



**September 2020
School Re-Opening Risk Assessment**

Location / Site	Whole School Campus
Activity / Procedure	September 2020 School Opening
Assessment date	10/08/2020

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Guidance for full opening: schools

Government guidance of 7th August 2020 states:

This guidance sets out the public health advice schools must follow to minimise the risks of coronavirus (COVID-19) transmission. It also includes the process that should be followed if anyone develops coronavirus (COVID-19) symptoms while at school. This guidance has been developed with advice from PHE.

The public health advice in this guidance makes up a PHE-endorsed ‘system of controls’, building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

The system of controls provides a set of principles and if schools follow this advice and maximise use of control measures, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

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- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable;
- risk assessment.

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures to the fullest extent possible in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

**Control measures are in line with the Government Guidance:
Coronavirus (COVID-19); implementing protective measures in education and childcare settings
published August 2020 and Coronavirus (COVID-19)**

Staff have also been sent a document entitled “August 17th 2020 Back to Work Protocols Briefing”, in which further details can also be found.

Using the Government Guidance and Systems of Controls

Section 1 – Public Health advice

Identify hazard	1. Contact with individuals who are unwell or suspected symptoms resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures – Prevention	<ol style="list-style-type: none"> 1. Staff or children should not attend school if they have symptoms of COVID-19 and should following the <i>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</i> guidance. 2. Where a child or member of staff becomes unwell with symptoms of COVID-19, they must be sent home and advised to follow the above guidance. They should self-isolate for at least ten days and arrange to have a test to see if they have COVID-19. 3. Parents and staff should engage with the NHS Test and Trace process and the school should ask staff members and parents to: <ul style="list-style-type: none"> • arrange for a test to be taken and immediately share the results of a test. This will assist in managing confirmed cases with the local PHE health protection team. 			

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4. If the Pupil Becomes ill at School strict measures in the Public Health England Guidance must be followed.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		2. Poor Hand Hygiene resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures – Prevention			
<ol style="list-style-type: none"> 1. Hand sanitiser gel is available at the entrance to buildings and in Science Labs and at the entrance to the Art Dept and all other rooms accessed directly from the outside. 2. Students to wash hands / use hand gel before and after each session/break/lunch (timetabled into the day) 3. All surfaces, handles, toilets and shared equipment will be cleaned each day using sanitising disinfectant or suitable sanitising wipes. 4. Pupils to use allocated toilet facilities and sinks to be set up to assist with social distancing 5. Allocated toilet facilities for different year groups where possible. 6. Hand gel used after toilet use, as well as washing hands. 7. Washing hands posters placed in all washing areas. 8. Extra soap and hand gel ordered to ensure we do not run out. 9. Hand dryers turned off and disposable hand towels provided. Bins emptied frequently by cleaning staff. 10. Staff to consider in each work area which equipment is essential and cannot be used exclusively. Switches on essential equipment (i.e. printers, copiers) can be used with barrier swatches of tissue or sanitised after use. 11. Antibacterial wipes available in each area – to add an additional step to personal protection staff and students will be provided with wipes to wipe down equipment and surfaces before use e.g. computer keyboards, backs of chairs, desk areas 12. Reminders how to wash hands properly – videos and posters. 13. Protocol in place for disinfection if suspected case. 14. There is hand gel in every office since teachers should be sanitising their hands before leaving to deliver a lesson and also when they return from a lesson. 			

