

Risk Assessment for opening school on 10th September 2020

Who is at Risk?

Pupils, Staff and Pupils' families

How can the hazards cause harm?

Illness, COVID 19 outbreak

The Risk assessment for children and staff is in light of recent government guidance and the following principals are adhered to:

- The school offer adheres to guidance from the DfE
- The offer to the most vulnerable pupils is at the heart of the school offer
- All pupils should have access to full time learning either at home or in school
- Open and clear communication to all stakeholders, particularly parents/carers
- The emotional well-being of pupils and staff is a priority, and this must be a focus for all decisions made
- No pupils or member of staff to come to school if unwell, coronavirus symptoms or any other symptoms
- Hygiene routines to be established and adhered to

The DfE latest documents and guidance webpage is updated regularly:

<https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

Additionally leaders may find the following guidance particularly useful:

- Preparing for the wider opening of schools from 1 June: A planning guide for primary school leaders to help them open their schools to more pupils...
<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>
- DfE guidance for schools and education settings –
<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- Coronavirus (COVID-19): guidance for schools and other educational settings-
<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Specific Issue	Control Measures	By who and when	Notes
1. Preparing the site			
Health and safety check of the building	<p>Health and Safety check of site before opening.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Continuous cleaning of the site during the build up to opening and during half term • Servicing of the Air Con system • Check your fire safety systems including making sure: <ul style="list-style-type: none"> ○ all fire doors are operational ○ fire alarm system and emergency lights are operational ○ timetabled fire drill first week back in light of changed access throughout the building ○ Fire officer site visit to approve closure of some access areas • Classes to eat lunch individually • External doors to be used for arrival and departure • Signage throughout to remind students of social distancing protocol • All unused spaces secured • Hand sanitisation stations in every classroom and communal area • Handwashing protocol for all students pre and post break times • 	SJ/DG/LB + Anna and Nani	Allow sufficient time for this activity, approx. 1 week before opening if possible.

<p>Staffing</p>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> ○ First Aider ○ Designated Safeguarding Lead (DSL) ○ SENCO ○ Caretaker/site member ○ Office staff member <ul style="list-style-type: none"> ● Plans to respond to increased sickness levels are in place. (Classes would be covered by SLT in first instance where possible and if not return to home learning) Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. ● Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties). ● Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties). ● Approach to support wellbeing, mental health and resilience in place, ● Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. 	<p>SJ/DG/LB</p> <p>+ Anna and Nani</p>	
<p>Emergency Evacuation</p>	<ul style="list-style-type: none"> ● Evacuation routes are confirmed, and signage accurately reflects these. ● NB In the event of emergency the priority is getting out of the building safely and calmly regardless of social distancing. ● Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. 		

Pupil Reorientation	<ul style="list-style-type: none"> • Changes to the school day/timetables shared with parents maintain staggered starts • Return to NOP for evacuation • All students and staff instructed to bring a water bottle each day 	SR TS DG/LB	
Cleaning	<p>Ensure that the school is clean and that cleaning products are available before opening.</p> <ul style="list-style-type: none"> • Continual Anti bac cleaning of classroom fixtures and fittings throughout the day • Students and staff to sanitise on entry and departure • Arrangements for longer term continued supply of cleaning products is in place • Waste disposal process in place for potentially contaminated waste. • Capacity of cleaning staff is adequate to enable enhanced cleaning regime. • Sufficient time is available for the enhanced cleaning regime to take place. • Processes are in place for cleaning during the day <p>Consider:</p> <ul style="list-style-type: none"> • Follow the Government's COVID-19 cleaning of non-healthcare settings guidance • Cleaning throughout the day of door handles, surfaces, equipment, toilets • Cleaning tools available in each teaching area e.g. cloths, gloves, detergent, tissues 	SJ/DG/LB + Anna and Nani	<p>Need to include how to dispose of cleaning products and materials after use.</p> <p>Where possible disposable products should be used. i.e. Mop heads, cloths etc</p> <p>All staff to be trained in the safe use of chemicals and COSHH Regs</p>

