

Risk Management - Assessment Report

Work Area or Activity: Whole School
Risk Area: Management and Site Maintenance
Assessment Framework: Re-Opening Schools - COVID-19
Competent Person: Lee Gardiner
Assisted by: Helen Bode
Groups Affected: September Whole School return COVID
Notes: Whole School

transport amendment
 2nd review undertaken 8/6/20
 This assessment is for the planned phased reopening of the school for selected year groups

This is a review of an assessment carried out on 19/05/2020

This is a review of an assessment carried out on 08/06/2020

This is a review of an assessment carried out on 09/06/2020

This is a review of an assessment carried out on 15/06/2020

This is a review of an assessment carried out on 15/06/2020

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Assessed on: 19/08/2020 To be Reviewed on: 19/08/2020	Risk Rating: Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Premises not checked to ensure it is safe to re-open.	LG/HB to carry out all safety checks for re-opening as outlined in the guidance from CCC, governor to scrutinise check list prior to opening All members of staff use half of second inset day before return (2/9/20) to carry out final checks on classes and communal spaces/corridors etc to ensure environments are as safe as possible.	Yes	Severity:1 Likelihood:1 Risk Rating:1

Lack of up-to-date information for Staff	Code of conduct drawn up for staff to be read, understood and signed by all staff members, all relevant Dfe guidance forwarded to staff as it is released and bulletins signposted on staff noticeboard. Covid 19 standing item on weekly staff meetings and decisions resulting from them sent by email to all staff & governors. All staff and governors forwarded risk assessment and any reviews as and when they take place	Yes	Severity:1 Likelihood:1 Risk Rating:1
Lack of up-to-date information for students and parents/guardians	All parents informed of schools intentions regarding opening for different year groups timescales involved and protocols to be followed. Weekly updates planned on school website and facebook page	Yes	Severity:1 Likelihood:1 Risk Rating:1
Failure to maintain supervision levels if staffing levels drop.	Initial staffing levels are sufficient for appropriate provision for all classes with some degree of flexibility to re delegate if necessary. Teachers can be replaced by headteacher in case of emergency and for longer term cover supply teachers will be used unless teacher absence is due to suspected covid in which case procedures outlined below will be followed. Should the headteacher be unable to attend due to sickness/injury an EGM will be called to ensure they are satisfied the school can continue as it is and/or to decide in what capacity the school can run.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	2 members of staff identified as clinically vulnerable (pregnant). 1 member will begin maternity leave as we return, 2nd member will be reassigned to either offer home support or e..g for pupils that have to shield or to work on a 1:1 or small group basis in a specified area in the school	Yes	Severity:3 Likelihood:1 Risk Rating:3

Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	no students in the initial return to school groups are identified as clinically vulnerable. In all cases DfE advice will be followed if they are to return to school and parents will be consulted and made aware of the schools planned procedures to protect them. Current advice is that no students should be shielded and only those displaying symptoms or in families with suspected symptoms or a positive test will self isolate unless local conditions cause the advice to be changed	Yes	Severity:3 Likelihood:2 Risk Rating:6
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	Current advice is that children should still attend school if living with clinically vulnerable as shielding suspended from 1 Aug 2020 for all. If advice changes due to local spike etc this element of the RA will be revised	Yes	Severity:3 Likelihood:1 Risk Rating:3
Member of staff displaying symptoms of Coronavirus	Staff member immediately removed from school and follow advice in section 7 of Dfe advice detailing engagement with track test and trace process. Headteacher or other available teacher to cover the class until the end of the day. Parents of children in that 'bubble' informed that a member of staff has been tested and that they will be informed of the result. If test result is positive school to work with health protection team as described in section 8 of Dfe guidance to manage possible outbreak. As advice in section 8 suggests that close contact includes proximity contacts within 1-2mtrs for more than 15 mins it is likely that the 'bubble' will need to self isolate until they have received a negative test. in any staff member tests positive all other staff to have a test due to slight risk or transfer in communal areas.	Yes	Severity:3 Likelihood:2 Risk Rating:6