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		3. Lack of good respiratory hygiene resulting in direct and indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Control measures Prevention</u>			
<ol style="list-style-type: none"> 1. If students sneeze etc they are to 'catch it, bin it, kill it' in bins and wash their hands - pupils have own tissues and there will be a supply of tissues provided by school as well. 2. PPE use in accordance with Govt Guidance, which allows staff and pupils to wear face coverings where appropriate. 3. Arrangements in place for disposal and storage on face covering worn by staff and pupils using Public Transport to travel to school 4. Reminders and posters on Good Respiratory Hygiene practice. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		4. Lack of effective Cleaning and Sanitising resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures – Prevention</u>			
<ol style="list-style-type: none"> 1. A detailed written Cleaning and Sanitising Schedule is in place. Cleaning standards will be monitored by the Estates Manager and report to the DFO. 2. All surfaces, handles, toilets and shared equipment will receive extra cleaning each day, throughout the day. 3. Antibacterial wipes available in each area – to add an additional step to personal protection staff and students will be provided with wipes to wipe down equipment and surfaces before use e.g. computer keyboards, backs of chairs, desk areas 4. Staff to consider in each work area which equipment is essential and cannot be used exclusively. Switches on essential equipment (i.e. printers, copiers) can be used with barrier swatches of tissue or sanitised after use. 5. Maintenance teams must sanitise touch surfaces of tools and equipment if it needs to be used by more than one person. 6. PPE to be worn by all cleaning staff as under PHE guidance. 7. Soft furnishings will be reduced in classrooms, common rooms and other spaces where appropriate 8. Cleaners present throughout the school day with an active cleaning schedule of classrooms and toilets. 9. Allocated toilet facilities for different year groups where possible. 			
		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		5. Lack of contact prevention and social distancing around the school resulting in direct transmission of the virus	
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Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures – Prevention</u>			
<ol style="list-style-type: none"> 1. Detailed Timetable plans to be put in place to reduce the amount of mixing of pupils and staff to a minimum – in accordance with Govt September Opening Guidance. 2. Established year group ‘bubbles’, where possible, in place to reduce mixing. 3. Staff and pupils to be reminded of the need to maintain social distancing. 4. Remove excess furniture to allow maximum spread of desks/tables, facing forward 5. Pupils keep to their chairs when in the room where relevant 6. Mark out an area for the teacher – 2m distancing at front of room – guidance accepts that “younger children will not be able to maintain social distancing”. 7. Maintain social distancing in toilets by closing some cubicles/hand basins 8. Allocated toilets for different Year groups where possible 9. Designated one-way system for entry to school 10. Agreed arrival zones, using different, identified, entrances 11. Social distancing to be maintained on entry route to school 12. Social Distancing will be maintained by teaching and non-teaching staff so no contact is required. 13. Staff rooms and offices to be restricted and social distancing maintained 14. Signage and floor markings will re-iterate policies 15. Meals will be provided in various venues under social distancing rules detailed by the Operations Manager and team. 16. Drinks may be taken provided social distancing is respected and touch surfaces are sanitised. Barrier swatches of tissues may be used as contact barrier on kettle switches/handles. 17. Staff to consider in each work area which equipment is essential and cannot be used exclusively. Switches on essential equipment (i.e. printers, copiers) can be used with barrier swatches of tissue or sanitised after use. 18. Walkways, corridors, stairs and washrooms must be used with social distancing rules: people not to cross closely, wait for others to vacate washrooms etc to maintain social distances 19. Controlled access to teaching areas may be required for certain personnel i.e. Network Services, Maintenance, Cleaners, Senior Managers. This will, where possible, be timed for timetable breaks when the pupils are out of the room. Where this is not possible, access must be arranged by the supervising teacher to allow proper social distancing for the pupils and staff members – see separate protocol. 20. Pupils may be required to vacate the room in enough numbers to allow safe access to perform tasks. Equipment worked on may need to be sanitised if it is to be touched after intervention. 21. School departments will implement guidance/ subject specific protocols from national curriculum bodies, e.g. Science, Sport, Art, Photography, Music, Design Technology, Food Technology 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	6. Ineffective Use of PPE resulting in indirect transmission of the virus
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Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures – Prevention</u>			
<ol style="list-style-type: none"> 1. Qualified school nurse will be present for referral and attendance if required. 2. PPE provided in case of 1:1 contact with staff or pupils by medical staff or first aiders 3. PPE in place and available to staff: masks, gloves, disposable aprons, gloves for contact where social distancing cannot be maintained 4. Staff may choose to wear if they choose. 5. School nurses on site are trained in the use of PPE and will manage any cases of children showing symptoms. 6. Reduced timetable/exclusion/inclusion considered if necessary, if children are acting in a way staff are put at risk. 7. If a staff member shows symptoms, the PHE procedures will be followed. 8. Pupils who are ill in any way will be isolated and parents to pick up immediately. <p>Please note the Government guidance states, “Wearing face coverings or face masks is not recommended”, but pupils and staff may choose to wear face coverings where appropriate.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		7. Failure to engage with NHS Test and Trace process leading to possible spread of infection	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures – Response to any infection</u>			
<ol style="list-style-type: none"> 1. Procedure in place to implement the NHS Test and Trace process 2. School nurses will isolate any suspected case and manage notifications in liaison with SLT 3. School registers will be available to authorised PHE Test and Trace personnel in event of a positive case in school. 4. All visitors to school will be required to give contact details in case of need to trace 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		8. Failure to manage confirmed cases of coronavirus amongst the school community	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures – Response to any infection			
<p>1. Written instructions will be sent to staff and parents to ensure they, or their children, do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>All schools must follow this process and ensure all staff are aware of it.</p> <p>2. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>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 and needs of the child, with appropriate adult supervision if required. 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> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must 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). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		9. Failure to contain any outbreak by following local Health Protection Team advice resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures – – Response to any infection			
<p>1. Protocols in place for Health Centre monitoring of suspected symptoms on site and implementation of Govt guidance on dealing with suspected cases: “Schools must know how to contact their local PHE health protection team and make contact as soon as they have a confirmed case or an overall rise of suspected cases. Where a child has tested positive, the PHE health protection team will work closely with the school advising who should be required to self-isolate. In addition to other groups highlighted by the PHE health protection team, schools are likely to be asked to send home those who have been in close contact with the person who has tested positive, and advise them to self-isolate for 14 days since last contact with the person who has tested positive. To assist in this process, schools should undertake a proportionate recording process noting pupils and staff in each group, and any close contact that takes place between children and staff in different groups.”</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Section 2 - School Operations:

Identify hazard		1. Risk of spreading virus whilst using Transport resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<p>Govt. Covid compliance protocols for use of school bus and coaches published 13 Aug to be followed:</p> <ol style="list-style-type: none"> social distancing will be maximised within vehicles wherever it is possible, between individuals or ‘bubbles’ drivers will maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents children or young people must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19). Children and young people should not 			

routinely have their temperature taken. This is not a reliable method for identifying coronavirus (COVID-19).

