

Area/Activity Assessed	Primary School Phase 3 Reopening – COVID-19	Date	22/10/2020
Assessment Completed By	Joan Maguire / Claire Hartley	Person(s) Consulted	Compliance Health and Safety Jeremy Barnes Anthony Butler Kevin Lockhart

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.
 9-15 - Medium risk Ensure adequate controls are in use.
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after lockdown	4	3	12	<ul style="list-style-type: none"> The building will be deep cleaned before reopening before half term. Week beginning 26/10/20 no staff other than cleaners will be allowed on site to enable rooms to be sealed. All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. Re training of all staff given 02.09/03.09 (14.09) Weekly updates given to staff to highlight any changes. The Schools reopening plan has been created in line with current Government, Public Health, DfE guidelines. <p>As part of the Governments guidelines</p> <ul style="list-style-type: none"> All staff and students will have access to coronavirus tests via the NHS website. Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. (<i>The school reopening plan</i>) School Reopening Plan is reviewed and updated every two weeks or after an incident. 	4	2	8	A plan is to be created for the building

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2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> Current UK Government Travel guidelines will be followed. Where necessary Head Teacher will instruct all students and staff who have travelled abroad to adhere to current government guidelines and (<i>Self-isolate for 14 days at a declared UK address</i>). 	4	1	4	This is for people who have travelled to countries not part of the travel corridor
3	Staff and Students who have received medical advice regarding social distancing, shielding due to underling health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.	4	4	16	<ul style="list-style-type: none"> Staff and Students who have been instructed to shield/High Risk category can return to work if stringent social distancing measures are in place for that individual. Staff and Students will follow the advice given to them by their General Practitioner. Staff and Parents have a responsibility to keep their manager/head teacher informed of any changers to their condition or the advice given to them by their General Practitioner. The School will review each individual case to ensure all necessary precautions are in place to protect each vulnerable person. Temporary adjustments when necessary will be put in place. 	4	2	8	Vulnerable person RA forms available
4	Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days Or a member of their household is suspected or confirmed with having Coronavirus	4	2	8	<ul style="list-style-type: none"> Staff and Students are instructed NOT to attend school if they or a member of their household are displaying Coronavirus symptoms. Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 7 to 14 days. Upon instruction of the NHS/GP all persons showing signs of coronavirus will be tested. (updated 14.09.20) All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. 	4	1	4	

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5	Staff and Students displaying symptoms.	4	3	12	<p>Whilst on site.</p> <ul style="list-style-type: none"> The School will be notified immediately. Staff and Students displaying symptoms of Coronavirus will be sent home. All remaining Staff and Students will be kept informed of the persons condition and asked to monitor their own health. <p>(Updated 14.09.20)</p> <ul style="list-style-type: none"> Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home. Suitable PPE is available for First Aiders or staff providing care where a distance of social distancing cannot be maintained. Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. Up on instruction of the NHS/GP all persons showing signs of coronavirus will be tested. All Staff and Students have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. <p>Positive Result</p> <ul style="list-style-type: none"> The Head Teacher will notify Local Health Protection Team, Compliance Education and School Governors/Trust/LA –and SPOC Coronavirus Letter will be sent out to all Parents, Staff and In Harmony (updated 15.10.20) who have had contact with the ill person (This is provided by LHPT) The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school. Where possible classrooms are secured and left for 72 hours before a DEEP CLEAN is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff. 	4	2	8	<p>School to look at ways in which they can support students/parents if they fall ill.</p> <p>Especially students/parents where English is their 2nd language.</p>

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	Unable to social distance on public transport	4	3	12	<p>Dedicated school transport</p> <ul style="list-style-type: none"> Staff and Students are advised to practice social distancing Where possible students are grouped together on transport which reflects their POD. Hands are sanitised upon boarding and/or/disembarking The School vehicle is cleaned regularly. Students are instructed to maintain an orderly queue and where possible seated in order of dismemberment. All students will wear a face covering if they are likely to come into contact with people outside their group/POD. <p>Public Transport</p> <ul style="list-style-type: none"> Staff and Students are advised to practice social distancing All Staff and Students will wear a face covering The school will endeavour to encourage staff and students to walk or cycle to school or will look at staggering start and finish times to ease the congestion on public transport – see reopening plan <p>Car Sharing or Parents picking students up</p> <ul style="list-style-type: none"> All Staff and Students will wear a face covering if they are traveling with person from another household. Staff should not share cars to protect the integrity of class bubbles. (1.10.20). Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves. <p>Training for removing face coverings</p> <ul style="list-style-type: none"> The school will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely. See reopening plan for disposal / removal of face coverings when arriving at the school. This has been completed. Staff and pupils are regularly reminded. (22.10.20) 	4	1	4	

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	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available. The school will ensure staff requalification dates have not lapsed. The school will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. Aware of the importance to keep themselves safe (wear PPE, hand washing, CPR safety) etc. Aware of the importance to keep up to date with relevant First Aid Advice Aware of their own capabilities <p>For advice on CPR during COVID-19 please follow the link below https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>RIDDOR</p> <ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow there advise The school will contact Compliance Education/Trust/LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 	5	1	5	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> • Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. • All alarm and emergency lighting systems are maintained by appointed competent contractor. • The COVID-19 fire procedure is explained to all staff members before the school reopens to students. • Regular fire evacuation drills are practiced termly as a minimum. • All staff members receive fire awareness training at regular intervals. • Smoking prohibited in the building in line with current legislation. 	5	1	5	

