



Risk Assessment for: School Reopening 1st June 2020 – COVID19

This risk assessment supplements the COVID19 business continuity plans already in place and is specifically for reopening of the school from 1st June 2020 to a limited number of pupils. This risk assessment will be updated when pupil numbers increase and when further government and local guidance is given.

Completed by: Mike Burton

Date of risk assessment: 14/05/2020

Review Date: 08/06/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
Risk of infected persons contaminating others - general	Staff, pupils, visitors, contractors	<p>Staff who can work from home are instructed to do so to minimise time spent in the school.</p> <p>The school and all employees are instructed to follow Public Health, DfE, NHS, and HSE advice; the school will update this risk assessment should any updated advice supersede it.</p> <p>Anyone who either has a high temperature or a new persistent cough, a loss of, or change in, your normal sense of taste or smell (anosmia) or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to work, but must follow the Public Health guidance on self-isolation.</p> <p>If a member of staff or a pupil develops a high temperature or a persistent cough while at school, they should:</p> <ul style="list-style-type: none"> • Ensure their centre leaders, line manager or a member of senior leadership is informed • Return home immediately or parents be contacted to collect • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. • A test will be booked for the individual concerned through the online portal available to schools. All persons who come into contact with the member of staff or pupil must remain off school for 14 days unless a negative test result is received by the person originally going off. <p>Absolute minimal visitors to site (generally only in an emergency, to deliver vital supplies or provide a</p>	<p>Handshakes will be stopped when greeting others</p> <p>Staff who are classed as 'clinically extremely vulnerable' are to work at home and should be particularly stringent about following social distancing measures and are instructed to not visit school premises.</p> <p>Staff who are classed as 'clinically vulnerable' will be allowed to work from home where this is possible. If working from home is not practical, they will be offered a 'safe' on-site job role where they are able to observe social distancing measures including staying 2m away from other persons at the school. This will be assessed on an individual basis with the staff member concerned, prior to their return to school.</p> <p>Parents will be informed that where a child has been classed as 'shielded and clinically vulnerable' medical advice must be followed as to whether the child should or can attend school. Where a child is classed as 'clinically extremely vulnerable' the child should not be attending school.</p> <p>Staff and children living with a shielded person or 'clinically vulnerable' person can attend school.</p> <p>Staff and children living with a person classed as 'clinically extremely vulnerable' are advised to only attend school if stringent social distancing can be adhered to, and in the case of children, that they are able to understand and follow those instructions. If stringent social distancing cannot be adhered to, we do not expect them to attend and they will be supported to learn or work at home.</p>

		<p>service required by legislation such as statutory inspections, fire risk assessments, etc.)</p> <p>Parents reminded that pupils must not be sent into school if they, another member of their household or someone they have been in contact with have symptoms or diagnosis of COVID-19</p> <p>Only paper towels or dryers should be used to dry hands; no reusable towels, dishcloths, etc.</p> <p>Procedures in place for the supply of soap, hand sanitiser and cleaning products to ensure stock levels remain sufficient.</p>	<p>All staff, visitors and contractors should not enter school premises if they are symptomatic; The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> a new continuous cough a high temperature a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Staff, pupils, visitors and contractors will be requested to tie long hair back and to remove hand and wrist jewellery where possible.</p> <p>Staff are requested to wear appropriate clothing (clothes appropriate for business/work and no items of clothes where they are more prone to making contact with items/people such as ties, scarfs, tassels, etc.)</p> <p>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</p> <p>Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
Risks of infected persons contaminating others – SEN pupils	Staff, pupils, visitors, contractors	<p>Consideration of whether school setting is beneficial to pupil, when classed as 'clinically vulnerable'.</p> <p>Contingency plan in place for absence of support worker.</p> <p>Staff to ensure measures are in place to de-escalate behaviours where pupils can be challenging that do not require restraint (positive handling) or reasonable force, unless in an emergency.</p>	<p>Individual healthcare plan to be amended to incorporate social distancing, so far as is reasonably practicable.</p> <p>Put in place provision for the return of pupils with SEND in conjunction with families</p> <p>Bring any support requests to weekly LA SEND Panel</p> <p>Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</p> <p>Requests for support for vulnerable families sent through Early Help Hubs</p> <p>LA support for individual or complex cases</p> <p>Where assistance is needed with toileting or other medical/personal care the following measures must be adopted:</p> <ul style="list-style-type: none"> • Hand hygiene measures, i.e. handwashing and use of alcohol-based sanitiser before and after • Facemask/face shield of FFP3 OR N95 rating • Disposable apron • Gloves <p>Classrooms re-modelled, with chairs and desks in place to allow for social distancing.</p> <p>Spare chairs removed from desks so they cannot be used.</p> <p>Design layout and arrangements in place to enable social distancing.</p>

