

COVID-19 RISK ASSESSMENT



Educational Setting	Brewster Avenue Infant and Nursery School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Becky Thompson, Headteacher 20 th July 2020 Updated 1 st March 2021 Updates 12 th March 2021 Updates 19 th March 2021 Updates 12 th April 2021
Review Date	Review planned weekly on a Friday, or more frequently as needed

This risk assessment is underpinned by the following principles:

Prevention

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. [clean hands thoroughly more often than usual](#)
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. [introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach minimise contact between individuals and maintain social distancing wherever possible](#)
5. [where necessary, wear appropriate personal protective equipment \(PPE\)](#)

Response to any infection

6. [engage with the NHS Test and Trace process](#)
7. manage confirmed cases of coronavirus (COVID-19) amongst the school community
8. contain any outbreak by following local health protection team advice

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Health and Hygiene						
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
Hand washing	Staff, children and visitors may catch COVID-19. The disease is fatal in about 1% cases. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.	<ul style="list-style-type: none"> Washing hands with soap and water often –for at least 20 seconds Use of hand sanitiser gel if soap and water are not available – hand sanitiser available in all classrooms, staff rooms & school entrance Hand washing routines in place inc. as soon as they get to school and when they leave, after they blow their nose, cough or sneeze, before they eat or handle food. Handwashing reminders included in frequently in newsletter, posters and hand wash song displayed in sink areas 	<p>Monitor via Half Termly Health & Safety walks</p> <p>Y2 to swap to hand gel on entry to school</p>	<p>HT & Govs</p> <p>Y2 team</p>	<p>28/05/21</p> <p>19/03/21</p>	<p>✓</p>
Respiratory Hygiene		<ul style="list-style-type: none"> Tissues available in all classrooms Established routines to cover mouth and nose with a tissue or a sleeve (not hands) when coughing or sneezing Established routines to put used tissues in the bin immediately and wash hands afterwards All classrooms have lidded bins 				
Staff or children who become symptomatic		<ul style="list-style-type: none"> Anyone displaying symptoms (high temperature over 37.8, new continuous cough, loss of or change to sense of taste or smell) should not come into school and should book a test All members of the household should isolate 				

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		<ul style="list-style-type: none"> • Symptomatic person should access a test as soon as possible – school can provide test kits for families who cannot travel to the test centre • Where the child or staff member tests negative, they can return to school and household members can end their self-isolation 				
Children who become symptomatic in school	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> • Parent to be contacted and asked to collect immediately • Child to be isolated behind a closed door, with adult in PPE if it's not appropriate to leave the child alone (see separate PPE section) • Isolation spaces identified: <ul style="list-style-type: none"> ○ Deputy's office ○ Finance office ○ Nursery community room (use nursery staff toilet and parents to be escorted through the playground to collect from the nursery door) ○ Consulting room in the family centre • Open a window for ventilation • If they need the toilet use the staff toilets, which must then be cleaned before anyone else uses them (Disabled toilet in the Family Centre) • Staff involved do not need to go home unless they develop symptoms themselves • Wash hands for thoroughly for 20 seconds after contact with someone who is unwell 	Review process every two weeks	BT	Fortnightly	

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		<ul style="list-style-type: none"> Follow 'cleaning in non-healthcare setting advice' 				
Contact with a positive case	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Staff or pupils identified as close contacts of a positive case should self-isolate for 10 days Rapid risk assessment to be conducted in conjunction with LA Plans already in place for closure of bubbles/ school School will provide remote learning for children who cannot attend school Contact will be made with staff and the parents/carers of other children <u>within the bubble</u> who will be advised on any steps which should be taken 	Review process every two weeks	BT	Fortnightly	
Testing for Frontline Education Staff	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> For PCR testing from 5th October, BT to complete spreadsheet and email it to capccg.covid19staffswabbing@nhs.net From 25th January – opt in for twice-weekly LFD testing for all staff and regular visitors (see separate risk assessment) 	Staff should access PCR tests via the gov.uk website Communicate with staff the need to continue with twice weekly LFD tests over the Easter break.	BT	April onwards 22/03	✓
Testing for families	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Households with primary school, secondary school and college age children, including childcare and support bubbles, can test themselves twice every week at home as schools return from Monday 8 March. 	Provide info for parents on how to access the tests	BT	05/03/21	See newsletter 04/03/21

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Personal Protective Equipment	Staff, children and visitors may catch COVID-19.	<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 Aprons & gloves used when delivering intimate care (in the disabled toilet) Gloves used when administering first aid/ dealing with bodily fluids (in first aid kits – spares in the first aid cupboard) PPE – masks, aprons, gloves & a visor (for use of there is a risk of splashing from vomit, spit etc.) available for member of staff accompanying a child who is showing symptoms and is isolated prior to being collected by a parent (in the blue plastic crate with alcohol gel and clinical waste bags in the PPA room just outside Amanda's office, in clear wallets in other rooms, together with printed instructions) 	<p>Monitor via Health & Safety walks</p> <p>Email PPE@cambridgeshire.gov.uk for further supplies</p>	<p>HT & Govs</p> <p>As needed</p>	28/05/21	
Managing face coverings	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Parents are requested to wear face coverings when on the school site Visitors and staff should wear face coverings in situations where distancing of 2m is not possible with other adults Parents with children who wear face coverings to and from school should take the face coverings before the child enters the school building and store it or dispose of it at home Staff who use face coverings should store them in staff lockers or dispose of them in lidded bins 				

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Staff/Pupils within the shielded group	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Staff or pupils within the Clinically extremely vulnerable group have a risk assessment Staff that meet the criteria as clinically vulnerable people have a risk assessment which identifies suitable control measures Individual risk assessments reviewed Jan 21 	<p>CEV pupils and staff are not currently attending school</p> <p>Review/ update risk assessments</p>	BT	30/04/21	
First Aid	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> All bubbles have First Aid and Paediatric First Aid trained staff Megan will continue to oversee medication, but will not be able to administer as she will be required to social distance from all bubbles – she will arrive at the classroom door and gain an adults attention and ask them to administer Each year group has their own first aid kit and accident book Ice packs are in labelled packs in the freezer, allocated to each bubble The thermometer will be kept in the KS1 wet bay cupboard – it must be cleaned thoroughly after use and hands washed Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. 	Monitor via Health & Safety walks	HT & Govs	28/05/21	
Accident reporting Covid-19 incidents	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> The Health & Safety Executive requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 	Staff to report to MR who will complete a Frontline Incident Report	All staff	Ongoing	

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Cleaning	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> • Cleaning is everyone's responsibility • If you can't clean it, don't use it • More frequent cleaning procedures (11am, 1pm & 3pm) including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Phones, keyboards & whiteboard remote controls ○ Areas used for eating including chairs and door handles ○ Photocopiers and other office equipment ○ Classroom desks, chairs & resources • Each classroom has a set of cleaning materials (red cloths for toilets & washrooms, blue cloths for general cleaning including classrooms) and cleaning checklists • Relevant COSHH circulated to all classroom staff (also displayed in cleaning cupboard) • Caretaker cleans all touch points before school • Bins emptied and central touchpoints cleaned at lunchtime • Staff to clean touch points after using the staff toilets 	If a staff member or pupil has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.	LS	As needed	
Ventilation	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> • Classroom windows to remain open to allow fresh air to circulate • When the weather allows, open external doors to increase ventilation 	Monitor via Health & Safety walks	HT Govs	28/05/21	

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		<ul style="list-style-type: none"> In cold weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space 				
Waste	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> All classrooms in use have lidded bins for tissues Bins emptied twice daily using protective gloves Hands washed after empty bins 				
Property Compliance	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> All relevant property statutory compliance checks are up-to-date PAT testing completed Jan 21 				
Fire Safety	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) continue to be in place as relevant Ensure all emergency escape routes / doors are fully operational and kept clear. Evacuation point remains the same (playground) but groups must be lined up with 2m spaces between bubbles - Year 2 to the right of the trim trail, N, YR & Y1 on the playground 	Fire drill following reopening	BT	19/03/21	✓
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found on the Staff Resources drive in the COVID-19 file 				

