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| <b>Educational Setting</b>     | <b>Caldecote Primary School</b>                                                |
| <b>Activity / Task</b>         | COVID-19 Risk Management Assessment (Educational Settings)                     |
| <b>Completed by &amp; Date</b> | 5 January 2022 Karen Stanton & Becky Snelling (in consultation with all staff) |
| <b>Review Date</b>             | When National Guidance changes                                                 |

| <b>What are the hazards?</b>                                                | <b>Who might be harmed and how?</b> | <b>What are you doing already?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>What further action is necessary?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Action by whom?</b> | <b>Action by when?</b> |
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| <b>REFER TO SEPARATE OUTBREAK PLAN FOR MANAGEMENT OF COVID-19 OUTBREAKS</b> |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |                        |
| Individual classes                                                          | Staff and pupils                    | <p>Pupils mainly work in their own class bases with consistent staff</p> <p>Expectations regarding safe behaviours (limiting touching, hand washing etc) made clear via assemblies (virtual), newsletters, teachers</p> <p>Seating in classrooms rearranged to allow movement to minimise close contact</p> <p>Additional cleaning of shared and high-touch areas eg door handles, toilets etc</p> <p>All classes have separate external entrance /exit doors</p> <p>Ventilation: all classrooms have CO2 monitors which will be used to monitor ventilation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | All                    | 05.01.22               |
| Preventing the spread of covid-19                                           | All                                 | <ul style="list-style-type: none"> <li>Share communications from LA &amp; Public Health with guidance on protocols around testing and school attendance re: close contact or contraction of Covid-19</li> <li>Face coverings to be worn by parents on site at drop off and collection (please let school know if you are exempt)</li> <li>All staff to wear face coverings in communal areas and at drop off / collection</li> <li>Staff may wear a facecovering and/or visor when working closely 1:1 with a child</li> <li>Staff to wipe down touched surfaces in toilets and staffroom after use; wipes to always be available</li> <li>Staffroom limited to a <b>maximum of 5 people</b> when eating lunch, preparing drinks etc.</li> <li>Staff must not spend more than <b>15 minutes</b> in the staffroom at any one time</li> <li>Midday cleaning rota of high touch points in operation</li> <li>All staff meetings and briefings via zoom</li> <li>All meetings with parents, Governors or external agencies to be virtual</li> <li>All staff to continue with good hygiene ie wiping down communal work areas; handwashing; limiting time with staff outside their class team</li> </ul> | <p>As before plus:</p> <ul style="list-style-type: none"> <li>Staff on gate duty to wear a face covering</li> <li>Staff in lunch hall to wear a face covering</li> <li>Staffroom: maximum of 5 people at any one time. Must maintain social distance and must not exceed 15 minutes with the same people</li> </ul> <p><b>PPA:</b> Reiterate that staff must not be in same small room for longer than 15 minutes</p> <p>Staff can use:</p> <ul style="list-style-type: none"> <li>Group rooms</li> <li>Library</li> <li>Hall</li> <li>Whittaker</li> <li>CC room</li> </ul> | All                    | 05.01.22               |

| 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? |
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| Class closure or individual isolation | Staff and pupils             | <p>Follow PHE and LA guidance<br/>Seek support from LA if threshold for possible further measure is met<br/>Act on and follow their advice – see Management Outbreak Plan<br/>Engage with NHS Test and Trace process</p> <p><b>Remote Learning (policy on school website)</b></p> <ul style="list-style-type: none"> <li>We use Seesaw as our learning platform</li> <li>Daily remote learning will be uploaded for all children isolating including English, maths and a foundation subject</li> <li>Each child learning at home is expected to upload work daily to Seesaw</li> <li>Daily checks are in place to ensure children are accessing learning</li> <li>Regular safe and well checks in place for vulnerable and SEND children</li> <li>Live contact with all children via weekly assembly</li> <li>Feedback on work uploaded to Seesaw will be given within timescales set out in Remote Learning policy</li> <li>In addition to Seesaw, pupils have access at home to Mathletics, Accelerated Reading and Times Tables Rockstars</li> <li>The school website also has topic webs, home learning menus and signposting to additional support</li> <li>In some cases we may use The Oak National website to support our Remote Learning offer</li> <li>Emotional and Mental well being support is offered via school’s Mental Health First Aiders; this is via individual zoom meets, telephone chats or a ‘drop-in’ zoom</li> </ul> <p><b>FSM</b></p> <ul style="list-style-type: none"> <li>All FSM pupils who are not in school offered food vouchers</li> <li>All FSM pupils who are not in school will receive a safe and well check each week</li> </ul> <p><b>Vulnerable Pupils</b></p> <ul style="list-style-type: none"> <li>Vulnerable pupils (as determined by our Class Profiles) and families who are not in school will receive a ‘safe and well’ check each week from a member of staff. This is monitored by the SENDCO.</li> <li>Any pupils who are identified as being a safeguarding concern (either via MyConcern or on the school Vulnerable Children register) will receive a safe and well check each week from either the DSLs or another member of staff. This is monitored by the SENDCo.</li> </ul> <p><b>Digital Devices</b><br/>Devices will be available to any children who meet the criteria and who have to switch to remote learning</p> | <p>Keep the Vulnerable register under review the vulnerable list of children to take account of:<br/>Leavers &amp; joiners<br/>Changes in circumstance<br/>Additions to the Emotionally vulnerable register</p> |                 |                 |

