

COVID-19 REOPENING RISK ASSESSMENT MARCH 2021

Workplace	Battle & Langton CoE Primary School	Likelihood (L)	X	Severity (S)
Department	Whole school	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Simon Hughes, Julie Crocker, Rochelle Byles, Ed Croft.	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Entire school building	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	The re-opening of the school following lockdown 3	Likely	4	Major (death or serious injury)
Date	July 2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To risk assess the full reopening of school on March 08 th 2021	Low = 1-8	Medium = 9-14	High = 15-25

RISK 1:	Potential transmission arising from increased numbers of staff working onsite during the preparation for the reopening of school			
Who is at risk?	All members of staff and the key worker / vulnerable pupils currently attending school			Risk Rating with planned control measures
Planned control measures:	<ul style="list-style-type: none"> Tell any staff or visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Follow the Government's COVID-19 cleaning of non-healthcare settings guidance Staff who are clinically vulnerable, or extremely clinically vulnerable should only attend where strict social distancing measures can be enforced (after March 31st). Staff will be provided with guidance. Review H&S compliance checks before re-opening - Schools coronavirus (COVID-19) operational guidance (applies from 8 March)	Likelihood	Severity	Risk
		2	4	8
	None needed.	Risk rating with additional control measures		

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Additional control measures				
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RISK 2:	Increased risk of introducing infection from pupils and staff returning to school in greater numbers		
Who is at risk?	All members of school community		Risk Rating with planned control measures: LxS=Risk
Planned control measures:	<p><u>Personal Hygiene:</u></p> <ul style="list-style-type: none"> Pupils to be supervised for regular handwashing for 20 seconds with soap and water or use hand sanitiser provided at the following times: <i>Arrival to school / Before & after breaktime / Before & after lunchtime / Before and after outdoor games or activities</i> Behaviour Policy reissued in line Autumn term review Reinforce routines of using a tissue or elbow to cough or sneeze and bins for tissue waste Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. Leaders have produced individual risk assessments for pupils with EHC plans attending school. Clear communication with pupils, parents and wider community about return to school procedures and new arrangements. Staff expected to wash hands frequently, especially on entry to the building or when they have left their classroom setting 		<p>L: 4 S: 4 16</p>

- PPE available for all classrooms in the case of a symptomatic individual needing care, or someone needing personal care. POD classroom to be provided with own supply due to frequency of intimate care issues.
- Children discouraged from and taught that they should not hold hands or sit on laps, they should not hug and kiss each other and they should not get too close to anyone's face.
- Staff to judge need for restraint carefully on a case-by-case basis. If there is a risk of physical harm, restraint can be used. If possible, staff will use PPE to help protect themselves.

Maintaining 'Social bubbles'

- Social bubbles given different coloured hats. Children are told that they are NOT to play or talk with children with different coloured hats on.
- Toilet arrangements in line with guidance for each class, children taught not to enter a toilet when a different colour hat is in there.
- Maintain consistency of staffing for each group and that pupils stay in the same groups each day.
- Other adults should avoid entering another bubble unless absolutely necessary. If necessary, wear a face mask and avoid touching anything whilst maintain social distancing.
- Entrance and Exit times are staggered to minimise risk of group mixing
- Lunchtimes are staggered, food is eaten in the classrooms not the hall
- Playground to be 'zoned' to allow for groups to use certain areas without mixing.
- Staff to maintain strict 2-meter distances from each other if possible and to wear masks when it is not possible or in meetings or places where it is difficult to maintain distance (eg. corridors.)
- Movement around the building limited to toilet breaks. External doors to be used wherever possible
- Visitors (including parents) are not permitted into the building unless they are there in an official capacity (ESCC, Social workers, heating engineers, Governors etc)
- Any visitor permitted to enter the building to be asked to verify their health. They should then be instructed to use hand gel before entering.
- Breakfast club running with consistent group sizes

