

Risk assessment for School Opening to Extended Pupil Groups

Name(s) of Assessor(s): Rachel Blurton and Paula Martin			Date of assessment:- 20/05/2020		
Location: School premises and grounds					
Date of Review: May 28 th Following government update			Review completed by: Rachel Blurton Paula Martin		
<p>This risk assessment has been developed on the best available scientific guidance and information and should be read in conjunction with the government guidance document. This document cannot be considered to cover every risk and control possible and therefore must be reviewed and made bespoke by the users.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control</p> <p>An expectations document will be produced for all stakeholders across the school community: staff, pupils (poster in classrooms) and parents outlining the principles of the extended opening. This will be reviewed by SLT on a minimum weekly basis.</p>					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Contracting covid-19 from being in the school environment by contact with an infected person.</i>	<i>Pupils, staff, visitors and the public becoming infected with COVID-19.</i>	<i>Staff, pupils and visitors who have tested positive for COVID -19 are not allowed into school until they have self-isolated for recommended gov period of 7 days; if the individual continues to</i>	<i>Stakeholders to keep the school informed if they have tested positive.</i>	<i>Individual. Parents will make the call for pupils.</i>	<i>When instance exists.</i>

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		<p>have a temperature, they are required to remain away from school until a normal temperature can be maintained, Staff, pupils or visitors living in the same household as a person who have tested positive for COVID 19 are not allowed into the school premises they have self-isolated for the government period of 14 days. Staff, pupils and visitors exhibiting signs of COVID-19 as detailed (high temperature and a new continuous cough, loss of smell or taste) are requested to stay at home until well and asymptomatic; any person arriving in school with symptoms will be sent home. If they have taken a test and this is negative, they will be permitted to return to school. UNDER 5 PUPIL- will be isolated guidance. Government self-isolation guidance.</p>			
<p>Congestion or inability to adequately socially distance when accessing or leaving school grounds.</p>	<p>Pupils, staff and the public becoming infected with COVID 19.</p>	<p>Stagger start and finish times to avoid unnecessary congestion. Families informed to only send one adult/responsible person to collect and drop off their child. Pupils will not line up, but go straight to their assigned room where their adult will greet them. Use of 4 entrances to be used to avoid congestion. Adults manning these areas will direct the children. Certain groups will be allocated an entry and exit gate. All staff will enter and exit via the</p>	<p>Timetable of the day to be finished by SLT. Communication to go out Part of above communication As above Part of staff expectation</p>	<p>SLT HT HT to share with</p>	<p>21/05/2020 22/05/2020 Wk beg</p>

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		<i>main school entrance.</i>	<i>documents</i>	<i>staff.</i>	<i>25/05/2020</i>
<i>Congestion or inability socially distance when pupils accessing or leaving the school building</i>	<i>Pupils, staff and the public becoming infected with COVID 19.</i>	<i>Expectations for pupils and staff identifies timetabling and exit points. Staff will accompany the children at all times when leaving the building. At the end and start of the school day, year 6 pupils to be encouraged to come all the way/part way to school in preparation for secondary transition.</i>	<i>To be finalised by SLT/MLT In expectations document- share with staff. Part of communication to those parents.</i>	<i>HT to share HT to share SLT/MLT to discuss</i>	<i>21/05/2020 Wk beg 25/05/2020 21/05/2020</i>
<i>Ineffective personal hygiene measures.</i>	<i>Pupils, staff and the public becoming infected with COVID 19.</i>	<i>Signage up across the school and in classrooms to remind the children about handwashing. Robust and timely handwashing points built into the school day for 20 seconds. (on arrival, after the toilet, before and after lunch, coughing and sneezing and after unstructured times.) Hand sanitiser to be available in public school areas and individual learning zones. Tissues to be available in the classroom- binned after use. BM and SM to stock take to ensure that there are sufficient resources to be able to do this.</i>	<i>Safety walk- re posters/signage Expectations in communal areas Checks – staff to ask for refill when empty. Check availability daily Weekly checks of stock</i>	<i>SM/HT SM/HT Staff Staff to request Staff to request</i>	<i>Wk beg 25/05/2020 As above Daily Daily When needed</i>
<i>Possible contamination in reception areas and office.</i>	<i>Pupils, staff and the public becoming infected with COVID 19.</i>	<i>Signs up at the entrance and in the office. Only key worker parents to pick up and drop off at the main entrance. Parents to be encouraged to call school rather than come in if possible. Hand sanitiser is available and refilled at the inside entrance at the school.</i>	<i>Safety walk – re posters and signage Finalise parental expectation As above Staff to check</i>	<i>SM/HT HT/SLT/MLT Staff</i>	<i>WK beg 25/05/2020 Daily Daily</i>

