



**RISK ASSESSMENT – SCHOOLS
DURING CORONAVIRUS PANDEMIC (COVID-19)**

School:			
Headteacher:	<i>Kate Baptiste</i>	Persons undertaking the assessment:	Headteacher – Kate Baptiste Office Manager– Catherine Nolan
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus	Risk Assessment Number:	03
Date of assessment:	<i>14th July 2020</i>	Date of next review:	<i>3rd September 2020</i>

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken):</p> <p><i>facilities/activities relevant to your school</i></p> <p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>	<p>NHS 111</p> <p>https://111.nhs.uk/covid-19</p> <p>Government guidance: https://www.gov.uk/coronavirus</p> <p>https://www.gov.uk/government/organisations/public-health-england</p> <p>www.gov.uk/government/publications/coronavirus-outbreak-faqs</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>

Specific groups will not be able to attend school following reopening, the advice from DfE is as follows:

1. **Vulnerable children and young people** (0 to 18 years of age) who have been [classified as clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. These children should not attend school or childcare, and they should continue to be supported at home as much as possible.
2. **Vulnerable adults** Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others \(social distancing\) guidance](#) should work from home where possible. Clinically vulnerable individuals who cannot work from home, should be offered the safest available on-site roles (staying 2 meters away from others when possible).
3. **Living with clinically vulnerable person.** If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.
4. **Living with a shielded person**, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home.

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

<p>LOCATION:</p> <p><i>St Monica's Catholic Primary School, Cannon Road, London N14 7HE</i></p>	
<p>WHEN DOES THE ACTIVITY TAKE PLACE <i>(early hours, during normal hours, after 6pm or at weekends)</i></p> <p>Normal school day – 9.00am – 3.15pm</p> <p>Extended care – 7.45am for key worker families with breakfast served at 8am</p>	

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

Hazards	Who might be harmed and how – risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
Preparation of the school – school has remained open during lockdown	Pupils, staff, cleaners, catering staff and all visitors to the school	<ul style="list-style-type: none"> ▪ Usual premises checks ▪ Water treatments/checks ▪ Fire alarm testing ▪ Repairs ▪ Grass/hedge cutting ▪ Portable appliances ▪ Fridges/freezer ▪ Boiler/heating services ▪ Internet/telephone services ▪ Desks re-arranged to allow social distancing ▪ Removal of soft toys, furnishings and any unnecessary items from classrooms ▪ Social distancing markings, signage etc ▪ Emergency routes and signage ▪ Annual calendar of events reviewed and all school trips and in-school workshops for summer and autumn terms cancelled ▪ Staffing briefings ▪ Communications to parents and surveys to find out approximate number of children who will attend – this will lead to numbers of staff required 	Continuous inspection of the premises	Headteacher Office Manager Site Manager	Ongoing	

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Safeguarding – issue arises when there are staff shortages	Pupils and staff	<ul style="list-style-type: none"> ▪ DSL always on site ▪ Member of SMT, office staff and site manager always on site ▪ SMT allocated to gates at start and end of day ▪ Child protection procedures remain in place and any causes of concern are raised ▪ All members of staff have first aid training ▪ All behaviours that are challenging should be managed using the school’s behaviour policy ▪ Staff and pupil individual Risk Assessments (children with EHCP) should be completed 	<p>If DSL is not on site, they can be contacted to raise concerns. If all DSLs are unwell then contact another school or Enfield MASH to get advice.</p> <p>Update Child Protection Policy and Behaviour Policy in light of changes in provision and send to all staff.</p>	Headteacher SMT	Ongoing	
Access and egress – Reception - Year 5 and Keyworker children for Wednesday 15 th July & Thursday 16 th July	Pupils, staff and parents could catch covid-19 through close contact with infected person	<ul style="list-style-type: none"> ▪ Arrival times would be staggered – Reception, Year 1 and Year 2 children would be met at the main school gate and Years 3, 4 & 5 at the gate leading into the Parish Centre car park by a member of staff and allocated a space (two metres apart from the others) until the whole group has arrived 	Any changes will be communicated to all staff, parents and children.	Headteacher SMT Site Manager Teachers Support Staff	Ongoing	

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		<ul style="list-style-type: none"> ▪ Keyworker children to arrive at various times but must be in school by 8.45am to allow for the staggered arrival times of the Reception – Year 5 children ▪ Demarcation line at the gate between staff members and parents/child to avoid close contact ▪ Staff will wait two metres away from the demarcation line ▪ No child will be able to enter the school grounds before being admitted by a member of staff ▪ Parents will not be allowed on site and only one parent encouraged to bring their child to school ▪ Signage at entrance reminding people to keep at least two metres apart ▪ On entering the school building, children would wash their hands in their classroom with soap for 20 seconds 				

