

Educational Setting	Arthur Mellows Village College
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Mike Sandeman, Jonathan Oakley, Gary Wentworth
Review Date	10 March 2021

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 in school	Students and staff contracting C19	<ul style="list-style-type: none"> Schools should review the total space available for teaching activities beyond classrooms. Classrooms should be arranged to accommodate class sizes, ensuring social distancing measures are maintained between staff and pupils. Ensure that fire exit routes are not compromised. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination. Furniture has been rearranged in rooms to maximise social distancing where possible. 	<ul style="list-style-type: none"> Screen to be put in place to support the on site working of staff that are extremely clinically vulnerable when they do not wish to work from home. All staff to be advised to adhere to the 1m/2m rule, ie staff should not be within 1m of students for more than 1 minute or within 2m for more than 15 minutes consecutively. Students will be required to wear face masks when they are inside school buildings. These may be taken off during lessons. Exemptions identified by SEN and given a 'face mask exemption' card. Staff to be notified by email. Face masks to be provided 	Classrooms identified and timetabled by JOA/LMA.	72 hours prior to students returning to school	

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		<ul style="list-style-type: none"> • Screens to be put in place and 2 mtr zones to be marked out to protect admin staff at Reception and Student Reception and the Library • Teaching classrooms will be used to teach students. Staff will remain in their own teaching rooms and students will use a one way system to move between lessons, adhering to social distancing measures. The layout of each classroom will be reviewed and adapted to ensure that there is at least 1.5 metres between the first row of students' desks and the teachers desk. An exclusion zone will be marked out around the teachers desk using hazard tape. • Students will hand sanitise when they enter into a classroom and they will sanitise their work area at the start and the end of every lesson and use hand sanitiser once again when they leave. The classroom teacher will be responsible for sanitising the door push pad. • The school timetable has been changed to accommodate split lunch times so that each Year Group can use a canteen and remain within its bubble. These areas will be sanitised thoroughly between sittings. The menu has been adapted to a "grab and go" style so that students do not have to be sat at tables eating their food. Chairs will be made available with suitable separation. A 	<p>and supplied to students at a cost of £2 if needed.</p> <ul style="list-style-type: none"> • Students are expected to present themselves for a lateral flow test and test negative before returning to full time face to face teaching on 15 March 2021. • Students will continue to be tested periodically to identify asymptomatic cases. Three tests will be conducted at school and then two tests a week at home going forward. Appropriate action to be taken for identified positive cases. Details provided in Appendix A (Risk Assessment – Covid Lateral Flow Testing). • Students use of face masks to be extended to classrooms. All students will be expected to wear face masks at all times when indoors excepting those with exemption. • Administration process to be set-up regarding the Lateral Flow home testing to record distribution of test kits and analysis / monitoring of parental result recording. 		<p>When school opening confirmed for Year 11 and Year 13</p>	

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		<p>designed area has been identified for students to go to if symptoms of Coronavirus are reported. Specific toilets have been identified for each Year Group and specific recreational areas have been identified so that students can remain within their bubble at break times and lunch times.</p> <ul style="list-style-type: none"> • It is recognised that students will need longer to travel between lessons, bearing in mind the social distancing measures that have been put in to place. Senior staff will be deployed at lesson changeovers and break times and lunch times, strategically throughout the school, to ensure that the one way system is adhered to and that students in an orderly fashion. • Class furniture will be positioned in advance to ensure social distancing (SD) conditions are adhered to. • All used areas of the school will be deep cleaned on a daily basis. • Each classroom to be equipped with hand sanitisers and paper towels that staff and students will be instructed to use on entrance and egress. • Students to be directed towards designated toilets and conditions put in place to limit the number of students using the toilets at any one time. 				

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		<ul style="list-style-type: none"> Hygiene advice reiterated to all students at the beginning of every day – see “General advice to staff and students” on page 8 of this document. Communication with parents to explain C19 arrangements, expectations and advice on travelling to/from school. Increased signage throughout school to promote good hygiene and social distancing at all times. Lockers will be opened when required just after the start of the lesson. Staff should avoid moving around the college at lesson change whenever possible. Staff should use external routes to move around the college where possible. All staff are encouraged to ventilate corridors and classrooms in order to reduce the risk of spreading the virus. 		MSA		
Cleaning	Risk of contamination to staff and students.	<ul style="list-style-type: none"> The school should consult with their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Handrails on staircases and corridors, 	<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. 	GWE	Before return of Year 10 and Year 12 and daily ongoing	

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		<ul style="list-style-type: none"> ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ○ Cleaning staff to use PPE when cleaning. 	<ul style="list-style-type: none"> ● Consider whether any outdoor play equipment should be used Advise students to wash their hands after lunch and breaktime.. ● All areas of the school to receive a deep clean before re-opening. ● Rota to be put in place to ensure that any areas of the school in use are cleaned at the end of each day. ● Each classroom will have a sanitising station consisting of antibacterial spray, hand gel and roll towel. ● Computer rooms will have the above and antibacterial wipes. ● 2no. additional day time cleaners have been employed. They will constantly clean corridors, door handles etc. ● There will be a quick response team to address any urgent cleaning requirements. ● Sanitising stations will be checked throughout the day. 	GWE to meet with Cucina to assess risk assessment for catering provision		