	<p><u>Maintaining environmental hygiene:</u></p> <ul style="list-style-type: none"> • Where possible, teachers encouraged to use outside space • Classroom windows and doors to be open as much as possible, and where weather is too cold classrooms must be ventilated at least at playtimes, lunchtimes, PE times and any other times that are practical. • Classroom furniture reduced to bare minimum and hard to clean objects such as toys are removed • Staff room to be off-limits apart from to make drinks and then only 3 people are allowed in at any time. • Site staff will continue with regular additional cleaning of high touch areas, such as door handles and bannisters, however reduced movement around the building should reduce risk also. • Cleaners clean all surfaces in the classrooms daily <p><u>Adults not in bubbles:</u></p> <ul style="list-style-type: none"> • Adults (such as SLT) should maintain social distancing from all others, and if entering bubbles necessary. If necessary, staff should wear face masks. • Office staff should maintain distance from each other wherever possible. <p><u>Working with children</u></p> <ul style="list-style-type: none"> • All adults will try to avoid working too closely with children. • If proximity is needed, then being side by side is preferred, not face to face. • Other protective measures such as screens used for 1-1 work that needs to be face to face (speech and language support)
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Additional control measures	<ul style="list-style-type: none"> • Additional cleaning to provide a regular toilet clean during the day so that each set of toilets is cleaned several times a day. • Additional cleaning to enable a 'regular' clean of all shared resources in bubbles where resources are high. • Afterschool club will not run in as this will blend bubbles and create additional risk of the virus spreading if it gets into the school. Early bird club will run in the mornings as it does not blend bubbles. • School behaviour policy will state that positive handling is to be avoided at all times except when there is immediate danger of serious injury. 	Risk rating with additional control measures		
		3	4	12

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	<ul style="list-style-type: none"> • Vulnerable members of staff permitted to wear PPE if they choose to during class time. • Vulnerable members of staff to wear a 'Sunflower' lanyard to help children to remember not to approach them. • Individual risk assessment to be done on all vulnerable staff – OH referrals for those in highest category. • Staff meetings will be conducted in masks at 2 metre distances where needed – otherwise they will be done on line • Classrooms to be ventilated 'as much as possible'. In cold weather, this will be done at regular intervals through the day as it is not feasible to have the windows open all day.
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RISK 3:	Risk of transmission between parents and pupils during school drop-off and collection times			
Who is at risk?	All members of school community		Risk Rating with planned control measures	
Planned control measures:	<ul style="list-style-type: none"> • Communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule • Stagger drop-off and pick up times to allow for less congestions and to give parents space to social distance themselves • Inform parents/carers and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact • Parents told to queue at markers up Market road and provided with sufficient space to stay socially distant whilst waiting • SLT supervision on the gate • Parents asked to use the top entrance to the car park rather than drive down to the school gates. • Parents asked to supervise their children in the mornings to ensure road safety. 	Likelihood	Severity	Risk
		2	4	8

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Additional control measures	None Needed	Risk rating with additional control measures		

RISK 5: Risk of possible transmission to pupils who travel to school by bus/coach/taxi or public transport					
Who is at risk?	All members of school community		Risk Rating with planned control measures		
Planned control measures:	<ul style="list-style-type: none"> Parents encouraged to walk or cycle rather than take public transport Parents asked to social distance themselves in the car park before queueing. 		Likelihood	Severity	Risk
			2	4	8
	None Needed		Risk rating with additional control measures		

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Additional control measures			
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RISK 6:	Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school		
Who is at risk?	All members of school community	Risk Rating with planned control measures	
Planned control measures:	<ul style="list-style-type: none"> ● Follow Government guidance Schools coronavirus (COVID-19) operational guidance (applies from 8 March) ● Contractors to be made aware of any changes to school day – eg staggered lunchtimes ● Strict hand sanitising in place as soon as pupils/staff arrive in school ● Contractors told to hand sanitise and wear a mask before entering the building ● Visitors (including parents) are not permitted into the building unless they are there in an official capacity (ESCC, Social workers, heating engineers, Governors etc) ● If parents need to meet with a teacher, they can do so over the telephone or video conferencing during working hours. ● Where absolutely necessary, meetings can take place in designated areas at social distances with masks. ● Any visitor permitted to enter the building to be asked to verify their health. They should then be instructed to use hand gel before entering. ● Integrity of social bubbles to be maintained ● We will use internal supply teachers first if needed, and regular ones if this is not possible. ● All visitors including supply staff must maintain social distance from adults and children (unless on a long term contract where they will form part of a bubble. 	Likelihood	Severity
		3	4
	●	Risk rating with additional control measures	

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Additional control measures			
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RISK 7:	Risk that contamination exists within the school environment due to ineffective hygiene measures.			
Who is at risk?	All members of school community	Risk Rating with planned control measures		
Planned control measures:	<ul style="list-style-type: none"> ● Site staff follow the COVID-19: cleaning of non-healthcare settings guidance ● All handwashing sinks, soap dispensers, hand gel etc are checked everyday to ensure stock levels are adequate ● Site staff to inspect daily to ensure good/effective hygiene levels ● Remove unnecessary items from classrooms and stored elsewhere ● Rooms cleaned at the end of each school day. Due to reduction of furniture, all surfaces to be disinfected, including the chairs. ● Staff in classrooms will be issued with detergent and disposable cloths and asked to clean surfaces and regularly touched areas as frequently as possible during the day ● Children will not be allowed to bring anything other than school essentials to school ● Teachers will operate a 'clear desk' policy at the end of each say to allow for a thorough cleaning. 	Likelihood	Severity	Risk
		4	4	16