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		Daily cleaning and a weekly deep clean to be undertaken as part of cleaning of the whole school.	SM/HT to monitor	Cleaning Team	Daily
Possible contamination within the classroom/teaching and learning spaces.	Pupils, staff and the public becoming infected with COVID 19.	Assessment of rooms has been undertaken to ensure they conform with H and S guidance. Teachers have set their rooms up so that they adhere to H and S guidance. Pupils to be assigned their own learning space. Removal of any soft furnishings. Use of named pupil packs for stationery. Use of communal equipment will be minimal and cleaned after use. Computer Keyboards etc only to be used by staff only and cleaned after use. Switches etc to be operated by the staff member for their group. Outdoor learning to be utilised as much as possible and structured into the timetable whilst maintaining H and S measures.	Assessment done Done On return to school pupils assigned Staff to remove and store Rota to be set up Set out in expectation SLT/MLT meeting to finalise	HT Feedback to HT if changes Teacher to do this. As above RM/KR/PM Staff reminders MLT/SLT	Completed 19/05/2020 Daily if necessary On return As above 22/05/2020 Daily 21/05/2020
Possible contamination from the use of toilet/handwashing areas.	Pupils, staff and the public becoming infected with COVID 19.	Staff access to be one at a time. Pupils will be accompanied to and from the toilets. Monitoring of toilet visits to ensure that hands are washed after use. Only certain groups of children accessing specific toilets. Liquid soap will be accessible to the children for washing hands. Signs up in the toilets to encourage correct handwashing etc. Bins will be emptied at the end of the day and fresh equipment	SLT/MLT meeting to finalise Staff to undertake Cleaning team to replenish SM/HT to check signage Cleaning Team	MLT/SLT Teachers SM to monitor SM/HT SM to monitor	21/05/2020 Daily Daily Wk beg 25/05/2020 Daily

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		<i>replenished ready for the following day.</i>			
<i>Possible contamination from inadequate social distancing or cross contamination of equipment at break times or during external learning activities.</i>	Pupils, staff and the public becoming infected with COVID 19.	<i>Staggered unstructured times and designated areas as part of the whole school timetable. Fixed external play equipment to be cleaned between each sitting. Activities considered by leaders to promote safe distancing during break periods. If pupils are eating, hands to be washed. After unstructured times, hands to be washed</i>	<i>Leadership to finalise Playleaders rota Leadership to finalise Part of the daily process As above</i>	<i>MLT/SLT RB to complete MLT/SLT Staff to ensure As above</i>	<i>21/05/2020 22/05/2020 21/05/2020 Daily Daily</i>
<i>Possible contamination from inadequate social distancing or cross contamination of equipment.</i>	Pupils, staff and the public becoming infected with COVID 19.	<i>Lunchtime in 3 sittings with specific areas. Areas of eating will be set up to maintain safe distance eating. Pupils will be supervised eating one sitting at a time and do not leave the area until all of their group have finished. Tables cleaned between sittings. Equipment that can be sanitised will be use during the lunch break. Supervision of pupils washing hands before lunch will take place.</i>	<i>Leadership to finalise As above As above Play leader rota to be finalised Play leaders to monitor</i>	<i>MLT/SLT MLT/SLT MLT/SLT RB to monitor RB to monitor the process</i>	<i>21/05/2020 As above As above Daily rota by 21/05/2020 As above</i>
<i>Possible contamination from inadequate social distancing other communal gatherings-assemblies.</i>	Pupils, staff and the public becoming infected with COVID 19.	<i>Remote assemblies have been completed by one of the Governors and the team from her church remotely so that classes can access them from their own learning area. Remote assemblies built into the weekly timetable.</i>	<i>Governor to send assemblies. Send it out to staff</i>	<i>EP (Gov) HT</i>	<i>Wk beg 25/05/2020 ASAP</i>
<i>Inefficient access to first aid.</i>	Pupils, staff visitors and the public may sustain greater injury through inadequate support	<i>Sufficient first aid provisions are in place. SBM and SM/Office to monitor this and will feed back to HT.</i>	<i>SBM/OA to monitor</i>	<i>SBM to ensure sufficient is in school. Staff to inform SBM</i>	<i>When needed.</i>