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		<ul style="list-style-type: none"> ▪ Each group will be allocated a collection time. Reception – Year 2 groups will be collected from the main gate and Years 3 – 5 at the gate leading into the Parish Centre car park. Keyworker groups will be collected from the main gate as normal ▪ Parents will be required to wait outside their allocated gate until a member of staff escorts their child to them, and then leave immediately to limit the number of parents waiting and to facilitate social distancing 				
Children turning up for school that should not be there as they are not one of the identified groups	Pupil	<ul style="list-style-type: none"> ▪ If a child turns up with their parent, then send them home ▪ If a child arrives on their own, then contact the parent to collect them from school ▪ If the parent cannot be contacted, then keep the child at school in an isolated room with a member of SMT until parents are reached 	None	Headteacher SMT	Ongoing	

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		<ul style="list-style-type: none"> ▪ Follow the conversation up with a formal letter to explain why they cannot be in school 				
Access to the staff room and staff toilets	Staff could catch covid-19 through close contact with common area and use of utensils, seating area etc.	<ul style="list-style-type: none"> ▪ Staff room would be limited to a maximum of 10 members of staff and the two metres social distancing must be adhered to - breaks would be staggered to facilitate this. An area would also be provided at the front of the school if staff wanted to have their break outside ▪ All staff to clear away personal items, rubbish and clear away their dirty cutlery and crockery or place in the dishwasher which will be turned on by a member of SMT each night ▪ Staff to wipe down surfaces, kettles etc. and eating area after use ▪ Staff are encouraged to bring in food and drinks from home ▪ Sanitiser wipes and soap is available ▪ Only two members of staff at any given time to enter and use the main staff toilets. Hand dryers are disabled and 		Office Manager & Site Manager	Ongoing	

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		replaced with paper towels. Sanitising wipes are also provided (to wipe taps before use) and a lidded bin to dispose of towels & wipes				
Pupil toilet areas	Pupils could catch covid-19 either through close contact, or through infected surfaces or poor handwashing routines	<ul style="list-style-type: none"> ▪ Children will be accompanied by an adult from their bubble to go to the toilet ▪ All hand dryers will be disabled and paper towels will be added in trays and a lidded bin to dispose ▪ Toilet areas will be cleaned during the day by Site Manager, Office Manager and SMT and sanitised every morning by the cleaners ▪ Hand wash will be available in toilet and checked daily ▪ Signage would be placed, informing children to wash their hands after every toilet break 	During lunchtimes & break times staff members will be available to ensure that social distancing is adhered to	SMT Teachers Support staff Site Manager Office Manager	Ongoing	
Movement around the building	Pupils, staff and parents could catch covid-19 through close contact with an	<ul style="list-style-type: none"> ▪ Movement around school will be limited and timetabling will ensure only one group could access one area of outdoor space at any given time 		Teachers Support Staff	Ongoing	

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	infected person whilst on premises	<ul style="list-style-type: none"> ▪ On exiting a room each staff member must look left and right before proceeding down the corridor to ensure that we keep to social distancing measures ▪ Each group will be able to sign up for an outdoor space to use during lesson time. Timetables will be kept in the staffroom. ▪ Two adults will be assigned to each group so that an adult could escort children wishing to use the toilet and ensure that social distancing is maintained with staff or children from other groups ▪ The children in the year groups will be taught and supervised by the same two adults throughout the school day 				
Pupils' misconduct	Pupils and staff could catch Covid-19 either through close contact with a child misbehaving or a child with SEND struggling	<ul style="list-style-type: none"> ▪ Each bubble to devise their own rewards and sanctions in line with our School Behaviour Policy ▪ Should a child reach Stage 4 a member of SMT will be called 				

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	to maintain social distancing	to remove the child and isolate them as required <ul style="list-style-type: none"> ▪ Children whose behaviour poses a risk will be required to go home and parents will be notified accordingly 				
Activity in the main office, reception area and SMT rooms	Staff and visitors could increase infection chances with limited space in lobby area	<ul style="list-style-type: none"> ▪ Parents will not be allowed on site and will be asked to communicate either by calling or emailing the school office ▪ Staff will need to adhere to two metre social distancing when entering and leaving the building ▪ Visitors to the school will be limited to only those that are absolutely necessary eg professionals to visit a child with an EHCP or for a meeting ▪ We will operate a 1 in 1 out policy for visitors and deliveries ▪ Whoever is in the office will open the pedestrian gate and advise the person that they must wait by the cone saying PLEASE WAIT HERE, until the person in the lobby leaves – 		Office Staff Site Manager	Ongoing	