			<p>Identify maximum number of children and staff that can be accommodated in centres on any given day</p> <p>A plan is in place for the phasing of cohorts.</p> <p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</p> <p>Parent and pupil handbooks created reflecting changes to usual school policy</p> <p>Advice is made available to parents on testing for COVID-19</p> <p>Request daily changes of clothes where possible to reduce the risk of infection</p> <p>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings.</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
Travelling to work	Staff		<p>Staff to be instructed wherever possible to travel to work alone using their own transport</p> <p>If staff have no option but to share transport, they will be instructed to:</p> <ul style="list-style-type: none"> • Share journeys with the same individuals and with the minimum number of people at any one time • Ensure good ventilation (i.e. keeping the windows open) and facing away from each other • Clean the vehicle regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces <p>Staff are encouraged to come to work on foot or by bicycle if possible, as an alternative to public transport.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
<p>Staff working from home – loneliness, illness, stress</p> <p>Staff wellbeing when returning to centres including anxieties, particularly from BAME heritage</p>	Staff	<p>Line managers to check in with staff frequently.</p> <p>Staff encouraged to use Microsoft Teams/Zoom/Google Classroom/other video calling application to liaise with colleagues.</p> <p>Staff are given clear information of work expectations. This involves checking emails frequently.</p> <p>Supplementary work will be provided to staff should their normal work be difficult to complete from home (such as online training).</p> <p>IT to continue to be available to offer support and guidance.</p>	<p>Wellbeing Champions should continue to support their colleagues through adjusted delivery activities</p> <p>Information shared with staff in a timely fashion to give time to reassure and ask questions.</p> <p>Email Inbox to be created to allow all staff to ask questions and receive clarity on return to work issues.</p> <p>Time given to staff to understand new procedures.</p> <p>Time given to staff to plan alternative/amended curriculum plans and delivery methods</p> <p>Staff are encouraged to focus on their wellbeing.</p> <p>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</p> <p>Staff briefings and training have included content on wellbeing.</p> <p>Staff briefings/training on wellbeing are provided.</p> <p>Staff have been signposted to useful websites and resources.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
Driving for work purposes	Staff	Only business critical visits are allowed; all non-essential travel will be cancelled.	<p>When travelling for work, staff are instructed to travel alone.</p> <p>If staff have no option but to share a vehicle, then they have been instructed to:</p> <ul style="list-style-type: none"> • Share with the same individuals and with the minimum number of people at any one time • Wherever possible maintain a distance of two metres and avoid touching their faces • Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey • Wash their hands for 20 seconds using soap and water or alcohol hand sanitiser if soap and water are not available before entering and after getting out of the vehicle <p>Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</p>

