

Risk Assessment Covid-19 (School re-opening)

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Completed?
<p>There is a confirmed case of coronavirus in a setting</p> <p>Outbreaks on site</p>	Staff, pupils, contractors, visitors	<p>The school first aid lead has an extended area for attending to students who feel ill. Any students showing signs of covid-19 will be isolated immediately in a separate area, and families will be called to collect the student immediately.</p> <p>All adults in the school will receive training on the first day back regarding protocols to follow if they, or anyone in their household shows symptoms of covid-19</p> <p>All sites with more than 6 cases of Covid19 must urgently notify Director of Public Health</p>	<p>Hand out to all staff outlining what to do if household has symptoms</p> <p>Posters displayed throughout the school explaining procedures for self-isolation and so on</p>	VMA	7 Sept	Yes
Testing	Staff, Pupils, visitors	<ul style="list-style-type: none"> All staff will be tested using the lateral flow tests before returning to school, and will test every 3-5 days thereafter All students will be tested using the lateral flow tests before returning to the classroom. This will be repeated 3 times in school, and then lateral tests will be sent home with students to continue the testing at home thereafter This process will be adapted in line with government guidelines Students who do not take the test will be allocated to a separate 'bubble'. This arrangement will be reviewed in line with government guidelines 	Keep up to date with all updates from public health and the Dfe	VMA / DWI/ MNE	March 2021	Yes- system in place
Communication strategy (communication to parents / guardians)	Staff, Pupils, visitors, contractors	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) 	<p>All parents sent details outlining protocols for Covid safety</p> <p>No visitors on site without an appointment</p>	VMA	1st Sept	Yes

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	Those positive with Covid-19 or symptoms	<ul style="list-style-type: none"> Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. Parents to be advised to follow guidance below COVID-19: guidance for households with possible coronavirus infection guidance 				
Shielded and clinically vulnerable groups including those who are pregnant	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Government guidance on Shielded and clinically vulnerable people to be followed. (link to schools Government Guidance referenced above). Children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible Risk assessment undertaken with BAME staff members using 'appendix 1' of this document. Individual risk assessments in place with areas of concern highlighted. All risk assessments reviewed and adjustments made where possible / necessary 	<ul style="list-style-type: none"> Member of staff who is pregnant advised to remain at home All EHCP student plans reviewed 	SLT	Sept 20	Yes
Black, Asian and Minority Ethnic Groups (BAME) More work to be done on guidance for BAME groups	UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately		<ul style="list-style-type: none"> One member of staff has been given extended maternity leave as she is in her third trimester 	VMA	Sept 20	Yes

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	affected by COVID-19.					
Entry school premises	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced 2-metre demarcation on school entry approaches Pictorial notices to maintain social distancing displayed Supervision of queues by nominated staff members Staggered start times Controlled entry to building Staff supervising entry to school to follow social distancing guidelines Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. Staff trained on hygiene protocols to eliminate cross-infection risks Age appropriate instruction provided to pupils on hand washing methods 	<ul style="list-style-type: none"> Information / protocol on safe entry to be disseminated to parents / carers / contractors Staff training on protocols Advice / instruction on social distancing Wipes, cloths and spray in each room 	VMA 1 ST Sept LPA to order	VMA 1 ST Sept ASAP	Yes
Reception areas	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Telephone appointments/emails to office where possible to minimise queues at reception Screens in place to separate staff and/or Demarcation to maintain safe distancing Notices to maintain social distancing displayed Sanitisation / hand washing protocols to be observed when handling deliveries. Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance 	<ul style="list-style-type: none"> Queuing to be minimised where reasonably practicable 	SLT	Sept 20	Yes

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Corridors	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Social distancing guidelines to be observed and monitored by nominated staff members • Demarcation of 2-metre distance where queuing is likely • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Increased natural ventilation 	<ul style="list-style-type: none"> • Reduce need for children to regularly leave the classroom where possible (containment/non mixing) • Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. • Reschedule contractor visits (unless emergency situation) to times when pupils are not present 	SLT/ Site team	Sept 20	Yes
Classrooms	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs • Social distancing guidelines to be applied and monitored by nominated staff members • Pictorial notices to maintain social distancing displayed • Remote education programmes considered in-line with https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools • Increased natural ventilation • Soft play / furnishing and items with intricate parts removed (early years settings) • Increased cleaning frequencies of hard surfaces / emptying of bins • Minimise sharing / touching of items 	<ul style="list-style-type: none"> • Wherever possible keep the same teacher with the same pupil group 	All staff	Sept 20	Yes- ongoing and reviewed as necessary