4. Drivers and passenger assistants must not work if they have symptoms, or if someone in their household has symptoms. If they develop symptoms whilst at work they must go home and get a test.
5. Children, young people, drivers and passenger assistants must clean their hands before boarding transport and again on disembarking.
6. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.
7. Frequently touched surfaces should be cleaned after each journey wherever possible, and enhanced cleaning should take place at the end of each day.

Wherever possible, it is recommended that:

8. children and young people from different schools do not travel at the same time or, if they do, the children from each school should sit together as a group
9. children either sit with their ‘bubble’ on school transport, or with the same constant group of children each day
10. schools should put in place arrangements for organised queuing and boarding

Face coverings: In accordance with advice from PHE, from the autumn term, we recommend that local authorities advise children and young people aged 11 and over **to wear a face covering** when travelling on dedicated transport. This does not apply to people who are [exempt from wearing a face covering](#) on public transport.

11. Schools should have a process for children and young people to remove face coverings when they arrive at school. This should enable them to wash their hands immediately on arrival (as is the case for all pupils) and then wash their hands again after removing their face covering. Disposable face coverings should be disposed of in a covered bin. They should not be put in a recycling bin. Children should keep reusable face coverings in a plastic bag they can take home with them.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Identify hazard

2. Risks to Staff and Pupils due to **vulnerable health conditions**

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

Govt guidance has been published updating the position on school attendance and return to work for staff with relevant health conditions, specific individual risk assessments and arrangements will be agreed for:

- Clinically vulnerable pupils

- Clinically vulnerable staff

Pregnant workers - Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](#). The School has adopted a policy which includes advice for women from 24 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.

Specific working arrangements will be agreed for 'COVID safe' working for staff with existing relevant medical conditions.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		3. Other risks from School Operations	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures			
<ol style="list-style-type: none"> 1. Risks involving Supply and Peripartetic staff – the School has a separate detailed procedure. 2. Safeguarding issues - DSL has reviewed the safeguarding policy and updated it for Covid-19 issues and will continue to review, update and communication as the situation evolves 3. Catering and drinking supplies - kitchens will be fully open from the start of the Autumn Term and the School will heed normal legal requirements and with the guidance for food businesses on coronavirus (COVID-19). Fresh water drinks dispensers will be available for filling personal drink bottles, but drinking fountains will be out of commission. 4. Educational Visits – the School will resume non-overnight domestic educational visits in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Parents will be written to on a case by case basis regarding permission and withdrawal from proposed trips – trips will focus on integration and induction in the first instance. 5. School Uniforms – pupils should return in uniform (including blazers). In line with government guidelines, uniform does not need to be cleaned any more often than usual, nor does it need special or additional cleaning routines. Students should come to school in PE kit on the day they have timetabled PE lessons. 6. Co-Curriculum provision (to include wrap around care) – co-curricular provision will recommence in line with the wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day, then small, consistent groups will be used. 7. Any additional teaching staff (e.g. temporary supply or maternity cover) to be given a full and comprehensive briefing regarding our approach to teaching in bubbles and the safety measures and protocols that they will be expected to follow. 			

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8. Music Teaching – the teaching of music and playing of instruments in school settings will be controlled by detailed protocols from the Director of Music in accordance with National Guidelines.
9. Sports and PE – arrangements for the teaching and practicing of Sports will be controlled by detailed protocols from the Director of Sport in accordance with National guidelines.
10. Contingency Planning for cases and outbreaks – in the case of an outbreak at the school the Major Incident Plan will be invoked by SMT.
Measures will include:
All lessons will be completed in Microsoft Teams and recorded to enable those who cannot be physically present in the teaching space to access content.
In the event of a local outbreak, the School will follow PHE health protection team or local authority advice
The School will be in a position to return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.
11. Fire Safety arrangements - Existing school fire safety control measures and detection systems are operating as normal. Fire Alarms will be tested weekly as normal.
Staff and Contractors will be instructed that if the Fire Alarm sounds then evacuation should take place in the normal school routine. Social Distancing is not required for emergency evacuation of buildings due to the imminent threat to life.
Social Distancing will then apply to the roll call procedure at the Assembly Points.
In line with good Fire Risk Assessment practice the key fire doors on boiler and plant rooms will remain closed and locked, subject to work programmes taking place. Some doors on fire routes in classrooms, corridors and passages may be fixed open to reduce touch contamination by occupiers. These will be closed when the buildings are unoccupied. Those doors that are held with automatic restrained catches will operate as normal.
12. Meetings - all meetings, with external participants as well as with internal staff, will adhere to social distancing guidelines if held face-to-face. If this is not possible, the meeting will take place online.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of assessor	Signature of assessor	Date
D Yates		

Name of reviewer	Signature of reviewer	Date
A England		

Risk assessment reviews	
	Set future review dates & sign/comment upon completion
	Reviewed and uploaded to OneDrive 20 th August 2020 Extra detail added 21/10/20 on hand gel