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	<i>or treatment.</i>				
<i>Possible contamination by close contact when providing first aid or care to pupils.</i>	Pupils, staff and the public becoming infected with COVID 19.	<i>In line with government guidance, PPE equipment will be available and worn by staff responsible for delivering the first aid. SBM and SM/Office will report back to HT when equipment needs to be replenished.</i>	<i>SM/HT checked stock</i>	<i>SBM/SM/OA to report if stock is needed.</i>	<i>When needed.</i>
<i>Possible contamination from symptomatic person on site.</i>	Pupils, staff and the public becoming infected with COVID 19.	<i>Symptomatic person should not be on site. (Opening section of RA) Should a member of staff arrive at school and feel unwell, they should leave the site immediately. A designated area will be available if the person needs to be collected. PPE equipment will be worn by the accompanying adult. Parents will be contacted if it is their child. PPE equipment will be worn by the accompanying adult. After use PPE equipment will be safely disposed of and hands washed. The staff member will be given the option to go home and change and shower if they wish. Government guidance will then be Followed.</i>	<i>Guidance available for all staff. Expectations for all staff finalised and set out in key documents to be attached to the RA. Staff to adhere to the guidance. Finalise designated area if required to wait for pick up. Parents need to be available. Disposable area for worn PPE equipment</i>	<i>All of these to be discussed at MLT/SLT</i>	<i>21/05/2020</i>
<i>Insufficient or inappropriate PPE available or misuse of PPE.</i>	Pupils, staff and the public becoming infected with COVID 19.	<i>Disposable gloves and aprons and masks available for use as identified. Where PPE is identified as required for a task, it must be worn. (See guidance document) If necessary, staff will be shown how to wear and dispose of PPE.</i>	<i>HT/SM have checked stock HT to show staff if needed.</i>	<i>Staff to take responsibility for wearing PPE if needed. HT demonstration</i>	<i>When needed. When needed</i>
<i>Inadequate management of circulation areas.</i>	Pupils, staff and the public becoming infected with COVID 19.	<i>The movement of all around school to be planned and managed when moving to different areas for break times,</i>	<i>Finalise arrangements</i>	<i>MLT/SLT</i>	<i>21/05/2020</i>