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Lunchtime Catering facilities		<ul style="list-style-type: none"> Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen Screens in place at tills to protect students/catering staff. 	<ul style="list-style-type: none"> The school timetable has been changed to accommodate split lunch times so that each Year Group can use a canteen and remain within its bubble. These areas will be sanitised thoroughly between sittings. The menu has been adapted to a "grab and go" style so that students do not have to be sat at tables eating their food. A designed area has been identified for students to go to if symptoms of Coronavirus are reported. Specific toilets have been identified for each Year Group and specific recreational areas have been identified so that students can remain within their bubble at break times and lunch times. 	Chef All staff All students	On going	
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Face masks must be worn by personel using lifts and lift buttons to be sanitized each day. 	<ul style="list-style-type: none"> PCR to review evacuation plans in light of C19 restrictions. Walk through Fire Drill class by class using social distancing measures 	PCR	Prior to return of Year 10 and Year 12.	

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		<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep to social distancing guidelines when at the evacuation point. 				
Access/Egress of school building		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked where possible, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. Allocated drop off and collection times 	<ul style="list-style-type: none"> Consider school arrival arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. Classrooms to be identified (English classrooms, Science laboratories and Art rooms that can be accessed directly from outside). 	GWE / Site Team	Before return of Year 12 and Year 10	
First Aid		<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of 	<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 	JOA / SCP		

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		<p>medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> Review of the First Aid practices to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> Emergency Paediatric First Aid Staff have been identified to attend cases of suspected C19. These staff have received PPE training course, PPE is available. <ul style="list-style-type: none"> Isolation room identified Parents contacted/protection masks procured Deep clean of isolation room If there is a suspected case of Covid-19 in school we will email emergencyschool.closure@cambridgeshire.gov.uk providing the school's name and email address, the number of children / staff with symptoms and confirmation that they have been requested to book a test. We will refer to the flowchart which can be found here. This includes the contact details of the Health Protection Team of Public Health England. A letter will 	JOA/SCP	Before return of Year 12 and Year 10	

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			be sent to parents to explain this procedure.			
Waste		<ul style="list-style-type: none"> Locate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	GWE	Before return of Year 12 and Year 10	
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<ul style="list-style-type: none"> The timetable will be structured to remove break and lunch times (ie from 9.00 am until 11.30 am so that SD guidelines can be adhered to). 	JOA	Before return of Year 12 and Year 10	
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Staff / Students that meet the criteria as Clinically extremely vulnerable group should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work. During the lockdown period of 5/11/20 to 2/12/20 CEV staff are advised to work from home. Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should raise any concerns with their line manager before returning to school. 	<ul style="list-style-type: none"> Staff who are on moderate risk will either work from home or be in school. If the risk assessment of the individual allows for them to work with children keeping the distance and the member of staff is completely comfortable with this they will do so. Children with moderate risk will be advised to stay at home. 	MSA/JOA	Before return of Year 12 and Year 10	

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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. 	<ul style="list-style-type: none"> Only essential contracted work to be carried out. 	GWE/JOA	Before return of Year 12 and Year 10	
Property Compliance		<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. 	<ul style="list-style-type: none"> 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. 	GWE/JOA	Before return of Year 12 and Year 10	
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap 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. 	<ul style="list-style-type: none"> Additional supplies of soap, sanitiser, PPE, bleach have been ordered. As well as in classrooms sanitiser stations will be placed around the school for student and staff use. 	GWE/JOA	Before return of Year 12 and Year 10	
Accident reporting Covid-19 incidents		<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 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 	<ul style="list-style-type: none"> SMT/GWE to keep up to date with Health and Safety advice. 	GWE/JOA	Before return of Year 12 and Year 10	

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Administrative Staff		<ul style="list-style-type: none"> Staff to keep to social distances and allow school office to function. Hygiene measures to be adhered to. 	<ul style="list-style-type: none"> Hazard tape to be used to provide SD zones. Perspex barriers /screens to be installed at Main Reception to protect staff, students, parents and visitors. FF&E to be reviewed to provide SD measures in Admin / Finance offices. 	GWE SCP DSA HEL		
Main Reception Protocol	Students, Staff and Visitors	<ul style="list-style-type: none"> Limit numbers to 2 visiting people waiting in Main Reception Reception staff to call for other staff as quickly as possible 	<ul style="list-style-type: none"> Queuing system to be installed and delineated with hazard tape Chairs to be removed Signage to be displayed outside the Main Reception doors to alert visitors that they should not enter if they are displaying C19 symptoms Second Reception seating area to be located on other side of Main doors 	GWE DSA MSA		
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. 	<ul style="list-style-type: none"> Additional PPE has been ordered. The Technology Department is also producing additional 	JOA GWE		

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		<ul style="list-style-type: none"> 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. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<p>PPE to support schools within the MAT and local services.</p> <ul style="list-style-type: none"> PPE made available to vulnerable staff who may not be able to maintain SD conditions / or be required to deliver personal care to students 			
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"> Students that are unable to conform to SD conditions will be excluded to protect staff and students from contamination. Students will be reminded of SD and hygiene good practice at the start of each day. 	MSA	On going	
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 to be reminded of SD conditions and safe hygiene practice during briefings. 	MSA		
School Transport		<ul style="list-style-type: none"> Number of transport buses increased X 2 to enable students to social distance and face masks to be worn. 	<ul style="list-style-type: none"> Zones identified for student drop off by parents. 	NST	Ongoing	

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.