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		<p>then, they will be permitted to enter</p> <ul style="list-style-type: none"> ▪ Office staff to be made aware of the need to remind staff members and anyone who enters the lobby area to clean their hands with sanitiser and to maintain two metre social distancing ▪ Sanitiser wipes will be provided to ensure that the staff signing in system is regularly wiped down and a bin provided for disposal of the wipes ▪ Office glass screen to be kept closed to limit contamination ▪ Only office staff will be allowed to enter the school office, a demarcation line will be placed at the office internal door and staff will wait there and the same will apply to the Headteacher’s, SMT’s and Site Manager’s rooms ▪ If teachers or support staff need to make a phone call they will use the phone in the Star Room and sanitising wipes 				

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		<p>will be provided to wipe down the phone before use and a bin to dispose of the wipe.</p>				
Lunchtime and dinner hall use	Risk of infection from pupils, staff and potential kitchen team to pass on covid-19	<ul style="list-style-type: none"> ▪ The dinner hall will not be in use ▪ Children who select a school lunch will be provided with a packed lunch. Children make their selection at the start of the week. Menu choices will be collected from classroom by the school office staff and communicated to the catering company. Once the lunches have been delivered they will be distributed to the appropriate classroom. Children will be able to bring their own packed lunch into school and it will need to be keep in their classroom ▪ All lunches will be eaten at the child’s individual desk in the classroom ▪ Children must all bring their own water bottle to school each day, clearly labelled with their name and that they can independently open and close 		SMT Teachers Support Staff Office Staff	Ongoing	

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		<ul style="list-style-type: none"> ▪ Hand sanitising to be enforced by staff after food consumed – sanitiser will be kept in the classroom and the tables wiped down 				
Play times	Pupils and staff could catch covid-19 through close contact with infected person whilst playing and sports activities	<ul style="list-style-type: none"> ▪ Playtimes will be staggered ▪ Each group will be allocated time for outdoor play, which will be supervised to ensure that children stay apart as far as possible and play safely ▪ Each group will be allocated a play area in the playgrounds ▪ Infant hall will be used on a rota if raining 		SMT Teachers Support Staff	Ongoing	
Play equipment	Covid-19 is known to spread on surfaces – play equipment would be susceptible due to high volumes of children	<ul style="list-style-type: none"> ▪ Each class to be allocated a box of play equipment and children would sanitise their hands before using it ▪ Play equipment that cannot be wiped down is removed ▪ Playground equipment areas are taped off and the children not allowed to play on them ▪ All equipment in the main hall is also be classed as out-of-bounds 		SMT Teachers Support Staff Site Manager	Ongoing	

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Classroom activity and set-up – children and staff	Potential for infection due to close contact with other children and staff	<ul style="list-style-type: none"> ▪ Classrooms will be redesigned to allow social distancing: ▪ All classes on Wednesday & Thursday to spend the day in their new classroom. Key worker children to use the infant hall, excess Year 1 in main hall and RY and excess Reception children to use RG classroom ▪ Each phase group will be segregated from other staff and children throughout the day ▪ Within classrooms, each child will sit in the same seat at all times and be given their own equipment and stationery to use. Children can bring in their own pencil case but it must be left in school in their tray. They may also bring in a book from home and keep it in their tray. ▪ Equipment will also not be permitted to leave the classroom, to prevent contamination ▪ Classrooms will have significant items removed 	The plan would need to be dynamic – that is flexible in its approach. Social distancing is only really possible if you can utilise the extra space from having limited numbers of pupils attending.	SMT Teachers Support staff Site manager	Ongoing	

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		<p>(where possible) to minimize contamination</p> <ul style="list-style-type: none"> • Tables & chairs - in practice, tables and chairs would be difficult to remove, so they would be arranged so that children are seated one metre apart • Toys and resources that are used within the bubble would be wiped down at the end of the day • Library to be closed for the time being <ul style="list-style-type: none"> ▪ Tables normally used in corridors for 1:1 lessons are removed to prevent use ▪ Sanitising hand wash is available in every classroom and encouraged to be used ▪ PPE, hand sanitiser, tissues, sanitising wipes & spray, paper towels and a first aid kit is available in every classroom and staff would have access to this and will use with children as appropriate (eg hand sanitiser to be used before going outside and to the toilet) 				

