

Educational Setting	Cambourne Village College
Activity / Task	COVID-19 Risk Management Assessment for Wider Opening Post 15 June 2020
Completed by & Date	Elizabeth Taylor, Cambourne Village College. 11 June.
Review Date	August 2020
Actioning Personnel Key	JB- Jan Berridge- Facilities Manager for The Cam Academy Trust PB - Philippa Boyns- Deputy Principal ET- Elizabeth Taylor, Assistant Principal with responsibility for Health and Safety KW Kevin Wray- Campus Manager LH- Lesley Harvey- SENCO
Circulated to	Health and Safety Committee, SLG Team. A copy is available for all staff via the CATalogue: https://catrustorg.sharepoint.com/sites/CAM-Policies/ and for parents/community on the school website.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What additional action have we taken?	Action by whom?	Action by when?	Done
Transmission of Disease	All present on school site through transmission of disease. Site team- injuries due to lifting	Working Practices: Social Distancing Staff working from home where possible. Expectations on rigorous social distancing made clear to staff and pupils, and implemented at all times by all site users Staff supervision of pupils at all times, within and outside classrooms and during movement times, including as pupils leave building. Restricted numbers of pupils in any classroom (Maximum 8, usually fewer)	Arrangements for Yr 10 Pupils attending classes to register outside the front of school (Registers on a clip board in Reception). Area in front of school marked up. Staggered arrival and exit times planned for classes Timetable drawn up to reduce amount of movement around school.	PB/ET/ KW	Before opening and on-going	Done Done Done

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		<p>Pupils remain in their seats and do not approach teacher to ask a question.</p> <p>Hand hygiene and cough/sneeze protocols insisted upon.</p> <p>Pupils wash hands on entry and exit of building and after PE and outdoor activities.</p> <p>Pupils instructed to keep 2m apart and wash their hands before entering the classroom and on leaving school.</p> <p>Max of 3 people in the toilets at any one time</p> <p>Any breaks to be had outside, accessed through end of corridor doors, and social distancing supervised.</p> <p>Management of Areas and Equipment</p> <p>Class furniture rearranged where necessary to ensure free movement. Manual Handling implications of this considered.</p> <p>Students do not share work spaces or equipment.</p> <p>Pupils assigned a computer which is named. They work only on this computer and do not use or touch any others.</p> <p>Any rooms / facilities not required and / or not in use are cleaned and closed to reduce potential</p>	<p>Limited subject-specialist rotation.</p> <p>Site and technician team to tape boundaries in internal communal areas / practical classrooms.</p> <p>Posters to be displayed around school.</p> <p>COVID-19 COSHH regulations consulted for workshop and laboratory use</p> <p>Manual handling training up to date for all site staff</p> <p>Plans for any use of larger spaces e.g. Hall for lecture-style activity - will observe 2m social distancing between all users, allowing staff circulation space.</p> <p>Teaching of PE very carefully managed; avoidance of sharing of equipment and rigorous cleaning of</p>			<p>Done</p> <p>In progress</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p>

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		<p>contamination.</p> <p>Natural and mechanical ventilation in use.</p> <p>Doors wedged open to reduce handles being touched (All cleaned at the end of the day)</p> <p>Teachers should instruct pupils to not leave any bags or personal possessions in school.</p>	<p>equipment in place.</p> <p>Ipads to have a front screen message reminding people to use the hand sanitiser before signing in.</p> <p>New screen to be erected in foyer for transmission of information</p>			<p>Done</p> <p>Pending</p>
Cleaning	<p>All present on school site through transmission of disease.</p> <p>Skin conditions exacerbated due to more frequent exposure to cleaning chemicals.</p>	<ul style="list-style-type: none"> Frequent and rigorous cleaning procedures are in place, 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, Lift and hoist controls, Machinery and equipment controls, Keyboards, photocopiers and other office equipment, classroom desks and chairs. No on-site catering provision to monitor 	<p>In the case of a positive COVID-19 case in school, any room or area accessed by patient to be secured for 72 hours then undergo a thorough clean.</p> <p>COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn (disposable gloves, aprons etc)</p> <p>Disposable cleaning cloths and mops used where possible (or sterilised in Milton after each use if not)</p> <p>If area heavily contaminated, cleaners to wear mouth/nose protection and follow additional guidance issued by DfE. Training given in correct use of a mask/visor</p>	KW/ET	<p>Enhanced cleaning already in action</p> <p>Cleaners bought in from Monday 18th May, unless requiring public transport</p>	
Access/Egress of	Transmission	<ul style="list-style-type: none"> One way traffic through external doors to avoid 	School arrival staggered to reduce congestion. Area outside for pupils	ET/PB	Prior to re-opening	