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		<ul style="list-style-type: none"> • Items to be sanitised before sharing / re-use by another person • Teachers make sure they wash their hands and surfaces, before and after handling pupils' books. 				
Lunch times	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Staggered lunch times • Social distancing guidelines to be applied • Adequate supervision ratios to enforce social distancing guidelines • One-way systems introduced where reasonably practicable • Hand washing / sanitisation prior to food consumption – children to be supervised • Increased cleaning frequencies of hard surfaces. • Minimise sharing of items • Items to be washed / sanitised before sharing / re-use by another person 	<ul style="list-style-type: none"> • Utilise outdoor spaces where practicable • Consider other reduced risk option for kitchen staff and pupils e.g. • Staggered breaks, grab and go food, utensils/surfaces touching and transmission. 	SLT	Sept 20	Yes
Hall / assemblies	Staff, pupils, Contractors,	<ul style="list-style-type: none"> • Social distancing guidelines to be applied • Adequate supervision ratios • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Enhanced cleaning regime in place 	<ul style="list-style-type: none"> • Bubble assemblies • Utilising outdoor spaces for PE • Additional cleaners employed throughout the school day 	SLT / HOY	Sept 20	Yes
Toilets	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Controlled entry • Pictorial notices to maintain social distancing displayed • Children to remain in team 'bubbles' • Hand washing protocol increased to before and after use of toilet facilities • Hand washing poster displayed in all WCs • Increased cleaning protocols 	<ul style="list-style-type: none"> • Admission to site by appointment only • Cleaning products distributed in all areas of the school 	SLT / Site team / HOY	Sept 20	Yes
Staff Areas	Staff, contractors, visitors	<ul style="list-style-type: none"> • Social distancing guidelines to be applied • Increased cleaning frequencies of hard surfaces. • Minimise sharing of items 	<ul style="list-style-type: none"> • All visitors to be seen in a well ventilated, safe 	SLT	Sept 20	Yes

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		<ul style="list-style-type: none"> Items to be sanitised before sharing / re-use by another person Handwashing /sanitisation protocols to be followed 	distance environment <ul style="list-style-type: none"> All visitors by appointment only Hand sanitizers readily available 			
School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> Social distancing guidelines to be applied Handwashing /sanitisation protocols to be followed Increased cleaning frequencies of hard surfaces. Work with external school meal providers (where engaged) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils 	<ul style="list-style-type: none"> Consider other reduced risk option for kitchen staff and pupils e.g.staggered breaks, grab and go food, areas to be cleaned down, utensils/surfaces touching and transmission. 	VMA	Sept 20	Yes
Break times	Staff, pupils, visitors	<ul style="list-style-type: none"> Staggered break times Social distancing guidelines to be applied Adequate supervision ratios to enforce social distancing guidelines Rotate indoor / outdoor play to minimise contact One-way systems introduced where reasonably practicable Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces Soft play items removed (early years settings) Rigorous cleaning regimes to be introduced. 	<ul style="list-style-type: none"> All systems in place to ensure social distancing and enhanced cleaning possible 	SLT	Sept 20	Yes
Home time / egress from school premises	Staff, pupils, visitors	<ul style="list-style-type: none"> 2-metre demarcation on school egress Pictorial notices to maintain social distancing displayed Supervision of queues by nominated staff members Staggered egress times Controlled egress from building Staff supervising egress to follow social distancing guidelines 	<ul style="list-style-type: none"> Staggered release of students at the end of each day Staff to encourage all students to move away from the school gates Adults collecting students or visiting 	SLT	Sept 20	Yes