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		<ul style="list-style-type: none"> ▪ Each class will be provided with a separate lidded bin to dispose of tissues and paper towels used for cleaning workstations and equipment and the contents will be emptied each day ▪ Signage will be placed in classrooms reminding children to wash their hands whenever possible and not to move equipment from their tables ▪ Acts of worship will take place in each bubble’s room (to prevent mixing of bubbles or meeting of large groups) ▪ No school trips or in-school workshops until further notice 				
General hygiene of staff members, visitors and children	Covid-19 is easily transferable without precautions. Without these, everybody is vulnerable	<ul style="list-style-type: none"> ▪ Health and hygiene is everyone’s responsibility ▪ Hand washing or sanitiser will be compulsory for every child that enters the building – each teacher or support staff is responsible for making sure this is carried out for their bubble 	Signage to be placed in key areas – lobby, toilet areas, eating areas, on doors outside as you re-enter	All staff	Ongoing	

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		<ul style="list-style-type: none"> ▪ Staff will also need to sanitise their hands as they enter the office lobby area The same applies to all staff and pupils when; <ul style="list-style-type: none"> - they go to the toilet - they come back in from outside - after they have eaten when they leave the building See hand washing advice www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/ • All hand dryers will be disabled and paper towels provided • Children will be asked to have a thorough wash each day and that they come to school in fresh, clean clothes – wearing of school uniform will be optional • Staff also to wear clean clothes each day and to keep jewellery to a minimum especially bracelets and rings • Children/staff will be asked to avoid touching people, 				

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		<p>surfaces and objects where possible</p> <ul style="list-style-type: none"> • Children/staff will be asked to cough/sneeze into a tissue and dispose into the bins provided and wash their hands afterwards • Staff will be able to access PPE masks, aprons and gloves if they want to use them. • Windows and doors kept open for ventilation • Photocopier room – operate on a one-in-one-out basis to keep to two metre social distancing. Sanitising wipes available for touch points and a lidded bin to dispose them • Staff to raise any concerns as soon as possible with the Headteacher • Drinking fountains will be taken out of use 				
Administering first aid	Staff could catch Covid-19 from a pupil when administering first aid	<ul style="list-style-type: none"> ▪ Should a child require minor first aid, a bubble staff member would administer first aid and use the PPE provided 				

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		<p>in the room (please see video for safe removal of PPE)</p> <ul style="list-style-type: none"> ▪ In the event of a more serious first aid situation a member of SMT will be called to assist a bubble staff member and both staff members to wear PPE. ▪ In the event of a child wetting or soiling themselves a member of SMT will be called to assist a bubble staff member to clean and change the child (in the medical room) 				
Cleaning capacity	Covid-19 can live on surfaces from up to a couple of days to weeks – anyone who uses a common area regularly could be vulnerable without a proper cleaning schedule in place	<ul style="list-style-type: none"> ▪ Cleaners will be notified in advance as to a potential change of cleaning schedule to fit in with demand ▪ Cleaning will be necessary in the areas that have been used regularly – classrooms, toilets, staff room ▪ Usual cleaning will take place daily. Cleaners will be told to ensure that areas such as door handles, hand rails and toilet seats should be sanitised every morning 	During this time classrooms/rooms will be kept locked	Teachers Support staff		

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Key areas – ICT suite, library and PPA room		<ul style="list-style-type: none"> ▪ Library to remain closed for the time being ▪ ICT suite will only be used by key worker children and again strict social distancing will be adhered to ▪ Each child will be allocated their own computer and it will be sanitised after each use ▪ The air-conditioning will not be switched on while there are people present in the room ▪ In the ICT all doors to be kept open while the ICT Suite is in use ▪ PPA room will not be used for planning as it will be a PPE storage area 	Other areas can be added once the school reopens – the schedule can be flexible	Cleaning Staff Site Manager	Ongoing	
Potential infected pupil or staff member	If a child is displaying symptoms it would be the presumption that they have Covid-19 and could transmit this infection to other people in the building	<ul style="list-style-type: none"> ▪ Anyone with symptoms of COVID-19 should not attend school and report to the Headteacher ▪ School staff should access NHS111 online https://111.nhs.uk/covid-19 Staff/pupils who become symptomatic should self-isolate for seven days. If a 	As with all cases, response from HSE or Public Health England can be unpredictable- plus there could be more child/staff cases based on one incident	SMT Teacher Support Staff Cleaners	Ongoing	