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Organisation and Logistics						
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
Bubbles & social distancing	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Year group bubbles will operate Staff in school will be allocated to one bubble Staff should maintain social distancing (2m) between all other adults, including those in their own bubble at all times: if this is not possible, staff should wear a face covering It is not expected that children will distance from adults or other children, due to their age and understanding and the nature of the curriculum Non class-based staff must not come into close contact with children and staff in any of the bubbles 				
Access/Egress of school building	Staff, children, parents and visitors may catch COVID-19.	<ul style="list-style-type: none"> Aim to remove any large gatherings on the playground Parents will be asked to arrive on time and leave immediately and not congregate/ socialise Staggered school arrival and collection times and different entrances to reduce congestion One-way system implemented on driveway (lines painted) and box around the gate (to prevent a crowd at the gate) Staff must park in the rear car park and not at the front of the school building (except blue badge holders) The New Road gate will remain locked: there will be no access to the rear of the school (playground, trim trail etc.) 	<p>Monitor via Health & Safety walks</p> <p>Open Y2 playground to parents in the mornings to allow for more space/ distancing. Trial week</p>	<p>HT & Govs</p> <p>BT</p>	<p>28/05/21</p> <p>15/03/21</p>	

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		<ul style="list-style-type: none"> Parents will be strongly encouraged to be on time as lateness will cause serious disruption and they may have to wait to drop or collect their children until other bubbles have left Office staff will not be able to take late children down to class, so parents may be asked to wait with the youngest children whilst they fetch a member of staff from the class team who can escort them Teachers should keep uncollected children in their classrooms – they will not be able to wait at the office 				
Movement around the building	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Children should remain in classrooms/ designated outdoor learning space except when going to the toilet or going to the dining hall Adults should collect milk and fruit, visit the office if absolutely necessary, and use the photocopier – children should not leave the classroom or accompany adults for these or other similar tasks Tape marks on the carpet will help children to line up away from the door Where possible, doors are propped open to reduce the need for touch (fire protection measures must be adhered to) Groups of children will only be in the corridor if going to the sinks for hand washing or going to the dining hall –adult to check that no other 	Monitor via Health & Safety walks	HT & Govs	28/05/21	

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		<p>groups are in the corridor before moving around school</p> <ul style="list-style-type: none"> Individuals may walk past one another in corridors – e.g. if a child is going to the toilet the risk of contracting the virus briefly passing one another has been assessed as minimal 				
Toilets	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Children should be allowed to go to the toilet as usual, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Each year group bubble will be allocated a set of toilets and sinks and individual cubicles will be relabelled as boys or girls 				
Uniform and belongings	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Children will use their own trays and coat pegs Wellies, splash suits and painting aprons should not be shared between bubbles, unless washed/cleaned or quarantined between uses Children should bring a book bag and water bottle Children will wear PE kit on PE days (no changing in school) Staff should dress at least as smartly as the children in their uniform 				
Lunchtime	Staff, children and visitors	<ul style="list-style-type: none"> Staff timetables accommodate their lunchbreaks and adequate support and supervision for the children inside and outside 				

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	may catch COVID-19.	<ul style="list-style-type: none"> Two sets of tables to be set out in the hall with minimum 2m gap between – one set for Reception/Y2 and one set for Y1 – each class to have their own tables Tables and seats to be cleaned between Reception & Year 2 Children’s lunchtimes will be staggered allowing 30 minutes to eat (45 minutes for reception) and 30 minutes outside Only one year-group will be outside at once, so children do not mix with children in other bubbles Each year group will have their own set of resources in the shed outside for use at lunchtime Middy supervisors are attached to one year group bubble and will supervise those children inside and outside Middy supervisor to take out first aid kits and ice packs (in thermal bag) Packed lunch boxes (very few in school due to UIFSM) are stored in children’s classrooms in designated box/ space Hands washed before eating and after playing outside 				
School staffroom & shared areas	Staff, children and visitors	<ul style="list-style-type: none"> Strict social distancing should be maintained in the staffroom Staggered lunch times for staff 				

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	may catch COVID-19.	<ul style="list-style-type: none"> • Tables organised at 2m distances and one chair per table– clean table after use • Staff encouraged to eat outside or in own classrooms when possible, or to spend less than 15 minutes in the staffroom • Anything used should be washed in the dishwasher • Staff emptying the dishwasher should wash hands before • PPA may be taken offsite • PPA area should be cleaned after use 				
Staff absence	Pupils	<ul style="list-style-type: none"> • Staff should follow the usual procedures for reporting absence • All efforts will be made to cover absence within the bubble including: <ul style="list-style-type: none"> ○ Part time staff asked to work additional hours' overtime ○ Staff taking shorter lunchbreaks ○ TAs asked to supervise classes in a teacher's absence • Where no other solution can be found and safe staffing ratios cannot be maintained, supply teachers will be used 				
Communication with parents	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> • Parents encouraged to phone or email the office rather than visit • If parents do need to visit, the window at the hatch is kept closed • Weekly reminders on newsletter 	Weekly newsletters Include graphics from LA social media toolkit	BT BT	Every Thurs Ongoing	

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		<ul style="list-style-type: none"> Posters/ signs on the driveway/ external doors/ gates updated regularly, particularly in response to changing national guidance/ tiers 				
Contractors	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> All contractors provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19 Details of visitors recorded for contact tracing Children must be kept inside the building when Countrywide (grounds maintenance) staff are onsite All planned/reactive maintenance to be completed out of hours unless seen as an emergency 				
Visitors	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Parents asked to wear face coverings when on the school site and when talking to staff All visitors must use hand gel on arrival before signing in The office will keep a log of any visitors entering bubbles (e.g. supply teachers, speech therapists, play therapist) and which bubbles they have worked within for contact tracing The use of volunteers e.g. Reading Buddies suspended 				
Transport	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> No children currently travelling to school on school transport School Streets project (road closure) in place from 29th September 				

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Teaching and Learning						
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
Resources and minimising increased risk of transmission	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Classrooms prepared so surfaces are clear and resources are minimal Adults and children should wash hands frequently, between activities – hand washing should be supervised Wellies, splash suits and painting aprons should not be shared between bubbles, unless washed/ cleaned or quarantined between uses Resources remain exclusive to the year group Water play is permitted but the water must be soapy, and changed frequently Playdough is permitted but should be kept in individually named tubs or quarantined at the end of every session. Frequent cleaning of shared resources included in cleaning checklists At the end of each day resources must be either: <ul style="list-style-type: none"> Cleaned thoroughly (Milton or warm soapy water) Placed in 'quarantine' in class cupboard 24 hours for books/ paper 72 hours for hard surfaces e.g. plastic: label with a post-it note date available again for use Reading books allocated to each year group (books should not be changed in the corridor) 	Monitor via Health & Safety walks	HT & Govs	26/03/21	

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		<ul style="list-style-type: none"> If there is no option but to share resources between bubbles e.g. woodland equipment, it must be cleaned <i>scrupulously</i> after each use. Woodland sessions, pond and bike use timetabled, so no more than 1 year group a day access the resources 				
Behaviour	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Use of visual timetables to provide structure and predictability Use of positive reinforcement (verbal praise and SMILE stickers) Individual risk assessments in place for identified pupils and agreed with parents If children's behaviour (e.g. not remaining in their own bubble) leads to us not being able to ensure the safety of others, in terms of the virus control, BT or AB informed on the same day and complete/ update risk assessment and discuss with parent Exclusion will be used for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing 				
Learning outside the classroom (day trips, etc.)	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Local trips are permitted, but must be compliant with COVID risk assessment and staffed from within the bubble 	For more information contact Stephen Brown (Outdoor Education Adviser.)	As needed		

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Extra-curricular activities (coaches, tutors, after school)	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> External coaches, clubs and organisations have been vetted for COVID-secure measures and will need to maintain social distancing Modified Breakfast and After school club provision is in place for a small, consistent group of 15 BA children – see separate risk assessment 				
PE	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided 	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)	As needed		
Contingency planning for a school closure	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> In school provision maintained for children of critical workers and those who are vulnerable Daily remote learning, set by class teachers and following existing long-term plans to be sent via email or Evidence Me and teachers available daily via class email inboxes and Evidence Me to support and provide feedback Teachers speak to all parents/ children by phone or Zoom weekly 	See separate school closure document			