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			the school distanced from students			
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Adequate numbers of trained staff to safely evacuate all personnel on the school premises Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable Fire drill to be undertaken within the first week of re-occupation 	<ul style="list-style-type: none"> Practice fire drill undertaken, processes reviewed in the light of covid - 19 	SLT	Sept 20	Yes
First Aid	Staff, pupils, visitors	<ul style="list-style-type: none"> Adequate numbers of trained staff to administer First Aid Check First aid boxes content and facilities available Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting PPE / Handwashing protocols to be followed 	<ul style="list-style-type: none"> First Aid Officer fully trained and in place All systems reviewed and covid – 19 compliance ensured 	SLT	Sept 20	Yes
Transport Arrangements	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Protocol in place in line with Government Guidance Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. If using your own school minibus, follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements. 	<ul style="list-style-type: none"> School bus provided for first half term – company policies for covid – 19 safety implemented eg masks, limited year groups 	VMA	Sept 20	Yes- will be reviewed in October
School Trips	Staff, pupils	<ul style="list-style-type: none"> School trips suspended in line with current social distancing guidelines. 	<ul style="list-style-type: none"> Limited events for D of E 	DNO	Sept 20	Yes
Reoccupation of areas which have not been in use during lockdown.	Staff, pupils, contractors, visitors. Due to some or all parts of the school premises not being used for a period of time, inspection	Visual inspection of whole school premises to identify and remedy health and safety hazards (undertaken with the schools Trade Union Health and Safety Representative) <ul style="list-style-type: none"> Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including: Maintenance checks of plant and equipment undertaken – including school kitchen equipment. Fire alarms and systems checked and operational including: 		LPA/ MAU/ JWA	Sept 20	Yes

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	and testing of building services and safety devices to ensure they are in full working order is required.	<ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational ○ Fire fighting measures e.g. fire extinguishers, blankets all present and maintained ● Gas systems maintained ● Water flushing of little used outlets undertaken to minimise risk of legionella and checks undertaken in accordance with Legionella water risk assessment ● Electrical equipment and systems maintained ● Electrical gate systems maintained ● Lifts and lifting equipment maintained ● Ventilation / air conditioning / extraction systems maintained ● Asbestos management arrangements in place ● Boiler room plant inspected / maintained ● Fume cupboards maintenance up to date (Secondary schools only) ● Identify and remedy possible vermin infestations 				
Fire	Staff, pupils, contractors, visitors	<p>Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building.</p> <ul style="list-style-type: none"> ● Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary ● Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. 	<ul style="list-style-type: none"> ● Fire drill undertaken and processes reviewed 	VMA / LPA	Sept 20	Yes
Someone becomes unwell	Staff, pupils, contractors, visitors	<p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> ● If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ● If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 	<ul style="list-style-type: none"> ● Guidance adhered to and systems reviewed accordingly 	SLT / KOB	Sept 20	Yes

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		<p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance 				
Behaviour of pupils	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Review of the school's pupil behaviour policy to ensure that they cover COVID-19 risk related incidents. • Make provision for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk. • Policy also reviewed in line with current Government guidance considering staff also. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schoolsm 	<ul style="list-style-type: none"> • Detention policy reviewed to minimise mixing of bubbles, and ventilation of rooms 	SLT	Sept 20	Yes
Violence and aggression	Staff, pupils, visitors	<ul style="list-style-type: none"> • Review of the school's violence and aggression policy to ensure that it covers COVID-19 risk related incidents. • Make provision that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to 	<ul style="list-style-type: none"> • Policies reviewed 	SLT	Sept 20	Yes

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		adhere to arrangements of social distancing or deliberately expose school occupants to risk.				
COSHH Cleaning / Sanitisation products	Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by children	<ul style="list-style-type: none"> • COSHH risk assessment updated to include all newly introduced cleaning products • Training provided to all staff members required to use cleaning products • Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 				
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	<ul style="list-style-type: none"> • Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed 	<ul style="list-style-type: none"> • Relevant staff consulted and training undertaken where necessary • Additional professional cleaners employed throughout the school day 	LPA / SLT	Sept 20	Yes
Mental Wellbeing	Staff, pupils	<ul style="list-style-type: none"> • Schools mental wellbeing and support mechanisms for staff and pupils reviewed 	<ul style="list-style-type: none"> • Signposts for mental health support provision circulated to staff and students 	ZCL / SLT	Sept 2020	Yes
Business Continuity	Staff, pupils	<ul style="list-style-type: none"> • Schools Business Continuity Plan reviewed to include COVID-19 related risks 				Ongoing as guidance and staffing vary regularly

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Travel Plan	Staff, pupils	School Travel Plan to be developed in line with Coronavirus (COVID-19): safer travel guidance for passengers				Ongoing
Other?						