Student displaying symptoms of Coronavirus	<p>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, they will be moved to an isolated area which will be ventilated as much as possible. Parents to be contacted immediately and ask for child to be removed from school site. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Follow advice in section 7 of Dfe advice detailing engagement with track test and trace process. Parents of children in that 'bubble' informed that a member of the class has been tested and that they will be informed of the result. If test result is positive school to work with health protection team as described in section 8 of Dfe guidance to manage possible outbreak. As advice in section 8 suggests that close contact includes proximity contacts within 1-2mtrs for more than 15 mins it is likely that the 'bubble' will need to self isolate until they have received a negative test.</p>	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not observed in staff areas	Furniture spaced in staff room, some removed, break times & lunch breaks can be staggered. where possible staff members to use outdoor space beside staffroom to avoid close contact within staffroom no more than 6 member staff in staffroom at any one time and if numbers above this and outside space cannot be used, hall can be used	Yes	Severity:3 Likelihood:1 Risk Rating:3

Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?	transport that was traditional offered to support families in local area has been withdrawn for the present. 4 children are eligible for transport due to geographical location and these will be picked up/dropped off as usual and each will be assigned a specific seat on the minibus to support the schools commitment to keeping bubbles separate. As with Dfe advice children will not be made to wear face coverings but the driver will. Minibus to be thoroughly cleaned weekly and if a group other than the 4 children need to use the bus it will be sanitised before and after use	Yes	Severity:2 Likelihood:1 Risk Rating:2
Social distancing not maintained at school gate or drop-off/pick-up point	In line with population model the school has adopted to try and maintain social distancing each class will have their own drop off and finish times. parents with children in more than one bubble will drop both children off at the earlier time and all bubbles will have a staff member present from 8.30am to facilitate this. Parents dropping off will leave children at the school gate (exception being EYFS children for the first 2 weeks whilst they acclimatise to school) where headteacher will be stationed to direct them to appropriate doorway for their bubble where a staff member will be waiting. At pick up a designated coned area will be marked for parents to wait in to avoid close contact in the road side area, parents will be advised to disperse as quickly as possible as soon as children are released from classes at their allocated times	Yes	Severity:3 Likelihood:1 Risk Rating:3
Social distancing not maintained by students before school starts	All children to go direct to class from drop off point. For those walking/cycling to school/directed to do so only in family not with friends and to be admitted into the school one at a time. As with all hazards related to social distancing children will be given constant reminders about the importance of maintaining social distancing and personal hygiene. This will be re-enforced with appropriate signage around the whole building and appropriate behaviours will be positively re-enforced with praise and reward	Yes	Severity:3 Likelihood:1 Risk Rating:3

Social distancing not maintained in school corridors	<p>Due to width of corridor travel along corridors to be minimised; children to leave and enter school in single file 2m apart at start/end of the day and for break/lunch times. Children to travel to toilets one at a time. Classrooms used both have immediate access to the outdoors. Children to be aware that they only need to use the corridors if essential and permission to be asked from staff member. As with all hazards related to social distancing children will be given constant reminders about the importance of maintaining social distancing and personal hygiene. This will be re-enforced with appropriate signage around the whole building and appropriate behaviours will be positively re-enforced with praise and reward</p> <p>Revised Control measure: Due to physicality of the school building and children's ability to constantly observe social distancing it is believed that this does present a medium risk if coronavirus rates were at a dangerous level and the school is only opening due to the advice of the DfE that the R rate is sufficiently low for schools to attempt to manage a return. If DfE advice changes appropriate action will be take</p> <p>Applied sucessfully on 19/05/2020</p>	Yes	Severity:3 Likelihood:2 Risk Rating:6
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Social distancing not maintained in classrooms	Current Dfe advice recognises that 2mtr distancing will be impossible within classrooms with a full return to school and the school has therefore focused on trying to create the most effective 'separate population model'. In all classes teachers have reduced unnecessary clutter and furnishings although themeing elements still maintained where they do not present a major risk. Teachers have followed advice in 'measures within the classroom' but as is appropriate to the age level they teach. Where possible children will be spaced equally and close face to face seating of children will be avoided but not all classes will have regimented rows of desks. All children will be constantly reminded of the importance of avoiding close face to face contact and most importantly maintain a culture of vigilance for excellent hand and respiratory hygiene. Staff training during inset and schools ethos will continue to ensure that outdoor space is used wherever possible to make social distancing easier and learning more stimulating	Yes	Severity:3 Likelihood:2 Risk Rating:6
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<i>Changes awaiting implementation/ verification</i>	<i>Date to be implemented</i>	<i>Days to Monitor</i>		
		7	<i>Severity</i>	
			<i>Likelihood</i>	
			<i>Risk Rating</i>	
			<i>Acceptable?</i>	<i>UnValidated</i>

