home visits should only take place where</p> <ul style="list-style-type: none"> An assessment deems a home visit necessary due to the risk of harm <p>To fulfil a mandatory requirement that cannot be postponed or fulfilled another way</p>	DSh	01/06/20	
Communication		<ul style="list-style-type: none"> All staff should read emails at least daily for any updates (including those at home) Weekly briefings to be held for staff to update on changes Meetings/briefings to be conducted through google meets where possible, otherwise social distancing should be maintained Communication with parents via DoJo to keep 	<ul style="list-style-type: none"> Keep upto date with latest information from the Government / LA Network with other schools 	All staff	On going	

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		<p>them up to date with developments.</p> <ul style="list-style-type: none"> Weekly update with Chair of Governors, who will update the board at regular meetings 				
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines Staff/pupils that meet the criteria as moderate risk of infection 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. 	<ul style="list-style-type: none"> Allocate work that can be done from home for staff who are not able to attend school where possible 	SLT	01/06/20	
Student places	Pupils Staff	<ul style="list-style-type: none"> Parental survey conducted to identify pupils available to return Class teacher to risk assess and identify class group into 2 cohorts (Priority places given to parents who are Keyworkers i.e NHS) For large group of pupils, which exceed capacities of the school with smaller groups a rota (no less than 1 week) will be put in place Classes with out a teacher redistributed into other classes or additional classes created Risk assessments to be produced for all students we can't accommodate Pupils with medical needs to have appropriately trained staff in administering medication 	<ul style="list-style-type: none"> Staff to read pupil information on those they do not normally work with Pupils with medical needs, ensure we have staff appropriately trained 	KPh / AAs AAs / ACb Teachers AAs / MCo AAs / ACb	22/05/20 25/05/20 01/06/20 25/05/20	Y Y Y
Arrival and collection	Staff Pupils Parents/Esc	<ul style="list-style-type: none"> Inform parents/transport off their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example which entrance to use) 	<ul style="list-style-type: none"> Contractors/deliveries to be scheduled where possible away from pick up and drop off times. Allocate staff member with 	Teachers /SLT	01/06/20	

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	orts	<ul style="list-style-type: none"> Display clear signage at front of school for entering the building – e.g for visitors, deliveries etc Parents/Escort not to gather at entrance gates or doors, or enter the building. Inform parents that only one parent should drop off/collect their child off if safe to do so. <p>Arrivals</p> <ul style="list-style-type: none"> Pupils collected by bubble group staff from designatd entrance Access to class from the outside door, avoid corridors where possible Pupils to wash hands on arrival <p>Collection</p> <ul style="list-style-type: none"> Pupils to wash hands before leaving the premises Pupils to remain in their bubble classrooms Walkie talkies/phones to be used to inform which transport has arrived. Staff members allocated to collection points with walkie talkie/phone Pupils escorted via outside door to transport through their designated entrance 	walkie talkie on collection times	MNe/Premises/Office Staff	01/06/20 Ongoing	
Transport	Pupils Staff Transport	<ul style="list-style-type: none"> Designated drop off points for different locations of building Pupils where possible to be transported in their extended bubble groups (where not possible social distance measures are to be in place) 	<ul style="list-style-type: none"> Obtain Risk assessments and procedures from Schools transport Communicate with transport about their procedures and risk assessments for 	Transport ACB /Ash	27/05/20 01/06/20	

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		<ul style="list-style-type: none"> Following number persons per vehicle <ul style="list-style-type: none"> Car/Taxi – 1 (+1 PA) Minibus (8 seat) 2-3 (+1 PA) Minibus (16 seat) 4 (+1 PA) Escorts to direct pupils to designated bubble group staff, maintaining social distances of 2m where possible 	transportation of pupils	Transport/AAs All staff	27/05/20 Ongoing	
Management and control of visitors	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> No Visitors in school (unless essential) conduct meetings on the phone, or online Display clear signage on social distancing and directions (i.e only 1 person entrance area) Hand sanitiser available at school entrance, all visitors in school should be asked to use these before entering the school. Signing in screen not to be used as normal practice, if this is unavoidable use hand wash at reception before and after touching the screen 	<ul style="list-style-type: none"> Emergency contractors to wait outside to be met by SBM/Premise team to escorted 	Mne/Office/Premises	On going	
Administrative areas		<ul style="list-style-type: none"> Offices organised to maintain social distancing while working, markings on floors to identify safe distance for other staff No staff to sit at other colleagues desks or to use equipment Staff to avoid coming to the offices unless absolutely necessary, electronic communication should be explored first 	<ul style="list-style-type: none"> Systems communicated to staff to avoid need to visit offices i.e electronic orders 	MNe / SLT	01/06/20	
School Staffroom		<ul style="list-style-type: none"> Avoid use of staff room where possible, otherwise staff to maintain high levels of personal hygiene. Maintain 2 metre social distance Avoid use of shared equipment such as microwaves, preferable for staff to bring packed lunch which does not need heating Shared equipment to be cleaned after use 				