<p>What are the hazards?</p> <p>Hand washing facility</p>	<p>Who might be harmed and how?</p> <p>Everyone</p>	<p>What are you already doing?</p> <p>Staff are encouraged to take regular breaks to wash hands.</p> <p>Welfare facilities are regularly cleaned and monitored, ensuring adequate supplies of soap and fresh water are readily available and kept topped up at all times</p> <p>Suitable and sufficient rubbish bins for hand towels are provided with regular removal and disposal.</p> <p>Hand sanitiser (minimum 60% alcohol based) is located where hand washing facilities are not immediately available</p>	<p>Do you need to do anything else to control this risk?</p> <p>The welfare facilities will be monitored and if necessary, additional hand washing facilities to the usual welfare facilities will be provided</p> <p>The welfare facilities will be regularly cleaned and monitored, ensuring adequate supplies of soap and fresh water are readily available and kept topped up at all times</p> <p>Handwashing or hand sanitising timetabled.</p>
<p>What are the hazards?</p> <p>Toilet facilities – risk of contamination</p>	<p>Who might be harmed and how?</p> <p>Everyone</p>	<p>What are you already doing?</p> <p>Persons will be reminded to wash or sanitise their hands before and after using the facilities</p>	<p>Do you need to do anything else to control this risk?</p> <p>The number of people (staff and pupils) using toilet facilities at any one time will be restricted and signage will be on display, such as floor markings, to ensure 2m distance is maintained between people when queuing</p> <p>The cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush has been enhanced; additional staff to be given a suitable cleaner diluted and prepared for them to use with one per set of toilets, and cleaning cloths, preferably disposable.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
Post and packaging / deliveries	Staff and delivery employee		<p>A box of disposable gloves is provided to staff for handling deliveries</p> <p>Staff are to keep a 2m distance from the delivery person</p> <p>Where loading and offloading arrangements on site will allow it, drivers will be asked to remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials</p> <p>Delivery persons are asked to place the goods just inside the main school entrance doors, but not blocking access/egress. Area to be kept clear and demarcated for this purpose.</p> <p>Staff should not sign for receipt of goods. Should this be absolutely necessary then only if wearing gloves</p> <p>Staff have been instructed to place delivery notes in the relevant tray and if it needs to be touched again within a 48-hour period then gloves must be worn.</p> <p>Parcels and letters are to be wiped down with alcohol wipes and only opened if wearing gloves.</p> <p>All packaging / opened envelopes will be discarded promptly in the applicable bin.</p> <p>Staff have been instructed to replace their gloves with a fresh pair prior to handling and distribution of the contents of parcels and to wash hands thoroughly after finishing task.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
Site access and egress points	Staff, clients, visitors, contractors	There are no access control systems that require skin contact (e.g. fingerprint scanners)	<p>Staff, visitors and contractors are asked to enter the school via the main entrance at reception, use an alcohol gel on arrival, and sign in using their own pen. Electronic signing in systems will not be in use.</p> <p>Reception screen to be kept locked, if able to be opened, when talking to visitors, delivery drivers, contractors and others.</p> <p>Site access and egress points for staff have been planned to enable social distancing; this will be monitored regularly by management to ensure social distancing can be kept and a diagram will be disseminated to all staff showing entrance and exit points for them and where applicable their class.</p> <p>Whilst waiting to enter and exit pupils, parents and visitors will be requested to ensure they do not congregate and stand at least 2m away from others outside of their household group.</p> <p>Where queueing can be foreseen, floor markings every 2m and information signage will be on display to ensure 2m distance is maintained between people when queuing, such as at dinner time.</p> <p>Common contact surfaces are regularly cleaned in reception, office, workshops, access control and other communal areas, particularly during peak flow times</p> <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

			<ul style="list-style-type: none">• All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices• Telephone equipment• Keyboards, photocopiers and other office equipment• Rubbish collection and storage points will be increased and emptied regularly and at the end of each day• There will be frequent contact with cleaning providers regarding provisions onsite. <p>COVID-19 safety posters are situated around the workplace to remind of the importance of hand washing and other measures in place.</p> <p>Interim fire evacuation details have been created and distributed to staff that are onsite and will be displayed.</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
<p>Use of classroom, teaching and other areas used by pupils during COVID-19 - Risk of contamination.</p>			<p>Outdoor activities/learning will be used when possible.</p> <p>Classrooms will be selected for use that reduce movement around school.</p> <p>Class sizes are limited according to the size of rooms to ensure a 2m safe distance is available</p> <p>Teachers to plan what lessons or activities are to be delivered, taking account of current measures as part of a dynamic risk assessment.</p> <p>Pupil break times and lunch times to be staggered, so that pupils can use the outdoor facilities in a safe manner incorporating social distancing. A timetable will be communicated and displayed showing the staggered break times and lunch times.</p> <p>No books, IT equipment or other equipment to be shared and to be removed from classrooms and other areas for secure storage; lessons to be planned so that interactive whiteboards or other forms of teaching can be used that do not require any equipment that a pupil is not reasonably expected to own.</p> <p>Pupils to remain in their classroom or outdoor areas for lessons and not use other facilities such as ICT suite, music rooms</p> <p>PE to take place outside, without the need for equipment, i.e. running, jumping and other forms of exercise that do not require balls, racquets, etc.</p>