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school building	of disease- all user of the site	<p>face to face passing is signposted.</p> <ul style="list-style-type: none"> Corridor usage marked to maximise social distancing. Where possible, fire doors 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 	<p>to wait is marked out in matrix, allowing for social distancing.</p> <p>Consideration of Primary school drops-offs also given.</p> <p>Priority given to disabled users and those identified as having health related issues.</p> <p>Guidance given to parents on drop off and pick up arrangements.</p> <p>Parents/visitors to not be allowed to congregate in small reception but to wait outside where possible</p>	<p>KW</p> <p>KW</p> <p>KW</p> <p>PB</p>		
First Aid	Pupils School nurse/first-aiders	<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 equipment. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. Procedure for dealing with Covid 19 patients clearly communicated Wearing of fluid resistant surgical masks 	<p>Checking of expiry dates for First Aid certificates: 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 <ul style="list-style-type: none"> Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid 	<p>JB</p> <p>JB</p>	Prior to re-opening	
Waste	Transmission of disease- all	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that 	Staff to ensure they wear protective gloves and or wash	KW to ensure PPE	Prior to re-opening	

RISK ASSESSMENT

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	Users of the site	<p>are in use in order that waste materials can be managed safely</p> <ul style="list-style-type: none"> Bins should be emptied daily. 	<p>hands immediately after carrying out this activity.</p> <p>Where there is a suspected case of COVID-19, waste must keep used PPE for 72 hours before moving to comununal bin area.</p>	Available and monitored		
Break/Lunch times	Transmission of disease- all user of the site	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<p>Rota to be produced and communicated to staff and students.</p> <p>Y10- sessions short , to avoid the need to break and eat.</p>	PB	Prior to re-opening	
Staff/Pupils within the shielded group	Transmission of disease to shielded family members	<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. 	<p>Local Authority identified pupils at risk</p> <p>Parental survey to ensure information on medical records is up to date</p>		<p>Prior to re-opening</p> <p>On-going</p>	Staff survey complete
SEN Students		<ul style="list-style-type: none"> SEND Risk assessment sent around to staff 	Continual review of SEND students	LH	On-going	
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. 	Contractors will provide a Risk Assessment to be given to upon arrival on site and will question whether they have any symptoms of Cov-19, and refuse entry to site if so.	KW	On-going	

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			Contractor pack given- contains our RA and extra appendix with protocols needed to avoid infection of Covid-19			
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. 	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. RE-opening checklist complete.	ET/KW		Reviewed April 20/ on-going
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 pupils' hands following breaks, before meals and following the use of toilets. 	Hand-dryers decommissioned and replaced with serviette style paper towel dispensers in all toilet areas to reduce airborne cross contamination. HoDs who wish to conduct certain practical activities/use specialist rooms or facilities to ensure that they are fully risk assessed. ET to send out template.	KW	On-going	Done
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. 		JB/KW overseen by ET	On-going	

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Administrative Staff		<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. 		PB		Ongoing
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. 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>Face shield for staff available where desired. (Being produced in DT)</p> <p>Pupils asked to remove an homemade facecovering brought in from home as this may heighten risk of bacterial cross contamination. This is bagged up to be taken home at the end of the day.</p> <p>In the case of suspected COVID-19 case, used PPE to be double-bagged and stored for 72 hours putting in communal bin area.</p>	ET KW	Upon re-opening/on-giong	
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. Addendum to Pupil Discipline and Behaviour Policy approved by Governors. 	<p>Protocols in place to remove any students from school who compromises the health and safety of other site users.</p> <p>This has been communicated to parents.</p>	PB	On-going/Prior to reopening Done	

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School Staffroom		<ul style="list-style-type: none"> • Arrangements made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. • 	Limits to staff use of smaller staff working areas/ Balcony area. Signage visible Extra tables provided for staff to work outside, weather permitting.	ET/KW	Prior to re-opening	
Staff work areas		<ul style="list-style-type: none"> • Allocate staff work areas to ensure minimal cross over/limited traffic 	Identifying staff working spaces in addition to existing staff rooms. Priority given to people who can't work at home.	ET/PB	Still to be done	

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.

RISK ASSESSMENT

- 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](#)