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		<p><i>lunch and when accessing other areas with unnecessary movement around the school restricted.</i></p> <p><i>Whilst it is acknowledged that fire doors play an integral role in school safety, it is assessed that they will be open to maintain airflow.</i></p> <p><i>Those fire doors that are opened, shall be closed when the children leave the site.</i></p>	<p><i>SM/HT to finalise arrangement</i></p> <p><i>Staff shut the doors</i></p>	<p><i>SM/HT</i></p> <p><i>staff</i></p>	<p><i>22/05/202</i></p> <p><i>daily</i></p>
<p><i>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i></p>	<p><i>Pupils, staff and the public becoming infected with COVID 19.</i></p>	<p><i>Safe distancing measures must be observed at all times. Pupil. Staff and parent reminders. Limited staff to be in main office at any one time inline with safe distancing.</i></p> <p><i>Use of the staffroom will be on a rota system inline with the timetabling for the school.</i></p> <p><i>Hand sanitiser to be available in the staffroom and used before touching any communal equipment such as kettle, fridge and cupboards.</i></p> <p><i>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissues.</i></p>	<p><i>Expectation documents to be finalised.</i></p> <p><i>Included in the above</i></p> <p><i>Included in the above</i></p> <p><i>Staff to ensure and ask for more</i></p> <p><i>SM/staff to do daily</i></p>	<p><i>MLT/SLT</i></p> <p><i>Staff</i></p> <p><i>SM/Staff</i></p>	<p><i>21/05/2020</i></p> <p><i>When needed</i></p> <p><i>Daily/when in use</i></p>
<p><i>Insufficient or ineffective cleaning.</i></p>	<p><i>Pupils, staff and the public becoming infected with COVID 19.</i></p>	<p><i>Cleaners should continue to wear clothing and PPE is determined by their existing risk assessments.</i></p> <p><i>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products in</i></p>	<p><i>Expectation document</i></p> <p><i>Finalise timetable</i></p>	<p><i>SM to monitor</i></p> <p><i>SM/HT/DHT</i></p>	<p><i>Daily</i></p> <p><i>22/05/2020</i></p>

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		<p>addition to standard regimes. Toilets and washroom areas, food preparation areas and staffrooms are cleaned daily. Staff are expected to maintain the staffroom to ensure that it is clean and tidy during the school day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along. Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use. Additional cleaning of touch points is taking place daily (all door handles, light switches and handrails) All internal bins will be emptied daily to external bins. In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</p>	<p>Part of rota Staff responsibility SM to inform team Part of the new rota No- Part of daily roles</p>	<p>As above to monitor Staff SM to inform team SMPM/DHT SM quick check</p>	<p>Daily As above Daily 22/05/2020 Daily</p>
<p>Ineffective management of potentially contaminated waste.</p>	<p>Pupils, staff and the public becoming infected with COVID 19.</p>	<p>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins. This will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</p>	<p>SM to monitor Staff to use their common sense and be clear in the expectations. As above</p>	<p>No action as part of protocol Staff Staff</p>	<p>Weekly collection Daily Daily</p>
<p>Social distancing on</p>	<p>Pupils, staff and the</p>	<p>NA</p>	<p>NA.</p>		

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<i>school transport services N/A.</i>	public becoming infected with COVID 19.				
<i>Ineffective safeguarding measures.</i>	Pupils may be more vulnerable during times of uncertainty, stress or financial strain.	<i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available and has been in school during lockdown All staff have safeguarding training. (Weekly sheet) last half term training. Staff have been reminded of the importance to look out and note changes to normal behaviours of pupils and report any concerns immediately.</i>	<i>DSL has been in school throughout lockdown. School has tight procedures and has carried out welfare checks on a daily basis. Part of expectation</i>	<i>Ongoing good practice by all staff. As above</i>	<i>Daily checks As above</i>
<i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concerns about contracting COVID-19.</i>	Staff may experience higher levels of stress and anxiety. Potential increase in incidents of Domestic Violence. (Partners job uncertainty)	<i>Daily WhatsApp group for staff, Weekly welfare calls and SLT on call daily throughout the period of lockdown. RA for staff has been undertaken and results of this analysed. School have stress and wellbeing procedures in place with staff to be able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT daily staff checks and have an open door policy. SLT reassuring staff and communicating thoroughly and opening all measures, controls and arrangements in place to maintain safety.</i>	<i>Ongoing good practice to be continued. Analysis of RA for staff been built into rotas etc, Weekly updates by HT Welfare calls</i>	<i>Welfare calls by key staff Monitoring by SLT HT daily/weekly updates All staff can access</i>	<i>2x weekly minimum When needed Daily/weekly ongoing</i>

*This document will be reviewed at least weekly to ensure that it is compliant with government guidance and best practice within schools.
Key expectation documents will be written for all stakeholders in school that will run alongside the school's wider reopening plan.*

Signature of Senior Leadership Team:

Date: 20/05/2020

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Date review required: 28/05/ 2020	Date review required:	Date review required:	Date review required:		

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