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		<ul style="list-style-type: none"> Staff to wash any pots up after use Staff to consider going off site for lunch Lunch and breaks to be managed by class teams 				
Mental Health		<ul style="list-style-type: none"> SLT will promote mental health & wellbeing awareness to staff, students and other stakeholders during the Covid-19 outbreak and will offer whatever support they can to help. Access to the Ed-Psych service for available for both pupils and staff (bereavement/counselling support) Health Assured service telephone helpline available for staff, details in staff room. School has staff Mental First aider . 	<ul style="list-style-type: none"> 	Mental First Aider	ongoing	
Governor Meetings	Governors Staff	<ul style="list-style-type: none"> All governor meetings are to be conducted using video conferencing 				
General Hygiene		<ul style="list-style-type: none"> All Classrooms have hand washing facilities 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 soap and the importance of proper drying with disposable towels. 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. Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette Posters displayed around school 	<ul style="list-style-type: none"> Posters, leaflets and other materials are available for display. Display prominently. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – https://www.publichealth.hscni.net/news/covid-19-coronavirus 	MSt Teachers/P	On going	

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		See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/		remises	01/06/20	
Hand Drying	Pupils Staff Visitors	<ul style="list-style-type: none"> Hand driers across the school not to be put out of use Drying of hands with disposable towels. 	<ul style="list-style-type: none"> Hand towel dispensers to be installed where they do not exist Supervision by staff member to avoid hand towels being put down toilets 	Premise All staff	01/06/20 On going	
Use of toilets / hygiene facilities	Pupils Staff Visitors	<ul style="list-style-type: none"> Only facilities allocated to bubbles to be used (where possible this should be timetabled to reduce meeting other bubbles) Limit toilet use to one pupil at a time and mark social distance queuing outside. Staff to supervise pupils. Staff to ensure thorough handwashing is practiced Staff to wipe down hygiene facilities after use 	<ul style="list-style-type: none"> Staff to wear normal PPE for undertaking personal care (Gloves & aprons etc) 	AAs Staff	01/06/20 On going	
Cleaning / Cross contamination, control of infection (discreet), including toilets and wash rooms	Pupils Staff Visitors	<ul style="list-style-type: none"> School cleaning has been maintained throughout lockdown, areas not being used have been locked. Mid morning clean to shared facilities and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Lift and hoist controls, 	<ul style="list-style-type: none"> Person identified as Positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean as outlined in government guidance Ensure the COSHH training has been provide and appropriate PPE is available 	MNe/Mst	01/06/20	

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		<ul style="list-style-type: none"> • Staff to clean <ul style="list-style-type: none"> ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. • COSHH data sheets made available to staff for products they have been allocated • Chemicals to be stored away out of reach of children at all times • Contract cleaners provide their own cleaning products and PPE. • Resources used to be cleaned at the end of the school day by bubble group staff. 	<p>(i.e gloves)</p> <ul style="list-style-type: none"> • Contingency for insufficient cleaners <p>Approach staff for volunteers to help Consider reducing areas of the school used Cancel groups if required</p>	All staff	Ongoing	
Waste	Staff Contractors	<ul style="list-style-type: none"> • Bins should be emptied daily. • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	.Waste from possible cases, should be put in a double bag and tied, these should be stored in the garage for 72 hours before disposal (or until a negative result is known)	MSt	On going	
Fire Safety	Pupils Staff Visitors	<ul style="list-style-type: none"> • Class groups to keep register of people in their groups – Teacher to ensure everyone is present and raise hand at muster point when all are accounted for. • Teachers to inform school office of staff in their group to be entered onto the inventory system. • Office to maintain list if visitors are on site and check there presence at muster point • Follow normal fire procedures for evacuation, keeping distance from other groups where 	<ul style="list-style-type: none"> • If key roles in the fire proceure are not in school, allocate cover for these areas 	MNe / ACb / Mst	01/06/20	

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		<p>possible</p> <ul style="list-style-type: none"> • Those with individual evacuation plans, these should be followed • Staff and pupils to maintain 2m distance from other bubbles at muster points where possible (allotment fence). • Ensure all emergency escape routes / doors are fully operational and kept clear. 				
First Aid		<ul style="list-style-type: none"> • Staff to read the document CCC & PCC First Aid Requirements • First Aider to allocated within the bubble cluster where possible. • Each classroom has access to a first aid kit • Whe <ul style="list-style-type: none"> ○ Staff to wash their hands before providing any first aid. ○ Wear gloves when dealing with open wounds ○ Cover cuts and grazes on your hands with waterproof dressing ○ Dispose of waste safely ○ Do not touch a wound with you bear hand ○ Do not touch any part of a dressing that will come in contact with a wound ○ If someone has collapsed, check to see if they are responsive or breathing. Do not place your face close to theirs ○ If they are not responsive call 999 or 112 for emergency help. • Staff or pupils with medical needs have been assessed and relevant consents are in place. 	<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 coronavirus: <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid 	First Aiders	Ongoing	

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		<p>Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> IRIS report to be maintained on all First Aid provided as normal, given as much detail as possible as this may be required for Covid-19 tracking 				
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 				
Property Compliance / Insurance		<ul style="list-style-type: none"> School is covered by the Local Authority Employers Liability insurance, providing government guidance is put in place. Statutory compliance checks have been maintained throughout the lockdown period. Daily and weekly checks have been maintained through the lockdown period, increasing flushing regimes for little used outlets. Contractors are arranged outside of school hours and are asked to sanitise their hands before entering the building 				
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> Reporting of accidents will be through normal school procedures – using IRIS or Primesafety.net Confirmed cases of Covid should be updated on the the reporting system and reported as possible RIDDOR to the LA. 	<ul style="list-style-type: none"> 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 	<p>All staff</p> <p>MNe</p>	<p>On going</p> <p>On going</p>	

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			virus as a result of, or in connection with, a work activity.			

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](#)

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](#)