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COVID-19 Educational Settings Risk Assessment

Mendlesham Primary School

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The health, safety and well-being of all staff and pupils is of utmost importance to us.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
15/07/2021	New



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Setting/Premises:	Mendlesham Primary School		
Location:	Mendlesham		
Assessment Date:	1.9.21	Last Review Date:	
Assessment completed by:	Tessa Sait		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Key infection control measures

Cleaning and disinfection

	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none">• Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day• Equipment and resources are disinfected on a daily basis as a minimum.		<ol style="list-style-type: none">1. All schools to respond to the Compliance Health and Safety advice and identify the areas in school linked to these control measures2. All schools to update the school-specific cleaning	
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	<ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene ● Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. ● Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 		<p>schedules and communicate this to premises staff on site</p> <p>3. QA from JMAT Managers will ensure that:</p> <p>(a) Compliance code for educational settings is being used in all schools</p> <p>(b) school-specific checklists are being used.</p> <p>Cleaning to be QAd on a weekly basis until half-term and then reviewed</p>	
	<ul style="list-style-type: none"> ● If a surface is visibly dirty it is always cleaned prior to disinfection. 		<p>To be included in training from the OFM and documented in the updated JMAT Premises Handbook</p>	
	<ul style="list-style-type: none"> ● Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 		<p>As above</p>	
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> ● Know the schedule information. ● Have received relevant training/instruction 		<p>OFM to deliver training w/b 31st August and ensure the following is covered:</p>	



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	<ul style="list-style-type: none">• Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.• Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment.		<ol style="list-style-type: none">1. Replenish stocks where necessary - including items identified in the Compliance Code2. Cleaning regimes and products are in place as identified in the Compliance Code3. The JMAT Covid Premises Handbook in line with the Compliance Code by 5/9/21	
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Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none">• Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing).• Event related prompts are given to pupils by staff.....<i>after</i>..... <i>before</i>.... <i>when</i> as a more effective means of promoting hand hygiene than fixed time prompts.• Supervision arrangements are in place to support pupils with handwashing where it is needed.• Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.		<p>Schools will include this in their own advice to staff (consider an abridged Covid Handbook for the Autumn Term 2021 and/or make reference to the update JMAT Health and Safety Guide for staff.</p> <p>Notices in schools and information for parents will be updated in preparation for the start of term.</p>	
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	<ul style="list-style-type: none">• Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.• Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.• Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.• Entrances are supervised on arrival in the morning to support hand sanitising.• Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home		Pupils reminded on return and frequently thereafter as required.	
	Hand washing is carried out using running water (static bowls are not used)		Mobile wash stations will continue to be used, alongside toilet areas. EYFS have own toilet and handwashing facilities. years 1 & 2 can use central area sink for hand washing, KS2 use toilets, year 6 also have their own sink,	



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	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels		Paper towels are in place and bins with lids are provided wherever possible.	
	<ul style="list-style-type: none">• Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.• The location of sanitiser points is reviewed where there are changes to use of different areas of the premises.• Hand sanitiser points are checked regularly, and stock replenished where necessary.		Hand sanitisers continue to be in place as used during the main pandemic period. Stocks have been checked prior to the start of term and reordering is through the OFM	
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.		Mobile wash points will continue to be used	
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)		Previous arrangements will apply	
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)		Previous arrangements will apply	



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Respiratory Hygiene	<ul style="list-style-type: none">• Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene.• Bins are emptied regularly throughout the day		Previous arrangements apply. Stocks to be checked w/b 31st August	
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.		Schools to ensure - staff can reference the updated Health and Safety Guide. Pupil notices to be updated or refreshed for 5/9/21	

Ventilation (and use of outside space)

Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.		Schools to consider. Large gatherings will be minimised. Assemblies outdoors where possible. Some online meetings and gatherings will continue.	
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Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none">• Mechanical ventilation has been checked to ensure it provides fresh air to rooms• Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air.• Where fresh air provision is not adequate windows are also opened in these areas.• Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented.		<p>OFM and site staff to check on air conditioning units w/b 31st August and identify any adjustments which need to be made.</p> <p>Arrangements for specific areas (ie rooms) should be recorded on the specific cleaning schedule for that school.</p>	
	<ul style="list-style-type: none">• Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems)• Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained.• Non fire doors are secured in the open position• Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access.		<p>To be covered during training for premises staff w/b 31st August and specific arrangements should be covered.</p> <p>Staff to be advised during briefings and/or updated Covid Handbook</p>	



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	<p>During cooler weather:</p> <ul style="list-style-type: none">• Windows are fully opened before rooms are occupied and during breaks.• Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils' desks or high-level windows are open fully and low level opened partially• Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures.		<p>Communication with parents regarding importance of ventilation and necessity to dress warmly and/or in layers.</p>	
	<ul style="list-style-type: none">• Members of the team are nominated to ensure that windows are opened in accordance with the above• Signage is provided to remind occupants not to fully close windows• Regular checks are made to ensure that arrangements are being followed		<p>Class teachers to ensure that windows are open as detailed above</p>	
Reassurance measures	<ul style="list-style-type: none">• Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code			
Using fans	<p>Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.</p>		<p>Schools to consider with OFM as a reference point.</p>	



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	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.			
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none">• The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less• Equipment, machinery that prevent air circulating have been relocated where possible• Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion).• Fans are not used in poorly ventilated areas• Advise has been sought from HSW for using these areas		Admin office door to remain open, with nurture room door (and window) opposite open. Photo copier has been removed from office to reduce need to enter unless working inside. Access to room limited.	

PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.		Limited need for PPE within schools	
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Educational visits and use of third-party premises

International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.		Trips and visits must remain local.	
All visits	<ul style="list-style-type: none">• Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity.• The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation• Where appropriate, the third-party provider is involved in planning arrangements.• Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit• Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing.• A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes:<ul style="list-style-type: none">○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping		All planned trips/visits should be discussed with the Head of School / EHT prior to booking.	



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	<p>respectful distance from others including other groups and individuals using the facilities</p> <ul style="list-style-type: none">○ There is an appropriate level of insurance cover for the visit○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements			
Specific considerations	<ul style="list-style-type: none">● Additional factors needed for children (and staff) with SEND and medical conditions have been considered.● There are contingency plans in place, for example, to respond to symptoms developing in the group.			

Transport and travel

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms			
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.			
	Windows are opened during journeys where it is safe to do so			
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.			



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	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)			
	<ul style="list-style-type: none">• Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so• Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings• Staff are encouraged to wear face coverings when using public transport.			

Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.		Visitor signage is updated accordingly	
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well-ventilated rooms with furniture spread out			
	Visitors are advised of the following in advance: <ul style="list-style-type: none">• That you encourage participation in asymptomatic testing• Specific arrangements for the meeting, for example, applying respectful distancing where it is possible.• To leave the setting immediately if they develop symptoms• Hand shaking should be avoided			
	On arrival visitors will be: <ul style="list-style-type: none">• Provided with relevant site information			



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	<ul style="list-style-type: none">• Asked to perform hand hygiene• Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate.			
	Visitors will use their own pen or will be provided with a pen that they take with them.			
	A QR code is in place for events involving large numbers of visitors.		These events are held outside as far as possible.	
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.		Continue to remove soft-furnished chairs or to spray disinfect.	

Catering

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance.		School lunches to be eaten in the hall by all pupils with enhanced cleaning and pupils sat in class groups as far as possible.	
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance			
Vending machines	<ul style="list-style-type: none">• Vending machine disinfection is incorporated into the touch point cleaning arrangements.		N/A	



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	<ul style="list-style-type: none">• Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced.• Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after.			
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Health, well-being and attendance

Asymptomatic testing

Summer attendance	<ul style="list-style-type: none">• Staff and secondary pupils are encouraged to continue to regularly test at home if they attend the setting over the summer period.• Tests are provided to attending staff and pupils			
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Autumn return	<ul style="list-style-type: none">• Staff are encouraged to continue to test twice weekly until notified.• Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools• The risk assessment templates for LFD testing have been completed as appropriate			
Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.			

First aid

First aid – all settings	COVID-19 First Aid guidance is followed.			
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Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none">Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required.			
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none">Individual risk assessments will be carried out for pupils who are at an increased risk			
Aerosol generating procedures	<ul style="list-style-type: none">A specific assessment is in place supported by the young person's health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on AGP's			

Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.			
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).			



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	Support plans include: <ul style="list-style-type: none">• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.• Ensuring that staff increase their level of self-protection,• Ensure that the pupil washing their hands before and after where able to or use skin friendly hand wipes before and after• Checking that the person does not have symptoms as detailed in the compliance code.			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.			

Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used .			
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.			
	Available resources are used to identify and support students and staff who exhibit signs of distress.			



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	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.			
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.			

Staff health and well-being

Individual assessment	<ul style="list-style-type: none">All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures.			
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support		In H&S guide for staff	

Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none">Staff know to go home as soon as possible if they develop symptoms of COVID-19Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible		Communicate regularly in weekly newsletters and staff meetings	
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	<ul style="list-style-type: none">• Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day• Anyone who has developed symptoms and cannot go home immediately will wait in the designated room• Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks			
Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none">• Where notified by NHS Test and Trace• In line with travel - Entering the UK• If the person has COVID-19 symptoms• On receiving a positive LFD or PCR test		Advice is given to take a PCR test in the event of close contact with a confirmed case	



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Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none">• Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents.• Communication routes are publicised and have been formally planned.		Website, meetings (staff) and newsletters	
	<ul style="list-style-type: none">• The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers.• Where required the setting has added additional information that has been identified in this risk assessment.			
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making			
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.			



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All staff instruction and involvement	<ul style="list-style-type: none">• Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code)• Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required.• A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.• All staff have confirmed that they are confident in applying the control measures identified in this assessment.• Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting).• Staff have been given the opportunity to discuss and resolve any concerns that they have.		Previous COVID handbooks, current H&S guide for staff. This document is shared with staff and wider school community	
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.			



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	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.			
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Respectful space

	Consideration has been given to where respectful space can be maintained between people including: <ul style="list-style-type: none">• Continued cohorting of staff• Utilisation of online meetings and training• Keeping numbers minimised for in person meetings and training• Reduction of pinch points and areas of congestion• Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible		Limit to number of staff in staffroom – central area and main hall kitchen are offered as alternatives. Where appropriate meetings will be virtual or limited in number of people	
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Hiring School Premises (and providing premises for club use)

	<ul style="list-style-type: none">• Cleaning and disinfection requirements are established for all areas used (premises and equipment)			
	<ul style="list-style-type: none">• Information about ventilation requirements is provided to the user			



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	<ul style="list-style-type: none">• The school and user have agreed and confirmed their responsibilities prior to use,• The hirer has confirmed that they are following COVID-19 control measures for their activities• The use of QR codes is encouraged where members of the public take part in the activity.			
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Review

	Arrangements are in place to monitor the control measures to ensure that they are: <ul style="list-style-type: none">• Effective• Working as planned• Updated appropriately (reflecting updates to the compliance code)			
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Any other actions that are not listed above

Assessor's Name:

Manager's Name:



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Position:	Position:
Signature:	Signature: