

<b>Educational Setting</b>	<b>Godmanchester Community Academy</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Richard Bakker (Acting Head of School)
<b>Review Date</b>	<b>25<sup>th</sup> September (end of next 3 week period)</b>

<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>	<b>Done</b>
Social Distancing in school	Staff and children – COVID-19 infection	<ul style="list-style-type: none"> <li>Children and staff are operating as 'year group' bubbles.</li> <li>Tables will be front facing where it is possible and age appropriate.</li> <li>The school day has been organised to keep classroom 'bubbles' apart as much as reasonably possible.</li> <li>The above includes: access/departing the site, lunchtimes and separate play areas.</li> <li>Any normal need for children to move around school has been removed.</li> <li>Kids' Club – year group bubbles will mix – we will limit this as much as possible by separating into as many, consistent groups as possible.</li> <li>SEND/inclusion provision – split into year group areas as much as possible but there will be some mixing of adults and children.</li> <li>Discussed with staff the important of limiting travel to other bubbles unless absolutely</li> </ul>	<p>Stress to parents the importance of social distancing outside of school – specifically children in different year groups playing in the same household.</p> <p>First aid needs will always override the principle of protecting bubbles. Low level first aid to be done in year group bases as before.</p> <p>Support with the organisation of Rainbow Room in September.</p>	SLT, class teachers and support staff.	Ongoing	

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		<p>necessary and only when children/staff are not present.</p> <ul style="list-style-type: none"> <li>No after school clubs on the school site after school or in the evening.</li> <li>No trips or educational visitors</li> <li>No swimming</li> <li>No music lessons during the school day</li> <li>No use of shared, fixed play equipment outside</li> <li>Internal cover for absent teachers where possible.</li> </ul>	<p>Review these decisions from September 7<sup>th</sup> – they need to be gradually relaxed in priority order, if the school, local and national COVID situation allows for these changes.</p>	RB and PD		
Cleaning		<ul style="list-style-type: none"> <li>The school will be thoroughly cleaned at the end of the school day.</li> <li>School communal areas (especially toilets and often touched surfaces) will also be cleaned during the middle of the day.</li> </ul>	<p>Ensure cleaning supplies are regularly sourced, especially hand sanitiser.</p> <p>RB and PD to monitor the cleaning routines and quality and intervene as necessary – staff have been asked to contact RB as a matter of urgency regarding any cleaning issues.</p>	<p>Easyclean</p> <p>Class teachers and support staff</p>	Ongoing	
Lunchtime Catering facilities		<ul style="list-style-type: none"> <li>Children will enter the hall in year groups.</li> <li>These year groups won't need to walk through another bubble whilst they are eating.</li> <li>Kitchen staff will clean hotplate surface between sittings.</li> </ul>	<p>Review lunches on September 14<sup>th</sup>.</p> <p>Review staff lunches on September 25<sup>th</sup>.</p>	<p>Kitchen staff</p> <p>RB and PD</p>	Ongoing	

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		<ul style="list-style-type: none"> <li>• Kitchen staff will be wearing face shields and gloves.</li> <li>• All tables will be cleaned between 1<sup>st</sup> and 2<sup>nd</sup> sittings.</li> <li>• Staff in the hall will socially distance</li> <li>• Staff are in the hall are, as much as possible, supervising children in their year group bubble.</li> </ul>				
Fire Safety		<ul style="list-style-type: none"> <li>• Staff aware that they must wear lanyards to be able to open the external doors (although there is an emergency option).</li> <li>• Bell test during week of September 7<sup>th</sup></li> <li>• Fire drill during week of September 7<sup>th</sup></li> </ul>	<p>Brief these staff by Friday 4<sup>th</sup> September.</p> <p>An email to staff explaining the fire drill protocol.</p> <p>Office completing new fire registers.</p>	RB and Mike Seath	End July 2020	
Access/Egress of school building		<ul style="list-style-type: none"> <li>• One way system for all groups of children/parents entering.</li> <li>• Line spacings have been placed along the access paths.</li> <li>• Year 6 children leaving from 2.55pm.</li> <li>• All other year groups leaving at 3.10pm in a one way, socially distanced system.</li> <li>• Staff only accessing the building via car park entrance.</li> </ul>	<p>Review this from September 7<sup>th</sup> – adapt and improve if the flow of parents and children is slow or unsafe.</p>	RB and PD	End July then ongoing	