Social distancing not maintained during break-times and lunchtimes	headteacher and duty staff member to directly manage lunchtime & break time supervision with structured play activities. As with all hazards related to social distancing children will be given constant reminders about the importance of maintaining social distancing and personal hygiene. This will be re-enforced with appropriate signage around the whole building and appropriate behaviours will be positively re-enforced with praise and reward To support school bubble model all classes will have their own outdoor space for break/lunch times and whole school communal areas e.g. library will be strictly timetabled with daily cleaning after use. Extra staff deployed at lunch time to ensure that every population has a responsible adult to guide play and ensure social distancing protocols are maintained as much as is reasonably possible	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained during meals	All children to have packed lunches which will be delivered direct to their classroom. If having personal packed lunch boxes to be stored in specified areas and only handled by children who own them. Children to eat at space in classrooms if weather does not allow eating outside which would always be the preferred option.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Social distancing not maintained during physical activities (PE etc)	All children to wear appropriate PE shoes throughout the day and clothing that is appropriate to do PE in as well as the school jumper for sense of uniformity. PE activities in the autumn term to minimise very close contact although some shared contact of resources is accepted if accompanied with good hand hygiene e.g. catching balls. Equipment used by 1 population will not be used by another unless cleaned before hand and curriculum content for each class will be timetabled to support this.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Moving and handling of furniture to facilitate social distancing	All completed ahead of time staff involved to be reminded of safe handling procedures	Yes	Severity:2 Likelihood:2 Risk Rating:4

Lack of hand-washing facilities.	Sufficient supplies ordered, handwashing stations set up in each classroom, hand sanitisation pumps outside each entry point manned by TA in the morning to ensure childrens hands are sanitised before entry to the building. Additional hand washing stations ordered for each population. All children to wash hands before leaving the classroom to visit toilets and to wash after visiting toilets.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Over-use or mis-use of hand sanitiser	appropriate guidance given by staff members to children on correct hand washing procedures, all hand sanitiser used to be checked against EN14476, if children present allergic reactions to any products used medical advice to be sought and alternatives used, signage on appropriate on each use at appropriate washing station and in toilets	Yes	Severity:3 Likelihood:1 Risk Rating:3
Staff and students not washing hands frequently	Appropriate guidance given to all staff and pupils and re-enforced with appropriate signage and reminders additional hand washing stations and hand santiser resources purchased to facilitate this	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from used tissues etc.	bins with liners in each classroom, push pedal bins to be used with lids and children taught how to use to avoid cross contamination	Yes	Severity:3 Likelihood:2 Risk Rating:6
Disposal of potentially contaminated waste.	Bins liners to be double bagged and stored for 72hrs before disposal	Yes	Severity:3 Likelihood:2 Risk Rating:6

Cross-contamination from sharing equipment	Each children to have own set of essential equipment e.g. pencils, whiteboard, whiteboard pens, etc. Ipad to be used by staff and mirrored to interactive whiteboard for exposition, if children ever use ipad (very seldom) child to use own ipad which would be disinfected immediately after use. Use of shared resources will be reduced but has to take place within populations to ensure effective learning. Where resources are regularly shared e.g. maths manipulatives and PE equipment they will be periodically sanitised (where possible weekly) particularly if metal or plastic. Resources will not be shared across populations without cleaning in between. library books will be 'quarantined' for 2 days following return. Play equipment will be assigned to specific populations for the week e.g. climbing wall used by 1 class each week and will be periodically sanitised where possible weekly	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from sharing personal possessions (water bottles, toys. Etc.)	Children to bring own water bottles, coats, and a book, other personal possessions will not be permitted in school, reminders to be sent to parents	Yes	Severity:3 Likelihood:1 Risk Rating:3
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	Communal touched surfaces to be sanitised daily minimum, children always to wash/sanitise hands before leaving the classroom e.g. on toilet visits so that door handles encountered are not contaminated. where possible doors in corridors to be propped open as long as not contravening fire regulations. Children constantly reminded about importance of good respiratory/hand hygiene and of the risks associated with shared surfaces	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from use of welfare facilities ? toilets, sinks, water fountains etc.	toilets & sinks to be cleaned twice a day, water coolers to be removed and water fountain out of use, see above note regarding washing hands prior to toilet visits	Yes	Severity:3 Likelihood:2 Risk Rating:6