			<p>Staff and pupils to keep to the 2m social distancing wherever possible. Where this is not possible, the following further measures will be taken:</p> <ul style="list-style-type: none">• The exposure time of staff located within the 2m distance will be kept as brief as possible• The number of staff involved in these tasks will be minimised• Teachers to work side by side or facing away from pupils, rather than face to face• Where face to face working is essential, this is kept to 15 minutes or less where possible.• Common touchpoints will be regularly cleaned; doors, buttons, handles, tools, equipment etc.• Ventilation in enclosed spaces will be increased through the use of doors and windows; staff must ensure that fire doors are closed at the end of the day and during the day when the area will not be used for long periods. Corridor and toilet doors will be left open, to reduce the need to open these.• Staff and pupils will be reminded to wash their hands before and after using any necessary equipment.• PPE, protective gloves and overalls will be provided, where required, i.e. for cleaners, first aid and site services staff.• Single use PPE will be disposed of so that it cannot be reused in appropriate bins; these will be signed appropriately.• Senior management/leadership will monitor to ensure rules are being strictly adhered to. <p>Areas used during the day are cleaned frequently; handles and areas of doors which can be touched will be sterile wiped on a regular basis.</p> <p>Staff are reminded through use of posters and pupils reminded frequently about the importance of hygiene (hand washing, etc.), and there is an alcohol gel</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
<p>Use of non-teaching work areas including offices, meeting rooms and staffrooms during COVID-19 - Risk of contamination.</p>	<p>Staff and pupils</p>		<p>Wherever possible, meetings are held electronically or offsite. Meeting attendees sit / stand at least two metres apart from each other, meeting rooms will be well ventilated / windows opened to allow fresh air circulation and if possible, meetings will be held in open areas.</p> <p>Staff breaks to be staggered in line with pupils and a rota system displayed on door; staff to be provided with more time to take a break where there is a need for them to wear protective masks, gloves and overalls; to allow time for its safe removal, disposal and then re-applying as required.</p> <p>Office staff are allocated their own workstation; no hot-desking. If equipment e.g. a phone, is to be shared then a cleaning routine must be followed.</p> <p>Desks that are not 2m apart should moved where possible or not used.</p> <p>Telephones (incl. mobiles), keyboards and mouse are cleaned with alcohol wipes at the end of each day.</p> <p>No IT equipment, telephones or other equipment to be shared; where this is necessary, such as printers, these will be wiped down after use.</p> <p>Tools and equipment that are shared will be cleaned regularly.</p> <p>Staff keep to the 2m social distancing wherever possible. Where this is not possible, the following further measures will be taken:</p>