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		<ul style="list-style-type: none"> <li>No visitors (apart from social workers or emergency staff) accessing the building without RB permission.</li> </ul>				
First Aid		<ul style="list-style-type: none"> <li>Year group bases being provided with first aid packs (plasters, gloves, gauze wipes).</li> <li>Paediatric first aiders (at least 5 are on site at any time) to provide emergency first aid. The need to do this would outweigh the need to protect class bubbles.</li> <li>First aid will be reported in a first aid exercise book. Parents to be involved via Dojo/Tapestry instead of the medical slips.</li> </ul>	Review approach from September 7 <sup>th</sup> .	RB, PD and JT	End July then ongoing	Yes
Waste		<ul style="list-style-type: none"> <li>Bins emptied daily.</li> <li>Extra bins with lids have been provided.</li> </ul>		RB	End July then ongoing	Yes
Break/Lunch times		<ul style="list-style-type: none"> <li>Each year group bubble has been designated a playtime zone which only they will use.</li> <li>This zone can be used for play times and lunch breaks.</li> <li>Zones are being clearly demarcated – either with tyres, painted lines or cones.</li> </ul>		RB and PD	End July then ongoing	
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> <li>Shielding will pause from August 1<sup>st</sup> – no staff members or children will need to be absent for shielding reasons.</li> </ul>	Review any exceptional circumstances and discuss with staff/families.	RB	End July then ongoing	Yes

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Contractors		<ul style="list-style-type: none"> <li>Only essential contractors to enter school during the working day.</li> <li>Any contractors coming into school will need to be approved by RB.</li> </ul>			End July then ongoing	
Property Compliance		<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> </ul>	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.	Site manager  Business manager	End July then ongoing	
Hygiene		<ul style="list-style-type: none"> <li>We have sufficient stocks of hand wash for several weeks.</li> <li>We also have plenty of hand sanitiser and the ability to quickly source more.</li> <li><b>All children, staff and essential visitors will sanitise hands when entering the school site.</b></li> <li>Handwashing is timetabled into the day at points before/after break and before/after mealtimes and the end of the day.</li> <li>'Catch it, bin it, kill it' respiratory hygiene promoted across school.</li> </ul>	<p>New centralised store of equipment – in stationary cupboard.</p> <p>Discuss these in September as part of induction/transition for children.</p>	RB and PD	End July then ongoing	

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Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> <li>Where there is a suspected case, staff member will notify RB (or PD if RB not available).</li> <li>Messages about symptoms have been communicated to staff and families.</li> <li>RB will then use provided PPE and escort child to isolation room which is supervised.</li> <li>Urgent collection by parents will then be requested so child can be tested.</li> <li>Parent will need to inform school of the outcome as entire class base may need to isolate.</li> <li>A confirmed case will be reported to Public Health England and other statutory bodies.</li> </ul>	Refer to PHE England flowchart and government guidance as needed – specifically when a 14 day isolation period is/isn't necessary.		End July then ongoing	Yes
Administrative Staff		<ul style="list-style-type: none"> <li>Administrative staff to remain in office bubble as much as possible, with door closed.</li> <li>Front door not available for parent/visitor access during the school dat.</li> </ul>	Review in September – it is unsafe for groups of children arriving late to be coming through the front door. We may need a Perspex screen.	RB	End July then ongoing	
Personal Protective Equipment		<ul style="list-style-type: none"> <li>PPE grab bag available for RB/SLT for suspected COVID cases.</li> <li>PPE (gloves and aprons) available for 2 members of staff who will need to do close contact and intimate care for 2 children with EHC plans.</li> <li>Staff and pupils have been made aware that they can wear it but school isn't providing it.</li> </ul>	At time of writing, face coverings are becoming compulsory for shops and transport – this may become the case in school.	RB/SLT	End July then ongoing	

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Behaviour		<ul style="list-style-type: none"> <li>Parents asked to support social distancing rules outside of school – specifically children not in the same year group, playing in a house.</li> <li>As part of induction in September, children reminded and supporting with the need to follow the handwashing and respiratory hygiene rules.</li> <li>Communicated to both staff and parents that we are reverting to our ‘normal’ behaviour approach – this includes centralised loss of play and SLT visible in classrooms for behaviour support.</li> </ul>		RB/SLT	End July then ongoing	
School Staffroom		<ul style="list-style-type: none"> <li>1 in 1 out system, unless other staff member is within the same year group bubble.</li> <li>Open a second staff room, ideally in the CIMA hall.</li> </ul>	<p>Review approach in September – can it be further relaxed and continue to be safe?</p> <p>Organise space and equipment for this room.</p>	RB	Early September	