

Girton Glebe Primary School Risk Assessment for Reopening

Educational Setting	Girton Glebe Primary School
Activity / Task	COVID-19 Risk Management Assessment
Completed by & Date	Andrew Spencer, Headteacher, July 2020. updated John Sayer/ Jo Pyle updated 21 January 2022 EH
Review Date	January 2022

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
Social Distancing and School Function	Pupils and staff remaining within appropriate distance of each other	<ul style="list-style-type: none"> • Classroom structures reviewed and furniture moved to accommodate full classes with children seated so that they are not facing each other. • CO2 monitors installed and good ventilation monitored • Pupils and staff allocated to teams and will operate within these groups across the school day within strict scheduling and rotas. • Fire exit routes checked and are not compromised. • Pupil groups to be reminded of expectations on return and teams must remain distanced in a fire alarm scenario • Cloakrooms are ringfenced for each year group. • Staff to minimise time spent within 1m of anyone • School will cease staggered start/close but maintain teams being directed to use specific access points at allocated times. To be reviewed if this does not operate within covid safety parameters. 	<p>Staff and parents briefed on logistics for school access and timetables</p> <p>Behaviour expectations list and posters produced to be shared with pupils appropriate to age</p>	HT SLT	July For September reopening	

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		<ul style="list-style-type: none"> • Communicate with parents about protocol for drop off/pick up i.e. face coverings, social distancing and no congregating. • Team leaders to meet pupils on the playground and classes to sanitise and enter building separate to other years. • Intervention staff and PPA teachers will operate between teams and will distance from other groups as they move around school • If a parent is late for early drop-off they should wait until 0930 before bring to playground. • If late on collection, the pupil must return to classroom and await parent arrival at 1530 				
Cleaning		<ul style="list-style-type: none"> • Ensure adequate number of cleaning staff are on site to support with cleaning of building. • Briefing of cleaning staff to take place ahead of opening 2 • Frequent cleaning procedures 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, ○ Door handles and push plates, ○ 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. 	<p>If 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.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>When close working for longer than 15 minutes the need for PPE should be assessed</p>	<p>HT to brief cleaning team</p> <p>HT to meet with cleaning team regularly to discuss issues</p>	<p>September</p> <p>September 2</p>	

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Fire Safety	Pupils and staff exit the building safely Social distancing is observed	<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 groups must remain distancing when at the evacuation point. 	Fire alarm checks prior to opening and part of weekly schedule	HT and cleaning team	Weekly, on-going	
Access/Egress of school building	Pupils, parents and staff access site safely observing social distancing	<ul style="list-style-type: none"> Where possible, doors propped open to reduce the need for touch (fire protection measures must be adhered to). Increased cleaning of handles and touch plates. No Allocated drop off and collection times as arrangements are outdoors. Parents are asked to cross the KS2 playground close to hedge to avoid KS2 area 	<p>Priority must be given to disabled users and those identified as having health related issues.</p> <p>Provide relevant guidance to parents on drop off and pick up arrangements.</p>	HT briefing to staff and communication with parents	<p>July 16 staff meeting</p> <p>Communication to parents July 17</p>	
First Aid		<ul style="list-style-type: none"> Staff will provide first aid within their teams Staff to wear face masks when administering first aid First aid facilities will be accessed within each classroom in operation and restocked by members of each team First aid logs to be completed in each team. Staff or pupils with medical needs have been assessed and relevant consents are in place. 	<p>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:</p> <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid 	HT to review First Aid Policy	August	

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		<ul style="list-style-type: none"> Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Disposable ice packs only Review the First Aid policy to include consideration of the risk of infection of covid-19 on full reopening. 				
Waste	Waste removed safely	<ul style="list-style-type: none"> Waste bins relocated 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. 	Cleaning staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Cleaning staff to be briefed by HT and adhere to rules daily	September 2	
Break/Lunch times	Pupils and staff remain safe	<ul style="list-style-type: none"> The school will stagger breaks to achieve the social distancing. Rota for the above circulated to all staff. Lunch in classrooms for Y1-6 	Arrangements circulated to all staff	HT	July 16 staff meeting	
Staff/Pupils within the shielded group	Vulnerable staff and pupils remain shielded as necessary	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group is able to attend work is distancing can be applied. Risk assessment to be completed. 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. 	Shielding group shared by LA and SLT to monitor pupils return Staff to inform SLT of personal vulnerabilities	SLT All staff	On-going from September On-going	
Contractors	Staff, pupils and 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. 	HT to liaise with contractors and PCM	HT	On-going from September	