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		<p>staff member or pupil is a household contact of someone who becomes symptomatic, the staff member or pupil should self-isolate for 14 days. If the staff member or pupil starts symptoms, they need to self-isolate for seven days from that date.</p> <ul style="list-style-type: none"> ▪ If a child becomes unwell during school time they will be taken to one of the two quarantine areas (the music room near Year 3 and the meeting room next to photocopier room – these areas will be out of bounds and staff will not be permitted to enter ▪ Signage will be placed to indicate that it is a designated quarantine area ▪ A staff member (from the bubble) will take the unwell pupil to the quarantine area. A member of SMT will then stay with the child until the parent 				

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		<p>arrives. The office will make the call to the parent.</p> <ul style="list-style-type: none"> ▪ If the child is displaying Covid-19 symptoms while in school the parents of the children in that bubble will have the option of self-isolating their child ▪ The bubble will not be closed until there is a confirmed case of Covid-19 and in this instance everyone in the bubble will need to self-isolate for 14 days and the room will be deep cleaned ▪ For staff, the same rules will apply, however they will be able to take themselves home EXCEPT if they travelled on public transport. In this case, alternative arrangements must be made eg a taxi provided by the school ▪ In the event of a positive case it should be treated as a RIDDOR reportable incident ▪ HSE will advise the best course of action. 				

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		<ul style="list-style-type: none"> ▪ Complete an individual risk analysis of staff member and potential contact 				
Stress & Wellbeing	Staff members could suffer from stress related conditions due to not being informed about certain developments or worry about the general situation or being isolated	<ul style="list-style-type: none"> ▪ Reassurance made to staff that measures are taken seriously to protect their safety and wellbeing ▪ For most people Covid-19 results in a mild illness. Transmission of the virus is more likely if in contact with someone with symptoms at less than two metres for 15 minutes or more. Therefore, it is paramount that if possible social distancing is maintained at all times ▪ Staff are consulted at every opportunity as to changing developments ▪ Agreement on staff rota where possible so if staff are not needed they can work from home ▪ Regular contact with staff to ensure that they are ok ▪ Regular breaks and refreshments 	<p>As with all stress-related issues, proactive engagement is the best remedy. Finding the root cause is often a case of changing work environment, giving people a better chance to make decisions or to stagger workload. Covid-19 has affected us all so it is important that stress is monitored</p> <p>HT & SMT to remain alert to worries/anxiety of staff</p>	Headteacher SMT	Continuous	

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		<ul style="list-style-type: none"> ▪ Try to encourage people to go outside – especially when it is dry and sunny ▪ Publicise Education Support 08000 562 561 helpline counselling service ▪ Look for the tell-tale signs of stress in the workplace; <ul style="list-style-type: none"> - High absenteeism - Low mood - Poor judgement - Inability to focus - Being pessimistic - Depression - Coping with alcohol 				
Staff ratios	Staff and pupils	<ul style="list-style-type: none"> ▪ Plan ratios so that children can be seated one metre apart. (in family groups for key worker children). The size of the group will be determined by <ol style="list-style-type: none"> a) the size of the room b) number of family members in it ▪ Each bubble will be no more than 15. over the course of a week (for childcare & class groups). 	Continue to monitor action identified as the situation changes	Headteacher SMT		

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		<ul style="list-style-type: none"> ▪ Each pupil with an EHCP plan to have the correct level of support ▪ If possible an additional member of staff rostered to cover any short term absence ▪ If high levels of absence due to Coronavirus symptoms, then consider the following in order <ol style="list-style-type: none"> 1) EHCP pupils to be asked to stay at home for a temporary period of time 2) Pupils with Social Services involvement to be asked to stay at home for a temporary period 3) Contact the LA about moving keyworker pupils to an alternative location until levels of staffing can be increased 4) Speak to keyworker parents about hours they need to cover and if there is any temporary alternative available 				

COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT

Hazards	Who might be harmed and how – risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
Travel between schools or other travel whilst at work Travelling to and from school	Staff, pupils and parents more exposed to the risk of contracting Covid-19 due to lack of social distancing	<ul style="list-style-type: none"> ▪ Encourage greater use of walking, cycling or own car rather than public transport 				
Contractors	Staff, contractors or children could be affected by the work or potential infection	<ul style="list-style-type: none"> ▪ Vast majority of essential compliance checks have been completed for this academic year ▪ Legionella still need monthly access 	All contractors will fall under the visitor tag so will be required to sanitise before and after entering the building.			
Accidents, security and other incidents		<ul style="list-style-type: none"> ▪ In an emergency, for example, an accident or fire, people do not have to stay two metres apart if it would be unsafe ▪ Particular attention would be given to sanitation measures immediately afterwards including washing hands ▪ In the event of a fire, all usual procedures to go to the junior playground are maintained 				