<p>Hygiene</p>	<p>Consider:</p> <ul style="list-style-type: none"> • NHS guidance on hand cleaning • Soap, hot water in every toilet area • Hand sanitiser stations e.g. school entrance and throughout the school • Location of bins • Double bagging in bins without lids • Tissues in every learning area and regular disposal of tissues preferably in swing top bins • Doors propped open to reduce contact with door handles bear in mind fire safety & safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted) • Windows open where possible to ensure good ventilation in line with Government guidelines • Decide when hands cleaned e.g. arrival, break, before going home, before and after using equipment such a bikes • Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets. • Staff and pupil temperatures taken on arrival and if elevated the individual must go home 	<p>SJ/DG/LB/T S + Anna and Nani</p>	<p>In an occupied premises this would be fine as long as the doors are closed in the event of an emergency and at the end of the day. This will allow for minimal contact and better flow through the buildings.</p>
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Movement around the school	<p>Consider:</p> <ul style="list-style-type: none"> • One way systems in corridors / signage in place • Unnecessary items removed from classrooms / see manual handling risk assessment • Use of outdoor play equipment such as climbing frame • Posters displayed – for all pupils and staff • Ensure contractors, fulfil all risk assessment requirements • Visitor protocol provided to all external visitors pre visit time • Appropriate resources are available within all classrooms e.g. IT, age specific resources. <p>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <ul style="list-style-type: none"> • Staff to minimise movement of students during busy periods • Awareness of social distancing in high traffic areas 	<p>Class Teachers</p>	
Consideration given to the arrangements for any deliveries.	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>Information shared pre visit and clearly on display in reception area</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor</p>	<p>TS</p>	

2. Practical steps to reduce risk

<p>Safe group size</p> <p>Staff ratios</p> <p>Teaching groups</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Structure of week – days and opening times for year groups and ‘bubble’ e.g. <ul style="list-style-type: none"> ○ staggered start times to reduce parental traffic ○ break times handwashing protocol ○ end of day arrangements ○ toilet arrangements in line with guidance for each group • Number of children in each group • Availability of first aider, DSL, SEND co • Cleaner and caretaker rotas - All handwashing sinks, soap dispensers, hand gel etc are checked regularly each day to ensure good/effective hygiene levels • Clear signage to guide parents and carers • Decide if parents allowed on school site – only to pick up/drop off but this must be only to front gate • How many parents can drop off and collect – Maximum number of 58 pupils from September 10th, staggered starts between 9.00am and 9.30am, mirrored by collection time 	<p>SJ/DG/LB</p>	<p>Siblings arrive and be collected at same t</p> <p>Taxi children where possible to have same start/end times</p>
<p>Resources</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Appropriate cleaning of all equipment and facilities • Distribution Each to have group have own set of pencils, whiteboards, PE and playtime equipment • Resources brought in from home e.g. water bottle, coat 	<p>Class teachers</p>	

PPE Equipment	<p>Consider:</p> <ul style="list-style-type: none"> • Who would PPE equipment be available for? First Aid only or cleaning of body fluid spillage • PPE is personal preference for staff and students until DFE or Govt change guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe • Routines when offering basic first aid – PPE to be worn • Should any member of staff or pupil fall unwell and display signs of Covid-19 when onsite they will need to go to the isolation room awaiting collection. Suitable PPE supplies to be used by the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. <i>(Consider any behavioural, SEND and/or possible use of restraint issues etc that may apply)</i> • If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance • Local supply chains 	JR SJ/SR	
Uniform	<p>Consider: Expectation is clean clothes every day for pupils and staff</p>		
Attendance	<ul style="list-style-type: none"> • Attendance register for staff and students daily • Continue with arrangements for safeguarding vulnerable children <p>Consider:</p> <ul style="list-style-type: none"> • Arrangements for contacting children not attending remain as previous • Arrangements for parents contacting schools to inform of absences 	TS DG/LB	

