

Educational Setting		Peterborough Polish School				
Activity / Task		COVID-19 Risk Management Assessment (Educational Settings) v3				
Completed by & Date		Keith Markham (Trustee), Anna Malgorzata Wolkowicz (Deputy Head Teacher) 5 th March 2021				
Review Date		March 2021				
What are the hazards?	Who might be harmed and <i>how</i>?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	Students and staff may be at risk of infection transfer	<ul style="list-style-type: none"> 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 clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 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 where necessary, wear appropriate personal protective equipment (PPE) 	<ul style="list-style-type: none"> Staff, parents and pupils issued with instructions to stay at home and self-isolate, if they or a household member is symptomatic. PPS to ensure that staff use cleaning equipment provided by SJF in each classroom Promote 'catch it, bin it, kill it' approach. Minimise contact between individuals, maintain social distancing wherever possible. Pupils in classes 7-12 will be required to wear masks at all times when on school premises Teachers and teaching assistants in classes 7-12 will be required to wear masks at all times when on school 	SLT H&S All All All H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<p>premises except when they are teaching and are able to maintain a distance of two metres from their pupils</p> <ul style="list-style-type: none">• Teachers and teaching assistants in all other classes will be required to wear masks solely when moving around in corridors and communal areas where social distancing cannot be maintained• Other school staff and volunteers will be required to wear masks solely when moving around in corridors and communal areas where social distancing cannot be maintained• Any visitors to the school will be required to wear masks when moving around in corridors and communal areas where social distancing cannot be maintained• Use PPE as appropriate where social distancing cannot be maintained.• PPS to purchase its own supply of gloves and masks to be used when appropriate	SLT / H&S SLT / H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none"> Staff briefed on the expectations in class settings, outdoors and in staff rooms Site visit on 4th September 2020 to explain procedures to staff 			
Response to any infection	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> engage with the NHS Test and Trace process manage confirmed cases of coronavirus (COVID-19) amongst the school community contain any outbreak by following local health protection team advice any pupil who becomes unwell with continuous cough, high temperature, loss of taste or smell in an education setting should be sent home and advised to follow the staying at home guidance. social distancing will be maintained unless the person requires immediate help to prevent injury staff assisting the pupil or member of staff are to follow first aid guidance regarding PPE 	<p>In the event of a pupil or member of staff becoming unwell with suspected symptoms of Covid-19 the following procedures will be implemented:</p> <ul style="list-style-type: none"> any member of staff with symptoms should advise the H&S Officer and then go home immediately avoiding any contact with others any pupil affected should be isolated from the others as recommended by the Government in separate room with closed doors and open window supported by first aider with adequate PPE until the pupil can be collected by its parents if the affected person needs to use a toilet while waiting for transport, they should use a separate toilet which should 	SLT / H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<p>be isolated and secured after for 72 hours</p> <p>Waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE should be disposed of in the following fashion:</p> <ul style="list-style-type: none">• put it in a plastic rubbish bag and tie it when full• place the plastic bag in a second bin bag and tie it• put it in a suitable and secure place marked for storage for 72 hours <ul style="list-style-type: none">• anyone who suspects that they have any of the Covid19 symptoms should inform PPS and then self-isolate for 7 days. All household members should do the same for 14 days. Call GP if more help required.• Staff will be briefed on what is required of them via training which will take place before the start of the school year	H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Contingency planning for a further outbreak	Staff and students at risk of infection transfer.	<ul style="list-style-type: none">In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.	<ul style="list-style-type: none">Contingency plan in place for localised closureBe prepared to move teaching online using Zoom	SLT / H&S		
Social Distancing in school	Staff and students at risk of infection transfer.	<ul style="list-style-type: none">Minimise contact between individuals and maintain social distancing wherever possibleThe overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.	<ul style="list-style-type: none">PPS will inform parents pupils and carers about the new rules by email, on its website and by placing additional signs at the building entrancesall available entrances will be used to avoid overcrowding during bringing and collecting pupils to reduce contact with others and suggest using face mask when entering or leaving schoolPPS's pupils will be divided into a series of bubbles so as to avoid direct transmissionbreak times will be organised separately for each bubble to avoid cross contaminationteachers and teaching assistants will stay within their bubbles during the school day	SLT / H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none"> • start and finish times for the school day will be staggered by bubble • a one-way system will be implemented • arrivals outside of allotted time will be taken by a member of staff to their designated classroom • Staff will be briefed on the expectations in class settings, outdoors and in staff rooms • Site visit on 4th September 2020 to explain procedures to staff 			
Cleaning	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> • More frequent cleaning procedures are in place across the site, 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, 	<ul style="list-style-type: none"> • PPS will ensure that the following cleaning takes place during the school day: • Teachers will be responsible for maintaining acceptable standards of hygiene in their own classrooms using the equipment provided by SJF • Assistants will be responsible for taking pupils to the toilet during lesson time • Assistants will supervise the usage of toilets during break times 	SLT / H&S Teachers TAs Teachers and TAs		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none"> Staff will disinfect all school equipment required before and after use 			