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Additional control measures	<ul style="list-style-type: none"> Additional cleaning support from existing staff to provide a regular toilet clean during the day so that each set of toilets is cleaned several times a day. Additional cleaning to enable a 'regular' clean of all shared resources in bubbles, in particular Reception and the Pod where resources are most present. Reception and the Pod to use resource rotation as a method to reduce need to clean KS2 library out of use, LMc to organise 'mini libraries' for each year group 	Risk rating with additional control measures		
		3	4	12

RISK 8:	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)			
Who is at risk?	All members of school community	Risk Rating with planned control measures		
Planned control measures:	<ul style="list-style-type: none"> If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance Medical bays will be set up inside the former POD, staff will take children via the nearest exit and walk to reduce the risk of spread. 	Likelihood	Severity	Risk
		3	4	12

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	<ul style="list-style-type: none"> • Adults in each bubble are responsible for administering first aid for illness and minor injuries • Staff to try and maintain 2m distances • Medical bay and classroom cleaned thoroughly after use • Staff to be made aware that if a child is unexpectedly weepy or unsettled, they could be feeling unwell and should be treated with caution. • PPE is available so that staff may support a child who is feeling unwell, until parents can be contacted 							
Additional control measures		<table border="1"> <tr> <th colspan="3">Risk rating with additional control measures</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Risk rating with additional control measures					
Risk rating with additional control measures								

RISK 9:	Building Safety risks: Fire procedures, Lockdown, Movement for lunch / transitions, Toilets, Security including risk of theft Data breaches			
Who is at risk?	All members of school community	Risk Rating with planned control measures		
Planned control measures:	<ul style="list-style-type: none"> • Follow revised lunch and break rotas to ensure safe movement around school • Children to seek permission to use toilets to ensure staff know where children are at all times • High expectations of how children move around school upheld by all members of staff from all schools 	Likelihood	Severity	Risk
		2	4	8

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	<ul style="list-style-type: none"> • SLT on the gate at the start and end of each day. • Follow the Schools coronavirus (COVID-19) operational guidance (applies from 8 March) • Any incidences are logged and the risk assessment is evaluated and changes made as a result of lessons learned. • Windows and doors being open to aid good ventilation. • Online learning policy and acceptable usage policy written and distributed • New Fire procedure to be written and shared with all staff. • Early fire drill practised • Health and safety plan adapted in light of changes to procedures 							
Additional control measures	<ul style="list-style-type: none"> • 	<table border="1"> <tr> <th colspan="3">Risk rating with additional control measures</th> </tr> <tr> <td></td> <td></td> <td style="background-color: #92d050;"></td> </tr> </table>	Risk rating with additional control measures					
Risk rating with additional control measures								

RISK 10:	Potential transmission to clinically vulnerable staff and pupils returning when school reopens			
Who is at risk?	Staff who were previously asked to shield due to underlying conditions	Risk Rating with planned control measures		
Planned control measures:	<ul style="list-style-type: none"> • Employer health and safety and equalities duties met in the usual way and follow steps in DfE Guidance for full opening – schools Section 2 	Likelihood	Severity	Risk
		4	4	16

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	<ul style="list-style-type: none"> All staff with conditions that make them 'vulnerable' or 'extremely vulnerable' to be risk assessed and where needed, an OH referral to be made 							
Additional control measures	<ul style="list-style-type: none"> Staff who were previously shielding to wear distinctive lanyard. Children and staff to be trained that nobody should encroach on the 2 metre rule. Classrooms of previously shielded teachers to be marked with a 2m no-go zone to help children stay back from staff. Previously shielding staff able to wear face masks, or any other PPE they feel necessary HLTA to work only in KS2 where children are able to social distance more reliably. Any guidance on ECV staff to be followed when available 	<table border="1"> <tr> <td colspan="3">Risk rating with additional control measures</td> </tr> <tr> <td>3</td> <td>4</td> <td>12</td> </tr> </table>	Risk rating with additional control measures			3	4	12
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3	4	12						

Signature of Chair of Governors:	S Cutting	Signature of Headteacher:	G Alexander	Initial Date:	13/07/20
Signature of Chair of Governors:		Signature of Headteacher:	G Alexander	Review Date:	09/09/20
Signature of Chair of Governors:		Signature of Headteacher:	G Alexander	Review Date:	28/9/20
Signature of Chair of Governors:	pp Rob Saunders	Signature of Headteacher:	G Alexander	Review Date:	02/11/20

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Signature of Chair of Governors:		Signature of Headteacher:	S Hughes	Review Date:	31/12/20
		Signature of Headteacher:	S Hughes	Review Date:	25/07/21