<p>SEND and behaviour support</p>	<ul style="list-style-type: none"> • Work with SEND department and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans – already in place and will continue • Ensure consideration for transitions are given for SEND pupils e.g. sharing of IEP info, SEND reports • Consider review of IEPs/annual reviews etc • All children on the Child Protection and PPG who wish to remain at home are risk assessed and these are updated as necessary. • Discussions with staff on how behaviours may be an indication of a pupil’s anxiety. (Refer staff to resources as to how to best manage this.) 		
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3. Policies and Procedures

<p>Communicate updated policy and procedures to staff and Proprietor</p>	<p>Update Staff/Proprietor with (but not limited to):</p> <ul style="list-style-type: none"> • Share information with staff and pupils re updated fire evacuation and lockdown drills • Covid-19 Policy and procedures and any risk assessments that have been written • Confidentiality Policy • Safeguarding and Child Protection • Data Protection Policy • Update behaviour policies to reflect the new rules and routines necessary in line with guidance published in Preparing for the wider opening of schools Updates from the DFE and guidance from the Public Health England 2020 • Copies of COVID-19 specific risk assessments/rota for cleaning • Arrangements for the return of pupils and parents. • Update the website if applicable • Ensure all staff trained on updates policies and procedures including any interim arrangements regarding SEND Information and reporting 	<p>TS/SJ/SR</p>	
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Safeguarding	<ul style="list-style-type: none"> • Support for vulnerable families: Plan a support package for families who are vulnerable in order to help them transition back to school. • Telephone calls to families if needed • Individual support plans around the family, working alongside other agencies as appropriate. • Reconsider e-safety policies and procedures in light of offsite learning and staff access to any sensitive data from home • Arrange revised fire evacuation drills / lockdown drills 	DG/ LB Pastoral staff	
4. Communication			
Communication with staff	<ul style="list-style-type: none"> • Ensure all staff are up to date with: <ul style="list-style-type: none"> ○ Opening procedures ○ Updated policies ○ Needs of the groups they are teaching • Regular opportunities for feedback 	DG/LB/Kmc	
Communication with parents / visitors	Parent survey to identify likely numbers of pupils returning Consider: <ul style="list-style-type: none"> • How going to share risk assessment • Drop off and collecting routines, including • Parents and carers bringing or collecting pupils during the day to phone ahead and arrange to drop/collect safely • Procedure for parents to contact teachers • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults 	SR	
Front office	Consider: <ul style="list-style-type: none"> • Outer door buzzers and handles to be cleaned according to cleaning schedule • Cleaning equipment and gloves to be provided • Communicate to pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus 	Anna/Nani/ SJ	
5. Home learning and Curriculum			

Curriculum	Consider: <ul style="list-style-type: none"> • Removal of high risk lessons signing, drama, Food technology and assemblies • Organisation of timetable for week for class/group groups in liaison with colleagues. • Which lessons or classroom activities could take place outdoors/ use of IT/assemblies • Curriculum priorities identified, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support • Reinforcing learning and practice of good hygiene habits through games, songs and repetition. Ongoing support for any emerging anxiety and/or wellbeing issues 	KMC Class teachers	
Home learning	<ul style="list-style-type: none"> • Ongoing learning offered for eligible pupils who can't attend school, as well as offer for those that continue to be out of school 	Class teachers	

REVIEWS AND REVISIONS

Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes
May 22nd 2020 Created	Lucy Barnes and Dan Gillespie			
June 1st 2020	Lucy Barnes and Dan Gillespie	Yes	Updated	
June 10th 2020	Lucy Barnes and Dan Gillespie	Yes		
September 4th 2020	Lucy Barnes and Dan Gillespie	Yes	Updated	

October 30th 2020	Lucy Barnes and Dan Gillespie	Yes		
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