			<ul style="list-style-type: none">• The exposure time of staff located within the 2m distance will be kept as brief as possible• The number of staff involved in these tasks will be minimised• Staff to work side by side or facing away from others, rather than face to face. Where face to face working is essential, this is kept to 15 minutes or less where possible.• Common touchpoints will be regularly cleaned; doors, buttons, handles, tools, equipment etc.• Ventilation in enclosed spaces will be increased through the use of doors and windows; staff must ensure that fire doors are closed at the end of the day and during the day when the area will not be used for longer than 30 minutes. Corridor and toilet doors will be left open, to reduce the need to open these.• Staff will be reminded to wash their hands before and after using any equipment.• Groups of workers that have to work within 2ms are kept together in teams e.g. (do not change workers within teams), these teams are kept as small as possible and away from other workers where possible• PPE, protective gloves and overalls will be provided, where required, i.e. for cleaners, first aid and site services staff.• Single use PPE will be disposed of so that it cannot be reused in appropriate bins; these will be signed appropriately.• Senior management/leadership will monitor to ensure rules are being strictly adhered to. <p>All areas used during the day are cleaned frequently; handles and areas of doors which can be touched will be sterile wiped on an enhanced rotation</p> <p>Staff are reminded frequently the importance of hygiene (hand washing, etc.), and there is an alcohol gel dispenser in the main areas being used and at each entrance</p>
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<p>What are the hazards?</p> <p>Use of EYFS equipment and outdoor play equipment during COVID-19 - Risk of contamination</p>	<p>Who might be harmed and how?</p> <p>Staff and pupils</p>	<p>What are you already doing?</p>	<p>Do you need to do anything else to control this risk?</p> <p>Play equipment including outdoor fixed play equipment, water and sand play and bikes, trikes, etc. will be taken out of use and where possible locked way or fenced/secured off to prevent use before, during and at the end of the school day.</p> <p>Soft furnishings, soft toys, hard to clean toys and dressing up clothing will be removed from use and stored securely.</p> <p>Other toys and equipment will be cleaned between sessions, unless there has been a suspected or confirmed case of COVID-19 of a pupil, teacher or member of a pupil or teacher household in which case all toys and equipment must be taken out of use and cleaned immediately using an appropriate product.</p> <p>Where pupils put items into their mouth, cough or sneeze over items, these must be removed from use immediately and cleaned thoroughly or disposed of if thorough cleaning is not possible.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
First aid and emergency response	First aiders, persons receiving first aid	<p>There are a sufficient number of first aid boxes available on site with contents being checked regularly.</p> <p>Bins are provided for the disposal of first aid waste, these are signed appropriately and emptied at the end of the day.</p>	<p>Ensure there are a sufficient number of first aiders on the premises at any time.</p> <p>First aiders will be given the following advice:</p> <ul style="list-style-type: none"> • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999 • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression-only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. • If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 or N95 face mask, disposable gloves, eye protection), these should be worn • After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient

			<p>alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.</p> <p>Senior management/leadership and first aiders are aware that there may be potential delays in emergency services response, due to the current pressure on resources.</p>
<p>What are the Hazards?</p> <p>Risk of infection – staff working across more than one site</p>	<p>Who may be harmed?</p> <p>Staff, pupils and visitors</p>	<p>What are you already doing?</p>	<p>Do you need to do anything else to control this risk?</p> <p>Staff will be timetabled to work at one site per day, where possible.</p> <p>Short term curriculum plans should support the notion of limiting staff movement.</p>
<p>What are the hazards?</p> <p>Risk of infection – pupils travelling to School</p>	<p>Who may be harmed?</p> <p>Pupils</p>	<p>What are you already doing?</p> <p>Risk Assessment and measures put into place by Travel Assist.</p>	<p>Do you need to do anything else to control this risk?</p> <p>James Brindley to ask Taxis to share the routes they are planning and to give re-assurance on measures being taken.</p>

What are the hazards?	Who may be harmed?	What are you already doing?	Do you need to do anything else to control this risk?
Misuse of Hand Sanitiser (alcohol based) – leading to fire or efficacy	Pupils, staff, visitors	Supervision of pupils whilst on site Sanitiser is not left unsupervised if in bottles. Stock is stored in restricted area. Where possible wall dispensers are used.	The use of sanitiser by pupils is supervised where possible. Bottle dispensers of sanitiser should be allocated to staff only. Staff should be reminded of it's flammable properties and that they should not leave bottles where pupils can take and misuse them. Hand sanitiser should be kept away from exposure to direct sunlight to ensure its efficacy.

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Once approved this risk assessment should be stored on the L drive - ***insert hyperlink here*** and should be shared and discussed by all individuals it concerns. Remember to discuss this with all new starts at induction.