Cross-contamination from food served on premises	Catering provided by Chartwells, they will carry out their own RA & procedures, kitchen to be thoroughly cleaned before school re-opens. All food prepared by single catering staff (fully aware of covid sanitisation procedures) and delivered to classrooms	Yes	Severity:3 Likelihood:2 Risk Rating:6
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	Cleaning and catering staff provided by external agencies and responsible for own equipment. Checked weekly by LG or HB Cleaner will clean all classroom surfaces, door handles, ipads, sink areas, chairs, toilet cubicles and all toilet surfaces (taps, sinks, etc). All door handles will be disinfected. Sports/PE equipment will be disinfected between each use.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Visitors to the school site.	visitors are discouraged unless absolutely necessary, hand sanitiser available at reception, all visitors required to comply with social distancing rules. no parents allowed on school premises and meetings/consultations over the phone if it is absolutely necessary to meet face to face appointment to be made and meeting to take place outside if possible	Yes	Severity:3 Likelihood:2 Risk Rating:6
Provision of first aid (including paediatric first aid where appropriate) support to students	All necessary first aid equipment is held in the office and staffroom, majority of staff are in date for first aid, first aid at work and paediatric first aid, appropriate PPE held as necessary	Yes	Severity:3 Likelihood:2 Risk Rating:6
Providing care (dispensing medicines etc.) for students with medical needs	appropriate PPE held as necessary, medicines held in school office or fridge in staff room as required, care plans reviewed where appropriate	Yes	Severity:3 Likelihood:2 Risk Rating:6
Providing care for students with specific care needs (support for toileting etc.)	PPE provided where necessary, currently no specific care needs necessary. In the case of new EYFS children intimate care policy will be followed with appropriate PPE if toileting accident. Parents kept informed and if it is a persistent problem an action plan will be put into place	Yes	Severity:3 Likelihood:2 Risk Rating:6

Providing care for students with specific emotional or behavioural needs	Schools pastoral lead is on site every day to monitor and support lunchtime and breaktime provision and for the period in between these 2 sessions, if teachers in classrooms feel that childrens anxieties or emotional welfare needs support FT will be consulted and potentially child could receive counselling with social distancing protocols observed.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Evacuation procedures during school hours	Fire evacuation procedures remain the same as the exit doors are same doors that would be used normally from these classrooms. Evacuation point remains the same however children will be taught that assembling will need to observe the same social distancing spacings as when we line up to return to class	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross contamination between populations due to whole school activities	For first half of autumn term all whole school assemblies will be suspended apart from evacuation assembly as above. Whole school pastoral and celebration assemblies will be delivered virtually via Seesaw to be viewed within classrooms. Clubs will initially be suspended including breakfast club. Clubs for specific populations may begin after the first 2 weeks of opening following Dfe advice.	Yes	Severity:1 Likelihood:1 Risk Rating:1

School visits and trips	Following Dfe advice residential visits will not take place until further advice received. School educational visits will take place if they are seen to be of significant educational importance. When a visit is planned the lead teacher must undertake a risk assessment as usual but the RA must also include consideration of the risk of covid 19 and trips that involve a significant increase in danger e.g. to very busy/crowded environments will not be given approval by the EVC. If the visit is to an organisation e.g museum team leaders will request their covid 19 protective measures. The 3 locations regularly used by the school will continue to be used due to the open air nature but staff members will check with appropriate organisations to ensure that they will not be over used with other groups on the planned days. Whilst travelling to sites children will not be required to wear face masks in line with Dfe guidance but the importance of facing forward and excellent respiratory hygiene will be enforced by the accompanying adult who must be sat in the main body of the minibus. Adults will wear masks and will ensure appropriate respiratory hygiene resources are available on the bus.	Yes	Severity:1 Likelihood:1 Risk Rating:1
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Lee Gardiner Signed Dated

Co-ordinator Signed Dated

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