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	are safe from cross-contamination	<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 				
Property Compliance	School property is compliant and safe for pupils and staff to return	<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. 	All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	HT to liaise with PCM	Fortnightly meetings, on-going from September	
Hygiene	Personal hygiene expectations are upheld for all pupils and staff	<ul style="list-style-type: none"> Supply of soap maintained and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Pupils will have their own sets of stationery and other items for regular use. Other resources within teams can be shared amongst children but will be cleaned regularly. Resources can be shared across groups but require sanitisation beforehand. Shared equipment (PE, Science etc.) is required to be sanitized after each use 	<p>Additional order for hand soap placed with Local Authority</p> <p>Additional hand sanitizer and soap coming from Chesterton College</p> <p>Ensure hand soap is allocated to each classroom and staff enforce handwashing at key times</p>	School staff	Daily checks on supplies from September	
Accident reporting Covid-19 incidents	Ensure COVID-19 incidents are reported	<ul style="list-style-type: none"> If any pupil becomes unwell with a new, continuous cough or a high temperature they should be sent home and advised to follow PHE guidance School to engage with the NHS Test and Trace process 	<p>Report any COVID-19 incidents in compliance with this guidance</p> <p>All staff to follow guidelines about isolating pupils displaying symptoms</p>	HT	When required	

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		<ul style="list-style-type: none"> • A child awaiting collection should be isolated in the music room. • If a child awaiting collection requires the bathroom they will use the disabled toilets on the main corridor. An “off limits” sign will be placed on this bathroom after use unless practicable to be disinfected with standard cleaning products afterwards. HT should be informed to pass message to team adults • In an emergency, call 999 if pupils fall seriously ill • Updated guidance from Health & Safety Executive issued 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. 				
Administrative Staff	Staff remain safe and completed key duties	<ul style="list-style-type: none"> • Staff shift rota to be in place so as to keep social distances and allow school office to function. • Office staff will not administer first aid • Parents cannot drop in unannounced to the school office 	<p>Communication to parents and staff regarding opening of office.</p> <p>Parents will be expected to contact the office via email and phone only.</p>	<p>HT to communicate with parents</p> <p>Office staff to manage emails, calls and office tasks when onsite</p>	<p>July 16</p> <p>Daily from re-opening</p>	
Personal Protective Equipment		<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. • PPE should be worn by staff caring for a child awaiting collection if a distance of 2m cannot be maintained • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 		HT	NFA	

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Behaviour	Pupils and staff adhere to expectations set out in risk assessment to keep each other safe	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation key to implementing all of the controls. School will carry out briefings to inform staff and pupils of the changes. Pupils to be briefed on return and regularly by team adults to reiterate expectations Encourage staff to cooperate with government plans for contact tracing. Pupils deliberately breaching social distancing expectations will be dealt with severely 	Expectations guidance shared with staff and cascaded to pupils	SLT	July 16 Communication with parents July 17	
School Staffroom	Staff can take breaks and remain distanced from other team adults	<ul style="list-style-type: none"> Arrangements made for use of two staffrooms. Normal staffroom for KS2, old Willow room for KS1/EYFS teams. Staggered lunch breaks ensure staffrooms will not be overcrowded. 	Staff to bring own lunches and cups (with sealed lids)	HT briefing Staff compliance	Daily from September 2	
Additional measures until Christmas Holidays						
Transmission of Covid from Local authority due to being in an Enhanced Response Area (ERA)			All visitors to schools to wear face coverings in school buildings. All non-essential events where parents visit schools to be held virtually. The promotion and monitoring of twice-weekly LFT testing for staff and students in secondary schools and staff in primary schools. In exceptional cases, we may encourage parents of	All staff	Until 17 th December	ongoing

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			<p>primary age children to access LFT tests for a short period of time.</p> <p>Where schools have an outbreak, we will increase the frequency of testing and consider introducing supervised on-site LFT testing for secondary school students.</p>			