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		Severity	Probability	Risk		Severity	Probability	Risk	
	Persons not following Social Distancing rules (mixing with other POD's)	4	3	12	<ul style="list-style-type: none"> Staff and students repeatedly disobeying the rules will be placed on a behavioural plan. https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools The School will do everything possible to minimise contacts and mixing of POD's. All staff and students are instructed in the importance of minimising contact and practicing social distancing where possible. <p>This includes etc:</p> <ul style="list-style-type: none"> Following all temporary alterations to the school's routine and procedures that have been implemented by the Head Teacher and SLT to protect both the staff and students. Staff and Students are required to wash their hands for 20 seconds regularly throughout the day. Hand Sanitiser stations are strategy placed around the building to supplement hand washing. Staff and Students are instructed to wash their hands before and after using equipment and eating, on arrival and when leaving their POD. Staff and Students are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it' Cleaning routines have been enhanced. A cleaner has been employed to remain on site throughout the day continuously cleaning communal areas (01.09.20) The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building. Where possible staff and students will refrain from having close face to face contact with another person. Staff are instructed to socially distance at all times from students and other members of staff. Staff and Students are discouraged from gathering in large close groups. Staff and Students are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site. <p>See School Plan for further details on how the school will manage and implement social distancing measures.</p>	4	1	4	Instruction leaflets and posters should be created.

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					<p>Each POD are responsible for creating, managing and implementing their own social distancing/minimal contact plan.</p> <p>All plans have been passed by Head Teacher and SLT</p> <p>The school will stagger start and finish times where possible. We will avoid pupils moving from one POD to another. Movement along corridors will therefore be very limited to staff. We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the Dining Hall for all pupils. Staff will where possible maintain social distancing with other staff and pupils.</p> <p>Where possible pupils will access their POD's directly.</p> <p>Pupils will remain in their POD for wet play.</p> <p>Site Manager/Caretaker and Cleaners/Cleaning Contractors</p> <ul style="list-style-type: none"> ▪ Ensure all predetermined routes are clearly sign posted/marked. ▪ Protective screening is erected where required ▪ All unnecessary furniture is removed and stored safely. ▪ All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained. ▪ The school will manage contractors to ensure all works carried out do not have an impact on the staff and student's health. ▪ The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly. ▪ The Caretaker/Cleaners will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing ▪ The Infection Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school. ▪ Cleaning rota's are implemented or adapted to ensure the school is cleaned and maintained regularly 				

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	Students mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> ▪ The school has assessed the need to resume breakfast and after-school provision. ▪ The school can offer breakfast/after-school provision from 04.09020 ▪ Students where possible will be placed in year group PODs of 15 children. ▪ A basic breakfast will be provided. ▪ Physical sports and activity groups will follow the same regulations as curriculum PE. <p>https://www.sportengland.org/how-we-can-help/coronavirus https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>28.09.20 Children's Centre staff will not cover Night Owls/ Early Birds in order to maintain the integrity of the bubbles.</p>	4	1	4	
	Arranging and/or attending inappropriate Education Visits	4	3	12	<ul style="list-style-type: none"> ▪ No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so. ▪ The school Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits. ▪ All none-overnight educational visits will be arranged with both educational value and coronavirus in mind. ▪ All Educational Visits will be checked and approved by the Head Teacher prior to the trip taking place. ▪ Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer. (Compliance/Local Authority) 	4	1	4	

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7	Unable to stop the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. This virus can be readily isolated from respiratory secretions. There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> PPE for cleaners as per MSDS and/or COSHH risk assessments PPE for cleaners when completing a Deep Clean The correct PPE should be used when handling cleaning chemicals. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. PPE is worn by First Aiders when required 	4	1	4	

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8	Unable to stop the virus from spreading General Cleaning	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). Intimate care provision should follow the same PPE requirements as per pre Covid-19. When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Clinical waste.</p> <ul style="list-style-type: none"> Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated area. 	4	1	4	

Issue No. 1

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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9	Failure to Deep Clean the school after a member of staff or child is suspected of having	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing). Once used all PPE is disposed of Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: <ul style="list-style-type: none"> Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against 	4	1	4	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed

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Useful Websites

Health and Safety Responsibilities	https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
	https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm
	https://www.hse.gov.uk/services/education/faqs.htm#a1
Business Continuity Plan	https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings
Guidance for full opening – schools (published 2 nd July 2020)	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Current guidance on shielding	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Current guidance on Clinically vulnerable	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Other nonmedical vulnerable people	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
Providing extra mental health support	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
	http://www.educationsupport.org.uk/
	https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380
Behaviour Expectations	https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools
Remote Education Support	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res
	https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
	https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/

	https://edtech-demonstrator.lgfl.net/
	https://get-help-with-tech.education.gov.uk/about-bt-wifi
Coronavirus Symptoms	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
Stay at home guidance	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
Arranging a Test	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Testing and Tracing	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
Contacting your Local Health Protection Team	https://www.gov.uk/guidance/contacts-phe-health-protection-teams
Guidance on staff wearing PPE	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
Site Manager/Caretaker	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm
	https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Catering	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
Safer Travel	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Educational Visits	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Extra-curricular provision	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-

	school-settings-during-the-coronavirus-covid-19-outbreak
Physical Education and Sports	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
	https://www.sportengland.org/how-we-can-help/coronavirus
	https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf
Science and Design Technology	http://www.cleapss.org.uk/
	https://www.ase.org.uk/resources/health-and-safety-resources
	https://www.data.org.uk/for-education/health-and-safety

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Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date