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| Attendance                    | Pupils                                 | Attendance is monitored to ensure guidance is followed<br>Daily DfE attendance form completed<br>Attendance codes used for Covid-19 related absences as per guidance from LA<br>All attendance procedures i.e. sending letters for low attendance, etc., continue to be in place                                                                                                                                                                                                          |                                   | RS                   | 05.01.22        |
| First Aid                     | All                                    | <ul style="list-style-type: none"> <li>1<sup>st</sup> Aid equipment available both internally and externally</li> <li>Paediatric 1<sup>st</sup> aider always on site</li> <li>PPE available in Medical Room, and Isolation area and school office</li> </ul>                                                                                                                                                                                                                              |                                   | All                  | 05.01.22        |
| Lunchtime catering facilities | Staff and pupils via interclass mixing | <ul style="list-style-type: none"> <li>Additional cleaning of tables, chairs and high touch areas</li> <li>Mixing between class groups is kept to a minimum</li> <li>Adults all to wear masks</li> <li>Hand hygiene is strictly followed</li> </ul>                                                                                                                                                                                                                                       |                                   | All                  | 05.01.22        |
| Cleaning                      | All                                    | In addition to daily cleaning by contracted cleaner (NCES) additional cleaning at midday of high-touch points: <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Telephone equipment,</li> <li>Cleaner directed to areas that have been used to ensure high-touch areas are thoroughly cleaned daily</li> <li>If there is a suspected CV19 case, follow isolation procedure</li> </ul> |                                   | All                  | 05.01.22        |
| Supply teachers               |                                        | Use own staff, including HLTAs, for cover if at all possible. If a supply teacher is needed ensure: <ul style="list-style-type: none"> <li>Usual safeguarding checks are undertaken</li> <li>Share whole school risk assessment</li> <li>Establish if teacher has any individual needs that may require an individual RA or special arrangements</li> <li>Regular check-ins and support to ensure teacher is complying with all safety measures and is continuing to feel safe</li> </ul> |                                   | SLT and supply staff | 05.01.22        |
| Administrative Staff          | Office personnel                       | Using both offices; staff SD with no face to face contact; good ventilation; wipes available for shared telephone and any other equipment that may be shared<br><br>Head's office being used as an additional workspace for Co-Heads                                                                                                                                                                                                                                                      |                                   | LW, NC, RS & KS      | 05.01.22        |
| PPE                           |                                        | <ul style="list-style-type: none"> <li>Staff who work closely with a child 1:1 or in a small group, or who may need to support with toilet accidents, are advised to wear a face covering (depending on activity) and other protective PPE eg apron, gloves</li> <li>Staff are trained on how to use PPE safely and dispose safely</li> </ul>                                                                                                                                             |                                   | All                  | 05.01.22        |