Fire Safety	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> Review fire evacuation arrangements so that the assembly point complies with social distancing requirements Carry out fire drill during the first term to familiarise staff and students with arrangements 	H&S H&S		
Access/Egress of school building	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be 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 	<ul style="list-style-type: none"> Arriving at/leaving school will be staggered to reduce congestion. Doors will be propped open Guidance will be issued to students about arrival and departure Priority must be given to disabled users and those identified as having health related issues. Parents will not be allowed on school premises unless by appointment Relevant guidance will be provided to parents and carers on drop off and pick up arrangements. 	SLT / H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
First Aid	Staff and students at risk of infection transfer.	<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 sundries. 	<ul style="list-style-type: none"> PPS will ensure that there is adequate first aid provision at all times Specific first aiders will be identified to attend cases of suspected Covid-19. 	H&S		
Break times	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> The school will stagger break times to achieve social distancing. 	<ul style="list-style-type: none"> The school day will be arranged to stagger break times Staff will supervise students in their respective bubbles during break times A break duty rota will be published each week 	SLT All SLT		
Staff/Pupils within the shielded group	<p>Staff and students at risk of infection transfer.</p> <p>Such staff and volunteers may need to move between bubbles during the course of the school day</p> <p>Such staff and volunteers may not always be able to</p>	<ul style="list-style-type: none"> Any member of staff or pupil that is within the clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. 	<ul style="list-style-type: none"> Staff or pupils identified as in the extremely clinically vulnerable or clinically vulnerable group will have a risk assessment undertaken to identify control measures required for safe working. Instructions will be provided to staff on social distancing and using the one-way system wherever possible Use PPE as appropriate where social distancing cannot be maintained. 	H&S H&S H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	follow the one-way system		<ul style="list-style-type: none"> PPS to purchase its own supply of gloves and masks to be used when appropriate 			
Administrative Staff	Staff at risk of infection transfer	<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. 	<ul style="list-style-type: none"> Reception staff will be limited to a maximum of two people Other admin staff will work elsewhere in the school in a suitable location and shall observe social distancing at all times A maximum of two visitors to reception will be permitted at any one time Those waiting to enter reception must wait outside and respect social distancing 	H&S Reception Staff		
Other non-teaching staff and volunteers. incl. HT and DHT	Staff and students at risk of infection transfer. Such staff and volunteers may need to move between bubbles during the course of the school day	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. 	<ul style="list-style-type: none"> Instructions will be provided to staff on social distancing and using the one-way system wherever possible PPE will be issued where it is not possible to practise social distancing 	SLT H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Parent Community Cafe	Staff and visitors at risk of infection transfer	<ul style="list-style-type: none"> • Arrangements should be made to ensure the Parent Community Café is not overcrowded and social distancing can be achieved 	<ul style="list-style-type: none"> • Number of visitors limited • Parents only able to visit café if they have booked in advance • Staff able to use the café as long as they respect social distancing • Seating to be arranged to comply with social distancing • Food provided only by café staff • Unsealed food to be protected behind screens • Café staff to be reminded about social distancing and hygiene requirements 	SLT / Café staff		
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> • Ensure availability of staff is adequate • Ensure that social distancing measures can be maintained at all times • Review activities that can be carried out 	<ul style="list-style-type: none"> • Children will be grouped together into bubbles • Contact between bubbles will be avoided • Classrooms will be arranged with forward facing desks • Staff will use sprays and cloths in each classroom provided by SJF • Staff will sanitise all desks and touch surfaces between each lesson 	SLT H&S		



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none">• Desks to be sprayed and left for approximately 30 seconds and then wiped.• Wet wipes should be used solely for keyboards• Staff will maintain social distancing from pupils and other staff as much as possible. <p>Pupils to be advised that they should:</p> <ul style="list-style-type: none">• wash hands with soap and water for 20 seconds at arrival, before and after eating, after coughing or sneezing,• refrain from touching their faces• use hand sanitizers• bring their own equipment and only use this during the course of the school day <p>PPS will also:</p> <ul style="list-style-type: none">• ensure that staff disinfect all school equipment required before and after use			



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none">• ensure other supplies in toilets e.g. toilet rolls are adequate at all times• PPS will inform parents, carers and pupils about these rules via e-mail• Staff will be informed about the new rules via e-mail and also at the site visit on 4th September 2020.			
Signage	Staff and pupils at risk of infection transfer	<ul style="list-style-type: none">• What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.	<ul style="list-style-type: none">• Information and guidance posters will be prominently displayed in all areas of school	Site H&S		