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|                                                                    |                              | <ul style="list-style-type: none"> <li>Staff with individual Risk Assessments will be supported to wear PPE as agreed in their individual plan</li> <li>No children with intimate care needs currently in school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                         |                      |                 |
| Pupil or staff member: suspected covid<br><br>Isolation procedures | All                          | <p>PPE will only be worn in case of a person displaying CV19 symptoms</p> <p>Check PPE continues to be available for isolation area</p> <p>Remind staff of 'donning &amp; doffing' procedures</p> <p>Ensure isolation area continues to be available for emergency use and follow isolation guidance in isolation area</p> <p>Staff with suspected covid to follow guidance re testing and isolation</p> <p>Pupil with suspected covid to be taken to isolation area and must be collected as soon as possible and follow guidance</p> <p>Isolation area must be thoroughly cleaned after use</p> |                                                                                                         | All                  | 05.01.22        |
| Equality Impact Assessment                                         | Staff & Pupils               | <p>Consideration for all staff: have taken account of differing levels of confidence / anxiety and taken measures to address these eg anxious members of staff have access to handwashing with least number of people</p> <p>All staff are asked to share their vaccination status so we are able to support with following the guidance</p>                                                                                                                                                                                                                                                      | An equality impact statement has been completed and is an addendum to our Equality and Inclusion policy | SLT                  | 05.01.22        |
| Dedicated school transport, including statutory provision          | Pupils X1                    | <p>Taxi is commissioned by Cambs CC and driver complies with CV19 regulations</p> <p>There will be 1 pupil in the taxi</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                         | SLT                  | Ongoing         |
| Catering staff                                                     | Staff and pupils             | Staff can wear a visor / mask if they wish                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Staff should wear a face covering during service                                                        | Catering staff       | 05.01.22        |
| Before & After School Care                                         | Staff<br>Pupils              | <ul style="list-style-type: none"> <li>Handwashing on arrival and at regular intervals as needed</li> <li>All decontamination procedures and times adhered to as per school RA</li> <li>Parents not allowed into Care Clubs area</li> <li>Parents to wear face covering at drop-off/collections</li> </ul>                                                                                                                                                                                                                                                                                        |                                                                                                         | All CC staff         | 05.01.22        |
| Personal hygiene                                                   | Pupils and staff             | <p>Systematic handwashing on arrival and at very regular intervals throughout day</p> <p>Daily checks of all handwashing areas to keep restocked with soap, towels, sanitiser, etc</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Lidded bins for all tissues; regular reminders</p> <p>Co2 monitors in areas where there are large numbers; these are used to ensure good ventilation and high air quality</p>                                                                                                                              |                                                                                                         | All staff and pupils | ongoing         |

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| Testing for Staff                | Staff – misadministration test                                                      | All staff expected to LFT x 2 weekly and share results with school                                                                                                                                                                                                                                                                                                                                                    | LFD testing system is in place:<br>All staff agree to test, notify results and log on Government website | LW                | 05.01.22        |
| Singing                          | Staff and Pupils                                                                    | Guidance from Cambs Music following Dept for music and Culture guidance<br>- Singing inside should be in class groups only<br>- Increased ventilation when singing                                                                                                                                                                                                                                                    |                                                                                                          | All staff         | ongoing         |
| Fire Safety                      | Staff<br>Pupils<br>May not be familiar with routine after break                     | All emergency escape routes / doors being kept clear.<br>Emergency lighting and signage checks<br>Continue with weekly testing of fire alarm points<br>Continue with usual fire exit procedures<br>Take note of Cambs Fire & Rescue letter outlining the Regulatory Reform (Fire Safety) Order 2005<br>Regularly remind all staff of fire evacuation procedures<br>Ensure FEP are included in induction for new staff |                                                                                                          | All staff         | ongoing         |
| Access/Egress of school building | Staff, pupils, peripatetic teachers, visitors                                       | Staff only enter/exit via main front door<br>Pupils all enter / exit via class external doors or main pupil entrance for Purple class<br>Doors to be propped open to reduce the need for touch (fire protection measures adhered to)<br>Wipes, sanitiser available at main door entrances as needed<br>All adults on school site to wear face coverings (unless exempt)                                               |                                                                                                          | SLT and all staff | Ongoing         |
| Property Compliance              | Increase risk of harm from fire and legionella if due processes are not carried out | Routine property compliance to continue<br>All routine checks: fire, legionella, water flushing, emergency lighting to continue as per routine schedule<br><br>All compliance checks are in place                                                                                                                                                                                                                     |                                                                                                          | LW                | ongoing         |